

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:
Cllr. Roger Handley

Vice-Chairman/Deputy Mayor:
Cllr. Ann Walmsley

Town Clerk:
Mrs. C. Benbow



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V.A.T. Reg.No: 164 8707 80

Dear Councillor

You are summoned to attend the Annual Meeting of the Town Council in accordance with Schedule 12 para.10(2) (b) of the Local Government Act 1972, to be held on Monday 11 May 2026 at the Victoria Hall, Grange-over-Sands at 7 pm.

Note: Under the Openness of Local Government Bodies Regulations 2014 this meeting was advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or the public.

Signed  C. Benbow, Town Clerk

AGENDA ANNUAL MEETING OF THE TOWN COUNCIL MONDAY 11 MAY 2026

1. Council Chairman for the Council Year 2026/27

To elect the Council Chairman for the Council Year 2026/27 from the current Council membership and to receive Acceptance of Office from the Chairman.

2. Vice-Chairman for the Council Year 2026/27

To elect the Council Vice-Chairman for the Council Year 2026/27 from the current Council membership and to receive Acceptance of Office from the Vice-Chairman.

3. Apologies for Absence

To receive and approve apologies from members.

4. Reports

To receive reports from Westmorland and Furness Unitary Councillors and the Mayor for the previous year.

5. Public Participation: Have Your Say

Have Your Say: Members of the public are invited to speak.

6. Minutes of the Previous Meeting

To authorise the Chairman to sign the Minutes of the Meeting of the Town Council held on Monday 13 April 2026 as a true record.

7. Declaration of Interests and Dispensations

Members to disclose their interests in matters to be discussed and to decide requests for dispensations.

8. Public Bodies (Admission to Meetings) Act 1960

To consider if any items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

9. Planning

To consider Planning Applications as circulated and to note submissions to planning applications considered under delegated authority. All applications received before the meeting will be considered (*circulated*).

10. Monthly Payments Councillor Verification and Payment Approval

- a. To note that prior to the meeting two councillors verified invoices received and payments made since the last full council meeting prior to the council meeting and can verify their authenticity.
- b. To note that two councillors verified that the monthly bank reconciliation has taken place.
- c. To approve and authorise the payment of accounts and wages as recorded in the payments list.
- d. To identify and approve two councillors to complete the online authorisation of the payments for the next payment period.
- e. To identify and approve two councillors to verify the invoices and payments for the next payment period.

11. Finance and Governance (*Standing Items - Annual Town Council Meeting*)

a. Finance Report

To note the full year Finance Report to 31 March 2026 (*circulated*).

b. Victoria Hall Support Group (VHSG) Quarterly Financial Report

The balance at the end of the previous quarter to 31 December 2025 was £15,717.33.

Expenditure in the quarter to 31 March 2026 was £6,491.90.

This included Chamber refurbishment and bar equipment requested by the Support Group:

- Painter and Decorator £4,950.00
- Lights £1,078.13
- Montage Wallpaper £180.90
- Projector and tech equipment £245.41
- Bar Stool £37.46

The balance at the end of the quarter to 31 March was £9,225.43.

c. Community Infrastructure Levy (CIL)

i) Quarterly Report

The balance for the quarter to 31 March 2026 in the CIL ring-fenced reserve is £66,508.48. There has been no movement this quarter.

ii) Income

To note that £35,235.55 was paid to Grange Town Council for CIL income received from development between 1 Oct 2025 and the end of March 2026. This was received on 14 April 2026 and will show in the next quarterly financial report.

d. Asset Register

To note that a full review of inventory of assets including buildings and equipment has taken place (*circulated*).

e. Insurance

To note that there is cover in respect of all insurable risks. The Council's insurance with Zurich Municipal will complete the third year of a three-year contract on 1 July 2026.

f. General Power of Competence

To reaffirm that the Council meets the criteria for eligibility:

- i) That two thirds of Councillors are elected members.
- ii) That the Clerk is qualified.

g. Casual Vacancy

To note that there is a casual vacancy on the Town Council. Anyone interested in getting involved is invited to contact the Town Clerk or the Chairman for more information, or see:

www.grangeoversandstowncouncil.gov.uk

h. Assertion 10 Digital and Data Audit Compliance

- i) To note that the Town Council and Victoria Hall websites have been produced to the necessary specifications and approve the Accessibility Statements (*see websites*).
- ii) To approve the Grange Town Council Data Audit March 2026 (*circulated*).

12. Appointments to Committees (Standing Item - Annual Town Council Meeting)

- a. To consider the Staffing Committee Terms of Reference, which have been reviewed, and no amendments recommended (*circulated*).
- b. To note that the Chairman and Vice-Chairman are members of this Committee.
- c. To note that it is good practice to appoint the previous years' Chairman and Vice-Chairman, if re-elected to the Council, for continuity of line-management of staff.
- d. To note that the 2025/26 Staffing Committee were Cllrs. Handley, A. Walmsley, Thomas, J. Walmsley, and Tych.
- e. To appoint Members to the Staffing Committee for the 2026/27 Council Year.

13. Members External Office Holders 2026-27 (Standing Item - Annual Town Council Meeting)

- a. To note the approved appointments for last year as below.

