

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Peter Endsor

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 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 12 October 2020 at 7 pm.

On 4 April 2020, the government brought The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 into force to allow local authorities to conduct meetings remotely without it being necessary for any of the participants or audience to be present together in the same room.

This new legislation allows councils to carry out their business lawfully whilst ensuring that the health and safety of officers, councillors and members of the public is protected in accordance with government advice.

This meeting of Grange-over-Sands Town Council will be held remotely, using the Zoom video conferencing system. This system is simple for all participants and members of the public to access.

Access links will be sent to all Councillors.

If you wish to take part in the next meeting as a member of the public, please contact the Town Clerk on townclerk@grangeoversands.net and register if you will be attending and if you would like to speak in the public participation section.

You will then be emailed meeting access details. You can also request to be added to the Agenda Distribution Group which receives the meeting papers each month.

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 cursive script, appearing to read 'C. Benbow'.

C. Benbow, Town Clerk

AGENDA FULL COUNCIL MONDAY 12 OCTOBER 2020

1. Apologies for Absence

To receive and approve 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.

Please ensure that you have registered your wish to speak prior to the meeting.

4. Minutes of the Previous Meeting

To authorise the Chairman to sign the Minutes of the Extraordinary Meeting of the Town Council held on Wednesday 30 September 2020 as a true record.

Physical signing will take place in due course.

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. *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 (*circulated*).
- d. **Councillor Verification**
Earlier during the pandemic, councillors did not verify invoices and bank reconciliations. It is now possible to do this, following social distancing guidelines and GTC Covid-19 Risk Assessment.
To consider: returning to attending the council office to verify finances.
- e. To identify and approve two councillors to verify the invoices and payments for the next payment period.
- f. To identify and approve two councillors to complete the online authorisation of the payments for the next payment period.

9. Finance and Governance

- a. **Audit year ended 31 March 2020 – Annual Governance and Accountability Return (AGAR)**
To approve and accept that the external audit of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2020 has been completed and the external auditor had no matters arising (*AGAR circulated*).
- b. **Risk Assessments**
To note the report for Risk Assessments and approve the Risk Assessments for Finance, Governance, Website & IT and Business Continuity (*report and four Risk Assessments circulated*).
- c. **Internal Audit Plan**
To consider and approve the Internal Audit Plan for financial year 2021-22 (*circulated*).
- d. **Internal Auditor**
To appoint Internal Auditor for financial year 2021-22 (*circulated*).
- e. **NALC National Pay Awards 2020-21**
To note that the National Association of Local Councils (NALC) concluded their negotiations and a 2.75% pay increase for this financial year was agreed. To approve pay increase in compliance with staff employment contracts.
- f. **Draft Budget and Precept**
To consider the draft Budget and Precept 2021/22 (*draft budget and notes circulated*).

g. **Staff Handbook and Contracts**

To consider and approve revised staff contract, employment policies and handbook as resolved June 2019 (C19/42) (*circulated*).

h. **South Lakeland District Council Discretionary Grant**

To note that the Town Council was awarded a £10,000 discretionary grant from SLDC on the basis that the business falls under the following criteria: Category C business.

10. Consultations

Ministry of Housing, Communities and Local Government: 'Planning for the Future'

Consultation on proposals for reform of the planning system in England.

This consultation closes at **11:45pm on 29 October 2020**

Full details: <https://www.gov.uk/government/consultations/planning-for-the-future>

11. Updates from Members

To receive Councillor updates on any works in progress and meetings and events attended, including:

- a. Cllr. Logan – Christmas Tree Committee
- b. Cllr. Thomas – Furness Line Community Rail Partnership

12. Covid-19 Risk Management and Re-opening Victoria Hall

To note that the following documents were updated to reflect the August 2020 government guidelines regarding the use of face-coverings and the September ruling about groups of six:

- a. Risk Assessment – Re-opening the Victoria Hall for Public Use Post Covid-19 Closure.
- b. Special Conditions of Hire during Covid-19.

(2 documents circulated)

13. Bailey Lane Level Crossing – Footpath Diversion

At the August council meeting, members noted that Cumbria County Council has proposed a public path diversion and that the matter is being referred to the Secretary of State.

The Clerk was asked to inform County Council that the path was narrow and ask whether, in the light of the requirement for social distancing, the County could assess this and provide signage and install a one-way system.

To note the following response which was received from the County Council Countryside Access Officer on 21 August 2020:

Thank you for your inquiry about social distancing on the proposed diversion of Bailey Lane railway crossing. When and if the path is recorded as a public right of way the County Council will consider installing appropriate signage on this path to encourage social distancing.

14. Local government reorganisation in Cumbria – CALC interim position statement

To note correspondence, received 13 August, from CALC (Cumbrian Association of Local Councils) and their interim position statement regarding local government reorganisation in Cumbria (2 documents circulated).

15. Victoria Hall Kitchen Project

To note a progress update from Cllr. Handley, Chairman of the Victoria Hall Support Group.

16. Training

Virtual National Conference (12th - 16th October).

To note that the Clerk will be taking part in the Society of Local Council Clerks Virtual National Conference (12th - 16th October) costing £25.00.

17. Next Meeting

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

Monday 9 November 2020, 7pm