



# WINDERMERE & BOWNESS TOWN COUNCIL

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

## Notes of the Policy & Finance Advisory Group Meeting held at Langstone House on 21<sup>st</sup> March 2024 at 7pm

Minute No:	
1.	<p><b>Attendance, Apologies &amp; Absence:</b> <u>Advisory Group attendance:</u> (Chair) Deputy Mayor Lisa Greasley, Kate Tripp, John Saunders, Peter Hamilton, Jenny Borer, Marina Davis Other Town Councillor attendance: Cllrs Sandra Lilley, Kendra Kennedy, Beverley Cullen Also, Sally Parkyn (Town Clerk), Apologies: Cllrs Christine Hallatsch Facilities Officer Beccy Pinder</p>
2.	<p><b>Notes of the meeting held on 25<sup>th</sup> January 2024:</b> These were agreed: Outstanding item: Winter Lights, clerk has been in contact with the remaining group members and is awaiting a decision on their future plans. Clerk will chase in early April if no response.</p>
3.	<p><b>Toilets Verbal update by clerk</b></p> <ul style="list-style-type: none"><li>• Finances: March income £4340.24 with two weekends and Good Friday still to come. Takings will depend on the weather. Last year was very good at £6962.50.</li><li>• Glebe men's door: Joiner has said it needs replacing. This had 3 locks but still not strong enough. Plan to get price for steel security door - online heavy duty steel door £250 net). Getting the right size and installation will be the tricky part.</li><li>• Beccy has met directly with the lead cleaner which both found useful. She hopes to institute regular catch ups with them in future.</li><li>• Healthmatic quarterly meeting tomorrow with CEO and the new sales manager. Hope to have an update on the recruitment for Lynn's replacement.</li></ul> <p><b><u>Recommendations to Full Council (17<sup>th</sup> April 2024):</u></b></p> <ol style="list-style-type: none"><li>a. Investigate installing a steel door on the men's toilets.</li><li>b. Get pricing for making the notification that the toilets are card only larger. Also, Gent's location sign.</li></ol>
4.	<p><b>Finances:</b></p> <ol style="list-style-type: none"><li>a. Budget monitoring unchanged since presentation at Full Council on 13.3.24. There were no questions or comments.</li><li>b. End of year: Forms have been received from Moore the external auditors. Their fee will once again be £840. Internal auditor: Charlene Iredale has been appointed as internal auditor at a fee of £400.</li><li>c. Update Financial Regulations: Clerk has been in contact with NALC directly regarding the publication date. This is now set for April 2024.</li><li>d. Signatories<ul style="list-style-type: none"><li>• There are currently three signatories.</li><li>• The financial regulations don't set a specific number but having a minimum of four signatories would be prudent.</li></ul></li></ol>



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	<ul style="list-style-type: none"> <li>• Changing signatories with all banks seems to be a slow process. Therefore, signatories need to be sure this is something they want to commit to long term. Resigning from the council won't immediately result in being replaced as signatory though the clerk will make best efforts to do so as swiftly as possible.</li> <li>• If the council changes to a dual authorisation online payment system then the signatories will need to be able to log on to the banking website in a timely manner to authorise the payments.</li> <li>• There seems to be no obligation to have exactly the same signatories for all accounts. If accounts requiring in person visits like the Cumberland might be better suited to some councillors while others will be more easily able to operate authorisation.</li> <li>• If the clerk was to be made a signatory to the Cumberland account they could speak to her without breaching GDPR. She would not be able to withdraw money without a second signatory.</li> </ul> <p>e. Banking: savings, current account, protection limits. The current system of having an online HSBC current and savings account and physical Cumberland savings account was felt to need change. The HSBC Account while convenient did not offer the level of security required and did not work well with the structure of a Parish Council. Additionally, the amount in HSBC when the precept was paid in was above the Financial Services Compensation Scheme threshold. The Cumberland in contrast was so secure the clerk was unable to get any information about the account. The clerk had written a report detailing the various issues and options which were discussed and recommendations agreed for presentation to full council.</p> <p>f. Use of Toilet reserve interest: this interest forms part of the general reserves and can be utilized for any agreed expenditure.</p> <p><b><u>Recommendations to Full Council (17<sup>th</sup> April 2024):</u></b></p> <ul style="list-style-type: none"> <li>a. To retain the Cumberland Account with the Clerk to become a signatory to Cumberland account, John Sauders to be removed and additional signatory to be sought.</li> <li>b. The Cumberland Account to be increased to £85K.</li> <li>c. Clerk to open a Unity Trust Online current and savings account to which there will be four signatories. Most regular payments to be set up as standing orders. The clerk to be authorized to make payments up to £1000 and larger payments or movement from savings account to require two signatories. Cllr Cullen has offered to be an online signatory.</li> <li>d. The clerk to find an additional savings account with necessary security features and good interest rates from a further financial organisation to ensure all reserves covered by Financial Services Compensation scheme.</li> <li>e. To appoint one Cumberland signatory and four online signatories.</li> </ul>
5.	<p><b><u>Grant applications</u></b></p> <ul style="list-style-type: none"> <li>a. St Martin &amp; St Mary Primary School PTA - £250-500 towards trim trail playground equipment chosen by the school council.</li> </ul>



