

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**

Cllr. Roger Handley

**Vice-Chairman/Deputy Mayor:**

Cllr. Ann Walmsley

**Town Clerk:**

Mrs. C. Benbow



Council Offices  
Main Street  
Grange-over-Sands  
Cumbria, LA11 6DP

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

**Minutes of the Annual Meeting of the Town Council held at the Victoria Hall  
on Monday 13 May 2024 commencing at 7pm.**

**Present:** Cllr. R. Handley – Chair

Cllr. T. Thomas, Cllr. A. Walmsley.

Mrs. C. Benbow – Town Clerk

**In attendance:** 2 members of the public and Westmorland and Furness Unitary Councillors Jenny Boak and Andy Hull.

**Minute****Ref:****Agenda No:**

**C24/01 Council Chairman for the Council Year 2024/25**

**1**

Cllr. Roger Handley was elected Council Chairman for the Council Year 2024/25 from the current Council membership and the Acceptance of Office form was signed and received.

**C24/02 Vice-Chairman for the Council Year 2024/25**

**2**

Cllr. Ann Walmsley was elected Council Vice-Chairman for the Council Year 2024/25 from the current Council membership and the Acceptance of Office form was signed and received.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

C24/03 Apologies for Absence

3

Apologies were received from Cllr. Jane Walmsley who was absent due to work commitments, from Cllrs. Claire Logan and Julie Mason, who were absent due to other commitments and from Cllrs. Alan Speight and Emma Walmsley who were absent due to holiday.

## RESOLVED

That apologies from Cllr. Jane Walmsley who was absent due to work commitments, from Cllrs. Claire Logan and Julie Mason who were absent due to other commitments and from Cllrs. Alan Speight and Emma Walmsley who were absent due to holiday were approved.

C24/04 Reports

4

### Unitary Council Report

Unitary Councillor Jenny Boak reported:

- a. **Westmorland and Furness Unitary Council** – giving an overview of how the Principal Authority operates following Local Government Reorganisation, explaining that before the Unitary Council was formed, this ward had six councillors. The area is now served by just three councillors who are working hard on behalf of the electorate.
- b. **Road Closures** – gave details of road closures in the area.
- c. **Grants** – have been given to several organisations.
- d. **Pedestrian Crossing** - at Yewbarrow Terrace is now underway, most likely to be installed late 2024/early 2025.
- e. **Ornamental Gardens** - Cllr. Boak has been in touch with WFC officers about removing the ivy from the wall tops at the Ornamental Gardens.

Cllr. Boak introduced Cllr. Andy Hull to the meeting, who was voted on as a Westmorland and Furness Unitary Councillor on 2 May.

Cllr. Hull addressed the meeting, introducing himself and reporting that he is investigating several highways access matters that residents have raised with him.

### Mayor's Report

Mayor Cllr. Handley reported that he attended the licencing of the new vicar at St. Pauls Church and the dedication of a tree in the Community Orchard, planted by Grange and District Natural History Society to commemorate their 50<sup>th</sup> anniversary.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

<b>C24/05</b>	<b>Public Participation: Public Have Your Say</b>	<b>5</b>
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There was no representation made by the public.

<b>C24/06</b>	<b>Minutes of the Previous Meeting</b>	<b>6</b>
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**RESOLVED** That the Minutes of the Meeting of the Town Council held on Monday 15 April 2024 were accepted as a true record.

<b>C24/07</b>	<b>Declarations of Interests and Dispensations</b>	<b>7</b>
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**NOTED** No interests were declared.

<b>C24/08</b>	<b>Public Bodies (Admission to Meetings) Act 1960 – Excluded Item</b>	<b>8</b>
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**RESOLVED** That no items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

<b>C24/09</b>	<b>Planning Report</b>	<b>9</b>
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**1. Members considered the following full or outline planning permission/reserved matters/discharge of conditions/listed building/change of use/advertising consent or appeal:**

- a. 2024/0296/FPA  
Full Application  
Haven Netherleigh Drive GRANGE-OVER-SANDS LA11 7JQ  
Detached timber garage to the front of the property  
*Extension to comment deadline requested.*

**RESOLVED**

**OBJECTION**

That the Town Council OBJECTS to the proposal on the following grounds:  
The proposed garage would not be in keeping with the surrounding buildings.

