

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Tricia Thomas

Vice-Chairman/Deputy Mayor:

Cllr. Peter Endorsor

Town Clerk:

C. Benbow



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

Minutes of the Meeting of the Town Council held in the Victoria Hall, on Monday 14 November 2016 commencing at 7.00 pm.

Present: Cllr. T. Thomas – **Chair**
Cllr. J. Greenway, Cllr. A. Walmsley, Cllr. T. Hathorn, Cllr. R. Shapland,
Cllr. M. Ingle, Cllr. P. Endorsor, Cllr. J. Shapland, Cllr. T. Harvey
C. Benbow – Town Clerk

In attendance: 5 members of the public

Minute Ref:		Agenda No:
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C16/118	Apologies for Absence	1
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NOTED There were no apologies received.

C16/119	Reports Police Report	2
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PCSO Howard Firth sent his apologies and the following crime report:

In the past 30 days, there were 27 calls for service and no crimes.

District Council Report – District Cllr. Mary Wilson

District Councillor Mary Wilson reported that:

1. **Development Management** – the consultation on the new Core Strategy was now available on the District Council website.
2. **Bus Service** – Lower Allithwaite Parish Council reported problems as the bus services were being reduced during the week.

Cllr. J. Shapland asked why work had stopped at the Tesco development; District Cllr. Wilson said that the planning department did not know why this had happened.

County Council Report – County Cllr. Bill Wearing

County Councillor Bill Wearing reported that:

1. **Subsidised Saturday Bus Service** – the bus provider would be coming to the next meeting of the steering group.
2. **Local Area Partnership** - meeting on Wednesday this week to discuss broadband

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provision and health and social care issues.

3. **Multi Agency Flood Meeting** – the Environment Agency were making progress with the actions agreed at the meeting. Details had been circulated.
4. **Cycle Racks** – the Mayor had contacted him about the possibility of putting cycle racks up in the town. The County Council will give the Town Council a licence to do this on condition that the Town Council supplies, maintains and insures the racks.
5. **Grange Lido Study** – Cllr. Wearing noted that the District Council had set up a steering group for the consultation and that he was a member.

Mayors Report

Mayor Cllr. Tricia Thomas reported:

November 2016 Mayor's Report

This month has been a busy one for the Mayor and Consort. We began by attending the Annual Prize-giving at Cartmel Priory School. It is always a delight to see so much success achieved by so many young people. They are our future citizens so to see such an array of achievement is very heartening.

Following on from this was the annual Volunteers' Tea. This year there were about fifty attendees and it was a real honour to be able to thank them on behalf of the town for all they do to make Grange the fantastic place it is. Thanks also goes to any invitee who was unable to join us for a delicious tea. A big 'Thank you' goes to Sally Haines for her hard work in the organisation of this event.

Later in the month, the St Mary's Hospice shop re-opened after a major refurbishment and I was delighted to cut the ribbon and declare the new, bright, welcoming shop well and truly open. Do go and have a look – it will be well worth the journey.

The end of the month saw Remembrance services, first at Rusland where the British Legion holds a service for the whole district, and latterly on the 11th at the War Memorial. Remembrance Sunday brought a very moving service at St Paul's followed by the parade to the War Memorial and the laying of wreaths.

C16/120 Public Participation: Public Have Your Say

3

Members of the public agreed that their names may be included in the minutes.

Kate Gaskin Made a representation to members with regard to clearing the pavements of leaves. She requested that the Town Council ask the District Council to sweep up the leaves.

Council Response The Chairman asked Mrs Gaskin to send in a list of particularly affected areas.

Frank McCall Made a representation to members to report that he had a site meeting with the District Council officer responsible for street clearance and showed him problem areas in the town. Mr McCall explained that the County Council, District Council and United Utilities are all responsible for different areas and asked the Town Council to get involved in

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encouraging these authorities to work together.

Council Response The Chairman asked Mr McCall to send in a list of particularly affected areas. Mr McCall agreed and suggested asking 'Grange Now' to get involved.

Margaret Brennand Made a representation to members to agree with the previous speakers and to request that the Town Council checked who owned and filled which grit bins before winter.

