**T O W N C O U N C I L O F G R A N G E – O V E R – S A N DS**

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| **Chairman:**  Cllr. Tom Harvey  **Civic Mayor:**  Cllr. Tricia Thomas  **Town Clerk:**  V. Tunnadine  **Deputy Town Clerk:**  C. Benbow | |  | Council Offices  Main Street  Grange-over-Sands  Cumbria, LA11 6DP  Tel: (015395) 32375  Website: www.grangeoversandstowncouncil.gov.uk  email: [council@grangeoversands.net](mailto:council@grangeoversands.net)  V.A.T. Reg.No: 164 8707 80 |
| **Minutes of the Meeting of the Town Council held in the Victoria Hall,**  **on Monday 9 June 2014 commencing at 7.00 pm** | | | |
| **Present:** | Cllr. Harvey – Chair  Cllr. Greenway, Cllr. McCall, Cllr. Thorne, Cllr. Thomas, Cllr. Brennand  V. Tunnadine – Town Clerk  C. Benbow – Deputy Town Clerk | | |
| **In attendance:** | 8 members of the public. | | |

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| **Have Your Say:** |
| **A Resident** raised his concerns regarding:   * Public participation at Council working parties. * That a meeting of Resources Committee had been declared void. * The council committee structure and how this affect’s public access to Council meetings.   **A Resident** spoke on behalf of the Grange Prom Youth Project and requested clarification of items on the April payment list that appeared to relate to the Promenade Recreation Area.  The Town Clerk provided clarification and said that this matter would be directly addressed with the Treasurer of the Prom Youth Project.  **Police Report, Inspector Spedding**  Inspector Spedding reported that 43 calls were made to the police in the past month. The police had been working to address the problems of anti-social behaviour caused by young people at the Church Hill toilets.  Offenders had been identified and the police were working with them to prevent recurrence.  An open session would be held on Thursday 19 June by the Grange PCSO, Howard Firth.  **District Report**  **District Cllr. Harvey**  Cllr. Harvey reported that as there were three District Councillors, they would alternate giving reports and that they were aware that it was a Town Council not District Council meeting.  **District Cllr. Gardiner.**  District Cllr. Gardiner gave apologies for County Cllr. Wearing. Cllr. Gardiner read from a report.  Cllr. Thomas said that the meeting was not the appropriate place for political speeches.  Cllr. Greenway said she supported Grange Now in not publishing District Cllr. Gardiner’s report as it was important that the publication maintained a balanced viewpoint. |
| **Mayor's Report June 2014**  It seems only weeks ago that I was at the last Band Concert of 2013 but the new season has already begun. Jackie and I attended the first concert on what turned out to be a very warm day. The Burneside Band were at their usual level of excellence, the sun shone and the crowds were out in force. In fact by the end there were folk sitting just about everywhere it was possible to sit, all enjoying the sunshine, the music and equally I suspect, the opportunity for an al-fresco ice-cream!  Our second appearance as Mayor and Consort was by the kind invitation of Grange Probus, who invited us to share their 25th Anniversary Celebrations with a delicious lunch at the Netherwood Hotel. It is great to see that a group such as Probus can keep going for such a long period of time and I wish them well for the next twenty five years and beyond.  Jackie and I are both very much looking forward to the Edwardian Festival this coming weekend and hoping for a sunny, but not scorching, day.  This year, as is usual, the Mayor will be helping to raise money for charity through a variety of events. As part of this fundraising there will be a Christmas Mayor's Fair on Saturday November 29th at the Victoria Hall. As well as a raffle, tombola and refreshments run by and on behalf of the Mayor there will be an opportunity for local charities and groups to have a stall in order to raise money for their own funds. If your group are at all interested in doing so please get in touch with Sally Haines or myself. This and other events will be raising money for St Mary's 'Hospice at Home' as well as Diabetes UK. The second is a very personal choice as I have Type 2 Diabetes myself.  Tricia Thomas, Town Mayor June 2014. |

