

# 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  
Main Street  
Grange-over-Sands  
Cumbria, LA11 6DP

Tel: (015395) 32375

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

email: [council@grangeoversands.net](mailto:council@grangeoversands.net)

V.A.T. Reg.No: 164 8707 80

## **DRAFT Minutes of the Annual Meeting of the Town Council held at the Victoria Hall on Monday 15 May 2023 commencing at 7pm.**

**Present:** Cllr. R. Handley – **Chair**  
Cllr. T. Thomas, A. Walmsley, Cllr. J. Mason, Cllr. C. Logan, Cllr. E. Walmsley,  
Cllr. J. Greenway.  
Mrs. C. Benbow – Town Clerk

**In attendance:** 3 members of the public and Unitary Councillor Jenny Boak

<b>Minute Ref:</b>		<b>Agenda No:</b>
<b>C23/01</b>	<b>Council Chairman for the Council Year 2023/24</b>	<b>1</b>

Members noted that the election was uncontested and that there are now two Casual Vacancies on the Town Council.

All Members signed their Declaration of Acceptance of Office for the Council Term 2023-2027 before the meeting.

Cllr. Roger Handley was elected Council Chairman for the Council Year 2023/24 from the current Council membership and the Acceptance of Office form was signed and received.

# TOWN COUNCIL OF GRANGE – OVER – SANDS

**C23/02**

**Vice-Chairman for the Council Year 2023/24**

**2**

Cllr. Ann Walmsley was elected Council Vice-Chairman for the Council Year 2023/24 from the current Council membership and the Acceptance of Office form was signed and received.

**C23/03**

**Apologies for Absence**

**3**

There were no apologies.

**C23/04**

**Reports**

**4**

**Unitary Council Report**

Unitary Councillor Jenny Boak reported that:

1. Local Government Reorganisation – Westmorland and Furness Council (WFC) will be establishing Locality Boards to work directly with Parish and Town Councils.
2. Bus Service – Travellers Choice bus company are withdrawing their service and WFC are in negotiation with a new operator.
3. Flood Alleviation Work at Spar Site – the flood work has paused to allow site work on the buildings.

Unitary Councillor Peter Endsor sent his apologies and a written report confirming that all appointments of WFC Councillors to external organisations have been approved and he has been elected to sit on the Lake District National Park committee.

## **Mayor's Report**

Cllr. Tricia Thomas, the out-going Mayor, reported that on 27 April, she and Jackie Bailey, the Mayor's Consort, attended all three local Primary Schools – Grange, Flookburgh and Allithwaite – to start the one-mile run events raising money for St. Mary's Hospice. On 7 May, the Mayor and Consort attended a special service at St. Paul's Church, to mark the Coronation of King Charles III and Queen Camilla on 6 May 2023.

**C23/05**

**Public Participation: Public Have Your Say**

**5**

**Resident 1**

Made representation to the meeting regarding:

1. Westmorland and Furness Council – congratulated the new Unitary Authority on establishing their administration.

## TOWN COUNCIL OF GRANGE-OVER-SANDS

2. Lido – pleased to see that the Lido Gallery panels have been removed ahead of building works so will not be damaged.
3. Cold Callers to Residences – concerned that there has been a lot of these recently in the area.
4. Feedback to Council – suggested that Grange Town Council could express a view on planning applications in neighbouring parishes as these may affect infrastructure.
5. Grange Now – Allithwaite Parish Council contribute a regular article – could Grange Town Council do the same?

### **Council Response**

The Chairman responded advising anyone concerned about cold callers to call the police immediately on 101.

**C23/06 Minutes of the Previous Meeting 6**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on Monday 3 April 2023 were accepted as a true record.

