

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**

Cllr. Tricia Thomas

**Vice-Chairman/Deputy Mayor:**

Cllr. Ann Walmsley

**Town Clerk:**

Mrs. C. Benbow



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

Dear Councillor

You are summoned to attend the Annual Meeting of the Town Council in accordance with Schedule 12 para.10(2) (b) of the Local Government Act 1972, to be held remotely on Monday 9 May 2022 at 7 pm.

*Note: Under the Openness of Local Government Bodies Regulations 2014 this meeting was advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or the public.*

Signed

A handwritten signature in black ink, appearing to be 'C. Benbow', written over a light blue horizontal line.

C. Benbow, Town Clerk

## **AGENDA ANNUAL MEETING OF THE TOWN COUNCIL MONDAY 9 MAY 2022**

### **1. Council Chairman for the Council Year 2022/23**

To elect the Council Chairman for the Council Year 2022/23 from the current Council membership and to receive Acceptance of Office from the Chairman.

### **2. Vice-Chairman for the Council Year 2022/23**

To elect the Council Vice-Chairman for the Council Year 2022/23 from the current Council membership and to receive Acceptance of Office from the Vice-Chairman.

### **3. Apologies for Absence**

To receive and approve apologies from members.

### **4. Reports**

To receive reports from District, County, newly elected Shadow Unitary Councillors, and the Mayor.

## **5. Public Participation: Have Your Say**

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

## **6. Minutes of the Previous Meeting**

To authorise the Chairman to sign the Minutes of the Meeting of the Town Council held on Monday 11 April 2022 as a true record.

## **7. Declaration of Interests and Dispensations**

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

## **8. Public Bodies (Admission to Meetings) Act 1960**

To consider if any items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

## **9. Planning**

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

## **10. Resident Correspondence – Cross Bay Walks**

To consider resident correspondence received 7 and 28 April 2022 regarding Cross Bay Walks at Kents Bank (*five documents circulated*).

## **11. Monthly Payments Councillor Verification and Payment Approval**

- a. To note that prior to the meeting two councillors verified invoices received and payments made since the last full council meeting prior to the council meeting and can verify their authenticity.
- b. To note that two councillors verified that the monthly bank reconciliation has taken place.
- c. To approve and authorise the payment of accounts and wages as recorded in the payments list.
- d. To identify and approve two councillors to verify the invoices and payments for the next payment period.
- e. To identify and approve two councillors to complete the online authorisation of the payments for the next payment period.

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

### a. **Finance Report**

To note the full year Finance Report to 31 March 2022 *(circulated)*.

### b. **Asset Register**

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

### c. **Insurance**

To note that the Council's insurance is due for renewal on 1 July 2022 and that the Council will enter the second year of a three-year agreement with WPS Insurance and that there is cover in respect of all insurable risks.

### d. **General Power of Competence**

To reaffirm that the Council meets the criteria for eligibility:

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

### e. **NatWest Bank Signatories**

To appoint and approve an additional two Councillors to be registered as NatWest Bank signatories.

## 13. Appointments to Committees *(Standing Item - Annual Town Council Meeting)*

- a. To note the Staffing Committee Terms of Reference *(circulated)*.
- b. To note that the Chairman and Vice-Chairman are members of this Committee.
- c. To note that it is good practice to appoint the previous years' Chairman and Vice-Chairman, if re-elected to the Council, for continuity of line-management of staff.
- d. To appoint Members to the Staffing Committee for the 2022/23 Council Year.

## 14. Members External Office Holders 2022-23 *(Standing Item - Annual Town Council Meeting)*

To review the approved appointments for the previous year as below, noting that Tracy Hathorn and Peter Endors resigned from the Council during the year.

To note that Cllrs. E. Walmsley and Logan were appointed as representatives to Save Grange Lido Community Benefit Society in December 2021.

To note that Mrs Strawbridge has been approached and is happy to continue as the Council's representative on the Cartmel Old Grammar Foundation Trust.

To agree appointments for the new Council year 2022/23

## Members External Office Holders 2021–22

- a. CALC District Association – Town Clerk
- b. Grange in Bloom – Cllr. Hathorn
- 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 – Cllrs. Greenway and Bailey.
- l. Morecambe Bay Partnership – Cllrs. Greenway, Handley, Bailey, Hathorn and Thomas.
- m. Grange Chamber of Trade and Hoteliers Association – Cllr. Walmsley.
- n. Men in Sheds – Cllr. Endsor.
- o. Grange and Peninsula Well-being Hub (GAP) – Cllr. Bailey.
- p. U3A – Cllr. Handley.
- q. Cumbria Better Connected – Cllr. Thomas.
- r. PEAT Greening Campaign – Cllrs. Thomas and Handley.

