

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Peter Endsor

Vice-Chairman/Deputy Mayor:

Cllr. Tracy Hathorn

Town Clerk:

Mrs. C. Benbow



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

Minutes of the Meeting of the Town Council held in the Victoria Hall, on Monday 12 June 2017 commencing at 7.00 pm.

Present: Cllr. P. Endsor – **Chair**
Cllr. Greenway, Cllr. Walmsley, Cllr. Hathorn, Cllr. Shapland
Cllr. Ingle, Cllr. Thomas, Cllr. Howson, Cllr. Harvey
Mrs. C. Benbow – Town Clerk

In attendance: 8 members of the public

Minute Ref:		Agenda No:
C17/34	Apologies for Absence	1

NOTED There were no apologies received.

C17/35	Reports	2
	Police Report	

There were no police in attendance.

County Council Report

County Councillor Bill Wearing reported that:

1. **County Council** - has not yet formed an administration; this will be done by the end of June.
2. **Saturday Subsidised Bus Service** – Cllr. Wearing had attended a meeting with partner parishes and the bus company.

Mayors Report

Mayor Cllr. Peter Endsor reported that:

He spoke at the opening of Olive Way; had attended Prom Art where he met all sixty traders, opened the first of the Music in the Park Sunday Band Concerts and attended the Edwardian Festival.

TOWN COUNCIL OF GRANGE – OVER – SANDS

C17/36 Public Participation: Public Have Your Say

3

Members of the public agreed that their names may be included in the minutes.

- George Parr** Made a representation to members with regard to Item 17, Meeting Updates from Members, asking why a report from the Council's representative to the 3Ps wasn't included on the agenda.
- Council Response** The Chairman said that he would find out and contact Mr Parr during the week.
- Jane Strawbridge** Made a representation to members in support of the Soroptimist International application to the Bay Villa Trust for funds to develop the Sensory Garden in Park Road Gardens.
- Roger Handley** Made a representation to members as Chairman of the Victoria Hall Support Group (VHSG), describing the aims and purpose of the group.
- David Rees** Made a representation to members as Treasurer of the Victoria Hall Support Group, encouraging Councillors to see the relationship of the VHSG to the Council as similar to that of a PTA in relation to a school's governing board.
- Council Response** The Chairman thanked the VHSG for making representation.
- Frank McCall** Made a representation to members with regard to:
1. Concerns about the road surface on Grange Fell Road.
 2. Item 19 – that this piece of land is used as a viewpoint and Mr McCall hopes the benches will be retained.
 3. Grange Bloom Group - that members are insured as part of the Civic Society.

District Council Report

District Councillor Mary Wilson reported that:

1. **Refuse Collection** – there has been a Health and Safety Review of this and there will be some changes. Affected residents will be notified. Any residents with problems should contact the Assisted Collection Scheme at SLDC.
2. **Parking at Grange Clinic** – following up queries from residents about parking for people with disabilities at Grange Clinic. Progress will be reported.

C17/37 Minutes of the Previous Meeting

4

- RESOLVED**
- a. That the Minutes of the Meeting of the Town Council held on Monday 8 May 2017 were accepted as a true record.

TOWN COUNCIL OF GRANGE-OVER-SANDS

a. SL/2017/0392

Castlehead Field Studies Centre, Lindale

Erection of high rope walk activity (Resubmission of SL/2016/1137)

Full Planning

RESOLVED

NO OBJECTION

b. SL/2016/1034

Sunrise, Kents Bank Road

Change of use: Tearoom into dwelling

Full Planning

RESOLVED

NO OBJECTION

c. SL/2017/0347

Farmstead adjacent to High Farm, Spring Bank Road

Erection of livestock building

Full Planning

RESOLVED

NO OBJECTION

d. SL/2017/0427

Steen Heights, Windermere Road

Patio extension & boundary fence

Full Planning

RESOLVED

NO OBJECTION

Grange Town Council requests that the capacity of the drainage system is checked to confirm that it can accommodate run off from the patio and doesn't contribute to flooding problems on Windermere Road.

e. SL/2017/0254

Tockholes, Lyndene Drive

Single storey rear extension

Full Planning

Members noted that this application had been considered at a previous meeting.

