



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 23rd May 2024 at 7pm

Minute No:	
1.	<p>Attendance, Apologies & Absence: <u>Advisory Group attendance:</u> (Chair) Deputy Mayor Sandra Lilley, Lisa Greasley, Peter Hamilton, Jenny Borer, Marina Davis, Kendra Kennedy, Beverley Cullen, Christine Hallatsch, Fiona Poole. Other Town Councillor attendance: Cllr Caroline Kearney Also, Sally Parkyn (Town Clerk), Apologies: Cllrs John Saunders, Facilities Officer Beccy Pinder</p>
2.	<p>Notes of the meeting held on 22nd March 2024: These were agreed: Outstanding item: Winter Lights, clerk has been chasing via phone and email.</p>
3.	<p>Clerk Appraisal: Appraisal now complete so clerk is entitled to pay increment back dated to 1.1.24. Recommendations to Full Council (12th June 2024): To authorize pay award backdated until 1.1.24</p>
4.	<p>Finances:</p> <ul style="list-style-type: none">a. Budget monitoring: three reports were viewed produced by the new accounting software. The receipts and payments compared with flexed budget was found to be clearest. Clerk asked to investigate if grid lines can be added. Bank reconciliation can be printed for signing off against statements.b. Audit: The Internal Auditors report has been completed with no issues found. The AGAR can now be signed at Full Council.c. Insurance: The renewal information has been submitted and clerk is awaiting the new quote.d. Updated Financial Regulations: These were gone through page by page and recommendations for adaptations to suit the needs of this Council were agreed to present to Full Council.e. Banking and Signatories update: Once the minutes from the May meeting have been approved and signed the Clerk will begin the process of opening the Unity trust Account and updating the signatories. It was felt that getting a Unity Corporate Multipay Card (fee £3/month) when opening the account was preferable to reimbursing the Clerk for online purchases. The card to have a monthly limit of £500 to be paid off in full each month.f. Proposal that unspent budgets roll over into the next year: This is covered by Item 4.4 of the new financial regulations where unspent budgets from partially completed projects can be carried forward by placing them in an earmarked reserve with the formal approval of the full council.g. Proposal to open a NatWest Business 35 day term savings account (currently 3.25%) via the Windermere branch to spread the Council's funds in order to reduce financial risk and support the local branch.



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	<p>h. Proposal to slightly alter the monthly Order of Payments reporting document prepared for councillors of the monthly sign-off to include a running total column and increase the font size for easier reading: The previous Orders for Payment form has been superseded by the Scribe accounting pending payments list which will be presented to the June Full Council.</p> <p>Recommendations to Full Council (12th June 2024):</p> <ul style="list-style-type: none"> a. To present monthly budget monitoring in the receipts and payments compared with flexed budget format. b. To sign the AGAR. c. To adopt the amended new Financial Regulations. d. To open a Unity Corporate Multipay Card (fee £3/month) when opening the Unity Trust Bank Business and Savings accounts with a limit of £500 to be paid off monthly. e. To open a NatWest Business 35-day term savings account (currently 3.25%) via the Windermere branch. f. That the clerk find out the conditions surrounding the Cumberland Account such as interest rate and whether it is instant access.
<p>5.</p>	<p>Grant applications</p> <ul style="list-style-type: none"> a. Kendal Concert Band £100 Band Grant for event on 14.7.24 approved. b. Friends of the 597 bus request for grant of £1500 towards the running costs of the community bus service were approved. c. Marchesi D-Day event grant request - withdrawn d. Lakes School request for £1000 to fund a coaching qualification to support the use of Cross Fit to enhance engagement among students who find school challenging. e. Windermere & Bowness Fairtrade group request for i. £1000 to fund equipment and an event for the group's 20th anniversary was approved as was their request for ii. a letter of support from the town Council. f. A £50 donation to Cumbria in Bloom donation was approved. <p>Recommendations to Full Council (12th June 2024):</p> <p>To grant the following sums to the following organisations:</p> <ul style="list-style-type: none"> a. Kendal Concert Band - £100 b. Friends of the 597 Bus - £1500 c. Lakes School - £1000 d. Windermere and Bowness Fairtrade group - £1000 e. Cumbria in Bloom - £50 <p>f. That the clerk write a letter of support for the Windermere and Bowness Fairtrade group.</p>
<p>6.</p>	<p>Invitation:</p> <p>South Lakes Cumbria Tourism event committee invited the Town Council to join a group to organize and event using the Tourism funds remaining after the end of the Windermere Christmas market.</p> <p>Recommendations to Full Council (12th June 2024):</p>



