

TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**

Cllr. Peter Endsor

**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

***The Government has ruled that no physical meetings of the Council will take place in April or May this year, due to the coronavirus pandemic. This meeting will take place by email.***

***The only matters will be to note actions taken by staff under delegated powers. The agenda wording remains as standard. Councillors will be emailed agenda and papers as usual. Rather than send apologies, Councillors are asked to respond to this agenda by indicating that they are taking part. Email responses to each item will be duly recorded.***

***Payments during this time will be checked by the Responsible Financial Officer and authorised online, as usual, by Councillors. This is in compliance with the Grange Town Council Financial Regulations.***

You are summoned to attend the 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 6 April 2020 at 7.00pm.

*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 FULL COUNCIL MONDAY 6 APRIL 2020**

**1. Apologies for Absence**

To receive and approve apologies from members.

***Councillors are requested to confirm email participation.***

**2. Minutes of the Previous Meeting**

To authorise the Chairman to sign the Minutes of the Meeting of the Town Council held on Monday 9 March 2020 as a true record.

***Councillors are requested to authorise signing which will take place in due course.***

### 3. Declaration of Interests and Dispensations

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

***Councillors are asked to declare any interests by email, and these will be recorded.***

### 4. Public Bodies (Admission to Meetings) Act 1960 (*not applicable*)

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.

***This is not applicable to this agenda. All effort will be made to ensure that decisions are kept to an absolute minimum during this time.***

### 5. Planning

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

### 6. Delegation Scheme

To note the Grange Town Council Delegation Scheme, approved May 2019, specifically (1.5) Principles of Delegation: that in an emergency the Town Clerk is empowered to carry out any function of the Council (*circulated*).

### 7. Scheme of Delegation Covid 19

To note the following actions that have been taken under the Scheme of Delegation Covid 19:

- a. Closure of Victoria Hall, Information Centre, Recreation Ground and Public Conveniences.
- b. Offer of 3 months 'rent holiday' to Victoria Hall Room 9 and 6/7 tenants.
- c. Addition of Cllr. Stuart Bailey and Cllr. Claire Logan as bank authorisers.
- d. Purchase of laptop and installation of remote software.

### 8. Annual Town Meeting

To note that following Government ruling, the Annual Town Meeting 2020 is cancelled.

To note that there is no duty for Town Councils to convene an Annual Town Meeting (not to be confused with the Annual Meeting of the Council which is in May). The Local Government Act 1972 Part III requires that an annual parish meeting takes place between 1st March and 1st June each year.

The Town Council doesn't have to convene the meeting; it has simply become customary that it is convened by the Parish or Town Council Chairman. There is no sanction should the Parish Council not set a date and time for this to occur or if the Chairman does not convene the meeting.

## **9. Monthly Payments Councillor Verification and Payment Approval**

- a. *Usual wording:* To note that prior to the meeting two councillors verified invoices received and payments made since the last full council meeting and can verify their authenticity.

***To note that the above has been completed by the Responsible Financial Officer (Town Clerk) under delegated powers.***

- b. *Usual wording:* To note that two councillors verified that the monthly bank reconciliation has taken place.

***To note that the above has been completed by the Responsible Financial Officer (Town Clerk) under delegated powers.***

- c. To approve and authorise the payment of accounts and wages as recorded in the payments list.

***This can be done by the Responsible Financial Officer under delegated powers – if Councillors are able to, please do check the payments list you will be emailed as usual, thank you.***

- d. To identify and approve two councillors to verify the invoices and payments for the next payment period.

***Not applicable as government has ruled no physical meeting in May.***

- e. To identify and approve two councillors to complete the online authorisation of the payments for the next payment period.

***Volunteers please.***

## **10. Finance and Governance**

### **Parish Remuneration Panel**

To note the Parish Remuneration Report 2020/21 and letter to councils and adopt the expenses recommended.

It is a statutory requirement that Grange Town Council considers this report and adopts the expenses though Grange Town Councillors do not make any claims (*circulated*).

## 11. Members' Updates

### Cllr. Handley - Victoria Hall Support Group

The last film for the foreseeable future, Judy, was very ably screened in my self-isolation absence by Peter Coomber and Malcolm Kimber, supervised by Sally. The film made a profit of £584.20 and a contribution of £680.20. Unfortunately, the Hall was closed the next day so that the Bingo session did not take place. All events are now cancelled, so all we can do is wait for the world to become more normal.

## 12. Victoria Hall Support Group Kitchen Project

To note receipt of £800 from SLDC Councillors Locality Grants towards the project and note an update from Cllr. Handley (Victoria Hall Support Group Chairman) as follows:

### Progress on the new kitchen

All the initial funding applications have been submitted by Claire and Sheila. We await the responses from the funders. None are expected before next month sometime. I assume that funding decisions can be taken by people working from home.

Catering Partnership have been informed that they are the preferred supplier and the other two firms who quoted have been told that they did not succeed.

The current lock-down is a major setback for the practical side of the project, we have no idea when we can make a start even if all the funding comes in.

I had a long phone discussion with Alan Southworth of Catering Partnership yesterday. Unfortunately, Alan has not been dealing with our project till now but Anna, who was our contact and drew up the estimate, is now on maternity leave. However, Alan did inspire confidence.

Although we were able to clarify a few points about the work schedule, it's not possible to tie down all the details without an on-site look at the nitty-gritty. It does seem that we may need to have the kitchen out of use for a couple of weeks longer than initially anticipated.

We may know more in a few weeks' time.

## 13. Matters Carried Forward: Resident Correspondence

To note the following matter that was scheduled for this agenda is carried forward, to be referred to the County Council in due course:

Resident correspondence regarding traffic calming (*circulated*).

#### **14. Next Meeting**

To note that the next Full Council Meeting will be the Annual Meeting of the Council.

This will not be held physically.

**Monday 11 May 2020, 7pm**