

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Tricia Thomas

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 15 May 2023 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

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

C. Benbow, Town Clerk

AGENDA ANNUAL MEETING OF THE TOWN COUNCIL MONDAY 15 MAY 2023

1. Council Chairman for the Council Year 2023/24

To elect the Council Chairman for the Council Year 2023/24 from the current Council membership and to receive Acceptance of Office from the Chairman.

2. Vice-Chairman for the Council Year 2023/24

To elect the Council Vice-Chairman for the Council Year 2023/24 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 out-going Mayor.

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 3 April 2023 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 (*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 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 (*Standing Items - Annual Town Council Meeting*)

a. Finance Report

To note the full year Finance Report to 31 March 2023 (*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 there is cover in respect of all insurable risks.

The Council's insurance with WPS/James Hallam Insurance is due for renewal on 1 July 2023 and quotes are being sought from providers.

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.

12. 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 and Vice-Chairman, if re-elected to the Council, for continuity of line-management of staff.

d. To appoint Members to the Staffing Committee for the 2023/24 Council Year.

13. Members External Office Holders 2023-24 (*Standing Item - Annual Town Council Meeting*)

To note the approved appointments for last year as below.

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.

To agree appointments for the new Council year 2023/24

Members External Office Holders 2022-23

- a. CALC District Association – Town Clerk
- b. Grange in Bloom – Cllr. Mason
- c. Nutwood Patients Group – Cllr. Thomas
- d. Furness Line Community Rail Partnership – Cllr. Thomas
- e. Bay Villa Trust – All Councillors

- f. Cartmel Old Grammar Foundation – Jane Strawbridge (nominated by GTC)
- g. The Civic Society – Cllr. Handley
- h. Friends of Kents Bank Station and Foreshore – Cllr. Greenway
- i. Victoria Hall Support Group – Cllr. Handley
- j. Christmas Tree Committee - Cllr. Logan
- k. National Park Southern Boundary Partnership – Cllrs. Greenway and Bailey
- l. Morecambe Bay Partnership – Cllrs. Greenway, Handley, Bailey and Thomas
- m. Grange Chamber of Trade and Hoteliers Association – Cllr. A. Walmsley
- n. Grange and Peninsula Well-being Hub (GAP) – Cllr. Bailey
- o. U3A – Cllr. Handley
- p. Cumbria Better Connected – Cllr. Thomas
- q. PEAT Greening Campaign – Cllrs. Thomas and Handley
- r. Save Grange Lido Community Benefit Society – Cllrs. Logan and E. Walmsley

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

To review the Council's and employees' memberships noting that 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 £613.63 *(circulated)*.
- 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.
In 2022, the Standing Orders were also reviewed and amended in June following NALC guidelines.
- 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)*.

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*):

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. Reviews due 2023

To note that the following policies have been reviewed, as scheduled, and no material changes made, or are recommended (*circulated*):

1. Data Retention and Disposal Policy
2. Gifts and Hospitality
3. IT and Communications Systems

The May 2012 Smoking Policy (permission as part of a performance) was due for review this year. It has been invalidated by legislation and has been removed from the Policy Schedule.

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. Resident Correspondence following Annual Town Meeting

To consider resident correspondence received by email Friday 14 April regarding matters raised about the Town Council at the Annual Town Meeting on Monday 3 April 2023.

19. Member Updates

To note updates from Members on meetings and events attended:

- a. Cllr. Greenway – Abbott Hall Development Meeting 2 May.
- b. Cllrs. Thomas and Logan – Grange Musical Theatre Meeting 2 May.
- c. Cllr. Logan - Christmas Tree Committee.

20. Victoria Hall

a. Victoria Hall Working Party

A meeting of the Working Party took place on Wednesday 12 April, 7-9 pm.

Attendees were Cllrs. Thomas, Handley, Greenway and A. Walmsley, the Town Clerk and the Hall and Services Manager. Mrs Jen Parr represented the Victoria Hall Support Group.

The next meeting will be Wednesday 31 May, 7-9pm

To consider recommendation from the Working Party regarding clarifying discounts for charity events as follows:

Charity Events at the Victoria Hall

Grange Town Council will offer discounts to local residents using the building for charity fundraising events provided:

- A local resident books the event.
- The event is a fundraiser for the benefit of the local community.
- All proceeds go to a named charity or cause.
- No payment is made from the proceeds to any other services for the event, including catering and entertainment.

Any resident booking an event is entitled to 20% discount.

Where all criteria are satisfied, Grange Town Council will offer a further discretionary discount of up to 20%, making a maximum discount of 40%.

b. Victoria Hall Risk Assessment

To consider quote from Torpedo for £1,365.00 (plus VAT) for LOLER (Lifting Operations and Lifting Equipment Regulations 1998) tests on the stage scenery bars. This is an annual safety requirement.

c. Training

To note that Fire Warden Training from Ardent Safety Ltd. was completed on 21 April 2023. The following were accredited Fire Warden certificates:

GTC Staff - Amanda Hunter, Colin Stuart, Rob Haworth, Nik Scott-Clark, Claire Benbow.

VHSG – Jen Parr.

Grange Musical Theatre Society – Rob Martin.

Town Councillors – Tricia Thomas.

The following were accredited with Fire Awareness certificates: GTC staff – Lorraine Owen.

21. Allotments

Grange Fell Allotments Society – County Council Grant

The Grange Fell Allotments Society applied successfully for a Community Grant from Cumbria County Council and a grant of £793.00 was awarded towards their project to replace the rabbit and deer fence, repairing the wooden edges and badger gates. This work was undertaken by the Allotments Society.

To receive the grant, the Society had to prove match funding as part of their application. Grange Town Council offered £300.00 match funding.

Members are asked to approve payment of £300.00 to the Grange Fell Allotments Society as match funding towards their project.

22. Bailey Lane Level Crossing

To note correspondence and closure order received from Westmorland and Furness Council 6 April 2023 (*4 documents circulated*).

To note response to GTC correspondence from Westmorland and Furness Council 13 April 2023 (*circulated*):

Thank you for your response to this made Order which will be placed on file and most likely be sent to the Planning Inspectorate for them to make a decision on whether to reject or confirm the Extinguishment. They will probably make a decision following a public inquiry.

23. Westmorland and Furness Council (WFC)

To note that WFC closed the Promenade Playground on 20 April in readiness for the new play equipment to be installed from early May.

24. Staff

- a. To note that the internal recruitment process was successful, and Colin Stuart was appointed to the role of Caretaker (*job description and terms circulated*).
- b. To consider proposal for HR services from Turnstone HR (*circulated*).

25. Next Meeting

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

Monday 12 June 2023, 7pm.