- b. 2024/0582/FPA  
Full Application  
Former Age Concern UK Lindale Road GRANGE-OVER-SANDS LA11 6EE  
Variation of conditions 2 (approved plans), 5 (Bin Store and Plant Area), 6 (Construction Traffic Management Plan), 7 (Vehicular Entrance and Exit Points), 8

## **TOWN COUNCIL OF GRANGE-OVER-SANDS**

(Off-site Footway Improvements), 9 (Car and Cycle Parking Provision), 10 (Proposed Paving Block), 11 (Surface Water Drainage Scheme), 13 (Soft Landscaping) and 17 (External Lighting) attached to planning permission SL/2019/0758 (Demolition of existing buildings and erection of convenience store, petrol filling station including underground fuel storage tanks, works to the existing culvert and associated access, car parking and landscaping).

*Extension to comment deadline requested.*

### **RESOLVED**

### **OBJECTION**

That the Town Council OBJECTS to the proposal on the following grounds:

1. **Fencing** – the Town Council supports the neighbours in their concerns about the provision of timber fencing rather than a solid wall.
2. **Drainage** – concerns about the proposals regarding drainage.
3. **Boundary change** – concerns that a drystone wall is being replaced by a metal fence at the corner of the site. This would be unsightly, against the Neighbourhood Plan and represent a loss of biodiversity.
4. **EV Chargers** - it appears that the number of electric vehicle charging points on the site has now been reduced to one.

c. 2024/0669/FPA  
Full Application  
Menton 10 Cart Lane GRANGE-OVER-SANDS LA11 7AB  
Variation of condition 1 (Replacement of two of the south-east facing dormer windows, currently obscure glazed with clear glass) attached to allowed appeal A reference APP/MO933/C22/3293807 (Resubmission of 2023/1155/FPA)

### **RESOLVED**

### **OBJECTION**

The Town Council reiterates previous objections to this proposal.

To have clear glass in these windows would have a considerable detrimental impact on the neighbour's privacy.

d. 2024/0659/FPA  
Full Application  
Hollingarth Highfield Road GRANGE-OVER-SANDS LA11 7JA  
Glazed rear balcony

### **RESOLVED**

### **NO OBJECTION**

e. 2024/0655/LBC  
Listed Building Consent  
Old Waiting Room Bookshop Grange Over Sands Train Station Station Square  
GRANGE-OVER-SANDS LA11 6EH  
Temporary signage, security camera and key box

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**RESOLVED**  
**NO OBJECTION**

**2. Decisions - Members noted that the following decisions had been made since the last Full Council meeting:**

No decisions had been made.

**3. Withdrawals/Not Progressing – Members to note that the following application(s) has been withdrawn/are not progressing.**

TOWN AND COUNTRY PLANNING ACT 1990 - APPEAL UNDER SECTION 78  
APPEAL REF: 2023/1026/APP

PINS REF: APP/K0940/W/24/3339779

LOCATION: Garden of Pine Trees Fernleigh Road GRANGE-OVER-SANDS LA11 7HG

PROPOSAL: Proposed dwelling with associated works (Resubmission of SL/2023/0468)

**C24/10 Finance - Monthly Payments**

**10**

**a. Verification of Expenditure**

**NOTED** That prior to the meeting one Councillor verified invoices received and payments made since the last full council meeting prior to the council meeting and could verify their authenticity.

**b. Verification of Accounts Reconciliation**

**NOTED** That prior to the meeting one Councillor verified that the monthly bank reconciliation had taken place.

**c. Approval of Payments**

**RESOLVED** That the payments of the accounts and wages for this finance period as recorded in the payments list were approved as below.

**d. Identification of Councillors to approve next finance period payments**

## **TOWN COUNCIL OF GRANGE-OVER-SANDS**

**RESOLVED** That Cllrs. Mason and Logan would verify the invoices and payments for the next payment period.

### **e. Identification of Councillors to complete online authorisation of payments**

**RESOLVED** That Cllrs. A. Walmsley and Handley would complete online authorisation of payments for the next payment period.