**C23/07 Declarations of Interests and Dispensations 7**

**NOTED** No interests were declared.

**C23/08 Public Bodies (Admission to Meetings) Act 1960 – Excluded Item 8**

**RESOLVED** That no items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

**C23/09 Planning Report 9**

**1. Members considered the following full or outline planning permission/reserved matters/discharge of conditions/listed building/change of use/advertising consent or appeal:**

- a. SL/2023/0306 2 Kentsford Road  
Single storey dining room extension to north elevation.  
FULL PLANNING

**RESOLVED  
NO OBJECTION**

## TOWN COUNCIL OF GRANGE-OVER-SANDS

- b. SL/2023/0264 Grange View, Park Road  
Window and door replacements to front elevation conservatory.  
FULL PLANNING  
*Extension to comment deadline granted.*

**RESOLVED**  
**NO OBJECTION**

- c. SL/2023/0301 2 Hawthorn Terrace  
Single storey rear extension  
FULL PLANNING  
*Extension to comment deadline granted.*

**RESOLVED**  
**NO OBJECTION**

- d. SL/2023/0318 6 Eggerslack Terrace, Windermere Road  
Single storey rear extension  
FULL PLANNING

**RESOLVED**  
**NO OBJECTION**

- e. SL/2023/0359 Thornthwaite, 2 Yew Tree Road  
New entrance porch and utility, extension of the existing garage, formation of a new entrance path and gate onto Yew Tree Road  
FULL PLANNING

**RESOLVED**  
**NO OBJECTION**

Grange Town Council requests that any planning permission includes the following condition:

That mitigation is made for the removal of the two trees that will have to be felled to allow the proposal.

- f. SL/2023/0363 Monton 10 Cart Lane  
Variation of condition 1(i) (Replacement of the upper portion (350 mm) of the main windows and the top lights on the front (east facing) elevation to clear glass, the lower half to remain obscure glazing – Window A) attached to allowed appeal A reference APP/MO933/C22/3293807  
FULL PLANNING

**RESOLVED**  
**OBJECTION**

The Town Council OBJECTS to this application on the following grounds:

# TOWN COUNCIL OF GRANGE-OVER-SANDS

The original conditions on this development were put in place to prevent overlooking. This requirement has not changed.

Obscure glazing is still required to prevent overlooking, as originally stipulated in the planning permission.

- g. SL/2023/0364 Monton 10 Cart Lane  
Variation of condition 1(i) (Replacement of the upper portion (350 mm) of the larger 3 panes and the top lights on the front (east facing) elevation to clear glass, the lower half to remain obscure glazing – Window B) attached to allowed appeal A reference APP/MO933/C22/3293807  
FULL PLANNING

## **RESOLVED OBJECTION**

The Town Council OBJECTS to this application on the following grounds:

The original conditions on this development were put in place to prevent overlooking. This requirement has not changed.

Obscure glazing is still required to prevent overlooking, as originally stipulated in the planning permission.

## **2. Decisions - Members noted that the following decisions had been made since the last Full Council meeting:**

- a. SL/2022/1014 Land adjacent to High Beeches Grange Fell Road Full Planning - Grant with Conditions
- b. PN/2023/0025 In Front Of Public Library Grange Fell Road  
Formal notification of 28 days notice in accordance with Regulation 5 of the Electronic Communications Code) Regulations 2003 (as amended) for the Installation of new telecommunications street cabinets (POP) PN TEL PA not required
- c. SL/2023/0080 Garden East of Westwinds, Allithwaite Road Full Planning - Refuse
- d. SL/2023/0073 Methven House Methven Road Change of Use Retrospective Full Retrospective - Grant with Conditions
- e. SL/2023/0147 Sequana, 44 Kentsford Road Full Planning - Grant with Conditions
- f. SL/2023/0210 90 Kentsford Road Application for a Lawful Dev. Certificate – Refuse
- g. SL/2023/0287 Grange Lido The Promenade - Non-Material Amendment – Grant
- h. SL/2023/0207 Guides Farm Cart Lane Full Planning - Grant with Conditions
- i. SL/2023/0208 Guides Farm Cart Lane Listed Building - Grant with Conditions
- j. SL/2023/0235 Honey Potts Allithwaite Road Full Planning - Grant with Conditions
- k. SL/2023/0260 46 Kentsford Road Full Planning - Grant with Conditions

## TOWN COUNCIL OF GRANGE-OVER-SANDS

### 3. Delegated Authority - Members to note that the following items were responded to under delegated authority as the consultation deadline fell between meetings:

- a. SL/2023/0288 Grange Lido, The Promenade  
Essential fabric and infrastructure restoration of the Grade II listed Lido buildings and surrounding external landscaping including new boundary treatments. Works to include reversible landscape intervention within the Lido Pool (Resubmission of SL/2019/0804)  
Response sent 19/04/23: NO OBJECTION

### 4. Withdrawals/Not Progressing – Members to note that the following application(s) has been withdrawn/are not progressing.

