

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Peter Endsor

Vice-Chairman/Deputy Mayor:

Cllr. Ann Walmsley

Town Clerk:

Mrs. C. Benbow



Council Offices
Main Street
Grange-over-Sands
Cumbria
LA11 6DP

Tel: (015395) 32375
www.grangeoversandstowncouncil.gov.uk
email: council@grangeoversands.net

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

Dear Councillor

The Government has ruled that no physical meetings of the Council will take place in April or May this year, due to the coronavirus pandemic. This meeting will take place by email.

The only matters will be to note actions taken by staff under delegated powers. The agenda wording remains as standard. Councillors will be emailed agenda and papers as usual. Rather than send apologies, Councillors are asked to respond to this agenda by indicating that they are taking part. Email responses to each item will be duly recorded.

Payments during this time will be checked by the Responsible Financial Officer and authorised online, as usual, by Councillors. This is compliant with the Grange Town Council Financial Regulations.

May 2020

Annual Meeting of the Council – New Legislation

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) came in to force on 4 April.

The legislation removes the requirement to hold an annual meeting.

It provides that where an appointment would otherwise be made or is required to be made at an annual meeting of a local authority, the appointment continues until the next annual meeting of the authority or until such time as that authority may determine. This would apply to the election of the chairman, the first business at the annual council meeting.

This means that the current chairman will remain in place until May 2021 unless the Town Council decides to elect a replacement earlier.

You are summoned to attend the 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 11 May 2020 at 7.00pm.

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 line.

C. Benbow, Town Clerk

AGENDA FULL COUNCIL MONDAY 11 MAY 2020

1. Apologies for Absence

To receive and approve apologies from members.

Councillors are requested to confirm email participation.

2. Minutes of the Previous Meeting

To authorise the Chairman to sign the Minutes of the Meeting of the Town Council held (by email) on Monday 6 April 2020 as a true record.

Councillors are requested to authorise signing which will take place in due course.

3. Declaration of Interests and Dispensations

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

Councillors are asked to declare any interests by email, and these will be recorded.

4. Public Bodies (Admission to Meetings) Act 1960 (*not applicable*)

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.

This is not applicable to this agenda. All effort will be made to ensure that decisions are kept to an absolute minimum during this time.

5. Planning

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

6. Monthly Payments Councillor Verification and Payment Approval

- a. *Usual wording:* To note that prior to the meeting two councillors verified invoices received and payments made since the last full council meeting and can verify their authenticity.

To note that the above has been completed by the Responsible Financial Officer (Town Clerk) under delegated powers.

- b. *Usual wording:* To note that two councillors verified that the monthly bank reconciliation has taken place.

To note that the above has been completed by the Responsible Financial Officer (Town Clerk) under delegated powers.

- c. To approve and authorise the payment of accounts and wages as recorded in the payments list.

This can be done by the Responsible Financial Officer under delegated powers – if Councillors are able to, please do check the payments list you will be emailed as usual, thank you.

- d. To identify and approve two councillors to verify the invoices and payments for the next payment period.

Not applicable due to pandemic. This will next take place when Government allows.

- e. To identify and approve two councillors to complete the online authorisation of the payments for the next payment period.

Volunteers please.

7. Finance and Governance

Year-End Finance Report 19-20

To note the Year-End Finance Report 19-20 (*circulated*).

8. Annual Town Council Meeting – Elections

To note that the Annual Meeting of the Council 2020 regarding elections is not being held, in compliance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) which came in to force on 4 April.

This means that all elected posts, as below, remain until May 2021, unless the Town Council resolves to elect replacements earlier:

a. Chairman

Cllr. Peter Endsor remains as elected Council Chairman for the Council Year 2020/21.

b. Vice-Chairman

Cllr. Ann Walmsley remains as elected Council Vice-Chairman for the Council Year 2020/21.

c. Staffing Committee

Cllrs. Peter Endsor, Ann Walmsley, Roger Handley and Tricia Thomas remain as Staffing Committee for the 2020/21 Council Year.