TOWN COUNCIL OF GRANGE-OVER-SANDS

f. SL/2017/0484

Lakes Lodge, Castlehead

Variation of condition 2 (Roof Materials), & condition 3 (Landscaping) attached to Planning Application SL/2016/0750 (Change of use from agricultural to residential garden & the erection of domestic garage & store)

Full Planning

RESOLVED

NO OBJECTION

g. SL/2017/0483

National Westminster Bank Plc, Nat West Bank Chambers, Main Street

Removal of ATM & night safe from front elevation

Full Planning

RESOLVED

NO OBJECTION

Grange Town Council requests that the ATM is not removed before the bank closes.

h. SL/2017/0510

34 Fell Close

Two storey side extension & rear conservatory

Full Planning

NO OBJECTION

2. Decisions - Members noted that the following decisions had been made since the last Full Council meeting:

a. SL/2017/0099

Flat 3, Oaklands, Fernleigh Road

Installation of five velux rooflights to the eastern roof slope

Grant with conditions

b. SL/2017/0277

Cragdale House, Kents Bank Road

Single storey link extension & alterations to extend offices

Grant with conditions

c. SL/2017/0248

Flat 1, Lymehurst Hotel, Kents Bank Road

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Partially infill conservatory glazing with limestone (part retrospective)

Grant with conditions

d. SL/2016/0813

The Royal British Legion, Kents Bank Road

Minor material amendment to vary condition 2 (Approved Plans) attached to SL/2013/1123 (part demolition to rear & side; construction of replacement rear & side extensions & change of use of retained floorspace to provide one A1 retail unit and one retail unit for use in Classes A1/A2/A3 with first floor storage with associated works)

Grant with conditions

e. SL/2017/0240

Applethwaite, Methven Road

Minor material amendment to vary condition 2 (Approved Plans), Condition 3 (Landscaping), Condition 4 (Trees) & condition 9 (Surface Water Drainage) attached to planning permission: SL/2015/0390 (Erection of single dwelling)

Grant with conditions

f. SL/2017/0268

Oaklea, Fernleigh Road

Erection of balcony & installation of glazed doors to rear (southeast) elevation at first floor level

Grant with conditions

3. Delegated Authority - Members noted that the following items were responded to under delegated authority as the consultation deadline fell between meetings:

No items had consultation deadlines which fell between the meetings.

4. Notice of Appeal – Members to note that an appeal has been made to the Secretary of State (Planning Inspectorate) in relation to the following item:

SL/2016/0402

Westerley, The Esplanade

New Dwelling in garden

Appeal Decision: DISMISSED

5. Withdrawals/Not Progressing – Members to note that the following application(s) has been withdrawn/are not progressing.

a. SL/2016/0421

Grand Cottage, Lindale Road

Removal of flat roofed extension, erection of single storey extension, formation of external

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enclosed area & access to new car parking spaces

Withdrawn

b. SL/2016/0873

Parish Hall, Kents Bank Road

Demolition of parish hall & erection of three storey building to provide mixed use commercial accommodation (Use Classes A1 (Shops), A2 (Financial & Profession Services), A3 (Restaurants & Cafes), A4 (Drinking Establishments)).

Withdrawn

C17/43	Finance - Monthly Payments	10
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a. Verification of Expenditure

NOTED 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 could verify their authenticity.

b. Verification of Accounts Reconciliation

NOTED That prior to the meeting two Councillors verified that the monthly bank reconciliation had taken place.

c. Approval of Payments

RESOLVED That the payments of the accounts and wages for this finance period as recorded in the payments list were approved as below.

d. Identification of Councillors to approve next finance period payments

RESOLVED That Cllrs Walmsley and Hathorn would verify the invoices and payments for the next payment period.

e. Identification of Councillors to complete online authorisation of payments

RESOLVED That Cllrs Thomas and Harvey would complete online authorisation of payments for the next payment period.