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

To review the Council's and employees' memberships noting that membership of the following bodies requires approval for renewal (paid from budget for Subscriptions):

- a. Society of Local Council Clerks (SLCC) annual membership for Town Clerk due in May, amount to be confirmed and payment approved in June.
- b. Cumbria Association of Local Councils (CALC) and National Association of Local Councils (NALC) combined annual membership renewal for Council due now, cost £573.32.
- c. NALC *Local Council Review* (publication) annual subscription due in May, amount to be confirmed and payment approved in June.

### 16. Statutory Document Review (*Standing Item - Annual Town Council Meeting*)

- a. To note that it is a statutory duty to review the Standing Orders, Financial Regulations and Delegation Scheme at the Annual Meeting of the Town Council in May.
- b. To approve the reviewed Standing Orders, Financial Regulations and Delegation Scheme, noting that no amendments have been made, or are recommended, or are required by legislation (*circulated*).

## 17. Council Policies and Procedures Review *(Standing Item - Annual Town Council Meeting)*

### a. Review Schedule

To note the review schedule for Council policies and procedures *(circulated)*.

### b. Annual Reviews

To approve the annual review of the below documents, noting that no material changes have been made, or are recommended *(circulated)*:

- i) Complaints Policy
- ii) Data Protection
- iii) Disciplinary Policy and Procedure
- iv) Disciplinary Rules
- v) Equal Opportunities
- vi) Freedom of Information
- vii) Grievance Procedure
- viii) Health and Safety
- ix) Meetings Part 2 Exclusions
- x) Model Publication Scheme
- xi) Press and Media
- xii) Privacy Notice
- xiii) Recruitment and Selection
- xiv) Social Media

### c. Reviews due 2022

To note that the following policies have been reviewed, as scheduled, and no material changes made, or are recommended *(circulated)*:

- i) Risk Management
- ii) Procurement
- iii) Volunteers

### d. Course of Business Activity

To note that policies are reviewed or created in the course of business and that the Council adopted the following during the past year:

- i) Revised Councillor Code of Conduct (approved October 2021).

## 18. Meeting Dates *(Standing Item - Annual Town Council Meeting)*

To determine the dates, times, and place of ordinary meetings of the full council including the Annual Town Meeting and Annual Town Council meeting and to note that dates, times, and place of council committee meetings will be decided as necessary *(circulated)*.

## 19. Member Updates

To note updates from Members on meetings and events attended:  
Cllr. Thomas – Councillor Surgery

## 20. Street Naming and Numbering Addressing Guidance and Policy

To note correspondence from South Lakeland District Council further to their consultation on this matter. SLDC now request developers to liaise directly with Parish or Town Councils regarding street name proposals for a new street consisting of 5 or more properties. The local Parish or Town Council must support the new street name (*circulated*).

## 21. Christmas Lights

To consider renewal of Christmas lights contract with Lite Ltd. for 2022-2026 (*report circulated*).

## 22. Public Conveniences

### Maintenance Review – Church Hill

To note that a condition review of the Church Hill facilities was undertaken to identify maintenance needs and works costing £3,800 were completed (*Maintenance Review circulated*).

## 23. Victoria Hall

### a. Victoria Hall Risk Assessment

To note that LOLER (Lifting Operations and Lifting Equipment Regulations 1998) tests on the stage scenery bars have been completed. This is a safety requirement that is ideally done every other year. It has not been done since 2018 due to the Covid-19 pandemic.

Northern Stage (now Torpedo) did the work for £1,222.68 (ex-Vat). Another quote, from Custom Group, was £3,120.21 (ex-Vat).

### b. Listed Building Consent SL/2022/0037

To note that SLDC has now granted Listed Building Consent to remove the rear chimney to prevent damp ingress, and the building works approved in January 2022 can now go ahead.

## 24. Training

The Hall and Services Manager has completed training and is registered as the Designated Premises Supervisor (Alcohol) for the Victoria Hall Premises Licence.

## 25. Next Meeting

To note that the next Full Council Meeting will be at the Victoria Hall on:

**Monday 13 June 2022, 7pm.**