

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**  
Cllr. Roger Handley

**Vice-Chairman/Deputy Mayor:**  
Cllr. Ann Walmsley

**Town Clerk:**  
Mrs. C. Benbow



Council Offices  
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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 12 May 2025 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 12 MAY 2025**

### **1. Council Chairman for the Council Year 2025/26**

To elect the Council Chairman for the Council Year 2025/26 from the current Council membership and to receive Acceptance of Office from the Chairman.

### **2. Vice-Chairman for the Council Year 2025/26**

To elect the Council Vice-Chairman for the Council Year 2025/26 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 7 April 2025 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. All applications received before the meeting will be considered (*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 complete the online authorisation of the payments for the next payment period.
- e. To identify and approve two councillors to verify the invoices and 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 2025 (*circulated*).

### b. **Victoria Hall Support Group (VHSG) Quarterly Financial Report**

To note that in the quarter to 31 March 2025, the below were purchased using the VHSG donation. The remaining donation earmarked reserve is now £6,553.40.

- Mobile whiteboard for Room 4 - £69.16
- Combination key safe - £15.84
- Optoma projector - £250.00
- Sennheiser microphone charger and accessories - £211.33
- 2 x AO size snap frames, 5 x mini chalk A boards, 20 x PVC wallets, 2 x hook and loop tape and ticket holder clip - £113.58

### c. **Asset Register**

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

### d. **Insurance**

To note that there is cover in respect of all insurable risks. The Council's insurance with Zurich Municipal will enter the third year of a 3-year contract on 1 July 2025.

### e. **Community Infrastructure Levy**

To note that a sum of £28,567.10 was paid to Grange-over-Sands Town Council, which comprises 25% of eligible CIL income received from development within Grange-over-Sands between 1st Oct 2024 and the end of March 2025 (*circulated*).

### f. **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.

### g. **Casual Vacancies**

To note that there are two casual vacancies on the Town Council. These are advertised by notice, on social media and regularly in 'Grange Now.' Anyone interested in getting involved is invited to contact the Town Clerk or the Chairman for more information, or see:

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

## **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 note that the 2024/25 Staffing Committee were Cllrs. Handley, A. Walmsley, Thomas, J. Walmsley and Logan.
- e. To appoint Members to the Staffing Committee for the 2025/26 Council Year.

## **13. Members External Office Holders 2025-26** (*Standing Item - Annual Town Council Meeting*)

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

### **Members External Office Holders 2024–25**

- 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 – vacant
  - ix) Victoria Hall Support Group – Cllr. Handley
  - x) Christmas Tree Committee - Cllr. Logan
  - xi) Morecambe Bay Partnership – Cllrs. Handley and Thomas
  - xii) Grange Chamber of Trade and Hoteliers Association – Cllr. A. Walmsley
  - xiii) U3A – Cllr. Handley
  - xiv) Cumbria Better Connected – Cllr. Thomas
  - xv) Peninsula Environmental Action Together (PEAT) – Cllrs. Thomas and Handley
  - xvi) 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 note that, although she has resigned from the Council, Claire Logan would be happy to act as the Council's representative on the Christmas Tree Committee.
  - d. To agree appointments for the new Council year 2025/26.

#### **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 £676.47 (*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 and Delegation Scheme, noting that no amendments have been made, or are recommended, or are required by legislation (*circulated*).
- c. To approve the reviewed Financial Regulations, noting that regulations 5.4, 5.7 and 5.11 have been amended, as recommended by NALC (National Association of Local Councils) (*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 2025**

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

- i) Anti-harassment and Bullying
- ii) Capability
- iii) Safeguarding
- iv) Sickness Absence
- v) Training and Development
- vi) Whistleblowing

**d. HR Policies**

To note that the Town Clerk is working with Turnstone HR to review the employment policies to ensure that the Council is up to date with employment legislation and to approve the reviewed Flexible Working Policy (*circulated*).

**e. Policy Deletions**

To note that the Small Contractors Registration Scheme, approved in December 2015, and due for renewal this year, has been deleted from the review schedule as it is no longer valid.

## **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. Consultations**

To respond to any consultations – *none received*.

## **19. Member Updates**

To note updates from Members on meetings and events attended:

- a. Cllr. Thomas – VE Day Memorial – Thursday 8 May.
- b. Cllr. Thomas – PEAT litter pick - Sunday 13 April.
- c. Cllr. Thomas – Lido Panels – update following meeting on 7 May with Westmorland and Furness Council Community Rail Officer.

## **20. Victoria Hall**

To consider quotes for secure entry system for the Hall (*circulated*).

## 21. Westmorland and Furness Council Updates

To note any updates.

## 22. Band Concerts

- a. To note the update on the 2025 Band Concert season as published in 'Grange Now', on Facebook and on the website (*circulated*).
- b. To note that Westmorland and Furness Council have installed a bollard at Park Road Gardens to prevent the public parking in the Gardens.
- c. To approve expenditure from the Community Infrastructure Levy (CIL) reserve of a contribution of £764.00 towards the installation, which is half of the total cost.
- d. To consider applying for permission from Westmorland and Furness Council to hold the band concert events this year.

## 23. Recreation Ground

- a. To note the annual inspection report from Westmorland and Furness Council costing £209.00 plus VAT (*circulated*).
- b. To note that the No Dog signs were scheduled to be installed on 8 May.

## 24. Christmas Lights Contract

To note that the annual contract meeting with David Murphy from Lite Ltd took place on Wednesday 16 April at 2pm. Cllrs. Handley, A. Walmsley, Thomas and J. Walmsley and the Town Clerk took part. To note any update from the meeting.

## 25. Bailey Lane Level Crossing

To note an update on the temporary closure of Bailey Lane level crossing and that the closure has been extended (*correspondence, notice and sealed order circulated*).

## 26. Yewbarrow Lodge

To note an update on the redevelopment of Yewbarrow Lodge from South Lakes Housing Development Team:

*We know many of you have been keeping a keen eye on the site, and we really appreciate your patience as we've worked through the initial demolition and levelling phase with our contractor,*

*L&W Wilson. Though the process took a little longer than anticipated, we're happy to say that demolition is now complete.*

*Looking ahead, we're aiming to start the new build phase in early summer 2025, subject to securing the necessary funding and finalising contract details. Recognising the significance of this project to the community of Grange, we will continue to provide updates through Grange Now, ensuring key milestones and progress are shared.*

The team thanked the community for their continued patience and support and reported that through their architects, OMI, the scheme has been shortlisted for the Housing Design Awards. South Lakes Housing can be contacted at: [development@southlakeshousing.co.uk](mailto:development@southlakeshousing.co.uk)

## **27. Staffing**

To note the draft minutes from the Staffing Committee Meeting held at 2pm on Wednesday 30 April 2025 and to consider any recommendations (*circulated*).

## **28. Next Meeting**

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

**Monday 9 June 2025, 7pm.**