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| **MINUTES** | | | | | |
| **C14/026** | **Apologies for Absence** | | | | |
|  | Apologies were received from Cllr. Sobue, Cllr. Shapland and Cllr. Fitt. | | | | |
| **C14/027** | **Minutes of the Previous Meeting** | | | | |
|  | **RESOLVED** | That the Minutes of the Meeting of the Town Council held on Monday 12 May 2014 were accepted as a true record. | | | |
| **C14/028** | **Requests for dispensations** | | | | |
|  | There were no requests received for dispensations. | | | | |
| **C14/029** | **Declaration of Interests** | | | | |
|  | No interests were declared. | | | | |
| **C14/030** | **Public Bodies (Admission to Meetings) Act 1960 – Excluded Item** | | | | |
|  | Members noted that no matters were identified for possible consideration without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2. | | | | |
| **C14/031** | 1. Members considered the Planning Report for 9 June. | | | | |
| **C14/031**  **Cont.**  **C14/031**  **Cont.** | **Application Number** | | | | **Address and Specification** |
| SL/2014/0484 | | | | Brow Head, Allithwaite Road  Demolition of garage and erection of new garage, workshop and woodshed with glass balustrade over.  Mr and Mrs Lawrence  Full Planning |
| **RESOLVED** | | | | **NO OBJECTION**  The Council request that the applicant be mindful that increased hard standing and roof area be compensated for by the installation of soakaways and/or permeable paving. |
| SL/2014/0507 | | | | Mel Catlow Gallery, Myrtle Bank, Main Street  Change of use from A1 shop to C3 dwelling house  Mr John Scaife  Full Planning |
| **RESOLVED** | | | | **OBJECTION**  Grange Town Council objects to this application on the following grounds:  There is no case given to support the change of use to a dwelling as there is no evidence of lack of economic viability for the business. If a report has been made available to SLDC to provide evidence of non-viability, the conclusions of this report should be available to Grange Town Council to support their decision making process.  The premises were successfully operated as a solicitor’s office for many years.   1. This is a shop in a conservation area and special consideration should be given to this to avoid loss of amenity and character. 2. Inadequate information – viability report 3. Objection to change of use as there has been no evidence given that the property lacks viability as a commercial unit. 4. The premises are in a conservation area, within the town centre, and to change them to a dwelling would require significant frontage changes and consequent loss of character to the townscape. 5. There is no parking provision for the premises. 6. Lack of amenity for residents – the building is not suitable as a dwelling because it is below street level and would be overlooked by pedestrians and road traffic. 7. The building is also not suitable as a dwelling due to traffic fumes due to the position of the building and the proximity of the road. |
| SL/2014/0508 | | | | Land at Under Wood House, Eden Mount  Change of land to domestic curtilage and erection of a double garage.  Mr John Marrow  Full Planning |
| **RESOLVED** | | | | **OBJECTION**  The roof space is too large or out of proportion in design. |
| **Application Number** | | | | **Address and Specification** |
| CCC 5/14/9008 | | | | Grange C of E Primary School, Fell Drive  Extension to provide new entrance  Ms Summers  Full Planning |
| **RESOLVED** | | | | The following response was sent to Cumbria County Council:  **NO OBJECTION** |
| SL/2014/0516 | | | | Grange over Sands Golf Club, Meathop Road  Siting of 6 holiday chalets on stone hard standing, laying of slate drive and parking, plus installation of wastewater treatment plant and outfall pipe.  Mr Bolton  Outline Planning |