C16/121 Minutes of the Previous Meeting 4

RESOLVED That the Minutes of the Meeting of the Town Council held on Monday 10 October 2016 were accepted as a true record.

C16/122 Declarations of Interests and Dispensations 5

NOTED There were no requests received for dispensations or declarations of interest.

C16/123 Public Bodies (Admission to Meetings) Act 1960 – Excluded Item 6

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.

C16/124 Planning Report 7

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

Application Number, Address and Specification

a. SL/2016/0825

Chestnut Cottage, 48 Cart Lane
Formation of off-road parking space

Full Planning

Members noted that this application had been withdrawn

b. SL/2016/0954

11 Pine Close
Erection of single garage with hobby room over

Full Planning

RESOLVED

OBJECTION

Grange Town Council OBJECTS to the application on the following grounds:

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1. The proposed building would be too big for the site, out of scale for the environs and too close to the boundary wall.
2. The plans are incomplete – there is no indication of provision for drainage; this needs to be addressed.
3. The trees mentioned in the plans are in the neighbour's garden.
4. That this development is big enough to be a residence; Grange Town Council requests that conditions are put in place to prevent this.

c. SL/2016/0958

Eller Bank, Methven Road

Extension & alterations

Full Planning

RESOLVED

OBJECTION

Grange Town Council OBJECTS to the application on the following grounds:

1. The proposed plans are un-neighbourly as they would block even more light from the neighbour's window at the back.
2. The plans are incomplete as there is a large flat roof with no mention of drainage provision. This needs to be addressed.

d. SL/2016/0972

39 Fell Close

Two storey side extension

Full Planning

RESOLVED

NO OBJECTION

e. SL/2016/0922

Choco-Lori of Grange Ltd

Change of use of commercial kitchen to mixed A3 use (serving chocolates, cakes, hot and cold drinks)

Change of use

RESOLVED

NO OBJECTION

Grange Town Council makes the following request:

The Town Council is concerned about the impact on neighbours as the plans show the seating area for the public in the bay window overlooking a private garden. The Council requests that some screening is put in place or the seating area re-located.

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f. SL/2016/0899

Grange Fell House, Fernleigh Road

Retention of a replacement detached double garage & two raised deck areas

Demolition of an unlisted building in a Conservation Area – Retrospective

RESOLVED

NO OBJECTION

g. SL/2016/0961

Apartments 10 & 13, Block B, Graythwaite Court, Fernhill Road

Replace timber French doors with UPVC doors

Full Planning

RESOLVED

NO OBJECTION

h. SL/2016/1024

Glendevon, 6 Fernleigh Road

Widen existing garden

Full Planning

Members noted that there were no documents concerning this on the District Council website so the matter could not be considered.

i. SL/2016/1025 no docs

First and Second Floor, Victoria House, Main Street

Like-for-like replacement of painted timber sash windows

Listed Building Consent

Members noted that there were no documents concerning this on the District Council website so the matter could not be considered.

j. SL/2016/1034

Sunrise, Kents Bank Road

Change of use from tea room to dwelling

Full Planning

RESOLVED

NO OBJECTION

Grange Town Council makes the following comment:

This business applied to extend their opening hours and were refused permission by the District Council. Subsequently a much larger business next door applied for extended opening hours and were granted permission for this. The Town Council wishes to draw the

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District Council's attention to the fact that this was unfair and resulted in detriment to the economy of the town.

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

a. SL/2016/0695

Broad View, Lyndene Drive

Single storey side & rear extension; creation of off-road parking; and associated landscaping

Grant with conditions

b. SL/2016/0759

St Pauls Church, Hampsfell Road

Formation of terrace & new path to car park

Grant with conditions

c. SL/2016/0840

Lingfell, 16 Grange Fell Road

Re-slating roof of existing roof structure utilizing existing slates where possible, with the balance comprising re-claimed Welsh slate to match existing (Part Retrospective)

Grant with conditions

d. SL/2016/0872

The Willows, Cat Tree Road

Minor material amendment to vary Condition 2 (Approved Drawings) & Condition 4 (Aboriginal Statement) attached to planning permission SL/2013/0275