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GRANGE-OVER-SANDS TOWN COUNCIL

Payments for Approval

June 2017

<u>1 Accounts for Payment</u>		£
<u>Cheques (Nat West)</u>		
43	Grange Plant Centre - V Hall 5 flower hanging baskets	135.00
	Shopfront Grants 2016	1,710.00
64	Rapid Clear - V Hall unblocking pipework	245.00
<u>Direct Debits (Nat West)</u>		
1-	M3 SLDC - Non Dom Rate. V. Hall	536.00
2-	M3 SLDC - Non Dom Rate Rooms Rooms 1 & 3/Council Office	144.00
3-	M3 SLDC - Non Dom Rate Tourist Information Centre	57.00
45/	17cr Npower - Elec Christmas Tree Lights 18 Feb to 31 Mar 17 (Adjustment to 12 April 2017 paid invoice £2.97 credit)	
59	Corona Energy - V Hall gas April 2017	416.66
66	Barclaycard transaction fees May 2017	25.81
Total Nat West account		<u>£ 3,269.47</u>

Unity Trust

36/	YPO - stationery	27.26	
37/	YPO - stationery	85.36	
55/	YPO - V Hall 3 litre flask set	90.00	
56	YPO - stationery	136.62	339.24
38/	PR Books - IC stock	149.75	
46	PR Books - IC stock	139.40	289.15
39	Midland Ladders - V Hall platform ladder		1,250.00
40	Viking - ink jet cartridges HP printer		104.39
41	Yellow Publications - IC stock		133.01
42	Jean Airey - Internal Audit visit May 17		220.25
44	A Muir Surveying - V Hall water ingress inspection front elevation		90.00
47	SLDC - Annual Playground inspection 2017		159.60
48	PPL - V Hall recorded music licence to June 2017 to June 2018		159.74
49	CALC - Local Review subscription annual fee		17.00
50/	CPC - V Hall network boxes for Wifi/ new lights glass passage/ replacement lamps for stage spots & toilets	194.68	
60/	CPC - V Hall items for Wifi/ microphones & barrier tape	63.74	
61	CPC - V Hall cable covering	29.63	288.05
51	Grange Now - ad for Information Centre Volunteers		210.00
52	KTD - Samsung photocopies		290.84
53	Healthmatic Public Conveniences cleaning June 17		1,590.00
54	Intouchcrm - website monthly hosting June 2017		35.99
57	Builders Supply - plunger		14.09
58	Lengthsman - May 2017		638.00
62	SLCC - annual membership fee T Clerk		210.00
63	Cllr. Greenway - expenses Olive Way opening refreshments		31.40
65	SLDC - Grange Fell Allotments Rent 1 July 17 to 30 June 18		447.00
7TC	Country Fest - ticket reimbursement		224.10
Total Unity Trust account			<u>£ 6,741.85</u>

Total accounts

£ 10,011.32

continued.....

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2 Salaries, PAYE & N.I. (Unity Trust)

Total Salaries	£ 5,474.81
HMRC PAYE & NI - Tax Month 2	£ 1,466.26
LG Pension Scheme Month 2 - employer payment	£ 1,511.57
	£ 8,452.64

Total Unity Trust account	£ 15,194.49
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Total all payments for approval	£ 18,463.96
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3 Accounts paid in previous month - approved

Unity Trust

Accounts paid in previous month - not yet approved

Unity Trust

4TC Morecambe Band - ticket reimbursement	39.60
5TC Flookburgh Band/Houghton Weavers - ticket reimbursement	1,172.40
6TC Resonance - ticket reimbursement	309.60

Nat West

Cheques

Nat West

Direct Debits

34 Plusnet 9/05 to 8/6 2017 - tel & broadband	52.80
35 XLN calls & line rental June 2017	36.05
33 Barclaycard transaction fees April 2017	25.42
Total Accounts paid in previous month	£ 1,635.87

Grand Total	£ 20,099.83
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4 Bank Balances

NatWest Current Accounts	84,520.00
Unity Trust Bank	194,476.04

5 Transfers between bank accounts

C17/44	Finance and Governance - 12 Month Year-End Report 16-17	11
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Members noted the Year-End Report 16-17 that had been audited by the Internal Auditor and the Council's accountant.

