

## **MORECAMBE TOWN COUNCIL**

### **Minutes of the Meeting of Morecambe Town Council held on Thursday 1<sup>st</sup> August 2019 at 7.00 p.m. at Morecambe Town Hall**

**Present:** Councillors: P. Heath (Chairman), June Ashworth (Vice-Chair), T. Anderson, P. Anderton, Mirka Balcer, J. Bates, V. Boyd-Power, T. Clarke, R. Cleet, I. Clift, G. Dennison, R. Dennison, M. Evans, J. Firth, J. Goodwin, J. Hanson, D. Jenkins, C. Matthews, J. Pilling and P. Ross-Clasper

#### **Officers in Attendance:**

D. Croxall (Town Clerk and Responsible Finance Officer)

#### **38. Apologies for Absence**

Councillors A. Ashworth, Mariusz Balcer, S. Burns, J. Newton and D. Whitaker

#### **39. Declarations of Interests**

Councillors Anderton, Boyd-Power, Goodwin, Hanson and Matthews declared a personal interest in Minute No. 46 as they were all members of the Lancaster City Council Planning Committee.

#### **40. Minutes of Meetings held on 11<sup>th</sup> July 2019**

The Council considered the Minutes of the Meeting of the Town Council held on 11<sup>th</sup> July 2019.

#### **Resolved:**

That the minutes of the meeting of Council held on 11<sup>th</sup> July 2019 be signed as a correct record subject to the removal of the paragraph at the end of Minute No. 37 re date of next meeting which read:

“the meeting will be proceeded by a Councillor Workshop with the formal meeting commencing at 7.30 p.m.”

#### **41. Public Participation**

No members of the public wished to address the Council.

#### **42. Area Working**

Mr M. Davies of Lancaster City Council gave a presentation to the Council on the City Council's proposals to introduce Area based working in terms of street cleansing.

The presentation advised the Council that Lancaster City Council would shortly be introducing a revised way of working in terms of delivery of cleansing, refuse collection and public realm functions.

The whole City Council area would be divided into three areas each with a designated officer to coordinate work in each of the areas. The new system would move away from scheduled based working and create a system which was community focused to deliver transparent and sustainable community outcomes

The new positions would effectively be community advocates who would work with elected members and residents on all types of ward issues in three geographic areas, undertaking ward audits and building up a knowledge base to understand the needs and issues within each ward. The roles would not be purely office based or working on a 9 – 5 schedule.

Within the three larger geographic areas, areas will be broken down into smaller areas for street cleansing etc. The teams will then work systematically through each area to create cleaner streets etc.

Mr Davies suggested that Morecambe Town Council could play a vital role in ensuring the success of this new system, in assisting the City Council to publicise the new system and providing information to the City Council on area issues.

**Resolved:**

- (1) That Mr Davies be thanked for his informative presentation and its contents be noted.
- (2) That the newly appointed Area Advocate for the Morecambe area attends a future Council meeting to be formally introduced to the Council.
- (3) That the Town Council works closely with the City Council to assist in the successful implementation of the new systems within the town.

**43. Fly Tipping – Operation Peregrine**

Mr G. Walmsley of Lancaster City Council gave a presentation to the Council on the City Council's Operation Peregrine which was used to tackle Fly Tipping.

The presentation outlined the type of work undertaken by the team, number of prosecutions brought to date, fines received and what was perceived to be fly tipping and the evidence required to bring successful prosecutions.

The Council were advised that it could assist in this process by advising residents to undertake:

- Signposting to Lancaster City Council's website;
- Registering complaints on the City Council's website – this begins to create the evidence base required; and
- Remind residents that reporting anonymously does not help with reaching the required evidential threshold to be able to bring successful prosecutions.

**Resolved:**

That Mr Walmsley be thanked for his informative presentation and its contents be noted.

**44. West End Million**

The Chairman of West End Million gave a short presentation on the work of West End Million.

West End Million was a resident led group utilising funding awarded by the National Lottery Big Local totalling £1m over a ten year period.

The funds and accountability were managed by the Big Local and the administration undertaken by Lancaster and District CVS.

The Group's current plans were focusing on the following four areas which were based on resident feedback with a view to funding being allocated to improve the West end for its residents:

- Community;

- Economy;
- Place – how the area looks; and
- Health and Wellbeing

West End Million aimed to work with the community as an agent of change and welcomed working with organisations that could match fund projects which would enhance the lives of residents in the West End and which fell into the above four areas.