# T O W N C O U N C I L O F G R A N G E - O V E R - S A N D S

## GRANGE-OVER-SANDS TOWN COUNCIL

### Payments for Approval

#### Accounts for Payment

May 2024

£

#### Bank Account No. 1 - Direct Debit

#### Bank Account No. 1 - Cheque

Total Bank Account No. 1

£

-

#### Bank Account No. 2 - Direct Debits

12	Lloyds Bank Plc - Card April 2024 - Monthly fee	3.00
12a	Amazon - Label Directs - Labelling tapes	8.81
12b	Amazon - Eco toilet roll	94.06
12c	Amazon - Door signs and 2 x door stops	36.00
12d	Amazon - Leaflet holder	7.36
12e	Amazon - 10 x Bankers boxes	34.99
12f	Amazon - White paper rolls	13.10
12g	Amazon - A4 laminating pouches	23.22
12h	Ikea - Credit for broken bowls	<u>(90.00)</u>
13	WFC - 2/10 Non Dom Rates V Hall	130.54
14	WFC - 2/10 Non Dom Rates Rooms 1 & 3 / Council office	663.00
15	WFC - 2/10 Non Dom Rates Room 4	167.00
16	WFC - 2/10 Non Dom Rates Room 4	94.00
17	Npower - Elec V Hall 01/03-31/03/24	550.60
18	Npower - Elec Church Hill PC 01/03-31/03/24	88.69
19	Npower - Elec Prom PC 01/03-31/03/24	39.27
20	Npower - Elec Xmas Tree lights 01/03-31/03/24 (recoverable)	12.13
21	Corona Energy - Gas V Hall 01/03-01/04/24	2,619.58
22	Sage - Support 01/05-31/05/24	100.80
	BT - Tel & Broadband to 31/05/24	52.39

#### Bank Account No. 2 - Direct Bank Payments

339	Sinkfall Recycling - Skip for lengthsman	212.00
340	Atlantis Office - Room 4 tables (VHSG donation)	1,575.60
23	Robinsons Electric - Hotpoint washer dryer	450.00
24	JT Atkinson - Plumbing tools	45.75
25	Just Projectors - Epson EB-992F projector inc. warranty (VHSG donation)	926.40
26	Lamont Pridmore - Payroll services Jan - Mar 2024	470.40
27	Cumbria Tourism - Community Membership	344.40
28	Hall Manager expenses - Ikea - 2 x metal dish drainers & 4 x display stands	21.00
29	PPL PRS Ltd - Performing Rights to 05/04/24 (recoverable)	192.48
30	J Davenport - Clean int. office, ground floor ext. windows & bus shelter	35.00
31	WFC - Bandstand and Store annual rent from April 2024	37.50
32	KTD - Photocopying 27/03/24-29/04/24	2.71
33	Healthmatic - PC cleaning 01/05-31/05/24 (approved C24/212c)	1,645.49
34	Lengthsman - To 30/04/24	280.83
35	Lancasters - Tools, drill bits, hose tap cover, keys & locks	83.79
	<b>Total Bank Account No. 2</b>	<b><u>10,841.35</u></b>

**Total Accounts**

**10,841.35**

# TOWN COUNCIL OF GRANGE-OVER-SANDS

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## Salaries, PAYE & N.I. (Bank Account No. 2)

<b>Total Salaries</b>	<b>7,151.26</b>
HMRC PAYE & NI - Tax Month 1	2,203.27
LG Pension Scheme Month 1 - Employer payment	2,533.11
	<b>11,887.64</b>
<b>Total Bank Account No. 2</b>	<b>22,728.99</b>
<b>Total all payments for approval</b>	<b>22,728.99</b>

## Accounts paid in previous month

### Bank Account No. 1

#### Direct Debits

#### Cheques

### Bank Account No. 2

#### Direct Debits

8	Waterplus - V Hall 06/03-05/04/24	157.25
9	Waterplus - Orn Gdns PC 07/03-06/04/24	62.36
10	Waterplus - Church Hill PC 07/03-06/04/24	55.86

#### Direct Bank Payments

11	Treble3 - Website updates	84.00
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<b>Total Accounts paid in previous month</b>	<b>359.47</b>
<b>Grand Total</b>	<b>23,088.46</b>

### Bank Balances

Bank Account No. 1 As at 30/04/24	203,360.74
Bank Account No. 2 As at 30/04/24	306,354.86

## Transfer to Petty Cash account to replenish float

Signed (Chairman) ..... Dated.....

