

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:
Cllr. Peter Endors

Vice-Chairman/Deputy Mayor:
Cllr. Tracy Hathorn

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 in the Victoria Hall, on Monday 14 May 2018 at 7.00pm.

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 C. Benbow, Town Clerk

AGENDA ANNUAL MEETING OF THE TOWN COUNCIL MONDAY 14 MAY 2018

1. Council Chairman for the Council Year 2018/19

To elect the Council Chairman for the Council Year 2018/19 from the current Council membership and to receive from the Chairman acceptance of office forms.

2. Vice-Chairman for the Council Year 2018/19

To elect the Council Vice-Chairman for the Council Year 2018/19 from the current Council membership and to receive from the Vice-Chairman acceptance of office forms.

3. Apologies for Absence

To receive and note apologies from members.

4. Reports

- a. Police Report
- b. District Council Report
- c. County Council Report
- d. Mayor's Report for final month of 17/18 Council 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 9 April 2018 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.

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 verify the invoices and payments for the next payment period.
- e. To identify and approve two councillors to complete the online authorisation of the payments for the next payment period.

11. Finance and Governance

a. **Community Infrastructure Levy (CIL)**

To note that £1,279.80 CIL was received from SLDC under the Community Infrastructure Levy Regulations. SLDC subsequently apologised for having included VAT in the payment. SLDC will reclaim this VAT from GTC (£213.30) with an equivalent reduction in future CIL payments.

b. **Nat West Town Council Account**

To approve that Tom Harvey be deleted as an authorised signatory in the current mandate for the Town Council account, and the mandate amended to include Tracy Hathorn as an authorised signatory.

c. **Unity Trust Account**

To approve that the Mandate for the operation of the bank account, payment instructions and banking services be amended to remove Tom Harvey as an authorised signatory and to include Tracy Hathorn as an authorised signatory.

d. **National Association of Local Councils (NALC) Pay Award**

To note that the National Joint Council for Local Government Services (NJC) has reached agreement on new pay scales 2018/19 from April 2018 (*circulated*).

To approve applying these for Town Council staff as specified in employment contracts.

12. Finance and Governance (*Standing Item - Annual Town Council Meeting*)

a. **Asset Register**

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

b. **Insurance**

To note that the insurance is due for renewal 1 July 2018 and that the Council will enter the second year of a three-year agreement with WPS Insurance and that there is cover in respect of all insurable risks.

c. **General Power of Competence**

To reaffirm that the council meets the criteria for eligibility:

- i) Two thirds of councillors to be elected members.
- ii) Qualified clerk

13. Grants

To consider application:

Edwardian Festival

To note that in May 2015 (C15/018) Council resolved to grant the Edwardian Festival Committee £100 annually until this year from the Grants Budget to sponsor the prizes for the Festival and to approve payment of £100 for this year.

14. Updates from Members

To receive updates from Councillors on works in progress and meetings and events attended, including:

- a. Cllr. Endsor – Co-option for Casual Vacancy
- b. Cllr. Endsor – Information Centre Volunteer Recruitment
- c. Cllr. Endsor (on behalf of Cllr. Thomas) – Victoria Hall Support Group
- d. Cllr. Endsor (on behalf of Cllr. Thomas) – Civic Society
- e. Cllr. Greenway – Neighbourhood Plan
- f. Cllr. Logan – CALC Training

15. Victoria Hall

a. **Victoria Hall Working Party**

To note the updated Victoria Hall Action Plan (*circulated*) and that the next Working Party will be Thursday 31 May, 7pm.

b. **Maintenance Plan**

To approve the 2018 - 2022 Maintenance Plan (*circulated*).

c. **Chamber Furniture**

At the previous meeting it was resolved to remove the inflexible furniture and Berners glass from the Chamber. To consider and resolve disposal (*report circulated*).

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

- a. To note the Staffing Committee Terms of Reference (*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 Chairman for the previous year for continuity of line-management for the staff and to appoint Cllr. Endsor to the Staffing Committee.
- d. To appoint Members to the Staffing Committee for the 2018/19 Council Year.

17. Members External Office Holders 2018-19 (*Standing Item - Annual Town Council Meeting*)

- a. To note the approved Member External Office Holders List for 2017/18 was:

Neighbourhood Plan – Cllrs. Greenway and Thomas

CALC District Association – Town Clerk

Grange in Bloom – Cllr. Endsor

Local Area Partnership – Cllr. Ingle

Grange Action Flood Group – Cllr. Shapland

Edwardian Committee – Cllr. Thomas

3Ps – Cllr. Shapland

Nutwood Patients Group – Cllr. Thomas

Furness line Community Rail Partnership – Cllr. Ingle

Bay Villa Trust – All Councillors

Cartmel Old Grammar Foundation – Jane Strawbridge (nominated by GTC)

Connecting Cumbria's Digital Inclusion Hub Co-ordinator and Broadband Champion for the Cartmel Peninsula parishes – Frank McCall (nominated by GTC)

The Civic Society – Cllr. Greenway

Friends of Kents Bank Station and Foreshore – Cllr. Greenway

Victoria Hall Support Group – Cllr. Thomas

Cllrs. Hathorn and Walmsley were nominated for the Christmas Tree Committee during the year.

- b. Members noted that Mrs Strawbridge had been approached and was happy to continue as the Council's representative on the Cartmel Old Grammar Foundation Trust.
- c. Members noted that Mr McCall had been approached and asked if he wished to continue as the Connecting Cumbria representative.
- d. Members reviewed and agreed appointments for 2018/19.

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

To review the Council's and employees' memberships of other bodies noting that the membership of the following bodies requires approval for renewal (paid from budget for Subscriptions):

- 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) annual membership renewal for Council due now, cost £356.
- c. CALC Local Council Review (publication) annual subscription £17.00.

19. 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 this meeting.
- b. To note that the National Association of Local Councils (NALC) has published new model standing orders. These incorporate or reference new legislation introduced after the last model standing orders were published in 2013. NALC document gives details *(circulated)*. The Town Council Standing Orders have been amended to include the new model standing orders.
- c. To note that no amendments have been made to, or are recommended, or required by legislation for, the Financial Regulations or Delegation Scheme this year.
- d. To review the Standing Orders, Financial Regulations and Delegation Scheme *(circulated)*.

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

- a. To note the review schedule for Council policies and procedures *(circulated)*.
- b. To note that the Safeguarding, Bullying and Harassment and Unacceptable Behaviour Policies and Behaviour Code have been reviewed and no material changes made *(circulated)*.
- c. To note that the number of policies and procedures which require annual review at this meeting has increased this year. No changes have been made to: Freedom of Information - Model Publication Scheme, Recruitment and Selection, Disciplinary and Grievance, Health and Safety, Complaints, Equalities, Press and Media and Meetings Part 2 Exclusions *(circulated)*.
- d. To note that some policies are reviewed in the course of business and that the current Council reviewed the following policies during the past year:
Training and Development (June 2017); Grants (October 2017)

21. 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)*.

22. Victoria Hall Maintenance

To consider quote to repair flat roof over stage and dressing rooms *(circulated)*.

23. Next Meeting

To note that the next Full Council Meeting will be held:

Monday 11 June 2018 at the Victoria Hall, Main Street, Grange-over-Sands, 7pm