

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

*In March 2020, the Government ruled that no physical meetings of the Council would take place in April or May this year, due to the coronavirus pandemic. This meeting took place by email.*

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

*Payments during this time were 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 removed the requirement to hold an annual meeting.***

***It provided that where an appointment would otherwise be made or was required to be made at an annual meeting of a local authority, the appointment continued until the next annual meeting of the authority or until such time as that authority might determine. This would apply to the election of the chairman, the first business at the annual council meeting.***

***This meant that the current chairman would remain in place until May 2021 unless the Town Council decided to elect a replacement earlier.***

### **MINUTES FULL COUNCIL MONDAY 11 MAY 2020**

**C20/01 Apologies for Absence**

**1**

The following Councillors confirmed email participation:

Peter Endsor (Chairman), Ann Walmsley (Vice Chairman), Stuart Bailey, Joanna Greenway, Roger Handley, Tracy Hathorn, Lyndon Howson, Claire Logan, Tricia Thomas.

## **C20/02 Minutes of the Previous Meeting**

**2**

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

*All Councillors emailed to authorise signing which will take place in due course.*

## **C20/03 Declaration of Interests and Dispensations**

**3**

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

*No Councillors emailed with any interests.*

## **C20/04 Public Bodies (Admission to Meetings) Act 1960 (not applicable)**

**4**

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

## **C20/05 Planning**

**5**

The Planning Report was circulated.

*All Councillors emailed that they had noted:*

That the following response was made with delegated authority:

### **1. SL/2019/0758**

Age Concern UK, Lindale Road, GRANGE-OVER-SANDS

Demolition of existing buildings and erection of convenience store, petrol filling station with associated access and car parking and landscaping.

Amendments & new information for the above application have been received.

#### **Response sent:**

Regarding the amendments and new information for the below application, Grange Town Council comments that it appears the 5 requests made by the Town Council have not been addressed. For reference, the response sent in November 2019 was:

NO OBJECTION

Grange Town Council makes the following requests:

1. Canopy Size Reduction

The canopy appears too large and will dominate the site which is in the Conservation Area. Could the size be reduced?

2. Electric Car Charging Sites

None are shown on the plans – could some be included for the development?

3. Delivery Restriction Condition

The site backs onto residential housing at Riggs Close. It is requested that delivery times are restricted so they are not at unsocial hours.

4. Drainage

There is a lack of clarity in the plans about drainage. This was an important part of the previous application which had conditions related to drainage included. These should be taken into account.

5. Opening Hours Restriction Condition

24 hour opening could constitute a noise and light nuisance. It is requested that the planning permission does not allow this.

2. That the following decisions had been made since the last Full Council Meeting:

- a. SL/2020/0094 12 Granby Road FULL PLANNING Grant with Conditions
- b. SL/2019/1029 Cardrona Court FULL PLANNING Grant with Conditions
- c. SL/2020/0075 28 The Esplanade FULL PLANNING Grant with Conditions

**C20/06 Monthly Payments**

**6**

**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.

*All Councillors emailed that they noted that the above had 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.

*All Councillors emailed that they noted that the above had 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 was done by the Responsible Financial Officer under delegated powers; Councillors also emailed that they had checked the payments list they were emailed as usual. Authorisation online was carried out by nominated Councillors as usual.*

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

*Not applicable as Government has ruled no physical meeting in May.*

- e. Cllrs. Thomas and Hathorn volunteered by email to complete the online authorisation of the payments for the next payment period.

## GRANGE-OVER-SANDS TOWN COUNCIL

### Payments for Approval

May 2020

#### Accounts for Payment

£

#### Bank Account No. 1 - Direct Debit

#### Bank Account No. 1 - Cheque

**Total Bank Account No. 1**

£ -

#### Bank Account No. 2 - Direct Debits

404 Corona Energy - Gas V Hall 02/03-01/04/20		562.73
405 Npower - Elec V Hall 01/02-31/03/20		623.14
406 Npower - Elec Church Hill PC 01/02-31/03/20		85.87
407 Npower - Elec Prom PC 01/02-31/03/20		16.20
408 Npower - Elec Xmas Tree lights 01/03-31/03/20 (Recoverable)		7.57
1 Lloyds Bank Plc - Card April 2020 - Monthly fee	3.00	
1A Regal Paints - Anti-slip yellow floor paint	44.40	
1B Kelvin Power Tools - Line marking paint	21.23	68.63
3 SLDC - 1/10 Non Dom Rates V Hall		572.50
4 SLDC - 1/10 Non Dom Rates Rooms 1 & 3 / Council office		160.90
5 SLDC - 1/10 Non Dom Rates Room 4		90.25
6 SLDC - 1/10 Non Dom Rates Information Centre		62.28
15 Sage - Support 01/05-31/05/20		72.00