| **RESOLVED** | | | | **OBJECTION**  This Council objects on the following grounds   1. Access/Highways – access to the development is at a “difficult” junction joining Meathop Road with Lindale Road 2. Flooding/Drainage – the development will be sited on a known flood plain. A Natural England assessment is required. For waste water there is no clear explanation as to where the waste water outlet will disperse. There appears to be no pollution traps for the permeable paving to absorb fuel from parked vehicles.   Council has concern about discharge into the Bay as water from the open drain must end up in the Bay.  There are issues currently in that area with regard local flooding: Winster River backing up and flooding Meathop Road. |
| SL/2014/0009 | | | | Station House, Station Square  Removal of quarry tiles to move pipes and re-lay floor with concrete.  Mr Paul Walmsley  Listed Building |
| **RESOLVED** | | | | **OBJECTION**  The planning officer has suggested alternatives to concreting the floor which this Council supports. |
| SL/2014/0549 | | | | Grange Hotel, Station Square  Conversion of roof space into bedroom accommodation.  Mr and Mrs Rushton  Full Planning |
| **RESOLVED** | | | | **NO OBJECTION**  Concerned about scale of the new windows |
| **Application Number** | | | | **Address and Specification** |
| SL/2014/0550 | | | | Grange Hotel, Station Square  Conversion of roof space into bedroom accommodation.  Mr and Mrs Rushton  Listed Building |
| **RESOLVED** | | | | **NO OBJECTION**  Council were however concerned that the new windows are out of scale with the existing windows. |
| 1. **Members considered the following: New street name for development at Berry Bank** | | | | |
| Proposal: Oversands View, Grange over Sands (Postcode to be advised) the properties to be numbered 1-12, 14-39 [c] omitting No. 13 | | | | |
| **RESOLVED** | | | | That the following comments/observations be submitted:   1. This matter was discussed at Grange Town Council on 9 June 2014. 2. Please be advised that the Council felt that the proposed street name was the same as numerous other developments and properties in Grange that are called “Over Sands”. 3. The Council would suggest a name that reflected the locality of the development instead, to avoid confusion with other properties and developments in Grange. |
| **C14/032** | **Matters from Have Your Say** | | | | |
|  | Members noted the meeting report for Have Your Say Matters raised at the Full Council meeting 12 May 2014. | | | | |
| **C14/033** | **Committee Meetings** | | | | |
|  | Members considered the revised calendar of meeting dates as required by resolution 12 May 2014 C14/015b. | | | | |
| **RESOLVED** | | That the revised calendar of meeting dates as required by resolution 12 May 2014 C14/015b was approved, with the deletion of working parties until clarification was sought. | | |
| **C14/034** | **Councillor Verification** | | | | |
|  | 1. Members noted that Councillors Thorne and Harvey had verified invoices received and payments made since the last full council meeting prior to the council meeting and could verify their authenticity. | | | | |
| 1. Members identified and approved 2 councillors to verify the invoices and payments for the next payment period. | | | | |
| **RESOLVED** | | That Cllrs Thomas and Thorne were identified to verify the invoices and payments for the next payment period. | | |
| **C14/035** | **Payments for Consideration** | | | | |
|  | **a. SLCC Membership** | | | | |
| SLCC Membership for both Clerks £415. | | | | |
| **RESOLVED** | | That the payment of £415 for SLCC Membership for both Clerks was approved. | | |
| **b. Grant** | | | | |
| Members considered a grant request from Soroptimists International for a contribution towards the installation of the town crest at the Ornis Ring. | | | | |
| **RESOLVED** | | Members voted in favour of making a contribution of £100 towards the installation of the town crest at the Ornis Ring, in acknowledgment of the work of the Soroptomists for the town.  **Proposed: Cllr. Harvey Seconded: Cllr. Thorne** | | |
| **c. Payments for Approval** | | | | |
| Members approved and authorised payment of the accounts and wages list for June 2014. | | | | |