Councillors asked several questions to Mr Price and he agreed to provide a written response to the Clerk, including clarification of the 10 year end date of the West End Million programme.

**Resolved:**

That Mr Price be thanked for his informative presentation and requested to provide written answers to the questions posed by Councillors.

**45. Budget 2019/20 – Update and Payment Schedule**

The Clerk submitted a report which set out the position regarding the 2019/20 budget as at 25<sup>th</sup> July 2019.

The table at Appendix A informed the Council of the position of the 2018/19 budget against each budget head as at 25<sup>th</sup> July 2019.

The figures below demonstrate that there were sufficient funds within the Council’s Bank account to fund the Council’s budget for 2019/20 even if all budget heads were to be fully spent, once the amounts owed were received by the Council together with a further 9 months of bank interest.

|                                      |                    |
|--------------------------------------|--------------------|
| Estimated total spend:               | £328,140.00        |
| Less Actual spend to date:           | £ 33,740.65        |
| Funds required to fund whole budget: | <u>£294,399.35</u> |
| Amount in Bank at 24/7/2019:         | <u>£284,381.38</u> |

The Council is owed the following:

|                                    |                  |
|------------------------------------|------------------|
| VAT                                | £5,160.12        |
| Toilet System refund from insurers | <u>£3,335.00</u> |
| Total                              | <u>£8,495.12</u> |

Appendix B set out the bank reconciliation undertaken on 24<sup>th</sup> July 2019 to demonstrate the Council’s accounts were in order and balanced.

The report also set out the Payments and Receipts Schedule for the period from 27<sup>th</sup> June to 24<sup>th</sup> July 2019 (Appendix C to these minutes).

**Resolved:**

That the report and the content of Appendices A, B and C be noted.

*Councillors Anderton, Boyd-Power, Goodwin, Hanson and Matthews had declared a personal interest in the following item of business and left the meeting during the consideration of Minute No. 24.*

| <b>Application Number</b> | <b>Proposal Details</b>  | <b>Site Address</b>  |
|---------------------------|--|--|
| 19/00929/FUL              | Installation of replacement roof with rooflights   | 5 Back Morecambe Street, Morecambe   |
| 19/00875/FUL              | Retrospective application for the erection of a covered terrace to the rear.   | 39 Acre Moss Lane, Morecambe   |
| 19/00865/FUL              | Erection of detached dwelling (C3) detached garage and associated access   | 113 White Lund Road, Morecambe   |
| 19/00869/FUL              | Erection of detached garage  | 1 Gleneagles Drive, Morecambe  |
| 19/00834/FUL              | Excavation of land to create a rear and side basement extension and construction of a raised terrace with balustrade and external steps to the rear  | 3 St. Margaret's Road, Morecambe   |
| 19/00843/FUL              | Change of use of industrial units (B8) to gymnasium (D2) with associated alterations to front elevation and car park layout, erection of cycle shelter to front and creation of a pedestrian access  | Trust Medical Vehicle Services Ltd, Unit 5 And 6, Southgate Trade Park, Southgate, White Lund Industrial Estate, Morecambe   |
| 19/00758/EIO              | EIA Scoping request for the demolition of existing buildings/structures and proposed construction of major mixed use leisure development in association with Eden Project (including use classes A1, A3, A4, B1, D1, D2 and Sui Generis) including public realm, landscaping, car parking and associated engineering works | Eden Project International Limited - Central Promenade Regeneration Site, Including Morecambe Bay; Land North of Marine Road Central (from Stone Jetty To Car Park Opposite Green St); Land North-West Of Morecambe Railway St, Marine Road Central, Morecambe |

#### **46. Planning Applications**

The Council considered the following Planning Applications:

**Resolved:**

That no comments or objections be raised in respect of any of the above Planning applications.

*Councillors Anderton, Boyd-Power, Goodwin, Hanson and Matthews returned to the meeting at this point.*

**47. Review of Polling Stations**

The City Council had written to the Town Council advising that to comply with the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 and Section 17 of the Electoral Registration and Administration Act 2013, every council in England and Wales must undertake a review of all the polling districts and polling places in its area between 1<sup>st</sup> October 2018 and 31<sup>st</sup> January 2020. The last review took place in 2014.