- a. SL/2021/0827 Springfield Methven Road  
Demolition of existing dwelling, erection of 3 dwellings, landscape enhancement scheme & surface water attenuation infrastructure  
Full Planning – Withdrawn

**C23/10**

**Finance - Monthly Payments**

**10**

#### a. Verification of Expenditure

**NOTED**

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 could verify their authenticity.

#### b. Verification of Accounts Reconciliation

**NOTED**

That prior to the meeting two Councillors verified that the monthly bank reconciliation had taken place.

#### c. Approval of Payments

**RESOLVED**

That the payments of the accounts and wages for this finance period as recorded in the payments list were approved as below.

## TOWN COUNCIL OF GRANGE-OVER-SANDS

### d. Identification of Councillors to approve next finance period payments

**RESOLVED** That Cllrs. Thomas and Logan would verify the invoices and payments for the next payment period.

### e. Identification of Councillors to complete online authorisation of payments

**RESOLVED** That Cllrs. Greenway and Mason would complete online authorisation of payments for the next payment period.

DRAFT

# TOWN COUNCIL OF GRANGE-OVER-SANDS

## GRANGE-OVER-SANDS TOWN COUNCIL

### Payments for Approval

May 2023

#### Accounts for Payment

£

Bank Account No. 1 - Direct Debit

-

Bank Account No. 1 - Cheque

-

**Total Bank Account No. 1**

£ -

#### Bank Account No. 2 - Direct Debits

12	<b>Lloyds Bank Plc - Card</b> April 2023 - Monthly fee	3.00	
12a	Amazon - Sheet music stand light	22.65	
12b	Shen Zhen - 5m extension lead for backstage	31.64	
12c	Nisbets - Toilet rolls	56.62	
12d	Shen Zhen - Tower extension lead for backstage	25.57	
12e	Amazon - Swan kettle for dressing room kitchen	49.59	
12f	Wallgate - Replacement hand wash nozzle x 4 Orn Gdns & Prom	328.22	
12g	Amazon - Swan microwave for dressing room kitchen	120.50	
12h	Gear4music - Headset mic	22.48	
		<hr/>	660.27
13	W & F C - 2/10 Non Dom Rates V Hall		603.00
14	W & F C - 2/10 Non Dom Rates Rooms 1 & 3 / Council office		162.00
15	W & F C - 2/10 Non Dom Rates Room 4		92.00
16	Npower - Elec Prom PC 01/03-31/03/23		35.83
17	Npower - Elec Church Hill PC 01/03-31/03/23		70.26
18	Corona Energy - Gas V Hall 01/03-01/04/23		2,888.76
19	Sage - Support 01/05-31/05/23		92.40
20	Plusnet - Tel & Broadband - Rental to 08/06/23 Calls to 04/05/23		75.50
21	Waterplus - V Hall 28/03-28/04/23		128.00
22	Waterplus - Orn Gdns PC 07/04-07/05/23		57.40
23	Waterplus - Church Hill PC 07/04-07/05/23		51.01

#### Bank Account No. 2 - Direct Bank Payments

24	WB Elec - Elec works to comply Fire Risk Assess. (app'd C22/18)	131.95	
24a	WB Elec - Elec works to comply Fire Risk Assess. (app'd C22/18)	150.00	
24b	WB Elec - Elec works to comply Fire Risk Assess. (app'd C22/18)	925.00	
		<hr/>	1,206.95
25	Sinkfall Recycling - Skip for lengthsman (Feb)	200.00	
26	Sinkfall Recycling - Skip for lengthsman (March)	200.00	
		<hr/>	400.00
27	LITE - 2023 Festive lighting instalment 30% (approved C22/21)		1,710.36
28	R Rhodes - Repair leak on wc and tighten 2 seats	48.00	
28a	R Rhodes - Repair overflow in Gents backstage wc	36.00	
		<hr/>	84.00
29	Lamont Pridmore - Payroll services Jan - Mar 2023		447.60
30	Grange Fell Allotment Society - Badger gates & wire mesh for rabbit fencing		300.00
31	RA Joinery - Repair and adjust kitchen and boiler room doors		60.00
32	Turnstone HR - Professional charges (approved C22/173)		540.00