Grant with conditions

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

a. SL/2016/0633

Land at Beech Hill, 53 Carter Road

Erection of detached dwelling

Full Planning

Response Submitted: NO OBJECTION

b. SL/2016/0931

Greenhill, Kents Bank Road

Removal of existing bay window roof & installation of dormer window with balcony

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Full Planning

Response Submitted: **NO OBJECTION**

C16/125 Finance - Monthly Payments 8

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.

d. Identification of Councillors to approve next finance period payments

RESOLVED That Cllrs J. Shapland and Hathorn would verify the invoices and payments for the next payment period.

e. Identification of Councillors to complete online authorisation of payments

NOTED That Cllr. Harvey authorised in place of Cllr. Walmsley for the previous period as Cllr. Walmsley was unwell.

RESOLVED That Cllrs. Walmsley and Harvey would complete online authorisation of payments for the next payment period.

GRANGE-OVER-SANDS TOWN COUNCIL

Payments for Approval

November 2016

		£
1	<u>Accounts for Payment</u>	
	<u>Cheques (Nat West)</u>	
	203 Butterfingers - Mayor's volunteers' tea party V Hall	178.75
	213 Sylvia Woodhead - IC stock	140.00
	<u>Direct Debits (Nat West)</u>	
1-	M8 SLDC - Non Dom Rate. V. Hall	557.00
2-	M8 SLDC - Non Dom Rate Rooms Rooms 1 & 3/Council Office	138.00
3-	M8 SLDC - Non Dom Rate Police Room 4	87.00
4-	M8 SLDC - Non Dom Rate Tourist Information Centre	62.00
	193 British Gas - V Hall September 2016	97.57
	221 Barclaycard transaction fees October 2016	25.40

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222/	222cr Npower - Elec Christmas Tree Lights (Adjustment to 9 May 2015 paid invoice £1.20 credit)		-
223	British Gas - V Hall October 2016		296.66
	Total Nat West account		£ 1,582.38
Unity Trust			
195/	WB Electrical - V Hall Portable app testing	712.80	
196	WB Electrical - V Hall hallway sensor, kitchen repairs	50.00	
	Bandstand removal & storage of speakers	40.00	802.80
197/	YPO - V Hall cleaning materials	69.35	
198	YPO – stationery	57.20	126.55
199	Playdales - Recreation Ground I Play repair		526.37
200/	Lamont Pridmore - payroll 2nd quarter 2016-17	230.40	
209	Lamont Pridmore - 1 June to 21 Oct 16 (includes year end 15-16 preparation)	1,620.00	1,850.40
201/	Healthmatic Public Conveniences cleaning July 2016	1,590.00	
227	Healthmatic Public Conveniences cleaning Nov 2016	1,590.00	3,180.00
202	Postlethwaites - V Hall tape, batteries, bulbs		42.96
204	Burrows Communications Ltd - V Hall advertising		360.00
206	Sinkfall Recycling - skip for Lengthsman		120.00
207	KTD - HP copier cyan/magenta printhead		60.00
208	CPC - V Hall adaptor & bulbs		67.04
210	A Muir - V Hall post-works roof inspection		225.00
211	CALC - T Clerk CiLCA training		39.50
212	SLDC - electricity recharge Orn Gdns PC July/Sep 16		56.72
214	HSP Milners - IC stock		157.50
215	PR Books - IC stock		130.58
216	Yan Press - IC stock		39.56
217	Bayscapes - IC stock		86.50
218	Lakeland Leisure - IC stock		43.50
219	Lengthsman - October 2016		264.00
220	Performing Rights - V Hall 6 Jul to 5 Oct 16 (recoverable)		117.54
224	ASK Roofing - V Hall roof repairs		5,700.00
225	Plan-et - Neighbourhood Plan consultants		2,190.00
226	Jean Airey - Internal Audit Sep 16 (3 Nov 16)		220.25
	Total Unity Trust account		£ 16,406.77
	Total accounts		£ 17,989.15
2	Salaries, PAYE & N.I. (Unity Trust)		
	Total Salaries		£ 5,551.20
	HMRC PAYE & NI - Tax Month 7		£ 1,390.59
			£ 6,941.79
	Total Unity Trust account		£ 23,348.56
	Total all payments for approval		£ 24,930.94
3	Accounts paid in previous month – approved		