**C24/11      Finance and Governance (Standing Item – Annual Town Council Meeting)**

**11**

#### a. **Finance Report**

Members considered the full year Finance Report to 31 March 2024.

#### **RESOLVED**

That the full year Finance Report to 31 March 2024 was approved as below.

# **TOWN COUNCIL OF GRANGE-OVER-SANDS**

## **b. Asset Register**

Members noted that a full review of inventory of assets including buildings and equipment had taken place.

### **RESOLVED**

That the Asset Register dated 31 March 2024 was approved.

## **c. Insurance**

Members noted that there is cover in respect of all insurable risks.

The Council's insurance with Zurich Municipal will enter the second year of a 3-year contract on 1 July 2024, costing £6,433.41.

## **d. General Power of Competence**

Members reaffirmed that the Council meets the criteria for eligibility.

### **RESOLVED**

That the Council meets the criteria for eligibility to use the General Power of Competence:

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

## **e. Community Infrastructure Levy**

Members noted that a sum of £12,696.49 was paid to Grange-over-Sands Town Council, which comprises 25% of eligible CIL income received from development within Grange-over-Sands between 1 October 2023 and the end of March 2024.

## **f. Casual Vacancy**

Members noted that the Town Council has a casual vacancy, in west ward, due to the resignation of Cllr. Joanna Greenway. Westmorland and Furness Council have been informed and the Notice of Casual Vacancy was published on 30 April, so unless an election is called, the Town Council will be able to co-opt after Tuesday 21 May (14 working days since the announcement).

### **RESOLUTION**

That, assuming the Town Council is permitted to co-opt after 21 May 2024, the Casual Vacancy is advertised, published in 'Grange Now', on the noticeboard and on Facebook and that voting takes place at the August 2024 Town Council Meeting.

# T O W N C O U N C I L O F G R A N G E - O V E R - S A N D S

Grange-over-Sands Town Council		Meeting: 13 May 2024			Prepared: May 2024		
Budget Monitoring 12 months to 31 Mar 2024		100%		Actual		% Spend	
INCOME	Sage Code	Budget for year	Budget to date	Actual to date	Variance £	Spend £	Comments
Precept	4000	205,890	205,890	205,890	0	100%	
Sundry Receipts	4010	-	-	191	191	0	Comp re Prom Loo damage 2019/Sale of bandstand deckchairs
Interest Received	4015	-	-	-	-	0	
Grant Receipts - Running Costs WFC	4100	-	-	-	-	0	
Grant Receipts - General	4105	-	-	-	-	0	
Grant Receipts - WFC Council Tax	4106	7,850	7,850	7,850	0	100%	
Grant Receipts - WFC Comm Infrastructure Levy	4107	-	-	-	-	0	9 x £100 donations for Bandstand concerts for July & Aug
Donations Received	4115	1,200	1,200	948	(252)	79%	2023. June concerts paid direct to bands by Charity & Co.
Donations for Assets	4116	-	-	-	-	0	
Donations - Victoria Hall	4117	-	-	8,671	8,671	0	Includes £8000 VHSG lump sum donation
Tenanted Room Rent Receipts	4120	6,932	6,932	5,591	(1,341)	81%	Tenant vacated Room 9 for 6 months due to flooding
Allotment Rent Receipts (Budget in N/L 4120 abc)	4121	-	-	1,414	1,414	0	
Room Hire Receipts	4125	16,000	16,000	21,677	5,677	135%	
Hospitality Recharged	4126	-	-	379	379	0	2023/24 now shown separately to Room Hire
Front of House Recharged	4127	-	-	3,483	3,483	0	2023/24 now shown separately to Room Hire
Bay Villa Trust Admin Fee	4162	500	500	345	(155)	69%	
Commission Received	4170	-	-	27	27	0	Ticketsource referral income
Lease Registration Fees	4175	-	-	-	0	0	Cedric Walk
Toilet Entry Fees	4500	11,700	11,700	8,952	(2,748)	77%	Less footfall due to work on Prom
Fund Raising Income	4600	-	-	680	680	0	Christmas Fair
		250,072	250,072	266,096	16,024	106%	
%							
EXPENDITURE	Sage Code	Budget for year	Budget to date	Actual to date	Variance £	Spend £	
Fund Raising Expenditure	6170	-	-	184	184	0	Christmas Fair
Musicians' Fees	6200	1,200	1,200	900	(300)	75%	For Bandstand Summer concerts. June concerts paid direct to bands by Charity & Co
Bandstand Front of House costs	6201	-	-	219	219	0	Staff member set up chairs for bandstand concerts
Mobile Toilets	6220	700	700	735	35	105%	For Bandstand Summer concerts
Staff Salaries	7000	100,000	100,000	116,482	16,482	116%	
Front of House Salaries	7000	10,000	10,000	5,838	(4,162)	58%	
Pensions	7001	23,000	23,000	22,008	(992)	96%	
Printing and Stationery	7010	600	600	551	(49)	92%	
Postage	7012	30	30	36	6	119%	