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## Page 2

33	KTD - IT anti-spam services 30/05/23-29/05/24	178.80	
34	KTD - Photocopying 30/03/23-28/04/23	<u>21.45</u>	200.25
35	PPL PRS Ltd - Performing Rights to 05/04/23 (recoverable)		123.49
36	Healthmatic - PC cleaning 01/05-31/05/23		1,500.00
37	Lengthsman - To 30/04/23		297.00
38	N Scott-Clarke - Expenses re damaged clothing & shoes		40.00
39	SLCC - Membership fees to 30/06/24		279.00

**Total Bank Account No. 2** £ 12,105.08

**Total Accounts** £ 12,105.08

### Salaries, PAYE & N.I. (Bank Account No. 2)

<b>Total Salaries</b>	<b>£ 6,555.65</b>
HMRC PAYE & NI - Tax Month 1	2,053.90
LG Pension Scheme Month 1 - Employer payment	2,104.32

£ 10,713.87

**Total Bank Account No. 2** £ 22,818.95

**Total all payments for approval** £ 22,818.95

### Accounts paid in previous month

#### Bank Account No. 1

#### Direct Debits

#### Cheques

#### Bank Account No. 2

#### Direct Debits

385	Waterplus - V Hall 28/02-28/03/23	108.10
8	Waterplus - Orn Gdns PC 07/03-07/04/23	59.22
9	Waterplus - Church Hill PC 07/03-07/04/23	47.43
10	Plusnet - Tel & Broadband - Rental to 08/05/23 Calls to 05/04/23	75.50
11	Sage - Support 01/04-30/04/23	92.40

#### Direct Bank Payments

**Total Accounts paid in previous month** £ 382.65

**Grand Total** £ 23,201.60

### Bank Balances

Bank Account No. 1 As at 31/03/23	192,816.06
Bank Account No. 1 As at 30/04/23	193,637.25
Bank Account No. 2 As at 31/03/23	81,981.94
Bank Account No. 2 As at 30/04/23	176,260.27

### Transfer to Petty Cash account to replenish float

Signed (Chairman) .....

Dated.....

a. **Finance Report**

Members considered the full year Finance Report to 31 March 2023.

**RESOLVED**

That the full year Finance Report to 31 March 2023 was approved as below.

b. **Asset Register**

Members noted that a full review of inventory of assets including buildings and equipment had taken place.

**RESOLVED**

That the Asset Register dated 31 March 2023 was approved.

c. **Insurance**

Members noted 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**

Members reaffirmed that the Council meets the criteria for eligibility.

**RESOLVED**

That the Council meets the criteria for eligibility to use the General Power of Competence:

- i. That two thirds of Councillors are elected members.
- ii. That the Clerk is qualified.