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Meeting Date: 12 June 2017 Matter: Agenda item 11

Budget Monitoring 12 months to 31 March 17 100%

INCOME	Budget for year £	Budget to date £	Actual to date £	Variance £	Budget spend to date %	Comments
Precept	141,440	141,440	141,440	0	100%	
Interest Received	120	120	42	(78)	35%	
Grant Receipts - Running Costs SLDC	43,000	43,000	47,158	4,158	110%	
Grant Receipts - SLDC Council Tax	8,656	8,656	8,656	0	100%	
Grant Receipts - SLDC Community Infrastructure Le	-	-	499	499	0%	
Grant Receipts - Other	-	-	27,110	27,110	0%	
Donations Received	830	830	556	274	67%	
Rent Receipts	7,099	7,099	7,044	(55)	99%	
Room Hire Receipts	7,000	7,000	9,543	2,543	136%	
Sale of Goods	5,000	5,000	6,253	1,253	125%	
Commission Received	700	700	1,314	614	188%	
Toilet Entry Fees	8,250	8,250	8,768	518	106%	
Fund Raising Income	-	-	5,200	5,200	0%	Victoria Hall
Lease Registration Fees	-	-	550	550	0%	Berners
Donations for Assets	-	-	1,811	1,811	0%	
Donations - Victoria Hall	-	-	400	400	0%	
	222,095	222,095	266,344	44,249	120%	

Expenditure

Purchases	Budget for year £	Budget to date £	Actual to date £	Variance £	Budget spend to date %
Stock Movement	3,000	3,000	4,250	1,250	142%
	3,000	3,000	4,250	1,250	142%

Direct Expenses

Volunteer's Expenses	180	180	29	(151)	16%	
Musicians' Fees	1,460	1,460	1,400	(60)	96%	
Mobile Toilets	410	410	395	(15)	96%	
Fund Raising Expenses	-	-	2,268	2,268	0%	V Hall
	2,050	2,050	4,092	2,042	200%	

Overheads	Budget for year £	Budget to date £	Actual to date £	Variance £	Budget spend to date %
Salaries	88,868	88,868	86,745	(2,123)	98%
Printing and Stationery	900	900	738	(162)	82%

continued

Overheads	Budget for year £	Budget to date £	Actual to date £	Variance £	Budget spend to date %	Comments
Postage	250	250	215	(35)	86%	
Water	4,200	4,200	3,911	(289)	93%	
Business Rates	8,680	8,680	8,434	(246)	97%	
Telephone/Broadband	890	890	800	(90)	90%	
Insurance	4,000	4,000	4,487	487	112%	
Subscriptions	550	550	549	(1)	100%	
Information Technology	6,000	6,000	11,808	5,808	197%	new server, photocopier & fibre broadband £7,804
Travelling Expenses	450	450	34	(416)	8%	
Training Expenses	1,000	1,000	796	(204)	80%	
Civic Expenses	500	500	207	(293)	41%	
Bank Charges	100	100	94	(6)	94%	
Audit Fees	1,200	1,200	1,047	(153)	87%	
Accountancy Fees	5,500	5,500	6,200	700	113%	Personal attendance by Accountant to meetings
Gas	4,000	4,000	3,549	(451)	89%	
Electricity	3,700	3,700	2,612	(1,088)	71%	
Repairs and Maintenance	32,400	32,400	35,828	3,428	111%	Outstanding works Victoria Hall
Professional Fees - Non Financial	1,300	1,300	884	(416)	68%	
Toiletries and Cleaning Materials	600	600	594	(6)	99%	
Rent Payable	818	818	702	(116)	86%	Allotments, bandstand
Card Handling Charges	250	250	283	33	113%	
Cleaning	15,900	15,900	17,225	1,325	108%	Public Conveniences (billing variance)
Communications	800	800	889	89	111%	Neighbourhood Plan & Bus Timetables
Lengthsman	6,000	6,000	5,352	(648)	89%	
Grants to Local Groups	2,000	2,000	1,522	(478)	76%	
Parish Election Costs	2,322	2,322	2,322	0	100%	
PWLB Loan Interest Paid	1,100	1,100	814	(286)	74%	
Pensions	1,500	1,500	3,992	2,492	266%	Temporary 30% contribution for Feb/Mar 17
Projects	15,000	15,000	31,942	16,942	213%	N Plan, Buses, War Memorial plaques
Asset Expenditure	-	-	2,231	2,231	0%	
	210,778	210,778	236,806	26,028	112%	

Net profit **6,267** **6,267** **21,196**

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C17/45 Finance and Governance – Internal Audit 12

- a. Members noted that the Internal Audit to 31 Mar 2017 took place on 17 May 2017.
- b. Members noted the Internal Audit Report to 31 Mar 2017 dated 17 May 2017.