#### Bank Account No. 2 - Direct Bank Payments

409 Lancasters - Batteries, tape, shovel & striplight starters		24.00
7 Healthmatic - Public Conveniences cleaning 01/05-31/05/20		1,333.34
8 CALC/NALC Subscription 2020/21		543.34
9 SLDC - Bandstand & Store Rent		37.50
10 Lamont Pridmore - Payroll services Jan - Mar 2020		427.20
11 KTD - Anti-Spam Cover 30/05/20-29/05/21		178.80
12 Sinkfall Recycling - Skip for lengthsman		132.00
16 Lengthsman - To 30/04/20		462.00
17 J Airey - Internal audit for 2nd half year 01/10/19-31/03/20		200.00

**Total Bank Account No. 2**

£ 5,660.25

**Total Accounts**

£ 5,660.25

**Salaries, PAYE & N.I. (Bank Account No. 2)**

<b>Total Salaries</b>	<b>£ 5,999.10</b>
HMRC PAYE & NI - Tax Month 1	£ 1,435.88
LG Pension Scheme Month 1 - Employer payment	£ 1,943.68
	<b>£ 9,378.66</b>

<b>Total Bank Account No. 2</b>	<b>£ 15,038.91</b>
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<b>Total all payments for approval</b>	<b>£ 15,038.91</b>
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**Accounts paid in previous month - approved****Bank Account No. 1****Bank Account No. 2****Accounts paid in previous month - not yet approved****Bank Account No. 1****Direct Debits**

403 Barclaycard - Transaction Fees 01/03-31/03/20	40.37
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**Cheques****Bank Account No. 2****Direct Debits**

2 Sage - Support 01/04-30/04/20	72.00
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13 Plusnet - Tel & Broadband - Rental to 08/05/20 Calls to 07/04/20	66.60
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14 XLN - Info Centre calls & line rental 01/05-31/05/20	46.85
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**Direct Bank Payments**

<b>Total Accounts paid in previous month</b>	<b>£ 225.82</b>
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<b>Grand Total</b>	<b>£ 15,264.73</b>
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**Bank Balances**

Bank Account No. 1 As at 31/03/20	175,579.37
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Bank Account No. 1 As at 30/04/20	176,724.46
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Bank Account No. 2 As at 30/04/20	164,663.08
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**Transfers between bank accounts****Transfer to Petty Cash account to replenish £70 float**

50T 01/04/20 Transfer from Info Centre Cash to Petty Cash	3.52
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## Year-End Finance Report 19-20

To note the Year-End Finance Report 19-20.

All Councillors emailed that they had noted the Year-End Finance Report 2020/21 as follows:

