

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:
Cllr. Peter Endorsor

Town Clerk:
Mrs. C. Benbow



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

Tel: (015395) 32375
www.grangeoversandstowncouncil.gov.uk
email: 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 in the Victoria Hall, on Monday 13 May 2019 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 C. Benbow Town Clerk

A handwritten signature in blue ink, appearing to be 'C. Benbow', is written over the printed name and title.

AGENDA ANNUAL MEETING OF THE TOWN COUNCIL MONDAY 13 MAY 2019

1. Council Chairman for the Council Year 2019/20

To elect the Council Chairman for the Council Year 2019/20 from the current Council membership and to receive from the Chairman acceptance of office forms.

2. Vice-Chairman for the Council Year 2019/20

To elect the Council Vice-Chairman for the Council Year 2019/20 from the current Council membership and to receive from the Vice-Chairman acceptance of office forms.

3. Apologies for Absence

To receive and note apologies from members.

4. Minutes of the Previous Meeting

To authorise the Chairman to sign the Minutes of the Meeting of the Town Council held on Monday 8 April 2019 as a true record.

5. Vacancy for Grange North Ward

To vote to co-opt Stuart Bailey as Councillor for Grange North ward.

6. Reports

- a. Police Report
- b. District Council Report
- c. County Council Report
- d. Mayor's Report for final month of 18/19 Council Year.

7. Public Participation: Have Your Say

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

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. Councillor Training

The Cumbrian Association of Local Councils (CALC) provides training for Councillors – the 'Effective Councillor'. These cost £80 for both sessions and are held:

10 June (Module 1) Helsington Village Hall, Kendal, 6pm – 8.30pm

17 June (Module 2) Castle Street Centre, Kendal, 6pm – 8.30pm

All Councillors are asked to consider attending the training.

11. Planning

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

12. Consultations

Lake District National Park Authority Pre-Submission Local Plan (*circulated x 2 documents*)

Comments are invited on the Pre-Submission Local Plan which sets out the broad planning, policy framework and vision for the Lake District up to 2035.

Deadline for comments: Monday 3 June 2019.

<http://www.lakedistrict.gov.uk/localplan>

13. 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.

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

a. Asset Register

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

b. Insurance

To note that the insurance is due for renewal 1 July 2019 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.

c. National Association of Local Councils (NALC) Pay Award

To note that the National Joint Council for Local Government Services (NJC) reached agreement on new pay scales 2019/20.

To approve applying these for Town Council staff as specified in employment contracts.

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.

15. 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, if re-elected to the Council, for continuity of line-management for the staff.
- d. To appoint Members to the Staffing Committee for the 2019/20 Council Year.

16. Members External Office Holders 2019-20 *(Standing Item - Annual Town Council Meeting)*

- a. To note the approved Member External Office Holders List for 2018/19 was:

Neighbourhood Plan – Cllr. Greenway

CALC District Association – Town Clerk

Grange in Bloom – Cllr. Hathorn

Local Area Partnership – Cllr. Ingle

Grange Action Flood Group – Cllr. Shapland

Edwardian Committee – Cllr. Thomas

3Ps – Cllr. Shapland

Nutwood Patients Group – Cllr. Thomas

Furness line Community Rail Partnership – Cllr. Ingle

Bay Villa Trust – All Councillors

Cartmel Old Grammar Foundation – Jane Strawbridge (nominated by GTC)

The Civic Society – Cllr. Greenway

Friends of Kents Bank Station and Foreshore – Cllr. Greenway

Victoria Hall Support Group – Cllr. Thomas

Christmas Tree Committee - Cllr. Hathorn

- b. 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.
- c. To note that the following groups are no longer operating: Local Area Partnership, Grange Action Flood Group, Edwardian Committee and Neighbourhood Plan Steering Committee.
- d. To review and agree appointments for 2019/20, to include National Park Southern Boundary Partnership and Morecambe Bay Partnership.

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

To review the Council's and employees' memberships of other bodies 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) annual membership renewal for Council due now, cost £515.48.
- c. NALC *Local Council Review* (publication) annual subscription £17.00.

18. 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.
- b. To note that the Standing Orders were amended, in November 2018, to update the Council's responsibilities under the 2018 Data Protection Legislation.
- c. To note that no amendments have been made to, or are recommended, or required by legislation for, the Financial Regulations or Delegation Scheme.
- d. To review the Standing Orders, Financial Regulations and Delegation Scheme *(circulated)*.

19. 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 following policies, noting that no material changes have been made, or are recommended *(circulated)*:

- i) Freedom of Information - Model Publication Scheme;
- ii) Recruitment and Selection Policy;
- iii) Disciplinary and Grievance Policy;
- iv) Health and Safety Policy;
- v) Complaints Policy;
- vi) Equalities Policy;
- vii) Press and Media Policy;
- viii) Privacy Policy;
- ix) Meetings Part 2 Exclusions.

- c. To note that the review schedule previously included an Annual Town Council and Annual Parish Meeting Protocol, ICT and Customer Care Policies, Meeting Preparation Protocol and Cash Collection Procedure. These were all approved in 2012 and have been superceded and/or included in other Council approved documents and in legislation.
- d. To note that the following policies have been reviewed and no material changes made or recommended (*circulated*):
 - i) Risk Management Policy;
 - ii) Code of Conduct Officer.
- e. To note that some policies are reviewed or created in the course of business and that the Council adopted the following policies during the past year:
 - i) Privacy Notice (July 2018)
 - ii) Councillor/Employee Relations Protocol (December 2018).
 - iii) Data Retention and Disposal Policy (July 2018).

20. 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*).

21. Correspondence from Police about CCTV

To note correspondence (*circulated*) from Cumbria Police regarding the expansion of their CCTV system. They are working with local councils to explore the installation of Police Controlled CCTV and have invited GTC to a meeting to find out more. This is being arranged.

22. Recreation Ground on the Prom

a. Repairs

To note that the youth shelter is being repaired (panel replacement after vandalism) cost £370.00 plus vat, that the fence repairs and delivery of new skate ramp are scheduled, that the surface of the all-weather pitch has been re-glued (£8.00) and that the crazy golf stone surrounds have been repaired (£445.00 plus vat).

b. I-Play complaints

To note that complaints have been received from residents that the I-Play is sounding loudly and randomly regardless of whether anyone is nearby. Playdales are investigating a remedy.

23. Next Meeting

To note next Full Council Meeting will be: **Monday 10 June 2019 at the Victoria Hall, Main Street, Grange-over-Sands, 7pm**