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Unity Trust

Accounts paid in previous month - not yet approved

Unity Trust

Nat West

Cheques

SLCC - T Clerk CILCA course C16/94	200.00
SLCC - T Clerk CILCA course C16/94	50.00

Nat West

Direct Debits

194 Plusnet 9/10 to 8/11 2016 - tel & broadband	53.76
205 XLN calls & line rental November 2016	34.25
Total Accounts paid in previous month	£ 338.01

Grand Total

£ 25,268.95

4 Bank Balances

NatWest Current Accounts	159,968.40
Unity Trust Bank	124,767.39

5 Transfers between bank accounts

C16/126 Finance and Governance

9

a. Six Month Report

Members considered the six month Financial Report to 30 September 2016.

RESOLVED

That the six month Financial Report to 30 September 2016 was approved as follows (over):

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Meeting Date: 14 November 2016

Budget Monitoring 6 months to 30 September 16 50%

	Budget for year £	Budget to date £	Actual to date £	Variance £	Budget spend to date %
INCOME					
Precept	141,440	70,720	70,720	0	50%
Interest Received	120	60	42	(18)	35%
Grant Receipts - Running Costs SLDC	43,000	21,500	21,935	435	51%
Grant Receipts - SLDC Council Tax	8,656	4,328	4,328	0	50%
Grant Receipts - Other	-	-	13,110	13,110	0%
Donations Received	830	415	530	115	64%
Rent Receipts	7,099	3,550	4,270	721	60%
Room Hire Receipts	7,000	3,500	4,050	550	58%
Sale of Goods	5,000	2,500	3,811	1,311	76%
Commission Received	700	350	587	237	84%
Toilet Entry Fees	8,250	4,125	5,348	1,223	65%
Fund Raising Income	-	-	1,066	1,066	0%
Lease Registration Fees	-	-	300	300	0%
	222,095	111,048	130,097	19,050	59%

Expenditure

	Budget for year £	Budget to date £	Actual to date £	Variance £	Budget spend to date %
Purchases					
Stock Movement	3,000	1,500	2,472	972	82%
	3,000	1,500	2,472	972	82%
Direct Expenses					
Volunteer's Expenses	180	90	28	(62)	16%
Musicians' Fees	1,460	730	1,400	670	96% Full Year
Mobile Toilets	410	205	395	190	96% Full Year
Fund Raising Expenses	-	-	550	550	0%
	2,050	1,025	2,373	1,348	116%

	Budget for year £	Budget to date £	Actual to date £	Variance £	Budget spend to date %
Overheads					
Salaries	88,868	44,434	43,597	(837)	49%
Printing and Stationery	900	450	407	(43)	45%
Postage	250	125	136	11	54%
Water	4,200	2,100	2,391	291	57%
Business Rates	8,680	4,340	4,217	(123)	49%

	Budget for year £	Budget to date £	Actual to date £	Variance £	Budget spend to date %
Overheads					
Telephone/Broadband	890	445	360	(85)	40%
Insurance	4,000	2,000	2,112	112	53%
Subscriptions	550	275	549	274	100%
Information Technology	6,000	3,000	3,665	665	61%
Travelling Expenses	450	225	20	(205)	4%
Training Expenses	1,000	500	33	(467)	3%
Civic Expenses	500	250	-	(250)	0%
Bank Charges	100	50	28	(22)	28%
Audit Fees	1,200	600	827	227	69%
Accountancy Fees	5,500	2,750	2,621	(129)	48%
Gas	4,000	2,000	1,421	(579)	36%
Electricity	3,700	1,850	1,303	(547)	35%
Repairs and Maintenance	32,400	16,200	19,307	3,107	60%
Professional Fees - Non Financial	1,300	650	335	(315)	26%
Toiletries and Cleaning Materials	600	300	168	(132)	28%
Rent Payable	818	409	261	(148)	32%
Card Handling Charges	250	125	139	14	56%
Cleaning	15,900	7,950	10,600	2,650	67%
Communications	800	400	429	29	54%
Lengthsman	6,000	3,000	2,356	(644)	39%
Grants to Local Groups	2,000	1,000	983	(17)	49%
Parish Election Costs	2,322	1,161	2,322	1,161	100% Full Year
PWLB Loan Interest Paid	1,100	550	421	(129)	38%
Pensions	1,500	750	-	(750)	0%
Projects	15,000	7,500	14,502	7,002	97% N Plan, Buses,
	210,778	105,389	115,510	10,121	55%
Net profit	6,267	3,134	9,742		