# TOWN COUNCIL OF GRANGE-OVER-SANDS

EXPENDITURE cont...	Sage Code	Budget for year	Budget to date	Actual to date	Variance	Spend to date	%
		£	£	£	£	£	
Water	7015	4,550	4,550	4,523	(27)	99%	
Business Rates	7020	8,200	8,200	8,567	367	104%	
Telephone/Broadband	7025	550	550	596	46	108%	
Insurance	7030	8,600	8,600	6,669	(1,931)	78%	Reduction in Insurance premium 2023/24
Subscriptions	7040	850	850	949	99	112%	Annual subs - CALC, NALC, SLCC & Allotment Society
Information Technology	7046	4,000	4,000	6,165	2,165	154%	Incls. Support £2,380 03/23-03/24 & Laptop £1,289
Website	7047	400	400	333	(67)	83%	
Travelling Expenses	7050	200	200	-	(200)	0%	
Training Expenses	7052	800	800	314	(486)	39%	SLCC Conference & Working at Heights training x 4
Civic Expenses	7055	300	300	528	228	176%	Incls. Commemorative Oak tree & 2 x Apple trees
Hospitality	7065	200	200	91	(109)	46%	Refreshments including recharged to hirers
Bank Charges	7070	200	200	209	9	104%	
Audit Fees	7075	1,100	1,100	1,070	(30)	97%	2 x 6 mth internal audit fees & annual external audit fee
Accountancy Fees	7080	3,000	3,000	2,609	(391)	87%	Accountancy £1,225 Y/e 31/03/23 & 12 months Payroll
Gas	7100	19,000	19,000	15,298	(3,702)	81%	Slight reduction in gas prices
Electricity	7105	7,700	7,700	6,866	(834)	89%	Slight reduction in electricity prices
Christmas Lights	7106	4,751	4,751	4,751	0	100%	
Donation Expenditure - Victoria Hall	7110	-	-	8,063	8,063		Roof repair £5,759. Microwave, kettle, Room 4 refurb.
Hall Maintenance, Repairs and Renewals	7119	12,000	12,000	9,232	(2,768)	77%	£1,365 LOLER inspection & £1,075 Fire Risk assess. electrical work
Repairs and Maint. (Toilets, Rec Ground, Bandstand, Allotments & Public Domain)	7120	7,200	7,200	1,475	(5,725)	20%	
Professional Fees - Non Financial	7125	1,500	1,500	2,288	788	153%	Incls. HR support £450 & Cumbria Employment £900
Toiletries and Cleaning Materials	7130	700	700	784	84	112%	
Rent Payable	7160	740	740	747	7	101%	Annual rent for bandstand and allotments
Card Handling Charges (Toilets only)	7190	1,450	1,450	1,044	(406)	72%	Nayax card readers & service fee
Cleaning	7200	15,000	15,000	15,000	0	100%	Toilets
Communications	7255	500	500	624	124	125%	Venue Manager advertisement & Precept article
Lengthsman	7455	6,500	6,500	7,130	630	110%	
Parish Election Costs	7600	2,000	2,000	-	(2,000)	0%	
		<b>247,521</b>	<b>247,521</b>	<b>252,876</b>	<b>5,355</b>	<b>102%</b>	
<b>Net profit (Loss)</b>		<b>2,551</b>	<b>2,551</b>	<b>13,221</b>			

## Balance Sheet Summary as at 31/03/24

Total Assets Less Total Liabilities

**283,535**

**C24/12**

## Appointments to Committees (Standing Item – Annual Town Council Meeting)

**12**

- a. Members noted the Staffing Committee Terms of Reference.
- b. Members noted that the Chairman and Vice-Chairman were members of this Committee.
- c. Members noted 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 for staff.
- d. Members considered appointments to the Staffing Committee for the 2024/25 Council Year, noting that Cllrs. Jane Walmsley, Julie Mason, and Claire Logan all expressed an interest in being members of the Staffing Committee when they sent their apologies to the meeting.