| **RESOLVED** That the payments of the accounts and wages for June 2014 were approved as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **C14/035c. Payments for Approval List** | | | | **June** | | **1** | **Accounts for Payment** | | | **£** | |  | **Cheques (Nat West)** | | |  | |  | 39 | Tottlebank Baptist Church - printing CLP | | 11.00 | |  | 40 | Ramblers Assoc - IC stock | | 27.50 | |  | 41 | Lakes & Cumbria Today - IC stock | | 36.48 | |  | 57 | Grange Plant Centre - 5 hanging baskets V Hall | | 135.00 | |  |  |  | |  | |  | **Direct Debits (Nat West)** | | |  | |  | 42 | British Gas - April 2014 | | 513.20 | |  | 48 | SLDC - Revised rates IC March 2014 | | 50.03 | |  | 1-M3 | SLDC - Non.Dom Rate. V. Hall | | 496.00 | |  | 2-M3 | SLDC - Non Dom Rate Rooms 1-3/ Council Office | | 115.46 | |  | 3-M3 | SLDC - Non.Dom Rate. Police Room 4 | | 85.00 | |  | 64 | Barclaycard transaction fees- May 2014 | | 29.72 | |  |  |  | |  | |  |  | **Total Nat West account** | | **1,499.39** | |  |  |  | |  | |  | **Unity Trust** | | |  | |  | 17/17aCr | Medlock - V Hall electrical items | | 25.20 | |  | 38/53 | YPO - stationery | | 102.89 | |  | 43 | Grange & Dist Chamber of Trade - shortfall Grange Town Map 2014 | | 275.00 | |  | 44/45  46/47 | CR44a/47a PR Books - IC stock | | 578.09 | |  | 49 | Lighting Partners - V Hall light and filters | | 84.72 | |  | 51 | R Rhodes - V Hall repair to WC ladies upstairs | | 69.60 | |  | 52 | Jean Airey - Internal Audit 2nd half 2013-14 & Annual Return | | 232.40 | |  | 54 | Temple Heelis - June monthly payment HR support | | 120.00 | |  |  |  | |  | |  |  |  | |  | |  | **C14/035c. Payments for Approval – continued** | | |  | |  | **Accounts for payment** | | | **£** | |  | 55 | CPC - V Hall microphone, lead, stand & tape | | 55.12 | |  | 56 | Viking - stationery | | 57.48 | |  | 58 | WPS - insurance renewal 1 July 14 to 30 June 15 | | 3,935.93 | |  | 59 | Healthmatic Public Conveniences cleaning May 2014 | | 1,590.00 | |  | 60 | KTD - domain renewal 29 Apr 14 to 28 Apr 15 | | 334.80 | |  | 62 | Lengthsman - May 2014 | | 330.00 | |  | 63 | Lengthsman - roof repair to C Hill Public Conveniences | | 85.00 | |  | 65 | Lamont Pridmore - Accountancy fees 1 Mar 2014 to 3 June 2014 | | 2,550.00 | |  | 1TC | Flookburgh Band - IC ticket sales reimbursement | | 974.40 | |  |  | **Total Unity Trust account** | | **11,400.63** | |  |  |  | |  | |  |  | **Total accounts** | | **12,900.02** | |  |  |  | |  | | **2** | **Salaries, PAYE & N.I. (Unity Trust)** | | |  | |  |  | **Total Salaries** | | **6,431.35** | |  |  | HMRC PAYE & NI - Tax Month 2 | | 1,735.97 | |  |  | **Total Salaries, PAYE & NI** | | **8,167.32** | |  |  |  | |  | |  |  | **Total Unity Trust account** | | **19,567.95** | |  |  |  | |  | |  |  | **Total all payments for approval** | | **21,067.34** | |  |  |  | |  | | **3** | **Accounts paid in previous month, not yet approved** | | |  | |  | **Unity Trust** | | |  | |  |  | | HMRC PAYE & NI - (now paid monthly) Tax Month 1 | 1,747.07 | |  |  | |  |  | |  | **Direct Debits** | | |  | |  |  |  | |  | |  | 37 | Plusnet 9/05 to 8/6 2014 - tel & broadband | | 54.79 | |  | 50 | XLN calls & line rental June 2014 | | 36.91 | |  | 61 | Npower - Christmas Tree estimated | | 4.65 | |  |  | **Total Accounts paid in previous month** | | **96.35** | |  |  | **Grand Total** | | **21,163.69** | |  |  |  | |  | | **4** | **Alto Prepaid Card (Pre-Authorised £1,000.00)** | | |  | |  |  |  | |  | | **5** | **Bank Balances** | | |  | |  |  |  | |  | |  |  | NatWest Current Accounts | | ***30,115.00*** | |  |  | Unity Trust Bank | | ***128,578.00*** | |  |  | Alto Prepaid Card | | ***904.43*** | | | | | |
| **C14/036** | **Internal Audit** | | | | |
|  | 1. Members noted that the Internal Audit took place on 12 May 2014. 2. Members considered the Internal Audit Report dated 28 May 2014. | | | | |
| **RESOLVED** | | | That the Internal Audit Report dated 28 May 2014 be approved. | |
| **C14/037** | **12 Month Year-End Report 13-14** | | | | |