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b. Draft Budget

Members considered the draft budget 2017/18.

RESOLVED

- i) That the Town Clerk would re-present the budget to December Full Council to include a third option – Budget C – showing a £10,000 increase.
- ii) That a working party would be created in the New Year to discuss forming a three year financial plan for the Council.

c. Draft Budget Summary

Members noted the draft budget 2017/18 Summary and Key Features document.

d. Internal Audit

Members noted the Internal Auditor's report dated 8 November 2016 following the Internal Audit on 3 November and that there were no recommendations which confirms that the council finances are operated in compliance with The Accounts and Audit Regulations.

RESOLVED

That the Internal Auditor's report dated 8 November 2016 following the Internal Audit on 3 November was approved.

e. Risk Management Policy

Members reviewed the Risk Management Policy and Record and attached Risk Assessments.

RESOLVED

That the Risk Management Policy and Record and attached Risk Assessments were approved.

f. Health and Safety Policy

Members reviewed the Health and Safety Policy.

RESOLVED

That the Health and Safety Policy was approved.

g. Equalities Policy

Members reviewed the Equalities Policy.

RESOLVED

That the Equalities Policy was approved.

h. Community Infrastructure Levy (CIL)

Members noted that under the Community Infrastructure Levy Regulations, between April and September 2016 a total of £4,040 was received from development within Grange-over-Sands parish area and in line with the regulations 15% of that sum (£498.75) had been paid to Grange-over-Sands Town Council.

C16/127 Grants

10

There were no grant applications.

C16/128 Consultations

11

There were no consultations.

TOWN COUNCIL OF GRANGE-OVER-SANDS

C16/129 Meeting Updates from Members

12

Members noted the following reports from meetings and briefings attended since the last full council meeting.

- a. **Cllr. Thomas – met District Council Leader Cllr. Archibald** with Cllrs. Endsor and Morrell and the Town Clerk, to discuss the possible continuation of the public conveniences grant, re-surfacing the path behind Berners and installing cycle racks.
- b. **Cllr. Thomas – met Michael Gudgeon from Horton Landscapes** with the Town Clerk to review the 2016 season and discuss his plans for the facility.
- c. **Cllr. Thomas – met ‘Have Your Say’ resident at the Rec Ground**, with the Town Clerk. Constructive feedback was received as reported in Item 13 on this agenda.
- d. **Cllr. Thomas – attended Bloom Group Committee** who have completed Autumn planting of pots and been working with the District Council to improve the station forecourt area.
- e. **Cllr. Thomas – Staffing Committee** met for Town Clerk Supervision session which is part of the role of the Staffing Committee.
- f. **Cllr. Thomas – Green Spaces Autumn Review** with the District Council Principal Officer for Community Spaces and Community Groups (Soroptomists, 3Ps, Prom Gardeners and Bloom Group). Next meeting in Spring.
- g. **Cllr. Thomas – Friends of Kents Bank Station and Foreshore** met District Council Principal Officer for Community Spaces. Plans for the area and land ownership were discussed.
- h. **Cllr. Greenway – Friends of Kents Bank Station and Foreshore** – the group is holding a fund-raising ceilidh on Thursday 17 November at Abbot Hall. Tickets are available.
- i. **Cllr. Ingle – Saturday Subsidised Bus Service** meeting with Cumbria County Council and partner parishes – it is still unclear how the service is performing, the group hopes for more information from the bus company when they attend the next meeting.