## RESOLVED

That Cllrs. Handley, A. Walmsley, Thomas, J. Walmsley, and Logan were voted to the Staffing Committee for the 2024/25 Council Year.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

C24/13

**Members External Office Holders 2024-25 (Standing Item - Annual Town Council Meeting)**

13

a. Members noted the approved appointments for the previous year:

## **Members External Office Holders 2023-24**

- 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 – Jane Strawbridge (nominated by GTC)
- vii) The Civic Society – Cllr. Thomas
- viii) Friends of Kents Bank Station and Foreshore – Cllr. Greenway
- ix) Victoria Hall Support Group – Cllr. Handley
- x) Christmas Tree Committee - Cllr. Logan
- xi) National Park Southern Boundary Partnership – Cllr. Greenway
- xii) Morecambe Bay Partnership – Cllrs. Greenway, Handley, and Thomas
- xiii) Grange Chamber of Trade and Hoteliers Association – Cllr. A. Walmsley
- xiv) U3A – Cllr. Handley
- xv) Cumbria Better Connected – Cllr. Thomas
- xvi) Peninsula Environmental Action Together (PEAT) – Cllrs. Thomas and Handley
- xvii) Save Grange Lido Community Benefit Society – Cllrs. Logan and E. Walmsley

b. Members noted that Mrs Strawbridge was happy to continue as the Council's representative on the Cartmel Old Grammar Foundation Trust. Mrs Strawbridge was thanked.

c. Members considered appointments for the new Council year 2024-25.

## **RESOLVED**

That the approved Member External Office Holders 2024-25 were as follows:

## **Members External Office Holders 2024-25**

- 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 – Jane Strawbridge (nominated by GTC)
- vii) The Civic Society – Cllr. Thomas
- viii) Friends of Kents Bank Station and Foreshore – vacant
- ix) Victoria Hall Support Group – Cllr. Handley
- x) Christmas Tree Committee - Cllr. Logan
- xi) Morecambe Bay Partnership – Cllrs. Handley and Thomas

## **TOWN COUNCIL OF GRANGE-OVER-SANDS**

- 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. Logan and E. Walmsley

### **C24/14      Memberships (Standing Item – Annual Town Council Meeting)**

**14**

Members reviewed the Council's and employees' memberships noting that the membership of the following bodies required approval for renewal (paid from budget for Subscriptions):

- a. Society of Local Council Clerks (SLCC)
- b. Cumbria Association of Local Councils (CALC) and National Association of Local Councils (NALC) combined annual membership.
- c. NALC *Local Council Review* (publication).

#### **RESOLVED**

- i) That the Society of Local Council Clerks (SLCC) annual membership for Town Clerk due in May, cost £288.00, was approved.
- ii) That the Cumbria Association of Local Councils (CALC) and National Association of Local Councils (NALC) combined annual membership renewal for Council due now, cost £658.08, was approved.
- iii) That the NALC Local Council Review (publication) annual subscription amount to be confirmed, payment approved in June, was approved.

### **C24/15      Statutory Document Review (Standing Item – Annual Town Council Meeting)**

**15**

- a. Members noted 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. Members considered the reviewed Standing Orders, Financial Regulations and Delegation Scheme, noting that no amendments had been made, or were recommended, or were required by legislation.

#### **RESOLVED**

That the reviewed Standing Orders, Financial Regulations and Delegation Scheme were approved.

All statutory documents are published on the Town Council website.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

C24/16

**Council Policies and Procedures** (*Standing Item – Annual Town Council Meeting*)

16

**a. Review Schedule**

Members considered the review schedule for Council policies and procedures.

**RESOLVED**

That the review schedule for Council policies and procedures was approved.

**b. Annual Reviews**

Members considered the annual review of the following polices, noting that no material changes had been made, or were recommended:

- 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

**RESOLVED**

That the annually reviewed policies, as listed, were approved. All statutory documents are published on the Town Council's website.

