

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman:
Cllr. Tom Harvey

Civic Mayor:
Cllr. Tricia Thomas

Acting Town Clerk:
C. Benbow



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

Dear Councillor

You are requested 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 in the Victoria Hall, on Monday 18 May 2015 at 7.00pm.

(Please Note: Under the Openness of Local Government Bodies Regulations 2014 this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public)

AGENDA - ANNUAL MEETING OF TOWN COUNCIL 2015

1. Council Chairman for the Council Year 2015/16

To elect the Council Chairman for the Council Year 2015/16 from the current council membership and to receive from the chairman acceptance of office forms.

2. Civic Mayor (Vice Chairman) 2015/16

To elect the Civic Mayor for the Council Year 2015/16 (Vice Chairman) from the current council membership and to receive from the vice chairman acceptance of office forms.

3. Apologies for Absence

To receive and approve apologies from members.

4. Minutes of the Previous Meeting

To authorise the Chairman to sign the Minutes of the Meeting of the Town Council held on 20 April 2015 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 Participation

Have Your Say: Members of the public are invited to speak on matters related to the agenda for up to three minutes and to provide an opportunity for members and the public to receive the following reports:

- a. Police Report
- b. District Council Report
- c. County Council Report
- d. Mayors Report for final month of 14/15 Council Year

7. 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.

8. Training for Councillors

To consider if any councillors (both new and re-elected) wish to attend the 'Good Councillor' training offered by CALC. (report circulated)

9. Committees and Delegation Scheme

- a. To note the Committee and External Body Information Briefing for new councillors. (circulated)
- b. To note the annual report received from the Council's representative on the Cartmel Old Grammar Foundation Trust. (circulated)
- c. To receive and resolve nominations to existing committees and external bodies as circulated in the draft Member Office Holders list for 2015/16. (circulated)
- d. To note that the Delegation Scheme has been reviewed and no changes made.

10. Review of Council Standing Orders and Financial Regulations

a. Standing Orders

To note that as the law has changed, Section 3 (l) of the Standing Orders have been amended to read:

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted.

A person may not orally report or comment about a meeting as it takes place if s/he is present at the meeting but otherwise may:

- *film, photograph, or make an audio recording of a meeting;*
- *use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;*
- *report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting.*

b. Financial Regulations

To note that there have been no amendments made to the Financial Regulations approved by Full Council in June 2014. (C14/043)

11. Asset Register

- a. To note that a full review of the assets inventory including buildings and equipment has taken place. (circulated)
- b. To note that the version noted at 9 March 2015 Full Council (C14/196 b) included a spreadsheet calculation error reducing the final total by £1,500.
- c. To note that this error has been amended and the corrected final figure reads £1,505,367.00. All items remain correctly listed.

12. Insurance

To note that the insurance is due for renewal 1 July 2015 and that the Council will enter the third year of a three year agreement with WPS Insurance and that there is cover in respect of all insurable risks.

13. Membership of other bodies

To review the Council's and employees' memberships of other bodies noting that the membership of the following bodies requires approval for renewal:

- a. Society of Local Council Clerks (SLCC) – annual membership for Acting Town Clerk due in May – amount to be confirmed and payment approved in June.
- b. Cumbria Association of Local Councils (CALC) annual membership renewal for Council £339.00 to be paid from the Subscriptions Budget.

14. Council Procedures

- a. To note the review schedule for Council policies and procedures. (circulated)
- b. To note that the Council is required to review some policies and procedures on an annual basis, including the Standing Orders, Financial Regulations and delegation arrangements to committees. These are covered on this agenda.
- c. To note that other policies and procedures which require annual review, and no changes have been made to, include the Freedom of Information - Model Publication Scheme and the Meetings Part 2 Exclusions.
- d. To note that the Complaints Policy requires annual review and to approve the amended policy (circulated) as recommended by the November 2014 Personnel Committee. (Ref PC14/16)

15. Meetings

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 would be decided as necessary. (circulated)

16. Planning

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

Please note that planning applications may be considered at late notice.

17. 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 identify and approve two of the three authorised councillors to verify the invoices and payments for the next payment period.
- d. To approve and authorise the payment of accounts and wages as recorded in the payments list to be circulated.

18. Grants

To note that the Edwardian Festival Committee has written as requested at the last meeting (Ref: C14/211) and to consider £100 grant to sponsor the prizes for the Festival on an annual basis. (letter circulated)

19. Consultations

To consider the Council's participation in appropriate consultations: None received.

20. Neighbourhood Plan

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

21. Reports/Minutes from Meetings/Briefings and Updates from Members.

To receive reports from meetings and briefings attended by the Council since the last full council meeting.

22. Finances

- a. To note a report from Cllr. Harvey about the SLDC meeting regarding the Victoria Hall grant.
- b. To consider the renewal of Temple Heelis HR support services. (report circulated)
- c. To approve the Acting Town Clerk attending a CALC training in Ulverston on 4 June regarding pension auto-enrollment at the cost of £5. The aim of the course is to prepare councils for the enrolment of paid employees into a pension scheme and provide an understanding of the new duties and guidance from The Pensions Regulator and the Department for Work and Pensions (DWP) enabling councils to comply with the regulations.

23. Public Art Installation at Berners

To receive a progress report from Cllr. Greenway.

24. Victoria Hall

- a. To note a report from the Victoria Hall Manager concerning the suspected dry rot. (circulated)
- b. To approve the repairs recommended in the report.
- c. To note a progress report on the development of the Victoria Hall from Cllr. Thomas.

25. Next Meeting

To note that the next Full Council Meeting will be held:

Monday 8 June 2015 at the Victoria Hall, Main Street, Grange-over-Sands, 7pm

Signed *C. Benbow*

C. Benbow, Acting Town Clerk