C16/130 Contract with Horton Leisure Management to operate Recreation Ground

13

Members noted the report including the review of the 2016 season and considered awarding a 5 year contract to Horton Leisure Management to operate the facility.

RESOLVED

That the Council enters a new 5 year contract with Horton Leisure Management to operate the Recreation Ground facility on the Promenade.

Cllr. Ingle requested that votes be recorded:

For: Cllrs. Greenway, Harvey, Endsor, Thomas, Hathorn, Walmsley.

Against: Cllrs. J. Shapland, R. Shapland, Ingle.

C16/131 Games Court Surface at Recreation Ground

14

Members noted an update from Cllr. Hathorn into research undertaken and considered the quote from Bingham Ground Services (circulated) to replace the Games Court Surface as resolved October 2016 (C16/107 b).

RESOLVED

That the Town Clerk would contact the District Council Parks and Open Spaces Team for feedback on this quote and to see if they could help with getting further quotes.

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C16/132 Chairman's Update

15

Members received an update from the Chairman about works in progress:

- **SLDC Shop Front Grant Scheme** – is now underway, grants of £250 available.
- **Promenade Maintenance Meeting with SLDC** – Leader District Cllr. Archibald has agreed to meet and requested information about Network Rail's work prior to arranging date.
- **Lido Feasibility Study** – press release issued today by the District.

C16/133 Neighbourhood Plan

16

Members noted a progress report from the Steering Committee Spokesperson Cllr. Greenway.

C16/134 Victoria Hall

17

a. Victoria Hall Action Group

- Members noted that councillors and staff were meeting Locality on Thursday 24 November 2016 about the Feasibility Study.
- Members noted that the Victoria Hall was being promoted in the SLDC 2017 Business and Investment Guide and considered approving the cost of £300 from the Communications budget.

RESOLVED

That £300 from the Communications budget was approved for promoting the Victoria Hall in the SLDC 2017 Business and Investment Guide.

b. Maintenance Programme

To note progress report from the Chairman:

- Roof repairs and inspection – now completed.
- Glass passage refurbishment – to note the proposed drawings which are being submitted for Listed Building Consent.
- Stage floor repairs – booked in for January.

C16/135 Training

18

- Members noted that Cllrs. Endsor and Hathorn attended the CALC 'Aspiring Chairman' course in Penrith on 13 October.
- Members noted that the Town Clerk attended an SLDC Planning session in Windermere on 12 October.
- Members considered £50 registration fee payment from the Training budget for the Town Clerk's CILCA qualification.

RESOLVED

That the £50 registration fee payment from the Training budget for the Town Clerk's CILCA qualification was approved.

- Members noted that as part of this qualification, the Town Clerk was required to attend four sessions with CALC (cost £39.50 each) and that the first of these had already been attended, on 25 October. Members considered payment of £39.50 for each of the four sessions from the Training budget.

RESOLVED

That payment to CALC of £39.50 for each of the four sessions from the Training

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budget for the Town Clerk's CILCA qualification was approved.

C16/136 Electoral Boundary Review

19

Members noted the final recommendations for the Electoral Boundary Review of South Lakeland published by The Local Government Boundary Commission for England.

C16/137 Photocopier

20

Members considered the report and quotes for replacement photocopier.

Members noted that the quote from KTD dated 2 January 2016 (£2,599 plus VAT) still held but that KTD only had a few of these models left as the model has been upgraded and that the upgraded version costs £2,899 plus VAT.

RESOLVED

- i) That replacing the photocopier/printer was approved and the quote from KTD dated 2 January 2016 accepted (£2,599 plus VAT).
- ii) That if there were no models left, as noted, the upgraded version costing £2,899 (plus VAT) was approved.

C16/138 Next Meeting

21

NOTED

That the next Full Council Meeting would be held at:

Monday 12 December 2016, 7.00pm Victoria Hall, Main Street, Grange-over-Sands

There being no further business, the meeting closed at 9.38pm

Signed:

Date:

Chair of Grange-over-Sands Town Council