The City Council were therefore undertaking the review and had invited comments by 6<sup>th</sup> September 2019.

**Resolved:**

- (1) That the City Council be requested to change the Polling Station for the Lowlands Road Ward of the Town Council from the Trimpell Club to Lancaster Road School on the basis that this would be a more convenient place for electors of the Lowlands Road Ward to attend to register their vote given the geographic position of Lancaster Road School to the ward compared to Trimpell Club, and on the basis that whilst the Lowlands Road Ward of the Town Council was in the Westgate Ward of the City Council, the Trimpell Club was not situated in the Westgate Ward.
- (2) That the City Council be requested to review the disabled access arrangements at all polling stations to ensure that adequate and appropriate disabled access was provided at all Polling Stations and to ensure that the review of Polling Places ensured minimum disruption to schools.
- (3) That in respect of the St. Christopher's Way Polling Station the disabled access arrangements be reviewed, as during the elections held on 2<sup>nd</sup> May 2019, it had been observed that the ramp provided was too narrow and thus inadequate for 3 wheel push along walking trolleys.

**48. Personnel Committee – 22<sup>nd</sup> July 2019**

The Council considered the minutes of the Personnel Committee from its meeting held on 22<sup>nd</sup> July 2019 and to consider recommendations made in respect of the following items:

- (a) Minute No. 5 - Operational issues

**Resolved:**

- (1) That the post of Town Clerk and Responsible Finance Officer becomes a part time position, working 24 hours per week, consisting of three eight hour days per week.
- (2) That the commencement date of the Town Clerk's part time hours to be negotiated with the Clerk.

**50. Date of Next Meeting**

Thursday 5<sup>th</sup> September 2019 at Morecambe Town Hall at 7.00 p.m.

The meeting ended at 8.30 p.m.

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Chairman

Any queries regarding this meeting, please contact David Croxall, Clerk to the Council on 01524 422929 or via email to [clerk@morecambe.gov.uk](mailto:clerk@morecambe.gov.uk)

5<sup>th</sup> August 2019

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**Appendix A: Budget 2019/20 – Position as at 25<sup>th</sup> June 2019**

| <b>Budget Head</b>                 | <b>Income (£)</b> | <b>Budget (£)</b> | <b>Expenditure (£)</b> |
|------------------------------------|-------------------|-------------------|------------------------|
| <u>Staffing and Administration</u> |                   |                   |                        |
| Salaries                           | 102.96            | 52,000.00         | 15,719.60              |
| Town Council Office Rent           | 0                 | 3,850.00          | 962.50                 |
| Photocopier Charges                | 0                 | 1,400.00          | 565.61                 |
| Hire of Rooms (Meetings)           | 0                 | 1,500.00          | 310.00                 |
| IT System Security                 | 0                 | 850.00            | 299.62                 |
| Telephone                          | 0                 | 400.00            | 94.47                  |
| Postage, Printing and Stationery   | 0                 | 500.00            | 57.98                  |
| Accountancy and Audit              | 0                 | 1,400.00          | 385.00                 |
| Insurance                          | 0                 | 1,200.00          | 0                      |
| Website                            | 0                 | 300.00            | 150.00                 |
| Legal Expenses                     | 0                 | 500.00            | 0                      |
| Training                           | 0                 | 1,500.00          | 0                      |
| Data Management                    | 0                 | 300.00            | 0                      |
| <u>Grants:</u>                     |                   |                   |                        |
| Festivals                          | 0                 | 55,000.00         | 6,810.00               |
| Community Grants                   | 0                 | 7,500.00          | 0                      |
| Deprivation                        | 0                 | 6,100.00          | 686.94                 |
| <u>Community Safety:</u>           |                   |                   |                        |
| Anti Social Behaviour              | 0                 | 14,000.00         | 0                      |
| Environmental Enforcement Officer  | 0                 | 12,500.00         | 0                      |
| CCTV Contribution                  | 0                 | 5,000.00          | 0                      |
| SpID                               | 0                 | 2,500.00          | 0                      |
| Mobile CCTV                        | 0                 | 3,000.00          | 0                      |
| <u>Neighbourhood Plan</u>          |                   |                   |                        |
| Neighbourhood Plan                 | 0                 | 2,000.00          | 85.00                  |
| <u>Community Engagement:</u>       |                   |                   |                        |
| Armed Forces Day                   | 0                 | 1,000.00          | 0                      |
| Newsletter                         | 0                 | 3,000.00          | 800.00                 |