|  | Members noted the Year-End Accounts 13-14 that had been checked by the Council’s accountant and audited by the Internal Auditor and  Members received an oral report from the Town Clerk. In summary:  The year-end report shows a surplus of £8,389 of which £5,063 would be allocated to pay the capital for the toilets. The remainder would be used to develop a contingency fund when the SLDC annual grant for the public conveniences ceases.  In 13/14 there was no advertising income form the town map due to a poor take up from businesses to sponsor the map. This year the Chamber of Trade and team from the Council have worked collaboratively and the Chamber have rekindled interest in the map and the council has been asked to fund the shortfall in sponsorship versus printing costs.  The public conveniences are entering the second year of operation. Income from coin collection at the automatic doors was estimated for 13/14 and the year-end figures indicate that the projection was accurate.    Printing & stationary shows an overspend for this accounting period, because of the way in which expenditure has been coded in the past. For example, in previous year’s replacement ink cartridges were coded to Information Technology. The Council were also required to carry out much of the photo copying for the lido survey.  In previous years travel and training were coded to one department. For this report these expenditure have been split in to 2 departments hence there being a zero training budget in 13/14.  Accountancy and book keeping changes have resulted in an overspend which has been reported to members in previous full council meetings. In 14/15 the accountant is confident that this cost will come in on budget now the transfer to SAGE is complete.  There is an under spend in all utilities. The billing from the utility companies is up to date and the main reason for this is that there was a milder winter, Council budgeted for high increases in billing and the Council team have employed initiatives to reduce utility bills.  The cleaning budget is underspent as the Council changed contractors to reduce costs and improve the level of service the public recieved.  The Lengthsman service is underspent due to a mild winter and he was therefore not required for gritting.  Cllr. Thorne requested that the following be included in the minutes:  Bearing in mind that income during 2013/14 was unexpectedly reduced for various reasons, it is commendable to achieve a £3,000 increase in reserves at the end of the year, and the staff should be acknowledged for this. He noted that the staff had achieved this through re-negotiation of business contracts for the cleaning of the toilets and through partnership working with local companies to refurbish the war memorial. Major savings had been made through the effort of the staff using their negotiation skills on behalf of the town.  Cllr. Harvey echoed Cllr. Thorne’s comments and commended the staff for their achievement and all the hard work that goes on behind the scenes | | | | |

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| **C14/037 Continued - Budget Monitoring 12 months to 31 March 2014** | | | | | | | | |
| **Income** | **Budget for year £** | **Budget to date £** | | **Actual to date £** | | **Variance £** | | **Budget spend to date %** |
| Precept | 134,064 | 134,064 | | 134,064 | | 0 | | 100% |
| Interest Received | 0 | 0 | | 206 | | 206 | |  |
| Recharged Staff Costs - management purposes only | 82,299 | 82,299 | | 82,299 | | 0 | | 100% |
| Recharged Copying and Stationery - management purposes only | 360 | 360 | | 360 | | 0 | | 100% |
| Grant Receipts - Running Costs SLDC | 51,204 | 51,204 | | 47,454 | | (3,750) | | 93% |
| Grant Receipts - General | 9,540 | 9,540 | | 9,840 | | 300 | | 103% |
| Donations Received | 950 | 950 | | 1,206 | | 256 | | 127% |
| Rent Receipts | 8,584 | 8,584 | | 9,428 | | 844 | | 110% |
| Room Hire Receipts | 10,000 | 10,000 | | 9,626 | | (374) | | 96% |
| Sale of Goods | 13,500 | 13,500 | | 9,458 | | (4,042) | | 70% |
| Promotions and Advertising Income | 5,790 | 5,790 | | 40 | | (5,750) | | 1% |
| Commission Received | 846 | 846 | | 908 | | 62 | | 107% |
| Rec Grd Activity Fees | 5,000 | 5,000 | | 4,373 | | (627) | | 87% |
| Toilet Entry Fees | 8,320 | 8,320 | | 7,921 | | (399) | | 95% |
|  | **330,457** | **330,457** | | **317,184** | | **(13,274)** | | **96%** |
| **Purchases** | | | | | | | | |
| Stock Purchases | 7,746 | 7,746 | 4,583 | | (3,163) | | 59% | |
| Opening Stock of Goods | 2,586 | 2,586 | 3,386 | | 800 | | 131% | |
| Closing Stock | (2,586) | (2,586) | (3,651) | | (1,065) | | 141% | |