Members External Office Holders 2025–26

- i) CALC District Association – Town Clerk
- ii) Grange in Bloom – Cllr. Mason
- iii) Nutwood Patients Group – Cllr. Thomas
- iv) Furness Line Community Rail Partnership – Cllr. Thomas
- v) Bay Villa Trust – All Councillors
- vi) Cartmel Old Grammar Foundation – Mrs. J. Strawbridge (nominated by GTC)
- vii) The Civic Society – Cllr. Thomas
- viii) Friends of Kents Bank Station and Foreshore – Cllr. Mason
- ix) Victoria Hall Support Group – Cllr. Handley
- x) Christmas Tree Committee – Mrs. C. Logan (nominated by GTC) and Cllr. Mason
- xi) Morecambe Bay Partnership – Cllrs. Handley and Thomas
- xii) Grange Chamber of Trade and Hoteliers Association – Cllr. A. Walmsley
- xiii) U3A – Cllr. Handley
- xiv) Cumbria Better Connected – Cllr. Thomas
- xv) Peninsula Environmental Action Together (PEAT) – Cllrs. Thomas and Handley
- xvi) Save Grange Lido Community Benefit Society – Cllrs. A. and E. Walmsley

- b. To note that Mrs. Strawbridge has confirmed that she is happy to continue as the Council's representative on the Cartmel Old Grammar Foundation Trust.

- c. To note that Mrs. Logan is happy to act as the Council's representative on the Christmas Tree Committee.
- d. To agree appointments for the new Council year 2026/27.

14. Memberships *(Standing Item - Annual Town Council Meeting)*

To review the Council's and employees' memberships and consider renewing:

- a. Society of Local Council Clerks (SLCC) annual membership for Town Clerk due in May, amount to be confirmed and payment approved in June.
- b. Cumbria Association of Local Councils (CALC) and National Association of Local Councils (NALC) combined annual membership renewal for 2026/27 cost £703.39.
- c. NALC Local Council Review (publication) annual subscription due in May, amount to be confirmed and payment approved in June.

15. Statutory Document Review *(Standing Item - Annual Town Council Meeting)*

- a. To note that it is a statutory duty to review the Standing Orders, Financial Regulations and Delegation Scheme at the Annual Meeting of the Town Council in May.
- b. To approve the reviewed Standing Orders and Delegation Scheme, noting that no amendments have been made, or are recommended, or are required by legislation (*circulated*).
- c. To approve the reviewed Financial Regulations, noting that the maximum value of petty cash held has been amended (*circulated*).

16. Council Policies and Procedures Review *(Standing Item - Annual Town Council Meeting)*

a. **Review Schedule**

To note the review schedule for Council policies and procedures (*circulated*).

b. **Annual Reviews**

To approve the annual review of the below documents, noting that no material changes have been made, or are recommended (*circulated*):

- i) Complaints Policy
- ii) Data Protection
- iii) Disciplinary Policy and Procedure
- iv) Disciplinary Rules
- v) Equal Opportunities
- vi) Freedom of Information
- vii) Grievance Procedure
- viii) Health and Safety
- ix) Meetings Part 2 Exclusions

- x) Model Publication Scheme
- xi) Press and Media
- xii) Privacy Notice
- xiii) Recruitment and Selection
- xiv) Social Media

c. Reviews due 2026

To note that the following policies have been reviewed, as scheduled. No material changes have been made, or are recommended for:

- i) Councillor and Employee Relations Protocol
- ii) Unacceptable Behaviour Policy

The Communication Protocol has been significantly reviewed and updated. Adopted in 2014, it repeated information that is already stated in other policy documents.

To consider the reviewed policies (*circulated*).

17. Meeting Dates (*Standing Item - Annual Town Council Meeting*)

To determine the dates, times, and place of ordinary meetings of the full council including the Annual Town Meeting and Annual Town Council meeting and to note that dates, times, and place of council committee meetings will be decided as necessary (*circulated*).

18. Consultations

To respond to any consultations – *none received*.

19. Member Updates

To note updates from Members on meetings and events attended, including:

- a. Cllr. Berry – Save Grange Lido AGM on 9 May 2026.
- b. Cllr. Berry - Morecambe Bay Partnership Visioning Workshop on 6 May 2026.

20. Victoria Hall

a. Victoria Hall Working Party

A meeting took place on 23 April, 2pm, attended by Cllrs. Handley, Berry and Tych and the Hall Manager, Hall Administrator and Town Clerk. The next meeting will be Wednesday 3 June, 2–3.30 pm.

To note any update from the meeting.

b. Partnership Working Policy

To consider the draft Partnership Working Policy (*circulated*).

c. **Proposed Room Use – Cumbria Coastal Route**

To note an update from Cllr. Berry about the proposed Cumbria Coastal Route and consider the proposal that the Town Council supports the project by offering use of the Chamber for a presentation by Cumbria Tourism about the proposed route.

d. **Central Heating System (Project 125) Task and Finish Group**

To note any update from the group.

21. Westmorland and Furness Council

a. **Integrated Transport: Practical Opportunities for Town and Parish Councils**

An online session about local transport, including the role of commercial bus services, supported routes and community transport, was held for town and parish councils on Thursday 30 April 2026 at 7.30pm. Cllrs. Berry and Thomas were scheduled to attend. To note update.

b. **Highways – Kents Bank Road**

To note that Unitary Cllr. Tim Bloomer met the Westmorland and Furness Highways Officer to discuss the possibility of a one-way system on Kents Bank Road. Cllr. Bloomer requests the Town Council's support.

To consider that the Town Council writes to the Unitary Council, in support of Cllr. Bloomer, to request that the possibility of a one-way system is investigated.

22. Music in the Park

To consider the Risk Assessment for the events and note any update (*circulated*).

23. Peninsula Environment Action Together (PEAT)

To note updates from Cllr. Berry:

- a. Litter Picking.
- b. People's Emergency Briefing on Sunday 17 May, 7pm, at the Victoria Hall.
- c. Sea Changes Water Bottle Refill Grant.

24. Training

CALC Effective Councillor Training

To note that Cllr. Berry took part in the Effective Councillor Module 2 training on 20 April 2026.

25. Next Meeting

To note that the next Full Council Meeting is at the Victoria Hall on: Monday 8 June 2026, 7pm.