| <b>Budget Head</b>                             | <b>Income (£)</b> | <b>Budget (£)</b> | <b>Expenditure (£)</b> |
|--|-------------------|-------------------|------------------------|
| Morecambe in Bloom                             | 0                 | 6,000.00          | 110.58                 |
| Street Cleansing                               | 0                 | 11,000.00         | 0                      |
| Community Awards                               | 0                 | 500.00            | 0                      |
| Christmas Lights                               | 0                 | 6,000.00          | 0                      |
| Remembrance Sunday                             | 0                 | 100.00            | 0                      |
| War Memorial                                   | 0                 | 10,000.00         | 0                      |
| <u>Toilets:</u>                                |                   |                   |                        |
| Toilets Management                             | 0                 | 10,000.00         | 6,656.05               |
| <u>Election Costs</u>                          |                   |                   |                        |
| May 2019 Council Elections                     | 0                 | 20,000.00         | 0                      |
| <u>Reserves:</u>                               |                   |                   |                        |
| General Reserves                               | 0                 | 10,000.00         | 0                      |
| Asset Replacement Fund                         | 0                 | 9,000.00          | 0                      |
| By-Election Fund                               | 0                 | 6,000.00          | 0                      |
| Growth Reserve Fund                            | 0                 | 7,000.00          | 0                      |
| Community Centre and Town Council Office Funds | 0                 | 55,000.00         | 0                      |
| <u>Bank related costs:</u>                     |                   |                   |                        |
| Bank Interest                                  | 303.37            |                   |                        |
| Bank Charges                                   |                   | 240.00            | 47.30                  |
| <u>Precept:</u>                                |                   |                   |                        |
| Annual Precept                                 | 189,593.58        |                   |                        |
| <b>Totals</b>                                  | <b>190,093.58</b> | <b>328,140.00</b> | <b>33,740.65</b>       |



**Appendix B: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 24<sup>th</sup> July 2019**

24 July 2019 (2019-2020)

**Bank Reconciliation at 24/07/2019**

|  |                                |                   |
|--|--------------------------------|-------------------|
| Cash in Hand 01/04/2019                    |                                | 123,808.96        |
| <b>ADD</b>                                 |                                |                   |
| Receipts 01/04/2019 - 24/07/2019           |                                | 194,965.94        |
|  |                                | 318,774.90        |
| <b>SUBTRACT</b>                            |                                |                   |
| Payments 01/04/2019 - 24/07/2019           |                                | 34,393.52         |
| <b>A</b>                                   | <b>Cash in Hand 24/07/2019</b> | <b>284,381.38</b> |
|  | (per Cash Book)                |                   |
| Cash in hand per Bank Statements           |                                |                   |
| Cash                                       | 24/07/2019                     | 0.00              |
| HSBC main                                  | 24/07/2019                     | 291,982.80        |
|  |                                | <b>291,982.80</b> |
| Less unrepresented cheques<br>As attached  |                                | 7,601.42          |
|  |                                | 284,381.38        |
| Plus unrepresented receipts<br>As attached |                                | 0.00              |
| <b>B</b>                                   | <b>Adjusted Bank Balance</b>   | <b>284,381.38</b> |
| <b>A = B Checks out OK</b>                 |                                |                   |