|  | **7,746** | **7,746** | **4,318** | | **(3,428)** | | **56%** | |
| **Direct Expenses** | | | | | | | | |
| Volunteer's Expenses | 160 | 160 | 148 | | (12) | | 93% | |
| Promotion Expenses | 2,887 | 2,887 | 770 | | (2,117) | | 27% | |
| Musicians' Fees | 1,400 | 1,400 | 1,280 | | (120) | | 91% | |
| Mobile Toilets | 1,000 | 1,000 | 265 | | (735) | | 27% | |
| Trees and Plants - Purchases | 791 | 791 | 1,252 | | 461 | | 158% | |
| Landscaping Works | 10,658 | 10,658 |  | | (10,658) | | 0% | |
| Steering Committee Expenditure | 2,000 | 2,000 | 1,492 | | (508) | | 75% | |
|  | **18,896** | **18,896** | **5,207** | | **(13,689)** | | **28%** | |
| **Overheads** |  |  |  | |  | |  | |
| Salaries | 111,311 | 111,311 | 104,474 | | (6,837) | | 94% | |
| Professional fees - financial | 0 | 0 | 3,799 | | 3,799 | |  | |
| Printing and Stationery | 971 | 971 | 1,213 | | 242 | | 125% | |
| Postage | 0 | 0 | 309 | | 309 | |  | |
| Water | 4,376 | 4,376 | 3,298 | | (1,078) | | 75% | |
| Business Rates | 8,883 | 8,883 | 7,949 | | (934) | | 89% | |
| Telephone | 724 | 724 | 781 | | 57 | | 108% | |
| Insurance | 4,100 | 4,100 | 5,660 | | 1,560 | | 138% | |
| Advertising | 425 | 425 | 225 | | (200) | | 53% | |
| Subscriptions | 720 | 720 | 729 | | 9 | | 101% | |
| Information Technology | 7,930 | 7,930 | 6,855 | | (1,075) | | 86% | |
| Travelling Expenses | 1,700 | 1,700 | 615 | | (1,085) | | 36% | |
| Training Expenses | 0 | 0 | 367 | | 367 | |  | |
| Civic Expenses | 1,833 | 1,833 | 1,034 | | (799) | | 56% | |
| Sundries | 837 | 837 | 302 | | (535) | | 36% | |
| **C14/037 Continued - Budget Monitoring 12 months to 31 March 2014** | | | | | | | | |
| **Overheads Continued** | **Budget for year £** | **Budget to date £** | **Actual to date £** | | **Variance £** | | **Budget spend to date %** | |
| Bank Charges | 0 | 0 | 6 | | 6 | |  | |
| Audit Fees | 1,256 | 1,256 | 255 | | (1,001) | | 20% | |
| Accountancy Fees | 4,000 | 4,000 | 5,498 | | 1,498 | | 137% | |
| Gas | 6,063 | 6,063 | 3,684 | | (2,379) | | 61% | |
| Electricity | 4,190 | 4,190 | 2,797 | | (1,393) | | 67% | |
| Repairs and Maintenance | 29,890 | 29,890 | 41,165 | | 11,275 | | 138% | |
| Professional Fees - Non Financial | 595 | 595 | 180 | | (415) | | 30% | |
| Toiletries and Cleaning Materials | 300 | 300 | 251 | | (49) | | 84% | |
| Rent Payable | 4,892 | 4,892 | 4,874 | | (18) | | 100% | |
| Card Handling Charges | 189 | 189 | 205 | | 16 | | 108% | |
| Cleaning | 18,000 | 18,000 | 12,224 | | (5,776) | | 68% | |
| Signage | 0 | 0 | 346 | | 346 | |  | |
| Lengthsman | 7,500 | 7,500 | 4,812 | | (2,688) | | 64% | |
| Grants to Local Groups | 2,000 | 2,000 | 1,990 | | (10) | | 99% | |
| Recharged Staff Costs - management purposes only | 82,299 | 82,299 | 82,299 | | 0 | | 100% | |
| PWLB Loan Interest Paid | 1,073 | 1,073 | 1,073 | | (0) | | 100% | |
|  | **306,057** | **306,057** | **299,269** | | **(6,788)** | | **98%** | |
| Out of this £8,389, £5,063 is allocated to pay the capital for the toilets.  Therefore the Council’s reserves will increase by £3,326 which helps build future reserves for managing the toilets when the SLDC assistance stops in a few years. | | | | | | | | |

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| **C14/038** | **Annual Return** | | |
| **C14/038**  **Cont.** | 1. Members considered the Statement of Accounts in the Annual Return for the year ended 31 March 2014 noting a transposition error that had been amended and signed. | | |
| **RESOLVED** | That the Statement of Accounts in the Annual Return for the year ended 31 March 2014 be approved. | |
| 1. Members considered the Annual Governance Statement in the Annual Return for the year ended 31 March 2014. | | |
| **RESOLVED** | That the Annual Governance Statement in the Annual Return for the year ended 31 March 2014 be approved. | |
| 1. To authorise the Chairman and Town Clerk to sign the Statement of Accounts and Annual Governance Statement in the Annual Return for the year ended 31 March 2014. | | |
| **RESOLVED** | That the Chairman and Town Clerk be authorised to sign both of the statements. | |