# TOWN COUNCIL OF GRANGE-OVER-SANDS

Grange-over-Sands Town Council		Meeting: 15 May 2023			Prepared: May 2023	
Budget Monitoring 12 months to 31 March 2023		Budget	100% Budget	Actual	Variance	%
INCOME	Sage Code	for year £	to date £	to date £	£	Spend to %
Precept	4000	191,518	191,518	191,518	(0)	100%
Sundry Receipts	4010	-	-	230	230	Comp re Prom Loo damage/VAT adj/Audit assistance Levens PC
Interest Received	4015	-	-	-	0	
Grant Receipts - Running Costs SLDC	4100	-	-	-	0	
Grant Receipts - General	4105	-	-	2,600	2,600	LIPS Grant re Ornamental Gardens toilet improvement
Grant Receipts - SLDC Council Tax	4106	8,239	8,239	8,239	0	100%
Grant Receipts - SLDC Comm Infrastructure Levy	4107	-	-	-	0	
Donations Received	4115	1,200	1,200	1,400	200	117% 14 x £100 donations for Bandstand concerts for 2022 season
Donations for Assets	4116	-	-	-	0	
Donations - Victoria Hall	4117	-	-	2,103	2,103	Includes £500 VHSG donation towards fuel
Rent Receipts	4120	5,225	5,225	7,394	2,169	142% All V Hall rooms tenanted. Includes annual allotment invoices
Room Hire Receipts	4125	6,500	6,500	20,866	14,366	321%
Bay Villa Trust Admin Fee	4162	580	580	374	(206)	65% Lower admin costs this year as fewer meetings
Commission Received	4170	-	-	24	24	Ticketsource referral income
Lease Registration Fees	4175	-	-	-	0	Cedric Walk
Toilet Entry Fees	4500	14,300	14,300	9,410	(4,890)	66% Could consider increasing to 40p
Fund Raising Income	4600	-	-	533	533	Mayor's Christmas Fair
		<b>227,562</b>	<b>227,562</b>	<b>244,691</b>	<b>17,129</b>	<b>108%</b>
EXPENDITURE	Sage Code	Budget for year £	Budget to date £	Actual to date £	Variance £	Spend to %
Fund Raising Expenditure	6170	-	-	105	105	Mayor's Christmas Fair
Musicians' Fees	6200	1,200	1,200	1,400	200	117% Full charge for season for 14 bands
Mobile Toilets	6220	500	500	650	150	130% Full charge for season and includes increase in cost
Staff Salaries	7000	96,588	96,588	102,785	6,197	106%
Front of House Salaries	7000	-	-	6,040	6,040	
Pensions	7001	20,065	20,065	21,974	1,909	110%
Printing and Stationery	7010	400	400	791	391	198%
Postage	7012	40	40	11	(29)	29%
Water	7015	4,650	4,650	3,633	(1,017)	78%
Business Rates	7020	7,900	7,900	8,159	259	103%
Telephone/Broadband	7025	750	750	457	(293)	61% Reduced tariff to Feb 2023
Insurance	7030	4,000	4,000	7,176	3,176	179% Cost increased from 01/07/22
Subscriptions	7040	850	850	843	(7)	99% Subs for CALC, NALC & SLCC
Information Technology	7046	4,000	4,000	8,373	4,373	209% Support £2,380 03/22-03/23. New copier £3,969
EXPENDITURE cont...	Sage Code	Budget for year £	Budget to date £	Actual to date £	Variance £	Spend to %
Website	7047	400	400	362	(38)	91%
Travelling Expenses	7050	200	200	-	(200)	0%
Training Expenses	7052	600	600	1,035	435	173% Includes Fire Warden training £880
Civic Expenses	7055	100	100	422	322	422% Queen's Jubilee/Wreath/Remembrance Day/Xmas
Hospitality	7065	-	-	95	95	Refreshments including recharged to hirers
Bank Charges	7070	200	200	212	12	106%
Audit Fees	7075	1,000	1,000	1,052	52	105% 2 x 6mth internal Audit fee & annual external Audit fee
Accountancy Fees	7080	2,500	2,500	2,876	376	115% Accountancy fee £1,525 Y/e 31/03/22 plus 12 months Payroll
Gas	7100	4,500	4,500	15,914	11,414	354% Gas price x 5 increase
Electricity	7105	4,150	4,150	5,868	1,718	141% Electricity price x 2 increase
Christmas Lights	7106	4,600	4,600	4,751	151	103%
Donation Expenditure - Victoria Hall	7110	-	-	1,007	1,007	VAX/Projector to replace stolen one/bins/safe/wine coolers
Hall Maintenance, Repairs and Renewals	7119	18,000	18,000	16,163	(1,837)	90% Inspect LOLER £1,222/Chimney repair £3,900/Fire alarm £1,723
Repairs and Maint. (Toilets, Rec Ground, Bandstand, Allotments & Public Domain)	7120	5,600	5,600	35,790	30,190	639% Includes Kompan Combi 5 Street Workout equipment £26,612
Professional Fees - Non Financial	7125	1,500	1,500	410	(1,090)	27% Licences
Toiletries and Cleaning Materials	7130	600	600	471	(129)	78%
Rent Payable	7160	740	740	732	(9)	99% NB. WFC undercharged £208 since 2018 re Yewbarrow allotments
Card Handling Charges (Toilets only)	7190	1,450	1,450	1,128	(322)	78% Monthly Nayax readers and service fee for toilets
Cleaning	7200	15,000	15,000	15,000	0	100% Toilets
Communications	7255	500	500	316	(184)	63% Grange Now advertising and Precept article
Lengthsman	7455	6,500	6,500	6,709	209	103%
Parish Election Costs	7600	-	-	-	0	
Projects	7605	10,000	10,000	-	(10,000)	0%
PWLB Loan Interest Paid	8000	220	220	96	(124)	44% Last payment Jan 2023
		<b>219,303</b>	<b>219,303</b>	<b>272,807</b>	<b>53,504</b>	<b>124%</b>
<b>Net profit (Loss)</b>		<b>8,259</b>	<b>8,259</b>	<b>- 28,116</b>		

