



# WINDERMERE & BOWNESS TOWN COUNCIL

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

The **Meeting** of Windermere & Bowness Town Council will be held on Wednesday 13<sup>th</sup> July 2022 at 7pm at the Marchesi Centre, Holly Road, Windermere

*Julie Hartley*

**Mrs Julie Hartley, Town Clerk**

7<sup>th</sup> July 2022

## AGENDA

1. **Apologies and absence:** To accept apologies and note absence.
2. **Minutes:** To authorise the Mayor to sign the minutes of the Council meeting held on 8th June 2022
3. **Planning Minutes:** Town Council will be asked to receive the minutes of the Planning sub-committee meeting held on 22nd June 2022.
4. **Declarations of Interest:** To receive declarations by Members of interests in respect of items on this agenda.
5. **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.
6. **Item to be held in private session:** Council will be asked to approve a proposal to discuss the progress report and recommendations from the Recruitment Advisory Group in private session, at the end of the meeting, as this contains personal information relating to the employment of the Clerk and Assistant Clerk.
7. **Public Input:** Members of the public have the opportunity to make statements and ask questions of the Council (3mins is the maximum allowance).
8. **Mayor and Member Announcements:** To receive announcements by the Mayor and other council members.
9. **District and County Councillors' Reports:** To receive updates from County Council and District Council Members.
10. **Clerk's Report:** To receive the Clerk's Report on progress with work plan and any matters arising.
11. **Finance:** To authorise payment of the invoices detailed on the Orders for Payment listing.
12. **Policy & Finance Advisory Group:**  
To accept the minutes from the meeting held on 30<sup>th</sup> June 2022 and approve the following recommendations:
  - a) That the risk assessment is now complete and be adopted as a working document;
  - b) That the Clerk progresses mitigation actions that are not currently in place relating to banking controls and Councillor Development (highlighted in yellow on the plan);
  - c) That Council note the financial position set out in the minutes and support the actions of the Clerk with regard to insurance renewal;
  - d) That the Clerk writes to residents who use Elleray Woods access track and establish their position with regard to track improvements;

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Town Clerk,

Dovedale, 2 Smithy How, Casterton LA6 2RX phone 07951 402372 or email [clerk@windermere-tc.gov.uk](mailto:clerk@windermere-tc.gov.uk)

- e) That the Grant Application recommendations for Windermere Youth Project (£1k) and Bowness Bowling Club (£1,250) are approved and the suggested Queens Park Sports Day (£300) is approved;
- f) That the Clerk contact Cumbria County Council and request a further letter be drafted from them to local businesses reminding them of their legal responsibilities with regard to pavement and street obstructions. As in previous years, that the Town Council offer to fund the printing and delivery costs.
- g) That a new Advisory Group is formed, under leadership of Cllr Cath Musetti, entitled Community Engagement and volunteers for members are sought;
- h) That the Advisory Group entitled Community Liaison be discontinued;

**13. Dates of Next Meetings:**

To note dates of forthcoming meetings as follows, starting at 7pm, unless otherwise shown:  
Wednesday 27<sup>th</sup> July 2022: Planning sub-committee (Langstone House);  
Wednesday 10<sup>th</sup> August 2022: Full Council (Marchesi Centre).

**The Mayor will close the meeting in public and the item below will be discussed in private session:**

**14. Recruitment of Town Clerk:**

Councillors will be asked to accept the notes from the meeting of the Recruitment Advisory Group and its chair, Cllr John Saunders, will propose that the following recommendations from the Advisory Group are approved:

- a) The new Job Descriptions for
  - Town Clerk and RFO;
  - Finance Officer;
  - Facilities Officer.
- b) The recommended remuneration and salary scales for:
  - Town Clerk and RFO
  - Finance Officer;
  - Facilities Officer.
- c) The associated financial implications of the above.
- d) The proposals for advertising and short-listing the post of Town Clerk and RFO.

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