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	<p>b. Mission Café/Lakes Christian Centre - £750 towards picnic tables.</p> <p><b><u>Recommendations to Full Council (17<sup>th</sup> April 2024):</u></b></p> <p>a. To grant £500 to the St Martin &amp; St Mary Primary School PTA trim trail equipment.</p> <p>b. To refuse the grant to the Mission café as the tables are part of its costs as a business.</p>
6.	<p><b><u>Plaque</u></b></p> <p>The late Mayor's family had been asked about whether a memorial plaque on a bench would be a suitable tribute and they selected Baddeley Clock as a location that had been special to him.</p> <p><b><u>Recommendations to Full Council (17<sup>th</sup> April 2024):</u></b></p> <p>To fund the purchase of a memorial plaque to Leith to be sited on a bench at Baddeley Clock paid for from the Mayoral Allowance with wording to be approved by Christine Hallatsch based on "In memory of Mayor Leith Hallatsch. In grateful thanks for his many years of service to this town."</p>
7.	<p><b><u>Public participation in meetings</u></b></p> <p>There was a need to clarify the standing orders around public participation in meeting item 3. e. Meetings Generally section as to whether public input had to be in relation to specific business on the agenda.</p> <p><b><u>Recommendations to Full Council (17<sup>th</sup> April 2024):</u></b></p> <p>That any member of the public is welcome to speak on any matter relevant to the business of Town Council generally but that the Chair should ensure that the three minute time limit and 15 minutes in total was respected except in exceptional circumstances (Standing Orders 3.(f) &amp; (g)).</p>
8.	<p><b><u>Baddeley Clock</u></b></p> <p>The fitting of the electric mechanism is due to take place on 25.3.24 after which the work should be complete.</p>
9.	<p><b><u>Elleray Woods</u></b></p> <p>The subject was discussed with the two quotes available. It was felt that buying smaller items and from a range of sources would provide better value.</p> <p><b><u>Recommendations to Full Council (17<sup>th</sup> April 2024):</u></b></p> <p>That the clerk have delegated power to spend up to £2500 on sculptures for the new compartment as chosen by the Elleray Woods and Orrest Head Advisory group.</p>
10	<p><b><u>CCTV</u></b></p> <p>a. A discussion took place about whether to continue the contact with Bedroq to support the CCTV cameras as part of the police network.</p> <p>b. It was felt that asking businesses to use their Wi-Fi to reduce costs was a good idea. So far there were two businesses that had offered but only one had an immediately suitable Wi-Fi network. A third business had yet to respond and the fourth was currently closed but would be approached over Easter once open again.</p> <p><b><u>Recommendations to Full Council (17<sup>th</sup> April 2024):</u></b></p> <p>a) To continue the contract for 2024-5 with Bedroq enabling a police monitored CCTV system in our Towns with a 13<sup>th</sup> month free as part of this year's contract.</p>



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	<p>b) To ensure the contract allows us to move to Wi-Fi to with reduced costs to each month's contract as soon as possible once suitable business owners are found to host.</p> <p>c) To ensure the police provide usage updates at least annually.</p>
11.	<p><b><u>Speed Indicator Devices (SIDs):</u></b> The clerk had prepared an initial report on the topic. There was discussion about whether any SIDs in our parish could be funded by Highways at W&amp;FC. A range of locations were suggested but specific sites would need to be determined in discussion with the highways department. It was suggested that W&amp;F Cabinet Member Cllr Peter Thorn should be approached to find out the current guidelines.</p> <p><b><u>Recommendations to Full Council (17<sup>th</sup> April 2024):</u></b></p> <p>a. That the clerk contact W&amp;FC to find out the guidelines for SIDs installation and if any funding is available.</p> <p>b. An initial budget of £3500 be set for this project should it prove feasible.</p>
12.	<p><b><u>Longlands:</u></b></p> <p>a. Lease: update on current situation and next steps. There was discussion about the options available. Further clarification on some areas was required which the clerk is to seek. These will be put into a confidential report for the closed section of the full council meeting.</p> <p>b. Public consultation next steps This was not discussed as the lease was felt to be the priority at this time.</p> <p><b><u>Recommendations to Full Council (17<sup>th</sup> April 2024):</u></b> That the clerk bring a report clarifying the final aspects of the lease situation.</p>
13.	<p><b><u>Langstone House</u></b> Planning permission has been granted for the affordable rental flats. Clerk has approached W&amp;FC for information about timeframes and any further details.</p>
14.	<p><b><u>Langrigge Play Area</u></b> Continental landscapes spray for Japanese knotweed so the 2024-5 contract has been agreed. We need up to three trustees for Windermere Endowed School's Trust for the new term in May.</p>
18.	<p><b><u>Any Other Business</u></b> <b>Marshalls Grant:</b> The grant from W&amp;FC has been approved but is £1000 short because we applied late in the financial year. A range of options were discussed.</p> <p><b><u>Recommendations to Full Council (17<sup>th</sup> April 2024):</u></b></p> <p>a. That W&amp;FC be approached to find out if we can apply for the additional funding from this year's budget.</p> <p>b. If that is not possible fund the £1000 from reserves.</p>
19.	<p><b><u>Date of Next Meeting:</u></b> <i>Thursday 23<sup>rd</sup> May 2024 at 7pm.</i></p>