d. Members External Office Holders 2020 – 21

- i) CALC District Association – Town Clerk
- ii) Grange in Bloom – Cllr. Hathorn
- iii) Nutwood Patients Group – Cllr. Thomas
- iv) Furness line Community Rail Partnership – Cllr. Thomas
- v) Bay Villa Trust – All Councillors
- vi) Cartmel Old Grammar Foundation – Jane Strawbridge (nominated by GTC)
- vii) The Civic Society – Cllr. Howson
- viii) Friends of Kents Bank Station and Foreshore – Cllr. Greenway
- ix) Victoria Hall Support Group – Cllr. Handley
- x) Christmas Tree Committee - Cllr. Logan
- xi) National Park Southern Boundary Partnership – Cllrs. Greenway, Bailey and Endsor
- xii) Morecambe Bay Partnership – Cllrs. Greenway, Endsor, Handley, Bailey, Hathorn and Thomas
- xiii) Grange Chamber of Trade and Hoteliers Association – Cllr. Endsor
- xiv) Men in Sheds – Cllr. Endsor
- xv) Grange and Peninsula Well-being Hub (GAP) – Cllr. Howson
- xvi) Band Concerts/Charity and Co. – Cllr. Howson
- xvii) U3A – Cllr. Handley

Mrs Strawbridge has confirmed that she is happy to continue as the Town Council's nominated representative to Cartmel Old Grammar Foundation.

9. Annual Town Council Meeting – Business

To note that the annual business of the following standing items has taken place under delegated authority:

a. Asset Register

A full review of inventory of assets including buildings and equipment has taken place (*circulated*).

b. Insurance

Insurance cover has been reviewed and the Council will enter the second year of a three-year agreement with WPS Insurance; there is cover in respect of all insurable risks (resolved June 2019 C19/33).

c. General Power of Competence

That the Council meets the criteria for eligibility to use the General Power of Competence: that two thirds of Councillors are elected members and the Clerk is qualified.

d. Memberships

The Council's and employees' memberships of other bodies have been reviewed and renewed:

- i) Society of Local Council Clerks (SLCC) – cost to be confirmed.
- ii) Cumbria Association of Local Councils (CALC) and National Association of Local Councils (NALC) - £543.34
- iii) CALC Local Council Review (publication)

e. Statutory Document Review

It is a statutory duty to annually review the Standing Orders, Financial Regulations and Delegation Scheme.

These have been reviewed and no amendments have been made, or are recommended, or are required by legislation.

(All documents are available to view on the Town Council website).

f. Council Policies and Procedures Review

It is a statutory duty to annually review the policies listed below.

These have been reviewed and no material changes have been made:

- i) Freedom of Information Policy
- ii) Model Publication Scheme
- iii) Recruitment and Selection Policy
- iv) Disciplinary and Grievance Policy
- v) Health and Safety Policy
- vi) Complaints Policy
- vii) Equalities Policy
- viii) Press and Media Policy
- ix) Privacy Policy
- x) Meetings Part 2 Exclusions.

(All documents are available to view on the Town Council website).

g. Policy Review Schedule

This has been updated (*circulated*).

The following policies have been reviewed and no material changes made or recommended:

- i) Councillor Code of Conduct
- ii) Communication Protocol
- iii) Training and Development Policy.

(circulated)

h. Meeting Dates

The dates for Town Council Meetings, 7pm in the Victoria Hall 2020-2021 are as follows:

Monday 8th June 2020

Monday 13th July 2020

Monday 10th August 2020

No meeting in September

Monday 12th October 2020

Monday 9th November 2020

Monday 14th December 2020

Monday 11th January 2021

Monday 8th February 2021

Monday 8th March 2021

Monday 12 April 2021

Annual Town Council – Monday 10 May 2021

10. Victoria Hall

Victoria Hall Maintenance being carried out while the building is closed includes:

- a. Deep cleaning all areas.
- b. Anti-slip yellow paint renewed on fire exit steps at the rear.
- c. Painting both front doors inside and out.
- d. Painting handrails at main front door.
- e. Painting yellow markings for disabled access.
- f. Statutory 5-year electrical installation check.

11. Next Meeting

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

Monday 8 June 2020, 7pm