

## TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**

Cllr. Peter Endsor

**Vice-Chairman/Deputy Mayor:**

Cllr. Ann Walmsley

**Town Clerk:**

Mrs. C. Benbow



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

Tel: (015395) 32375

[www.grangeoversandstowncouncil.gov.uk](http://www.grangeoversandstowncouncil.gov.uk)

email: [council@grangeoversands.net](mailto:council@grangeoversands.net)

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 remotely on Wednesday 5 May 2021 at 7 pm.

On 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely without it being necessary for any of the participants or audience to be present together in the same room.

This new legislation allows councils to carry out their business lawfully whilst ensuring that the health and safety of officers, councillors and members of the public is protected in accordance with government advice.

This meeting of Grange-over-Sands Town Council will be held remotely, using the Zoom video conferencing system. This system is simple for all participants and members of the public to access.

Access links will be sent to all Councillors.

If you wish to take part in the next meeting as a member of the public, please contact the Town Clerk on [townclerk@grangeoversands.net](mailto:townclerk@grangeoversands.net) and register if you will be attending and if you would like to speak in the public participation section.

You will then be emailed meeting access details. You can also request to be added to the Agenda Distribution Group which receives the meeting papers each month.

*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

A handwritten signature in blue ink, appearing to be 'C. Benbow', written over a light blue horizontal line.

C. Benbow, Town Clerk

## **AGENDA ANNUAL MEETING OF THE TOWN COUNCIL WEDNESDAY 5 MAY 2021**

### **1. Council Chairman for the Council Year 2021/22**

To elect the Council Chairman for the Council Year 2021/22 from the current Council membership and to receive from the Chairman acceptance of office forms.

***Physical signing will take place in due course.***

### **2. Vice-Chairman for the Council Year 2021/22**

To elect the Council Vice-Chairman for the Council Year 2021/22 from the current Council membership and to receive from the Vice-Chairman acceptance of office forms.

***Physical signing will take place in due course.***

### **3. Casual Vacancy**

To note that SLDC acknowledged the Notice of Casual Vacancy, due to the resignation of Lyndon Howson, and will inform whether the vacancy is to be filled by election or co-option.

To receive any update from the Town Clerk.

### **4. Apologies for Absence**

To receive and note apologies from members.

### **5. Reports**

To note online Police Report and receive reports from District and County Councillors.

### **6. Public Participation: Have Your Say**

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

***Please ensure that you have registered your wish to speak prior to the meeting.***

### **7. Minutes of the Previous Meeting**

To authorise the Chairman to sign the Minutes of the Meeting of the Town Council held on Monday 12 April 2021 as a true record.

***Physical signing will take place in due course.***

## 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 (*circulated*).

## 11. Consultations

### a. Government - Remote Meetings

Government online consultation about whether there should be permanent arrangements allowing parish council meetings to take place online. Deadline 17th June.

[www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence](http://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence)  
(*circulated: correspondence from CALC*)

### b. BT Payphone Removal Consultation 2021

SLDC consultation on the proposed removal of the following payphones:

- Adjacent Fire Station, Mayfield Terrace, Kents Bank Road
- Adjacent Kents Bank Railway Station, Kentsford Road
- Railway Station approach, Station Square

Deadline 7 July 2021

(*circulated: correspondence from SLDC*)

## 12. 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.

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

a. **Finance Report**

To note the full year Finance Report to 31 March 2021 *(circulated)*.

b. **Asset Register**

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

c. **Insurance**

To note that the insurance is due for renewal 1 July 2021 and that the Council will enter the final year of a three-year agreement with WPS Insurance and that there is cover in respect of all insurable risks.

d. **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.

### **14. 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 previous years' Chairman or Vice-Chairman, if re-elected to the Council, for continuity of line-management for the staff.

d. To appoint Members to the Staffing Committee for the 2021/22 Council Year.

### **15. Members External Office Holders 2021-22** *(Standing Item - Annual Town Council Meeting)*

To review the approved appointments for the previous year as below and agree appointments for the new Council year 2021/22.

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.