C17/46 Finance and Governance – Annual Return 13

- a. Members considered the Annual Governance Statement in the Annual Return for the year ended 31 March 2017.

RESOLVED

That the Annual Governance Statement in the Annual Return for the year ended 31 March 2017 was approved.

- b. Members considered the Accounting Statements in the Annual Return for the year ended 31 March 2017.

RESOLVED

That the Accounting Statements in the Annual Return for the year ended 31 March 2017 were approved.

- c. To authorise the Chairman and Town Clerk to sign the statements.

RESOLVED

That the Chairman and Town Clerk were authorised to sign the Statement of Accounts and Annual Governance Statement in the Annual Return for the year ended 31 March 2017.

- d. To authorise the submission of the Annual Return for the year ended 31 March 2017 for external audit to commence 3 July 2017, following the prescribed period for public examination from Tuesday 13 June 2017 to Monday 24 July 2017.

RESOLVED

That the submission of the Annual Return for the year ended 31 March 2017 for external audit to commence 3 July 2017, following the prescribed period for public examination from Tuesday 13 June 2017 to Monday 24 July 2017 was authorised.

C17/47 Finance and Governance – Precept 14

- a. Members noted that at the previous meeting, it was noted that there was a variance between the resolution to raise the Precept by 5.8% and the Council Tax bills subsequently issued by South Lakeland District Council showing a rise of 8.2%. It was resolved (C17/13) to request that District Cllr. Morrell investigate this matter with SLDC.
- b. Members considered District Cllr. Eric Morrell's findings and any response.

RESOLVED

That Cllr. Eric Morrell was asked to:

- a. Find out how many streetlights Grange Town Council is responsible

TOWN COUNCIL OF GRANGE – OVER – SANDS

for and which ones they are.

- b. Request that the charge for street lighting is listed separately to the GTC Precept on the Council Tax bill so that residents can see clearly which Council is charging for what.

C17/48	Finance and Governance – Insurance	15
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Members considered insurance provision for 2017/18.

RESOLVED

That a new three year contract with WPS Insurance Services and Aviva at the price of £3,377.35 for the first year is accepted and entered to run from 1 July 2017 to 1 July 2020.

C17/49	Governance – Training and Development Policy	16
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Members considered the reviewed Training and Development Policy

RESOLVED

That the Training and Development Policy was approved.

C17/50	Updates from Members	17
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Members received the following updates from Councillors on works in progress and meetings and events attended, including:

Chairman – Have Your Say responses:

1. Esplanade Traffic - County Cllr. Wearing has been contacted.
2. Prom Shelters - GTC Lengthsman will be involved in taking care of these.

Chairman – Volunteer recruitment for Information Centre:

Two new volunteers have been recruited and another being interviewed.

Chairman – Bloom Group meeting:

The Town's Hidden Garden Trail will take place on Sunday 9 July, 10am – 5pm. The event starts on Fernhill Road, tickets are £4, or £5 if bought on the day.

Cllr. Thomas - Edwardian Festival Committee meeting:

The committee agreed arrangements for the Edwardian Festival on 25 May. Subsequently, the day went well and £640 was collected on the gate.

Cllr. Thomas – Victoria Hall Support Group meeting:

The group had agreed and adopted the final version of the draft Constitution, made arrangements for the stall at the Edwardian Festival and discussed that a member would attend a future council meeting to discuss the possibilities of showing films at the Hall.

Cllr. Thomas – meeting with Citizens Advice Bureau – 25 May:

Grange CAB closed in March as their outgoings were becoming larger than their income and they expect grants to diminish in the next few years. They were paying rent on the building for the whole of every week despite only opening for two days and their income could no longer support this.

They are now looking for a suitable venue in the town which they can rent for one or two

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sessions per week. They were shown around the various spaces available and showed interest in the ex-Police room and the kitchen.

