

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**

Clr. Tricia Thomas

**Vice-Chairman/Deputy Mayor:**

Clr. Peter Endsor

**Town Clerk:**

C. Benbow



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## AGENDA

### FULL COUNCIL MONDAY 18 JULY 2016

#### **1. Apologies for Absence**

To receive and note apologies from members.

#### **2. Reports**

To receive reports from the following:

- a. Police Report
- b. District Council Report
- c. County Council Report
- d. Mayor's Report

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

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

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

To authorise the Chairman to sign the Minutes of the Meeting of the Town Council held on Monday 13 June 2016 as a true record.

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

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

#### **6. 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.

#### **7. Planning**

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

#### **8. 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.

## 9. Grants

To consider applications (circulated) from:

- a. Grange Fell Allotment Society – application for £428.00 to purchase a brush cutter, safety helmet and petrol can for use by the Grange Fell allotment holders.
- b. The Natural History Society – application for £664.93 to purchase wildlife trail cameras.

## 10. Consultations

To consider the response drafted by Cllr. Greenway on behalf of the Neighbourhood Plan Steering Group to the following consultation, including creation of a footpath from Allithwaite Rd to meet Quarry Lane footpath in Allithwaite Parish. *(circulated)*

**SLDC Development Brief Phase 2** - consultation on land south of Allithwaite Road, Kents Bank.

Documents associated with this consultation can be viewed on the SLDC website

[www.southlakeland.gov.uk/development-briefs](http://www.southlakeland.gov.uk/development-briefs) and at the Library during normal opening hours.

## 11. Meeting Updates from Members

To receive reports from meetings and briefings attended by councillors since the last full council meeting, including:

- Cllr. Endsor - SLDC Meeting Friday 8 July
- Cllr. Greenway - Guides Trust
- Cllr. Greenway - Morecambe Bay Partnership event Tuesday 5 July

## 12. Chairman's Update

To receive an update from the Chairman about works in progress, including:

- Ornamental Gardens Fountain
- Rec Ground
- Skip for Lengthsman
- Yewbarrow Allotment Door
- Bins at Berners Close

## 13. Neighbourhood Plan

To receive a progress report from the Steering Committee Spokesperson Cllr. Greenway.

## 14. Skate Ramp Maintenance

To note that the original skate ramps at the Skate Park need painting and consider the quote to complete the work. *(report containing quote circulated)*

## 15. Communications – Grange Now Box

- a. To note that in July 2015, Councillors resolved (C15/066):  
*That for one year on a trial basis, GTC would pay for a monthly insert to be printed in Grange Now to let readers know the Town Council's contact details. The cost of £40 per edition for 12 months (£480 per year) to be funded from the GTC communications budget.*
- b. To consider whether or not Councillors wish to continue to publicise the Town Council in this way.

## 16. Victoria Hall Action Group

- a. To note that the tenants in rooms 6 and 7 have given notice to quit due to the expansion of their business.
- b. To note that Locality have been commissioned to commence the Victoria Hall Study, as resolved last month, and will be meeting councillors and staff on Thursday 28 July 2016.

## 17. Victoria Hall Maintenance Programme

### a. Glass Passage

- i) To note that at the previous meeting, NPS was approved to complete the works towards the renovation of the glass passage. On being commissioned, NPS responded that the Town Council was required to appoint a Principal Designer to comply with Construction (Design and Management) Regulations 2015. NPS tendered for the role. Others were approached but no quotes received.
- ii) To note that the fee for this work would be 1.93% of the construction build which is currently estimated by NPS to be £18,000. This would mean the fee would be £347.40. (*tender circulated, main points on pages 12 and 13*)
- iii) To approve appointing NPS to act as Principal Designer.

### b. Maintenance Programme Update

To receive an update from the Chairman on Maintenance Programme progress including:

- Exterior painting
- Roof repairs
- Fire Alarm upgrade
- Stage repairs

## 18. Server

- a. To note that KTD (the Council's Information Technology providers) has informed us that the server needs to be upgraded because the software (Version 2003) used by the current server is no longer supported by Microsoft; no security updates are available and therefore there is no guarantee of security. The Town Council's Financial Regulations (6.12, 6.13) stipulate that computer security must be in place.
- b. To note that the Clerk met KTD to discuss this and to confirm that the quote to complete the upgrade is for a system that is at an appropriate level for the Town Council's use.
- c. To note that the budget for IT for 16/17 is £6,000; and that there was an underspend in the IT budget last year of £2,026.
- d. To consider the quote of £4,140 from KTD to complete the upgrade. (*quote and covering letter circulated*)

## 19. Training

To note that the Town Clerk has attended training on Standards and Code of Conduct (from SLDC 20 June) and Asset Transfer (from CALC 5 July cost £29.50).

## 20. Next Meeting

To note that the next Full Council Meeting will be held: **Monday 15 August 2016 at the Victoria Hall, Main Street, Grange-over-Sands, 7pm**

Signed C. Benbow

C. Benbow, Town Clerk