

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Tricia Thomas

Vice-Chairman/Deputy Mayor:

Cllr. Peter Endors

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 8 May 2017 at 7.00pm.

(Please Note: Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public)

AGENDA ANNUAL MEETING OF THE TOWN COUNCIL MONDAY 8 MAY 2017

1. Council Chairman for the Council Year 2017/18

To elect the Council Chairman for the Council Year 2017/18 from the current council membership and to receive from the Chairman acceptance of office forms.

2. Vice-Chairman 2017/18

To elect the Vice-Chairman for the Council Year 2017/18 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. Welcome Councillor Howson

To welcome Councillor Howson to the Town Council, noting that his acceptance of office forms have been completed and received.

5. Reports

To receive reports from the following:

- a. Police Report
- b. District Council Report
- c. County Council Report
- d. Out-going Mayor's Report for final month of 16/17 Council Year.

6. Public Participation: Have Your Say

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

7. Minutes of the Previous Meeting

To authorise the Chairman to sign the Minutes of the Meeting of the Town Council held on Monday 10 April 2017 as a true record.

8. Declaration of Interests and Dispensations

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

9. 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.

10. Planning

To consider Planning Applications as circulated and to note submissions to planning applications considered under delegated authority.

11. 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.

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 2017 and that the Council will enter the third year of a three year agreement with WPS Insurance and that there is cover in respect of all insurable risks.

13. Finance and Governance – Precept

- a. To note that there was a variance between the resolution to raise the Precept by 5.8% and the Council Tax bills subsequently issued by South Lakeland District Council showing a rise of 8.2%.
- b. To note this was investigated by GTC and the investigation summary is:
The discrepancy is because the District Council's charge for street lighting has increased by 39%. This charge has never previously had such a dramatic effect on the Council Tax bill. It accounts for the additional 2.4% to residents' bills, above the 5.8% increase requested.
- c. To consider the full report following investigation into the variance. *(circulated)*

14. Grants

To consider applications:

Edwardian Festival

To note that in May 2015 (C15/018) Council resolved to grant the Edwardian Festival Committee £100 annually from the grants budget to sponsor the prizes for the Festival (to review in 2019) and to approve payment of £100 for this year.

15. Consultations

To consider the Council's participation in appropriate consultations: None received.

16. Updates from Members

- a. To receive reports from meetings and briefings attended by Councillors.
 - Cllr. Thomas - Victoria Hall Supporters Group
 - Cllr. Thomas - Grange in Bloom
 - Cllr. Thomas - Edwardian Festival
 - Cllr. Thomas - Network Rail about Bailey Lane
 - Cllr. Thomas – Horton Landscapes
 - Cllr. Greenway - Friends of Kents Bank Station and Foreshore
- b. To receive updates on works in progress.

17. 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 out-going Chairman for continuity of line-management for the staff and to appoint Cllr. Thomas to the Staffing Committee.
- d. To appoint one other Member to the Staffing Committee for the 2017/18 Council Year.

18. Members External Office Holders 2017-8 *(Standing Item - Annual Town Council Meeting)*

- a. To note the approved Member External Office Holders list for 2016/17:

Neighbourhood Plan – Cllrs Greenway and Thomas

CALC District Association – Town Clerk

Grange in Bloom – Cllr. Thomas

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)

- b. To note that Mrs Strawbridge has been approached and is happy to continue as the Council's representative on the Cartmel Old Grammar Foundation Trust.
- c. To note that Mr McCall has been approached and asked if he wishes to continue as the Connecting Cumbria representative.
- d. To review and agree appointments for 2017/18.

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

- a. 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):
- b. Society of Local Council Clerks (SLCC) annual membership for Town Clerk due in May, amount to be confirmed and payment approved in June.
- c. Cumbria Association of Local Councils (CALC) annual membership renewal for Council due now, cost £345.78.

20. 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 no amendments have been made to, or are recommended, or required by legislation for, any of these documents this year.
- c. To review the Standing Orders, Financial Regulations and Delegation Scheme.

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

- a. To note the review schedule for Council policies and procedures (circulated) and to note that the Procurement and Gifts and Hospitality policies are due for review.
- b. To note that the Procurement Policy has been reviewed and no changes made. (circulated)
- c. To note that the Gifts and Hospitality Policy has been reviewed and no changes made. (circulated)
- d. To note that policies and procedures which require annual review at this meeting, and no changes have been made to, include the Freedom of Information - Model Publication Scheme, the Complaints Policy, Press and Media Policy and Meetings Part 2 Exclusions.
- e. 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:
Equalities, Health and Safety, Disciplinary and Grievance, Risk Management, Recruitment and Selection and Volunteer.

22. 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*).

23. Neighbourhood Plan

To receive a progress report from the Steering Committee Spokesperson Cllr. Greenway.

24. Victoria Hall

a. Victoria Hall Action Group

To receive an update from Cllr. Thomas.

b. Maintenance Programme

To consider quote for glass passage works. (*quote circulated to Councillors*).

25. Next Meeting

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

Monday 12 June 2017 at the Victoria Hall, Main Street, Grange-over-Sands, 7pm

Signed *C. Benbow*

Mrs. C. Benbow, Town Clerk