

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:
Cllr. Roger Handley

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 13 May 2024 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  C. Benbow, Town Clerk

AGENDA ANNUAL MEETING OF THE TOWN COUNCIL MONDAY 13 MAY 2024

1. Council Chairman for the Council Year 2024/25

To elect the Council Chairman for the Council Year 2024/25 from the current Council membership and to receive Acceptance of Office from the Chairman.

2. Vice-Chairman for the Council Year 2024/25

To elect the Council Vice-Chairman for the Council Year 2024/25 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 Mayor for the previous 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 15 April 2024 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 2024 (*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 Zurich Municipal will enter the second year of a 3-year contract on 1 July 2024, costing £6,093.66 per year.

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.

e. Community Infrastructure Levy

To note 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 (*correspondence and guidelines circulated*).

f. Casual Vacancy

To note 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 published.

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 2024/25 Council Year.

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

a. To note the approved appointments for last year as below.

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. 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.

c. To agree appointments for the new Council year 2024/25.

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

To review the Council's and employees' memberships and consider renewing:

- 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 £658.08 (*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.
- 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)*:

- 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

c. Reviews due 2024

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

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

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. Member Updates

To note updates from Members on meetings and events attended:

- a. Cllr. Thomas – Nutwood Patient Group Meeting

19. Victoria Hall

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

20. Consultations

NALC Sector Snapshot Survey

To consider response to the Committee on Standards in Public Life Public Bodies Accountability Consultation (*circulated*).

21. Westmorland and Furness Council (WFC) Updates

Highways Adoption - Berners Close (aka Cedric Walk), Grange-over-Sands – Final Certificates

To note 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.

22. Public Conveniences

Public Conveniences Contract

To note that the existing rolling contract with Healthmatic has been transferred to a new service contract dated for the next 3 years.

23. Christmas Lights Contract

To note that the annual contract meeting with David Murphy from Lite Ltd will take place on Wednesday 22 May 2024 at 7pm.

24. Staffing

To note that the Caretaker, Colin Stuart, has resigned.

25. Training

a. **Cumbrian Association of Local Councils (CALC) – Planning Training**

To note 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.

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

To note 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.

26. Next Meeting

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

Monday 10 June 2024, 7pm.