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	<p>That Town Council accept the invitation and Cllrs Lisa Greasley and Kendra Kennedy represent us on the South Lakes Cumbria Tourism event committee and report back about what is proposed.</p>
7.	<p>Land registry update Proposal to get Thomas Hayton Winkley to update our holdings with the land registry (£100) and update our Langrigge Lease. <u>Recommendations to Full Council (12th June 2024):</u> That this be approved and the clerk supply Thomas Hayton and Winkley with the information needed to carry out this update.</p>
8.	<p><u>Policies</u> Proposal to institute a rolling review of policies and adopt a media policy. <u>Recommendations to Full Council (12th June 2024):</u> That the clerk creates a media policy and sets up a rolling program of policy reviews with dates.</p>
9.	<p>New Planting Scheme phase 2 Additional planters to be purchased to complete the new planning scheme previously agreed to be placed at Quarry Rigg Car Park, The Police Station and Broad Street Toilet frontage. The cost to be £2964 inc vat and delivery. <u>Recommendations to Full Council (12th June 2024):</u> a. That the clerk purchase the planters and the Town Steward obtain the soil and plants to complete them. b. That the old hanging baskets be offered for free to local residents and businesses to brighten up the town.</p>
10	<p><u>Toilets</u> Verbal update by clerk: We need a need sunny half term to boost income as still as still £5k below last May with one week to go. The facilities officer and Healthmatic believe they have sorted out the leaking ladies' roof at Broad Street. Cllr Kennedy Hardy reported that it had been dry on the most recent very rainy day. Lathams security door arriving on 24.5.24. It will be fitted after half term by Gary. a. There were no questions regarding the report. b. Proposal to re-establish the Toilets Admin Group - set up a group to look at the operation and development of the toilet assets run by the Parish Council. To establish a short-term and long-term plan for the any major works of maintenance that may be required. This was discussed by the Councillors who felt that the original group had been set up to cope with the unexpected task of managing the toilets when the Bowness and Windermere Community Care Trust handed them back. There was a huge amount of work initially coping with Covid regulations and tendering the contract. Once Healthmatic had been appointed for the 5-year cleaning and maintenance contract a staff member was appointed to oversee the contract allowing the group to stand</p>