Balance Sheet Summary as at 31/03/23

Total Assets Less Total Liabilities

**270,314**

# TOWN COUNCIL OF GRANGE – OVER – SANDS

C23/12

**Appointments to Committees** (*Standing Item – Annual Town Council Meeting*)

12

- a. Members noted the Staffing Committee Terms of Reference.
- b. Members noted that the Chairman and Vice-Chairman were members of this Committee.
- c. Members noted 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 for staff.
- d. Members considered appointments to the Staffing Committee for the 2023/24 Council Year.

## RESOLVED

That Cllrs. Handley, A. Walmsley, Thomas, Mason and Logan were voted to the Staffing Committee for the 2023/24 Council Year.

C23/13

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

13

Members noted that Mrs Strawbridge was happy to continue as the Council's representative on the Cartmel Old Grammar Foundation Trust. Mrs Strawbridge was thanked.

Members considered appointments for the new Council year 2023-24.

## RESOLVED

That the approved Member External Office Holders 2023-24 were as follows:

### Members External Office Holders 2023–24

- 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. Thomas
- 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 – Cllr. Greenway
- l. Morecambe Bay Partnership – Cllrs. Greenway, Handley and Thomas
- m. Grange Chamber of Trade and Hoteliers Association – Cllr. A. Walmsley

## TOWN COUNCIL OF GRANGE-OVER-SANDS

- n. U3A – Cllr. Handley
- o. Cumbria Better Connected – Cllr. Thomas
- p. Peninsula Environmental Action Together (PEAT) – Cllrs. Thomas and Handley
- q. Save Grange Lido Community Benefit Society – Cllrs. Logan and E. Walmsley

**C23/14**

**Memberships** (*Standing Item – Annual Town Council Meeting*)

**14**

Members reviewed the Council's and employees' memberships noting that the membership of the following bodies required approval for renewal (paid from budget for Subscriptions):

- a. Society of Local Council Clerks (SLCC)
- b. Cumbria Association of Local Councils (CALC) and National Association of Local Councils (NALC) combined annual membership.
- c. NALC *Local Council Review* (publication).

### **RESOLVED**

- i) That the Society of Local Council Clerks (SLCC) annual membership for Town Clerk due in May, cost £279.00, was approved.
- ii) That the Cumbria Association of Local Councils (CALC) and National Association of Local Councils (NALC) combined annual membership renewal for Council due now, cost £613.63, was approved.
- iii) That the NALC Local Council Review (publication) annual subscription amount to be confirmed, payment approved in June, was approved.

**C23/15**

**Statutory Document Review** (*Standing Item – Annual Town Council Meeting*)

**15**

- a. Members noted 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. Members considered the reviewed Standing Orders, Financial Regulations and Delegation Scheme, noting that no amendments had been made, or were recommended, or were required by legislation.

### **RESOLVED**

That the reviewed Standing Orders, Financial Regulations and Delegation Scheme were approved.

All statutory documents are published on the Town Council website.

a. **Review Schedule**

Members considered the review schedule for Council policies and procedures.

**RESOLVED**

That the review schedule for Council policies and procedures was approved.

b. **Annual Reviews**

Members considered the annual review of the following policies, noting that no material changes had been made, or were recommended:

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

**RESOLVED**

That the annually reviewed policies, as listed, were approved on the below conditions. All statutory documents are published on the Town Council's website.