Cllr. Thomas – Outstanding Green Spaces Matters:

1. **Cycle Racks** - SLDC officers are getting some ex-Olympic cycle racks installed on the paving near Church Hill toilets.
2. **Grasscrete** – SLDC are contacting United Utilities about the dangerous state of the grasscrete at the Memorial Playing Fields as they had it installed.
3. **Orchard retaining wall** – SLDC has repaired this.
4. **Signage** - SLDC Health and Safety department are doing a Health and Safety audit of cycling on the prom in response to an accident where a man cycled into the very low underpass at the Memorial Playing Fields end of the prom. This will underpin any safety signs which might be installed.

Cllr. Ingle – Saturday Subsidised Bus Service:

A meeting took place between the County Council, bus company and partner parishes where the contract for the service was discussed.

Cllr. Greenway – Olive Way:

The opening ceremony took place in May, was successful and much appreciated by Olive and Cedric.

Cllr. Hathorn – Yewtree Play Project:

A funding application has been submitted to Walney Windfarms.

Cllr. Shapland – 3Ps AGM:

The 3Ps AGM had taken place but Cllr. Shapland had only just received the minutes that day so would give a report to the July meeting of Full Council.

C17/51

Council Priorities

18

- a. Members noted the Council Priorities and Action Plan 2017-18 drafted for approval and now including:
 - *Work with SLDC to investigate replacing the Prom playground play house.*
 - *Investigate, in liaison with the Christmas Tree Committee, getting Christmas lights for the Town.*
 - *Continue to improve signage around the Town and appoint a Working Party to review provision and recommend next phase.*
 - *Request training/meeting with SLDC to ensure GTC planning responses are heard.*
- b. Members considered the draft Council Priorities and Action Plan 2017-18.

RESOLVED

That the Council Priorities and Action Plan 2017-18 was approved.

- c. Members considered appointments to Signage Working Party with remit to review provision and recommend next phase.

RESOLVED

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That Cllrs. Thomas, Hathorn, Walmsley, Ingle and Endor were appointed to the Signage Working Party.

C17/52 SLDC request regarding land use 19

Members considered a response to the following query from SLDC:

SLDC has approached GTC with a query about a small parcel of land on the Esplanade. The land area is edged in red on the plan (circulated).

SLDC want to know if GTC has any objections to them getting the land valued with a view to offering this land for sale:

My query around this plot is if it has any historical or sentimental value such as memorial space etc. I would appreciate your comments before I seek a valuation from our property services provider.

RESOLVED

That the response to this query is as follows:

Grange Town Council has no objection to SLDC getting the land valued with a view to offering this land for sale on the following provisos:

1. This is a viewpoint which is used by the public and which allows a clear view from the clock tower amenity land. It's historic value is as part of Grange's tourist infrastructure. Grange Town Council would like to see this maintained as public amenity land and not developed in any way which may impede the view.
2. That if not used as public space, it is suggested that the land is suitable for use as a garden or allotment only and should not be developed in any way to the detriment of the town.

C17/53 Neighbourhood Plan 20

Members noted a progress report from the Steering Committee Spokesperson Cllr. Greenway. The consultation phase ends on 19 June - referendum in September.

C17/54 Mayoral Chain 21

Members considered Cllr. Thomas's proposal regarding the maintenance of the Mayoral Chain.

RESOLVED

That, in order to make the mayoral chain balance, work is commissioned at the cost of £800 as quoted to purchase six plaques and display the removed plaques to ensure that Mayors can be recorded for the next fifteen years.

C17/55 Signage 22

Members considered Cllr. Thomas's proposal regarding signage to the Promenade facilities.

RESOLVED

That Cllr. Thomas would investigate producing this sign and bring quotes to full council.

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C17/56

Victoria Hall Maintenance Programme

23

To note an update from the Chairman about works in progress:

Room 9 – there has been ingress of rainwater so the lino needs replacing.

RESOLVED That the floor repaired and lino is replaced at the cost of £1,354 (plus VAT) as quoted.

C17/57

Next Meeting

24

NOTED That the next Full Council Meeting would be held at:
Monday 10 July 2017, 7.00pm Victoria Hall, Main Street, Grange-over-Sands

There being no further business, the meeting closed at 8.38 pm

Signed:

Date:

Chair of Grange-over-Sands Town Council