## Appendix C

### Payment and Receipts Schedule –25<sup>th</sup> June to 26<sup>th</sup> July 2019

#### Staffing and Administration Budget

| Date         | Cheque No       | Description                  | Supplier               | Net Amount (£)  | VAT (£)       | Gross Amount (£) |
|--------------|-----------------|------------------------------|------------------------|-----------------|---------------|------------------|
| 28/06/2019   | Debit Card      | Postal Charges               | Royal Mail Group Ltd   | 16.75           | 0.00          | 16.75            |
| 28/06/2019   | Direct Debit    | Photocopier Hire             | MB Digital             | 24.62           | 4.92          | 29.54            |
| 03/07/2019   | Direct Debit    | Photocopier Hire             | Grenkeleasing          | 247.20          | 49.44         | 296.64           |
| 04/07/2019   | Direct Debit    | Telephone Bill               | Talk Talk Business     | 23.52           | 4.70          | 28.22            |
| 11/07/2019   | Direct Debit    | Accounts Package             | Scribe2000             | 385.00          | 77.00         | 462.00           |
| 11/07/2019   | Direct Debit    | HMRC Quarterly Contributions | HMRC                   | 2,205.16        | 0.00          | 2,205.16         |
| 19/07/2019   | Direct Debit    | Pension Contributions        | Morecambe Town Council | 610.64          | 0.00          | 610.64           |
| 20/07/2019   | Direct Debit    | Bank Charges                 | Morecambe Town Council | 7.90            | 0.00          | 7.90             |
| 22/07/2019   | Standing Orders | Salaries                     | Morecambe Town Council | 2,813.77        | 0.00          | 2,813.77         |
| <b>Total</b> |                 |                              |                        | <b>6,334.56</b> | <b>136.06</b> | <b>6,470.62</b>  |

#### Toilets Management

| Date         | Cheque No    | Description                                | Supplier       | Net Amount (£) | VAT (£)       | Gross Amount (£) |
|--------------|--------------|--|----------------|----------------|---------------|------------------|
| 28/06/2019   | Direct Debit | Toilets Medical Waste and Sanitary Service | Cannon Hygiene | 652.50         | 130.50        | 783.00           |
| <b>Total</b> |              |  |                | <b>6562.50</b> | <b>130.50</b> | <b>783.00</b>    |

#### Morecambe in Bloom

| Date       | Cheque No  | Description                | Supplier       | Net Amount (£) | VAT (£) | Gross Amount (£) |
|------------|------------|----------------------------|----------------|----------------|---------|------------------|
| 15/07/2019 | Debit Card | Morecambe in Bloom Schools | Home Bargains  | 9.61           | 1.92    | 11.53            |
| 15/07/2019 | Debit Card | Morecambe in Bloom Schools | B & M Bargains | 14.98          | 3.00    | 17.98            |
| 18/07/2019 | Debit Card | Morecambe in Bloom Schools | Home Bargains  | 19.93          | 3.99    | 23.92            |
| 18/07/2019 | Debit Card | Morecambe in Bloom Schools | Homebase       | 35.24          | 0.00    | 35.24            |

|              |  |  |  |              |             |              |
|--------------|--|--|--|--------------|-------------|--------------|
| <b>Total</b> |  |  |  | <b>79.76</b> | <b>8.91</b> | <b>88.67</b> |
|--------------|--|--|--|--------------|-------------|--------------|

### Festivals

| <b>Date</b>  | <b>Cheque No</b> | <b>Description</b>                 | <b>Supplier</b> | <b>Net Amount (£)</b> | <b>VAT (£)</b> | <b>Gross Amount (£)</b> |
|--------------|------------------|------------------------------------|-----------------|-----------------------|----------------|-------------------------|
| 19/07/2019   | 101392           | Catch the Wind Festival Grant 2019 | More Music      | 4,000.00              | 0.00           | 4,000.00                |
| 23/07/2019   | 101393           | Nice n Sleazy Festival             | Nice and Sleazy | 2,750.00              | 0.00           | 2,750.00                |
| <b>Total</b> |                  |                                    |                 | <b>6,750.00</b>       | <b>0.00</b>    | <b>6,750.00</b>         |

### Deprivation Grant Fund

| <b>Date</b>  | <b>Cheque No</b> | <b>Description</b> | <b>Supplier</b>        | <b>Net Amount (£)</b> | <b>VAT (£)</b> | <b>Gross Amount (£)</b> |
|--------------|------------------|--------------------|------------------------|-----------------------|----------------|-------------------------|
| 19/07/2019   | 101391           | Deprivation Grant  | Morecambe Bay Foodbank | 593.13                | 0.00           | 593.13                  |
| <b>Total</b> |                  |                    |                        | <b>593.13</b>         | <b>0.00</b>    | <b>593.13</b>           |

### Receipts (25<sup>th</sup> June to 24<sup>th</sup> July 2019)

| <b>Date</b> | <b>Description</b> | <b>Amount (£)</b> |
|-------------|--------------------|-------------------|
| 26/06/2019  | Bank Interest      | 109.51            |
|             | <b>Total</b>       | <b>109.51</b>     |