



# WINDERMERE & BOWNESS TOWN COUNCIL

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

You are summoned to attend the **Annual Meeting** of Windermere & Bowness Town Council to be held on Wednesday 14<sup>th</sup> May 2025 at Langstone House, Broad Street, Windermere at 7pm

*Sally Parkyn*

**Mrs Sally Parkyn Town Clerk**

9<sup>th</sup> May 2025

1. **Apologies and absence:** To receive apologies and note absence.
2. **Election of Town Mayor:** To elect the Town Mayor of the Council for the forthcoming year and receive the new Town Mayor's Declaration of Acceptance of Office.  
**The current mayor will relinquish office and the remainder of the meeting will be chaired by the new mayor.**
3. **Election of Deputy Mayor:** To elect the Deputy Mayor of the Council.
4. **Public Input:** Members of the public have the opportunity to make statements and ask questions of the Council (3mins is the maximum allowance).
5. **Item to be discussed in private session:** Councillors will be asked to take the following item in private session at the end of the meeting, due to the confidential nature: clerk's appraisal.
6. **Representatives on organisations and committees:** To appoint or note Town Council representatives:

**Internal Groups:**

- a) Planning sub-committee
  - i. Members
  - ii. Appointment of Chair of Planning Sub-committee
- b) Policy & Finance Advisory Group
- c) Bank Signatories
  - i. Cumberland Building Society
  - ii. HSBC
  - iii. Unity Trust Bank (must add HSBC signatories to make switch possible)
- d) Communications Advisory Group
- e) Parks & Open Spaces and Longlands Advisory Group
- f) Orrest Head & Elleray Woods Advisory Group
- g) Windermere Lake Water Quality Advisory Group
- h) Westmorland & Furness Liaison Group
- i) Windermere in Bloom Project Group
- j) Roads and Parking Advisory Group
- k) Winter Lights Advisory Group

**External Representation**

- l) Lake Administration Committee
- m) 5G Ferry/ Borderlands representative
- n) Cumbria Association of Local Councils
- o) Community Rail Partnership & Lakes Line User Group
- p) Windermere Youth Project
- q) Bowness and Windermere Chamber of Trade
- r) Windermere Endowed Schools (three year term until 2027)
- s) St Mary's Surgery Patient Group
- t) 597 Bus Group
- u) Cumbria Constabulary Neighbourhood Policing Representatives
- v) Town Twinning

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- w) Windermere Gateway
7. **Minutes:** To authorise the Mayor to sign the minutes of the Annual Parish Meeting and Full Council Meetings held on 2<sup>nd</sup> April 2025.
8. **Planning Minutes:** Town Council will be asked to receive the minutes of the Planning sub-committee held on 23<sup>rd</sup> April 2025.
9. **Declarations of Interest:** To receive declarations by Members of interests in respect of items on this agenda. (Councillors will also be reminded that they need to check and update, if necessary, their declaration of interest forms which are on the website).
10. **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.
- INFORMATION**
11. **Mayor and Member Announcements:** To receive announcements by the Mayor and other council members including advisory group reports.
12. **Westmorland & Furness Councillors' Reports:** To receive updates from Westmorland & Furness Council Members.
13. **Clerk's Report:** To receive the Clerk's Report, note items of correspondence and progress with work-plan.
- FINANCE/PROCEDURAL**
14. **Invoice Payments:**
- a) To authorise payment of the invoices detailed on the Orders for Payment listing.
  - b) To review the council's expenditure incurred in 2024-25 under s.137 of the Local Government Act 1972 or the general power of competence.  
Recommendation from 7.5.25 Policy & Finance:
  - c) That the recommended amended budget monitoring statement for Year End 2024-5 be approved.
  - d) That the recommended amended budget for 2025-6 be approved.
15. **Year End Accounts for financial year 2024-25:**  
The Town Council will be asked to review and authorise the following statements:
- a) Internal Audit report 2024-25
  - b) Annual Governance Statement 2024-25
  - c) Accounting Statements 2024-25
  - d) The Accounts will be made available for public inspection during the statutory period of 3<sup>rd</sup> June to 14<sup>th</sup> July 2025.
16. **Code of Conduct:** To reaffirm commitment to adhere to the adopted code of conduct.
17. **Standing Orders:** To review and adopt the previously adopted standing orders.
18. **General Power of Competence:** To note that the council is ineligible to utilise the General Power of Competence (GPC)
19. **Policies:** To review and adopt the previously adopted policies on
- a) Complaints
  - b) Freedom of Information and Publication Scheme
  - c) Data Protection
  - d) Employment policies and procedures - equalities, grievance, health and safety, disciplinary, training & development
20. **Policy & Finance Advisory Group: Finance:**  
To note the notes of the meeting 24<sup>th</sup> April 2025 and the additional meeting on 7<sup>th</sup> May 2025.  
To consider the following recommendations:
- a) It was recommended that the Full Council resolve to adopt the changes to the W&BTC Financial Regulations.
  - b) It was recommended that the name change to Windermere & Bowness Town Council should be made to include any remaining areas particularly financial matters.
  - c) That the Windermere Youth Project not be awarded a grant at this time.

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- d) That the Town Council transfer the parish lighting assets in their ownership to Westmorland and Furness Council to form part of their network.
- e) That the advisory group guidelines be circulated to all councillors and provided to new councillors.
- f) The clerk strive to obtain quote from three different providers prior to the renewal of the Council's insurance.
- g) That Policy & Finance Advisory group meetings remain an informal forum where any councillor can attend to present or discuss any item. Voting at Policy & Finance meetings to be restricted to a regular core membership of Mayor, Deputy and 5 other councillors.
- h) That Policy & Finance meetings be held every other month on the dates on the previously published calendar.
- i) That the memorandum of understanding with Cumbria Constabulary regarding the payments for the CCTV cameras be approved.

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

**21. Staffing Matters:** Clerk's appraisal

**22. Dates of Next Meetings:**

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

Wednesday 21<sup>st</sup> May 2025: Planning sub-committee (Langstone House)

Thursday 22<sup>nd</sup> May 2025: Policy & Finance Advisory Group (Langstone House)

Wednesday 11<sup>th</sup> June 2025: Full Council (Langstone House)

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