#### **Members External Office Holders 2020–21**

1. CALC District Association – Town Clerk
2. Grange in Bloom – Cllr. Hathorn
3. Nutwood Patients Group – Cllr. Thomas
4. Furness line Community Rail Partnership – Cllr. Thomas
5. Bay Villa Trust – All Councillors
6. Cartmel Old Grammar Foundation – Jane Strawbridge (nominated by GTC)
7. The Civic Society – Cllr. Howson

8. Friends of Kents Bank Station and Foreshore – Cllr. Greenway
9. Victoria Hall Support Group – Cllr. Handley
10. Christmas Tree Committee - Cllr. Logan
11. National Park Southern Boundary Partnership – Cllrs. Greenway, Bailey and Endsor
12. Morecambe Bay Partnership – Cllrs. Greenway, Endsor, Handley, Bailey, Hathorn and Thomas
13. Grange Chamber of Trade and Hoteliers Association – Cllr. Endsor
14. Men in Sheds – Cllr. Endsor
15. Grange and Peninsula Well-being Hub (GAP) – Cllr. Howson
16. Band Concerts/Charity and Co. – Cllr. Howson
17. U3A – Cllr. Handley

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

To review the Council's and employees' memberships 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) and National Association of Local Councils (NALC) combined annual membership renewal for Council due now, cost £550.65.
- c. NALC *Local Council Review* (publication) annual subscription due in May, amount to be confirmed and payment approved in June.

#### **17. 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, Financial Regulations and Delegation Scheme, noting that no amendments have been made, or are recommended, or are required by legislation (*circulated*).

#### **18. 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*):

1. Complaints Policy
2. Data Protection
3. Disciplinary Policy and Procedure

4. Disciplinary Rules
  5. Equal Opportunities
  6. Freedom of Information
  7. Grievance Procedure
  8. Health and Safety
  9. Meetings Part 2 Exclusions
  10. Model Publication Scheme
  11. Press and Media
  12. Privacy Notice
  13. Recruitment and Selection
  14. Social Media
- c. To note that the schedule previously included the following policies which were due for review this year: Behaviour Code, Environment Policy and Community and Social Policy. These were all approved in 2012 and have been superseded by legislation and/or included in other Council approved documents including the GTC Action Plan, the Staff Handbook and other approved policies specifically the Equal Opportunities Policy.
- d. To note that the schedule previously included the following policies which were superseded this year by updated policies in the Staff Handbook (approved October 2020): Job Share, Dignity at Work, Family, Hours of work and Special Leave.
- e. To note that the following policies have been reviewed, as scheduled, and no material changes made or recommended (*circulated*):
1. Unacceptable Behaviour Policy
  2. Councillor and Employee Relations Protocol
- f. To note that policies are reviewed or created in the course of business and that the Council adopted the following during the past year (*circulated*):

Reserves Policy (April 2021)

## **19. 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*).

## **20. Member Updates**

- a. Cllr. Thomas – Cumbria Better Connected
- b. Cllr. Thomas – PEAT – Greening Campaign

## 21. Play Equipment

### a. I-Play Replacement

To receive an update from the Working Party (Cllrs. Bailey, Hathorn and Logan) set up to investigate ideas, get quotes and research funding and report back to Full Council with recommendations.

### b. Fell Close Playground

To note further update from SLDC Locality Officer as follows:

*The slide was taken out as it had become rotten. As the slide was an embankment slide it was not possible to get a straight replacement, I think this may have been bespoke as we could not replace like for like.*

*We are formulating the assets review and once this has been approved, we should know where to spend the budgets this year. The plan is to put an additional piece at Fell Close. If the community would like to raise additional funds for extra items for this I am more than willing to advise.*

## 22. Rec Ground Fence

To note that the deadline to tender quotes for replacement fence at the MUGA (Multi-use Games Area) on the Prom is 4 June 2021.

To note that Cllr. Bailey and the Town Clerk were scheduled to meet Police (Crime Prevention Officer and the PCSO) on Thursday 29 April and to receive update.

## 23. Training

To note that the Victoria Hall Manager, and Cllrs. Handley and Thomas, are booked on NALC online event 'Reopening and Reimagining Your Community Buildings' on 23 June 2021 costing £32.44 (plus VAT) per person.

## 24. Next Meeting

To note that the next Full Council Meeting will be held at the Victoria Hall on:

**Monday 14 June 2021, 7pm.**

There will be the opportunity to take part remotely.