| 1. To authorise the submission of the Annual Return for the year ended 31 March 2014 for external audit on Monday 30 June 2014, following the prescribed period for public examination from Monday, 2 June 2014 to Friday 27 June 2014. | | |
| **RESOLVED** | That the submission of the Annual Return for the year ended 31 March 2014 for external audit on Monday 30 June 2014, following the prescribed period for public examination from Monday, 2 June 2014 to Friday 27 June 2014 be authorised. | |
| 1. To resolve the funds marked as reserves. | | |
| **RESOLVED** | That the funds marked as reserves were approved as circulated and read out by the Town Clerk: | |
|  |  |  |
| Council | £6,620.50 |
| Victoria Hall | £40,655 |
| Information Centre | £1,000 |
| Recreation Ground | £740.43 |
| Allotments | £2,000 |
| Public Domain maintenance | £10,000 |
| Trees & Landscaping | £400.34 |
| **C14/039** | **Refurbishment Expenditure** | | |
|  | Members noted the expenditure for the refurbishment of the Information Centre and the Council Office.  Members noted an oral report from the Town Clerk. In summary:  Council approved the transfer of the Council Office to the remaining space to enable the majority of the IC costs to be absorbed by the Council to improve the IC’s cost effectiveness and to ensure the service for the long-term.  Council approved the transfer of the Council Office to the ground floor to improve its accessibility to the community as the Council Office was not accessible to people with mobility problems.  Council approved the letting of the upstairs vacated Council Office to provide long-term revenue from anchor tenants.  SLDC Finance Department were contacted and permission was given to include these scheduled works in the annual grant application which was submitted in January 2014.  Council approved the funding for the refurbishment project from the Council’s reserves in the knowledge that 42% of this expenditure would be retrieved from the SLDC annual running costs grant 13/14.  Council approved the funding of the refurbishment project from the Council’s reserves with the expectation that remaining 48% of the cost of the project would be reimbursed from the rental income from the new tenants which would take approximately 30 months.  Letting of office spaces commenced after the refurbishment work to each ground floor space was completed. A local company rented the vacated Council office space, having agreed an annual rental income of £3,000 plus utilities, plus business rates for a three year term of lease.  The Town Clerk applied for discretionary rate relief for the Information Centre under the Localism Act 2011 which was successful and resulted in a zero discretionary business rate which is applied until 2016. | | |
| **C14/040** | **Alto Pre-payment Card** | | |
|  | Members reviewed the usage of the Council’s Alto Prepayment Card. Members noted that only 3 transactions had been made. | | |
| **RESOLVED** | That a further review take place in six months. | |
| **C14/041** | **Insurance** | | |
|  | Members noted that the insurance was due for renewal 1 July 2014 and that Council resolved 10 June 2013 (reference C13/47) to enter in to a long term agreement and that the insurance cover with WPS be renewed for a 3 year period. Members noted that the payment was recorded within payments for approval list:  *58 WPS - insurance renewal 1 July 2014 to 30 June 2015 - £3,935.93* | | |
| **C14/042** | **Local Government Transparency Code** | | |
|  | Members considered the draft Local Government Transparency Code and Report noting the Council’s current level of compliancy. Further guidance is expected from NALC in relation to local councils. | | |
| **C14/043** | **Draft Financial Regulations** | | |
|  | Members considered the draft revised Financial Regulations Report. | | |
| **RESOLVED** | Members approved the draft Financial Regulations. | |
| **C14/044** | **Next Meeting** | | |
|  | Members noted that the next full Council meeting would take place on:    Monday 14 July 2014 at 7.00pm, Victoria Hall, Grange-over-Sands. | | |

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|  | There being no further business, the meeting closed at 8.32 pm. | |
|  | **SIGNED:**  **Cllr. Harvey, Chair.** | **DATE:** |