- i) That the Recruitment and Selection Policy, pages 5 and 6, is amended to update terminology, replacing 'CRB' with 'DBS'.
- ii) That, as Cllr. Greenway did not approve the Equal Opportunities Policy, this is further reviewed. Cllr. Mason volunteered to lead a Working Party to do this.

c. **Reviews due 2023**

Members noted that the following policies had been reviewed, as scheduled, and no material changes made or recommended:

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

## TOWN COUNCIL OF GRANGE-OVER-SANDS

Members noted that 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.

### RESOLVED

That the reviewed Data Retention and Disposal Policy, Gifts and Hospitality and IT and Communications Systems policies were approved.

**C23/17**

**Meeting Dates** (*Standing Item – Annual Town Council Meeting*)

**17**

Members considered the dates, times and place of ordinary meetings of the Full Council including the Annual Town Meeting and Annual Town Council meeting and noted that dates, times and place of Council committee meetings will be decided, as necessary.

### RESOLVED

That the dates, times and place of ordinary meetings of the Full Council including the Annual Town Meeting and Annual Town Council meeting were approved as below and published on the Town Council's website.

#### **Full Council Meeting Dates**

**7pm, Victoria Hall, Grange-over-Sands**

#### **2023 – 2024**

Monday 12 June 2023

Monday 10 July 2023

Monday 14 August 2023

*No meeting in September*

Monday 9 October 2023

Monday 13 November 2023

Monday 11 December 2023

Monday 8 January 2024

Monday 12 February 2024

Monday 11 March 2024

Monday 8 April 2024

# TOWN COUNCIL OF GRANGE-OVER-SANDS

Annual Town Council – Monday 13 May 2024

*Note – dates below will be formally agreed May 2024*

Monday 10 June 2024

Monday 8 July 2024

Monday 12 August 2024

*No meeting in September*

Monday 14 October 2024

Monday 11 November 2024

Monday 9 December 2024

**C23/18**

**Resident Correspondence following Annual Town Meeting**

**18**

Members considered 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.

## **RESOLVED**

That the Town Council made the following points in response:

- a. Grange Town Council has influence which is not always seen by residents. Town Councillors attend many meetings and consultations. Most recently, these have included the South Lakes Yewbarrow Lodge consultation, a site meeting at Abbot's Hall and a number of meetings during the process of Local Government Reorganisation.
- b. Councillors and Staff are frequently proactive on issues affecting residents. A recent example is that before Westmorland and Furness Council had informed GTC that the town was in danger of losing the 530 service in July, Councillor Thomas proactively pursued the issue. She contacted both Travellers Choice and MP Tim Farron. The matter was subsequently raised by Councillor Thomas at an online 'Cumbria Better Connected' meeting on Friday 12 May.
- c. The Town Councillors realise that while all this involvement is recorded through the Town Council meetings, the wider public will not know about it, and it would be a good idea to improve the Town Council's social media presence to raise awareness.
- d. The Town Council is as active and pro-active as possible given the various constraints faced. These include a lack of community members willing to volunteer as Councillors. There are currently two vacancies on the Council. Town Councillors are publicly elected representatives, but they do not get paid.
- e. The Town Council is constrained by the fact of owning the Victoria Hall. This makes it an unusual local council as this is a heavy responsibility and the cost of fuel rises has



## TOWN COUNCIL OF GRANGE – OVER – SANDS

further constrained budgets. Town Councillors cannot justify raising the precept (Council Tax) to fund projects in such times of economic hardship.

- f. It is not in the power of Grange Town Council to decide how many benches go on the Prom as this is owned and managed by Westmorland and Furness Council. As the new Council develops its Locality Boards, the Town Councillors fully intend to continue to be as involved as possible in decisions which affect Grange.

