



# WINDERMERE & BOWNESS TOWN COUNCIL

*Representing the interests of the communities of Windermere, Bowness and Troutbeck Bridge*

You are summoned to attend the **Meeting** of Windermere & Bowness Town Council to be held on Wednesday 12<sup>th</sup> March 2025 at Langstone House, Broad Street, Windermere at 7pm

*Sally Parkyn*

**Mrs Sally Parkyn Town Clerk**

7<sup>th</sup> March 2025

1. **Apologies and absence:** To receive apologies and note absence.
  2. **Minutes:** To authorise the Mayor to sign the minutes of the Full Council Meeting held on 12<sup>th</sup> February 2025.
  3. **Extraordinary Meeting Minutes:** To authorise the Mayor to sign the minutes of the Extraordinary Full Council Meeting held on 20<sup>th</sup> February 2025.
  4. **Planning Minutes:** Town Council will be asked to receive the minutes of the Planning sub-committee held on 26<sup>th</sup> February 2025.
  5. **Declarations of Interest:** To receive declarations by Members of interests in respect of items on this agenda.
  6. **Requests for Dispensations:** To consider any requests received for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.
  7. **Items to be taken in private session:** To agree to discussing agenda item Longlands and Staffing Matters after the close of the meeting, due to the confidential content.
- INFORMATION**
8. **Public Input:** Members of the public have the opportunity to make statements and ask questions of the Council (3mins is the maximum allowance).
  9. **Mayor and Member Announcements including Advisory Group reports:** To receive announcements by the Mayor and other council members (3mins is the maximum allowance).
  10. **Westmorland & Furness Councillors' Reports:** To receive updates from Westmorland & Furness Council Members.
  11. **Clerk's Report:** To receive the Clerk's Report, note items of correspondence and progress with work-plan.
- FINANCE/PROCEDURAL**
12. **Invoice Payments:**
    - a) To authorise payment of the invoices detailed on the Orders for Payment listing.
    - b) The Town Council will be asked to review the budget monitoring statement and bank reconciliation.
    - c) To add RFO Emma Chadwick to the Unity Bank applications with power to set up but not authorise payments for the signatories.
    - d) To resolve that payments to HMRC may be made by direct debit when required.
    - e) To resolve to delegate authority to the clerk to agree a contract for Langrigge Grounds Maintenance in 2025-6 after attempting to obtain three quotes consultation with the Mayor and Chair of the Parks and Open Spaces Advisory Group provided it falls within budget.
  13. **Holiday Let nuisance information gathering:** The planning subcommittee propose that W&BTC carry out an information gathering initiative within our Town via a form on the Council website based on the form used by Keswick Town Council and Lakes Parish Council.
  14. **Annual Report**

To approve the Annual Report (note Financial Information not yet available)
  15. **Policy & Finance Advisory Group: Finance:**

To note the notes of the meeting 20<sup>th</sup> February 2025 and the following recommendations:

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Town Clerk,

Langstone House, Broad Street, Windermere, LA23 2AB, phone 07476967581 or email [clerk@windermere-tc.gov.uk](mailto:clerk@windermere-tc.gov.uk)

- A. Longlands: to be considered in private session.
- B. Risk Assessment: To resolve to accept updated risk assessment to include the addition of the Gruffalo statues.
- C. Allotment Agreement: To resolve that the amended Allotment Agreement be adopted.
- D. Honour Board: That the quotation from Mark Butler Designs to redo the whole mayoral section in standardized vinyl lettering for £160 be resolved.
- E. Christmas Lights: That the clerk obtain a range of quotes for the work to the Council Winter Lights Assets and the additions of a tree wrap for Ellerthwaite square including power source.
- F. Toilets:
  - i. That the Coms team be consulted about the wording of the new signs.
  - ii. That SID Designs be appointed to recover the existing signs.
- G. Elleray Woods: To resolve that in addition to weekly visual checks the Julia Donaldson and wildlife statues be subject to twice yearly stress tests by the Town Steward a record to be kept by the clerk.
- H. Langstone House: That Langstone House be removed from the list of standing items for discussion until further notice.
- I. Litter:
  - i. That the dog poo bag dispensers be removed.
  - ii. That a £10 voucher be bought from the Mayor's allowance to be given as a prize to the winner of the upcoming Mini Police Anti-Dog Fouling poster competition.

The Chair will conclude the business in public and move into private session for discussion of the following item:

#### **16. Staffing Matters**

- a) **RFO appointment:** To resolve to accept the recommendations of the interview panel regarding the appointment of a Responsible Financial Officer and contract.
- b) **Change of Contract:** To resolve to a change of contract from Clerk and Responsible Financial Officer to Clerk and Facilities Officer.

#### **17. Longlands:**

Councillors will be updated regarding the lease and asked to consider a way forward.

#### **18. Dates of Next Meetings:**

To note dates of forthcoming meetings as follows, starting at 7pm unless noted otherwise:

Wednesday 19<sup>th</sup> March: Orrest Head & Elleray Woods Advisory Group site visit.

Wednesday 20<sup>th</sup> March: Policy & Finance Advisory Group Meeting. (Langstone House)

Wednesday 26<sup>th</sup> March: Planning Subcommittee Meeting (Langstone House)

Wednesday 2<sup>nd</sup> April: Annual Parish Meeting (6pm Marchesi) followed by Full Council Meeting

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