**c. Reviews due 2024**

Members noted that the following polices had been reviewed, as scheduled, and no material changes made or recommended:

- i) Flexible Working
- ii) Home Working
- iii) Lone Working

**RESOLVED**

That the reviewed Flexible Working, Home Working and Lone Working policies were approved.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

C24/17

**Meeting Dates (Standing Item – Annual Town Council Meeting)**

17

Members considered the dates, times, and place of ordinary meetings of the Full Council including the Annual Town Meeting and Annual Town Council meeting and noted that dates, times, and place of Council committee meetings will be decided, as necessary.

## **RESOLVED**

That the dates, times, and place of ordinary meetings of the Full Council including the Annual Town Meeting and Annual Town Council meeting were approved as below and published on the Town Council's website.

### **Full Council Meeting Dates**

**7pm, Victoria Hall, Grange-over-Sands**

**2024 – 2025**

Monday 10 June 2024

Monday 8 July 2024

Monday 12 August 2024

*No meeting in September*

Monday 14 October 2024

Monday 11 November 2024

Monday 9 December 2024

Monday 13 January 2025

Monday 10 February 2025

Monday 10 March 2025

Monday 7 April 2025

Annual Town Council – Monday 12 May 2025

*Note – dates below will be formally agreed May 2025*

Monday 9 June 2025

Monday 14 July 2025

Monday 11 August 2025

# TOWN COUNCIL OF GRANGE-OVER-SANDS

*No meeting in September*

Monday 13 October 2025

Monday 10 November 2025

Monday 15 December 2025

## C24/18 Member Updates

18

Members received the following updates from Councillors on works in progress and meetings and events attended, including:

### **Clir. Thomas – Nutwood Patients Group Meeting**

- More members are needed, particularly younger ones. The purpose of the group is to give feedback to the surgery.
- There is a new pharmacy technician, and a new pharmacist starting soon.
- The surgery may need to provide a new phone line and number to remain compliant with government directives.
- The 'Pharmacy First' service is now available to give advice on various conditions.
- The surgery aims to provide continuity of care, where possible giving patients appointments with the doctor they last saw.

## C24/19 Victoria Hall

19

Members noted that the decoration and refurbishment of Room 4, following the flood damage, is now complete.

## C24/20 Consultations

20

### **NALC Sector Snapshot Survey**

Members considered response to the Committee on Standards in Public Life Public Bodies Accountability Consultation.

### **RESOLVED**

That the Council would meet to formulate a response after the Wednesday 22 May Christmas Lights Contract meeting at 7pm.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

C24/21	Westmorland and Furness Council (WFC) Updates	21
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## Highways Adoption - Berners Close (aka Cedric Walk), Grange-over-Sands – Final Certificates

Members noted correspondence, final certificate, and drawing (*circulated*) for the Section 38 agreement Berners Close on Cedric Walk, Grange-over-Sands. The areas highlighted in the drawing will now become highway maintainable at public expense by the council and include:

- 80m of carriageway
- 195m of footway
- 6 No. gullies and connections
- 5 No. street lighting columns.

C24/22	Public Conveniences	22
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## Public Conveniences Contract

Members noted that the existing rolling contract with Healthmatic has been transferred to a new service contract dated for the next 3 years, to expire 2027.

C24/23	Christmas Lights Contract	23
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Members noted that the annual contract meeting with David Murphy from Lite Ltd will take place on Wednesday 22 May 2024 at 7pm.

C24/24	Staffing	24
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Members noted that the Caretaker has resigned.

C24/25	Training	25
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### a. Cumbrian Association of Local Councils (CALC) – Planning Training

Members noted that a planning training event for members of Town and Parish Councils was held on Monday 29th April at 4pm via Microsoft Teams. Cllrs. Handley and Logan and the Town Clerk took part.

## **TOWN COUNCIL OF GRANGE-OVER-SANDS**

### **b. Launch of Principles of Internal Auditing Local Councils**

Members noted that the Town Clerk will be taking part in the Society of Local Council Clerks (SLCC) training in *Principles of Internal Auditing Local Councils* (PIALC) course, costing £120 plus VAT.

**C24/26      Next Meeting**

**26**

Members noted that the next Full Council Meeting will be at the Victoria Hall on:

Monday 10 June 2024, 7pm.

Meeting closed 8.10pm