

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman:
Cllr. Ron Shapland M.B.E.

Vice-Chairman:
Cllr. Tricia Thomas

Town Clerk:
C. Benbow



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AGENDA ANNUAL MEETING OF THE TOWN COUNCIL 2016

1. Council Chairman for the Council Year 2016/17

To elect the Council Chairman for the Council Year 2016/17 from the current council membership and to receive from the Chairman acceptance of office forms.

2. Vice-Chairman 2016/17

- a. To note that if a member expresses an interest in a role, they can be voted in despite being absent, as long as the correct normal nomination and voting procedures are followed. Council can resolve to receive acceptance of office forms at a later date.
- b. To note that Cllr. Endsor has written to the Clerk with his apologies and saying that he would be pleased to stand as Vice-Chair.
- c. To elect the Vice-Chairman for the Council Year 2016/17 from the current council membership and to receive from the Vice-Chairman acceptance of office forms.

3. Apologies for Absence

To receive and note apologies from members.

4. Reports

To receive reports from the following:

- a. Police Report
- b. District Council Report
- c. County Council Report
- d. Mayor's Report for final month of 15/16 Council Year.

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 2016 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. Please note that planning applications may be considered at late notice.

10. 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.

11. Finance and Governance

a. Asset Register

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

b. Insurance

To note that the insurance is due for renewal 1 July 2016 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.

12. Grants

To consider an application from Cartmel Peninsula Schools for £150 (*grant application with supporting letter circulated*).

13. Standing Orders Annual Review

- a. To note that the Standing Orders have been reviewed and amended, as resolved at the previous meeting of Full Council (C15/252), as follows:
 - i) 3e now shows that public speaking in Have Your Say are not restricted to topics on the agenda.
 - ii) 3f amends a typo error – 3 minutes has been amended to 30 as this refers to the whole item, not an individual's time allocation.
- b. To approve the amended Standing Orders.

14. Financial Regulations Annual Review

- a. To note that the Financial Regulations have been reviewed and amended following legislative changes and advice from the National Association of Local Councils (NALC) and that the following changes have been made (*circulated*):
- i) 1.6 has been amended to provide for the possibility of disciplinary action in the event of breach of the Regulations, rather than a definitive statement as to gross misconduct.
 - ii) 6.4 has been re-written to apply more generally than just in respect of disclosable pecuniary interests.
 - iii) 11 now incorporates the specific requirements of The Public Contracts Regulations 2015.
 - iv) 6.21 has been added to cover the use of corporate credit card or trade card accounts opened by the Council.
- b. To approve the amended Financial Regulations.

15. Delegation Scheme Annual Review

- a. To note that it is a statutory duty to review the Delegation Scheme annually.
- b. To note that the Scheme was included in 'How Your Council Works For You' (previously named 'The Constitution'), approved in May 2012.
- c. To note that as the Scheme is a statutory document it now stands alone, and has been amended to refer to the Standing Orders, not the Constitution.
- d. To approve the amended Delegation Scheme (*circulated*).

16. Committees

- a. To note the report Annual Appointments to Committees (*circulated*).
- b. To consider that the membership of the Staffing Committee is amended to read:
Membership: The Council Chair, Vice-Chair and two Councillors and Town Clerk.
- c. To appoint Members to the Staffing Committee for the 2016/17 Council Year.

17. Members External Office Holders 2016-7

- a. To note the approved Member External Office Holders list for 2015/16 (as below).

Neighbourhood Plan	Cllrs. Greenway and Thomas
CALC District Association	Town Clerk
Grange in Bloom	Cllr. Thomas
Local Area Partnership	Cllrs. J. Shapland and Ingle
Fair Trade Grange	Cllr. Thomas
Grange Prom Youth Project	Cllrs. J. Shapland and Hathorn
Grange Action Flood Group	Cllr. R. Shapland
Edwardian Committee	Cllr. Thomas
3Ps	Cllr. R. Shapland
Nutwood Patients Group	Cllr. Thomas

Furness line Community Rail Partnership	Cllrs. Ingle and Thomas
Bay Villa Trust	All Councillors
Cartmel Old Grammar Foundation	Jane Strawbridge (nominated by GTC)
Connecting Cumbria's Digital Inclusion Hub Co-ordinator and Broadband Champion for the Cartmel Peninsula parishes.	Frank McCall (nominated by GTC)

- b. To note the Annual Report received from the Council's representative on the Cartmel Old Grammar Foundation Trust (*circulated*) and that Mrs Strawbridge is happy to continue in the role.
- c. To review and agree appointments for 2016/17.

18. Memberships

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 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 due now, £339.00 to be paid from the Subscriptions Budget.

19. Council Policies and 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 Scheme. 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, the Complaints Policy and Meetings Part 2 Exclusions.
- d. To note that some policies are reviewed in the course of business and that the current Council reviewed Grants and Small Contractors in 2015.
- e. To note that the Environmental Policy is due for review this May and no changes have been made. (*circulated*)

20. Meeting Dates

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*).

21. Meeting Updates from Members

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

Cllr. Thomas – Bloom Group, Cllr. R. Shapland – Cumbria in Bloom Community Meeting and Cllrs. Hathorn and Walmsley – Yewtree Play Project.

22. Ornamental Gardens

A trial of sustainable planting has been planned for the wall tops of the Ornamental Gardens by the 3Ps and the Bloom group. The cost of the plants is approximately £75. SLDC will contribute £50.

Members are asked to consider a proposal from Cllr. R. Shapland that Grange Town Council contributes the remainder of the cost of the plants from the Public Domain budget.

23. Neighbourhood Plan

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

24. Victoria Hall

- a. To note that the invitation to quote for the Victoria Hall study (funded by £10,000 grant from SLDC) has been sent to recommended organisations. The deadline for quotes is 31 May 2016.
- b. To note that the Fire Risk Assessment has been reviewed and advice sought from the Fire Service. Quotes are being sought to complete the works that have to be complied with; these will come to Full Council (*Fire Service report circulated*).
- c. To receive an update from Cllr. R. Shapland about the visit from the SLDC Conservation Officer regarding the Glass Passage.
- d. To consider quotes as available for the roof and stage floor (*to be circulated*).
- e. To note that the bi-annual LOLER safety test of the stage scenery lifting equipment, required by regulations, will take place 4 July 2016, cost £926.40 ex VAT.

25. Saturday Bus Service

- a. To note that the 532 Saturday Bus Service is now running and that the initial print run of timetables sponsored by the Chamber of Trade, and distributed by Cllr. Ingle, is running low.
- b. To consider the proposal from Cllr. Ingle that GTC funds a print run of the timetable leaflets for the summer, to cost £200 from the Communications Budget.

26. Next Meeting

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

Monday 13 June 2016 at the Victoria Hall, Main Street, Grange-over-Sands, 7pm

C. Benbow, Town Clerk