Grange-over-Sands Town Council		Meeting: 11 May 2020		Prepared 23 April 2020			
Budget Monitoring 12 months to 31 March 2020		100%					
INCOME	Sage Code	Budget for year £	Budget to date £	Actual to date £	Variance £	% Spend to date	Comments
Precept	4000	169,666	169,666	169,666	(0)	100%	
Interest Received		-	-	-	0	0%	
Grant Receipts - Running Costs SLDC	4100	10,000	10,000	10,000	0	100%	Orn Gdns toilet grant
Grant Receipts - SLDC Council Tax	4106	9,545	9,545	9,545	(0)	100%	
Grant Receipts - SLDC Comm Infrastructure Levy		-	-	-	0	0%	
Grant Receipts - Other		-	-	-	0	0%	
Donations Received	4115	1,400	1,400	880	(520)	63%	Band sponsorship
Donations for Assets	4116	-	-	500	500		Allotment donation
Rent Receipts	4120	6,941	6,941	6,080	(861)	88%	Victoria Hall and allotments
Room Hire Receipts	4125	12,000	12,000	22,752	10,752	190%	Hall Support Group increased activity
Sale of Goods	4150	6,200	6,200	4,863	(1,337)	78%	
Commission Received	4170	1,200	1,200	2,425	1,225	202%	Info Centre tickets sales up
Toilet Entry Fees	4500	10,900	10,900	8,733	(2,167)	80%	
Fund Raising Income	4600	1,000	1,000	-	(1,000)	0%	
Lease Registration Fees		-	-	-	0	0%	Cedric Walk
Donations - Victoria Hall	4117	2,400	2,400	27,307	24,907	1138%	Victoria Hall Support Group
Sundry Receipts	4010	-	-	2,581	2,581		Café water re-charge/Compensation/Court Fee
Bay Villa Trust Admin Fee	4162	-	-	600	600		
		<b>231,252</b>	<b>231,252</b>	<b>265,932</b>	<b>34,680</b>	<b>115%</b>	
EXPENDITURE	Sage Code	Budget for year £	Budget to date £	Actual to date £	Variance £	% Spend to date	
Stock for Information Centre	5000/1	4,000	4,000	2,855	(1,145)	71%	
Volunteer's Expenses	6155	30	30	35	5	116%	
Musicians' Fees	6200	1,400	1,400	1,300	(100)	93%	
Mobile Toilets	6220	420	420	500	80	119%	
Fund Raising Expenses	6170	1,000	1,000	-	(1,000)	0%	
Salaries	7000	96,873	96,873	97,863	990	101%	
Printing and Stationery	7010	1,250	1,250	509	(741)	41%	
Postage	7012	180	180	81	(99)	45%	
Water	7015	4,400	4,400	3,941	(459)	90%	
Business Rates	7020	8,600	8,600	8,429	(171)	98%	
Telephone/Broadband	7025	1,000	1,000	1,134	134	113%	
Insurance	7030	4,500	4,500	3,282	(1,218)	73%	
Subscriptions	7040	615	615	819	204	133%	Full CALC & SLCC Subs
EXPENDITURE cont...	Sage Code	Budget for year £	Budget to date £	Actual to date £	Variance £	% Spend to date	
Information Technology	7045	6,000	6,000	6,277	277	105%	Includes Windows 10 upgrade
Travelling Expenses	7050	150	150	229	79	153%	HR training & SLCC Conference
Training Expenses	7052	600	600	788	188	131%	Includes SLCC Conference
Civic Expenses	7055	400	400	83	(317)	21%	
Bank Charges	7070	300	300	211	(89)	70%	
Audit Fees	7075	1,300	1,300	1,240	(60)	95%	Full year internal & external audit fees
Accountancy Fees	7080	6,500	6,500	2,445	(4,055)	38%	More work undertaken in-house
Gas	7100	3,600	3,600	4,755	1,155	132%	
Electricity	7105	3,550	3,550	3,600	50	101%	
Repairs and Maintenance	7120	3,700	3,700	5,279	1,579	143%	Rec Ground/Allotments/Bandstand/Public Domain
Hall Regular Maintenance	7121	6,000	6,000	3,963	(2,037)	66%	
Hall Maintenance Plan & Emergency Repairs	7122	12,000	12,000	6,450	(5,550)	54%	Resolved roof repairs c/f to 2020/21
Professional Fees - Non Financial	7125	1,250	1,250	463	(788)	37%	
Toiletries and Cleaning Materials	7130	450	450	893	443	198%	Victoria Hall activity up
Rent Payable	7160	751	751	732	(20)	97%	Full annual Allotments & Bandstand
Card Handling Charges	7190	300	300	466	166	155%	Increased ticket sales
Cleaning	7200	15,200	15,200	13,611	(1,589)	90%	Public conveniences
Communications	7255	600	600	366	(234)	61%	
Lengthsman	7455	6,000	6,000	6,272	272	105%	
Parish Election Costs	7600	3,300	3,300	-	(3,300)	0%	
PWLB Loan Interest Paid	8000	630	630	466	(164)	74%	
Pensions	7001	18,000	18,000	18,601	601	103%	
Projects	7605	3,800	3,800	4,495	695	118%	Replace skateboard ramp & install 2 bike racks
Donation Expenditure - Victoria Hall	7110	2,000	2,000	12,144	10,144	607%	Projector, screen, re-varnish hall floor, laminator
Christmas Lights	7106	4,600	4,600	4,544	(56)	99%	
		<b>225,249</b>	<b>225,249</b>	<b>219,122</b>	<b>(6,127)</b>	<b>97%</b>	
<b>Net profit</b>		<b>6,003</b>	<b>6,003</b>	<b>46,810</b>			

*All Councillors emailed they had noted that:*

The Annual Meeting of the Council 2020 regarding elections was 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 Endors 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 Endors, 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 Endors
- xii) Morecambe Bay Partnership – Cllrs. Greenway, Endors, Handley, Bailey, Hathorn and Thomas
- xiii) Grange Chamber of Trade and Hoteliers Association – Cllr. Endors
- xiv) Men in Sheds – Cllr. Endors
- 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.

*All Councillors emailed they had noted that:*

The annual business of the following standing items took place under delegated authority:

a. **Asset Register**

A full review of inventory of assets including buildings and equipment had taken place.

b. **Insurance**

Insurance cover had been reviewed and the Council would 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 met the criteria for eligibility to use the General Power of Competence: that two thirds of Councillors were elected members and the Clerk was qualified.

d. **Memberships**

The Council's and employees' memberships of other bodies were 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 were reviewed and no amendments were made, or were recommended, or were 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 were reviewed and no material changes 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 was updated.

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

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

**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

**C20/10 Victoria Hall**

**10**

*All Councillors emailed they had noted that:*

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

- 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.

**C20/11 Next Meeting**

**11**

*All Councillors emailed they noted that:*

The next Full Council Meeting would be held at the Victoria Hall:

**Monday 8 June 2020, 7pm**