C23/19

Updates from Members

19

Members received the following updates from Councillors on works in progress and meetings and events attended, including:

- a. **Cllr. Greenway – Abbott Hall Development Meeting 2 May 2023**  
A site meeting took place on 2 May. Cllrs. Greenway, Handley, Thomas and Mason attended. The owners plan to put in outline planning permission and will come to speak at a Grange Town Council meeting.
- b. **Cllrs. Thomas and Logan – Grange Musical Theatre Meeting 2 May 2023**  
Four members of Grange Musical Theatre Society attended this. Cllrs. Thomas and Logan listened to their queries, concerns and ideas. Matters arising from the meeting will come to full Council for discussion and Cllrs. Thomas and Logan will be responding to the Society.
- c. **Cllr. Logan - Christmas Tree Committee**  
Year-round work continues to make this event a success.
- d. **Cllr. Thomas – Cumbria Better Connected Meeting 13 May**  
Traveller’s Choice are withdrawing their service on 20 July. Cllr. Thomas has contacted Tim Farron MP who is active in resolving this. WFC will do a twice-yearly briefing to parishes. Tim Farron has asked Government for permission to be granted to WFC to fine vehicles parked on pavements. WFC Cllr. Peter Thornton will come and do a walkabout in Grange with a particular view to improving access for people with disabilities.
- e. **Coronation Commemorative Tree Project**  
WFC have given permission to plant an oak tree in the Park Road Gardens and given a cost of £300. Consideration for approval will be on the next agenda.

C23/20

Victoria Hall

20

- 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.

# TOWN COUNCIL OF GRANGE-OVER-SANDS

Members considered 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%.*

### **RESOLVED**

That the discounts for Charity Events as recommended by the Victoria Hall Working Party were approved.

#### **b. Victoria Hall Risk Assessment**

Members considered the 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.

### **RESOLVED**

That the quote from Torpedo for £1,365.00 (plus VAT) for LOLER (Lifting Operations and Lifting Equipment Regulations 1998) tests on the stage scenery bars was approved.

#### **c. Training**

Members noted that Fire Warden Training from Ardent Safety Ltd. was completed on 21 April 2023.

The following were accredited Fire Warden certificates:

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

Victoria Hall Support Group – Jen Parr.

Grange Musical Theatre Society – Rob Martin.

Town Councillors – Tricia Thomas.

The following were accredited with Fire Awareness certificates: Town Council Staff – Lorraine Owen.

C23/21

Allotments

21

**Grange Fell Allotments Society – County Council Grant**

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

**RESOLVED**

That the payment of £300.00 to the Grange Fell Allotments Society as match funding towards their project was approved.

C23/22

Bailey Lane Level Crossing

22

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

Members noted response to Grange Town Council 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.*

**RESOLVED**

That the following response is sent to Westmorland and Furness Council:

There is some confusion regarding your response and the Town Council seeks to clarify.

The Town Council read your response to mean that **if** there is a public inquiry that you would ‘most likely’ send the Town Council’s comments to the Planning Inspectorate.

The Town Council requests confirmation that, in the event of a public inquiry being held, the Town Council’s comments are definitely sent to the Planning Inspectorate.

The Town Council is not requesting a public inquiry. The Town Council feels that the Unitary Authority should abide by the decision of the Inspector, as stated previously and resolved at the April 2023 Grange Town Council meeting (C22/207):

## TOWN COUNCIL OF GRANGE-OVER-SANDS

*That the Town Council would respond expressing disappointment that the County Council didn't abide by the Inspectors' professional judgment, which was based on fact, and that the County Council voted against the advice of their own officers. They made the decision not to re-open the crossing with no new evidence or reasoning and in opposition to the Inspectors' recommendation.*

**C23/23**

**Westmorland and Furness Council (WFC)**

**23**

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

**C23/24**

**Staff**

**24**

Members noted that the internal recruitment process was successful, and Colin Stuart was appointed to the role of Caretaker.

Members considered the proposal for HR services from Turnstone HR.

### **RESOLVED**

That the proposal for HR services, costing £50 per month for a year's contract, from Turnstone HR, was approved.

**C23/25**

**Next Meeting**

**25**

Members noted that the next Full Council Meeting would be held at the Victoria Hall on:

Monday 12 June 2023, 7pm.

There being no further business, the meeting closed at 8.15 pm.

**Signed:**

**Dated:**

**Chair, Grange-over-Sands Town Council**