

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

In March 2020, the Government ruled that no physical meetings of the Council would take place in April or May this year, due to the coronavirus pandemic. This meeting took place by email.

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

Payments during this time were checked by the Responsible Financial Officer and authorised online, as usual, by Councillors. This is compliant with the Grange Town Council Financial Regulations.

MINUTES FULL COUNCIL MONDAY 6 APRIL 2020

C19/185 Apologies for Absence

1

The following Councillors confirmed email participation:

Peter Endsor (Chairman), Ann Walmsley (Vice Chairman), Stuart Bailey, Joanna Greenway, Roger Handley, Tracy Hathorn, Lyndon Howson, Claire Logan, Tricia Thomas.

C19/186 Minutes of the Previous Meeting

2

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.

All Councillors emailed to authorise signing which will take place in due course, with the exceptions of Cllrs. Greenway and Logan, who abstained as they were not present at the March meeting.

C19/187 Declaration of Interests and Dispensations

3

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

No Councillors emailed with any interests.

C19/188 Public Bodies (Admission to Meetings) Act 1960 (not applicable)**4**

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

C19/189 Planning**5**

The Planning Report was circulated.

All Councillors emailed that they had noted:

1. That there were no Planning Applications to consider.
2. That the following decisions had been made since the last Full Council Meeting:
 - a. SL/2020/0010 Former Candle Factory ADVERTISEMENT Advert - Grant with Conditions.
 - b. SL/2019/0897 98 Kentsford Road FULL PLANNING - Grant with Conditions
 - c. SL/2020/0113 High Sands, The Heads Lawful Dev Cert – Proposed – Grant.
3. That the following application had been withdrawn:
 - a. SL/2019/0379 Langtree, Albert Road WITHDRAWN Not Progressed

C19/190 Delegation Scheme**6**

To note the Grange Town Council Delegation Scheme (circulated), 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.

All Councillors emailed that they had noted the Grange Town Council Delegation Scheme, approved May 2019, specifically (1.5) Principles of Delegation: that in an emergency the Town Clerk was empowered to carry out any function of the Council.

C19/191 Scheme of Delegation Covid 19**7**

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.

All Councillors emailed that they had noted the actions taken under the Scheme of Delegation Covid 19.

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.

All Councillors emailed that they had noted that the Annual Town Meeting 2020 was cancelled.

C19/193 Monthly Payments**9****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.

All Councillors emailed that they noted that the above had 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.

All Councillors emailed that they noted that the above had 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 was done by the Responsible Financial Officer under delegated powers; Councillors also emailed that they had checked the payments list they were emailed as usual. Authorisation online was carried out by nominated Councillors as usual.

- 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. Cllrs. Thomas and Hathorn volunteered by email to complete the online authorisation of the payments for the next payment period.

GRANGE-OVER-SANDS TOWN COUNCIL**Payments for Approval****April 2020****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**

384	Lloyds Bank Plc - Card April 2020 - Monthly fee	3.00
385	Corona Energy - Gas V Hall 02/02-01/03/20	822.52
386	Waterplus - V Hall 22/11-05/03/20	413.15
387	Waterplus - Wastewater IC 01/04-30/09/20	73.64
388	Npower - Elec Xmas Tree lights 01/12-29/02/20 (Recoverable)	32.97

Bank Account No. 2 - Direct Bank Payments

392	Westmorland Fire & Security - Re-calibrate device 26	79.20
393	Harrison Flagpoles - Flag, rope & toggle	177.78
394	Lengthsman - To 31/03/20	454.67
395	Horton Landscapes Ltd - Temporary repair to vandalised fencing	90.00
396	KTD - Replacement laptop & remote operation software	1,212.50
397	KTD - Photocopying 28/02-27/03/20	9.72
398	Cartmel Fell Local History Society - Information Centre stock	36.00
399	CALC - Training course 26/02/20 - Cllr. Bailey	45.00
400	Shorrock Trichem - Toilet rolls	51.45
401	Playdale - Repairs to I-Play	437.36
402	Healthmatic - Public Conveniences cleaning 01/04-30/04/20	1,333.34
42TC	Grange Operatic Society - My Fair Lady ticket reimbursement	1,960.61
43TC	VHSG - Cinema Night - Judy ticket reimbursement	320.40
44TC	Westmorland Orchestra concert ticket reimbursement	615.60

Total Bank Account No. 2**£ 8,168.91****Total Accounts****£ 8,168.91**

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

Total Salaries	<u>£ 6,400.36</u>
HMRC PAYE & NI - Tax Month 12	£ 1,522.98
LG Pension Scheme Month 12 - Employer payment	£ 1,974.49
	<u>£ 9,897.83</u>
 Total Bank Account No. 2	 <u><u>£ 18,066.74</u></u>
 Total all payments for approval	 <u><u>£ 18,066.74</u></u>

Accounts paid in previous month - approved**Bank Account No. 1****Bank Account No. 2****Accounts paid in previous month - not yet approved****Bank Account No. 1****Direct Debits**

390 Barclaycard - Transaction Fees 01/02-29/02/20 61.10

Cheques**Bank Account No. 2****Direct Debits**

389 Plusnet - Tel & Broadband - Rental to 08/04/20 Calls to 06/03/20 66.60

391 XLN - Info Centre calls & line rental 01/04-30/04/20 47.03

Direct Bank Payments

Total Accounts paid in previous month

£ 174.73

Grand Total

£ 18,241.47

Bank Balances

Bank Account No. 1

Bank Account No. 2

72,879.35

Transfers between bank accounts**Transfer to Petty Cash account to replenish £70 float**

47T 09/03/20 Transfer from Info Centre Cash to Petty Cash 21.39

49T 18/03/20 Transfer from Info Centre Cash to Petty Cash 34.79

50T 31/03/20 Transfer from Info Centre Cash to Petty Cash 3.20

C19/194 Finance and Governance

10

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.

All Councillors emailed that they had noted the Parish Remuneration Report 2020/21 and agreed to adopt the expenses recommended.

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.

All Councillors emailed that they had noted the update from Cllr. Handley (Victoria Hall Support Group Chairman).

C19/196 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.

All Councillors emailed that they had noted receipt of £800 from SLDC Councillors' Locality Grants towards the project and an update from Cllr. Handley (Victoria Hall Support Group Chairman).

C19/197 Matters Carried Forward: Resident Correspondence

13

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*).

All Councillors emailed that they had noted the above.

C19/198 Next Meeting

14

All Councillors emailed they noted that:

The next Full Council Meeting would be the Annual Meeting of the Council.

This will not be held physically.

Monday 11 May 2020, 7pm