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	<p>down. While some Councillors felt that the group would allow the council to take on a longer term strategic view of the toilets the majority felt that was the role of the Facilities Officer and her work and the toilet finances and operations was overseen by the clerk and Policy and Finance Committee.</p> <p>The clerk has offered to meet with interested Councillors to give more information about how the toilets and their management.</p> <p><u>Recommendations to Full Council (12th June 2024):</u> At this time, it was recommended not to re-establish the Toilets Admin Group.</p>
11.	<p><u>20mph scheme:</u> Positive feedback from the Councillors who attended the initial meeting was given. The initial public consultation will run mid-June-End July W&BTC requested drop in meeting in Bowness. Data gathering will be ongoing in Bowness straight away and also be carried out for Windermere which will be considered next year.</p> <p>Evaluation of the first consultation will be carried out and the finalised scheme presented for statutory the 21 days consultation by December. In January 2025 the locality board will make a decision about which schemes are implemented. In March or April the chosen schemes will go ahead.</p> <p>W&FC would support the Town Council in putting in welcome signs in conjunction with the 20mph signs but they would need to be funded by the Town Council.</p> <p>The Town Clerk has had a holding email from the W&FC Highway lead councillor regarding the requested Speed Indicator Devices policy.</p> <p><u>Recommendations to Full Council (12th June 2024):</u> That the clerk be authorised to approach W&FC Highways about the rules regarding village highways signs and then investigates signage which meets the criteria to bring a report to council.</p>
12.	<p><u>Baddeley Clock:</u> proposal to have Bradley Clock cleaned.</p> <p>Councillors discussed the clock tower which is quite a fragile structure. This meant that it was unsuitable for some cleaning methods and may need specialist ice or soda blasting. It was also suggested that the top spire of the war memorial could be cleaned at the same time.</p> <p><u>Recommendations to Full Council (12th June 2024):</u> That the clerk speak to Nick Berry regarding the War memorial and the Town steward regarding Baddeley Clock as they know the structures best.</p> <p>That the clerk be authorised to investigate possible cleaning methods and costs and report back to Full Council.</p>
13.	<p><u>Longlands</u> Verbal update by clerk. The name and address of 3 people to serve the notice on is needed. Cllr Kennedy noted that the current vehicle access gates used to access the Bowling Club through the play area would need to be included on the lease.</p> <p>Regarding the play area redevelopment the Parks and Open spaces group have been invited to meet with a representative of Produlic date to be confirmed.</p> <p><u>Recommendations to Full Council (12th June 2024)</u></p>



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	That the clerk asks that the access gate be included in the lease when the three names and addresses are submitted.
15.	<p><u>Langstone House:</u> There was no update. It is on the agenda for Liaison Group as the clerk has had no response.</p> <p><u>Recommendations to Full Council (12th June 2024)</u> No recommendations.</p>
16.	<p><u>Langrigge Play area:</u> Standing item. No updates.</p> <p><u>Recommendations to Full Council (12th June 2024)</u> No recommendations.</p>
17.	<p><u>Communication Monitoring</u> Proposal to set up a monthly monitoring program of all calls, emails and Facebook comments to the Parish Council. This would enable us to relatively quickly identify persistent concerns or repeated issues that we may be able to deal with. The clerk explained that the email and phone contacts tended to cover a wide range of subjects and that patterns such as the winter potholes were responded to and brought to the Councillors notice as required. The admins on the Facebook page monitor and respond to comments and issues. Cllr Hamilton suggested a monthly top level review instead as a quick way of monitoring Town Council business. He has offered to meet with the clerk to explain the process.</p> <p><u>Recommendations to Full Council (12th June 2024):</u> At this time, it was not felt that setting up a monthly monitoring program of all calls, emails and Facebook comments to the Parish Council was needed.</p>
18.	<p><u>Any Other Business</u> <u>Litter picking</u> - following the Glebe litter Facebook Comments it has been suggested that the Town Council trial an early Sunday morning litter picking volunteering session. Cllr Greasley suggested one for Queen's Park too. <u>Street Angels</u> - Cllr Hamilton reported that he has spoken with a representative of a voluntary Street Angels group who helped with issues relating to the night time economy who would be happy to advise the town Council. The clerk noted this sounded similar to an initiative the Police were working to set up for Bowness and suggested waiting until an update about that project was received. <u>Town Steward retirement</u> - Cllr Cullen noted that the Town Steward replacement group had not yet been set up as agreed earlier in the year.</p> <p><u>Recommendations to Full Council (12th June 2024):</u></p> <ol style="list-style-type: none"> a. That the Town Council trials volunteer community litter picking sessions. b. That a group to plan for the Town Steward's retirement be set up.
19.	<p><u>Date of Next Meeting:</u> <i>Thursday 25th July 2024 at 7pm.</i></p>