

MORECAMBE TOWN COUNCIL

12th May, 2017

Sir/Madam,

You are hereby summoned to attend the **Annual Meeting** of the Morecambe Town Council to be held in the Town Hall, Morecambe on **Thursday 18th May, 2017** commencing at **the rise of the Annual Town Meeting (but not before 7.00 p.m.)**.

The following items will be discussed:

Agenda

1. **To accept Nominations and elect the Chairman of the Council and to receive the declaration of acceptance of office for 2017/18**
2. **To accept Nominations and to elect the Vice Chairman of the Council and to receive the declaration of acceptance of office for 2017/18**
3. **Apologies for Absence.**
4. **Declaration of Interests**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B Section 2 of the Code of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

5. Minutes

To approve the minutes of the Meetings of Council held on 16th March, 2017 (pages 2 – 15)

MEETING TO ADJOURNED AT THIS POINT

6. Public Participation

Opportunity for members of the public to address council for up to three minutes

MEETING RECONVENED

7. Review of Committee Structure and Committee Terms of Reference, 2017/18

To consider the report of the Clerk to the Council (pages 16 - 23 of supporting papers pack)

8. Review of Standing Orders and Financial Regulations

To consider the report of the Clerk to the Council (pages 24 - 31 of supporting papers pack)

9. Planning, Development and Environment Committee – 26th April, 2017

To receive the minutes of the Planning Development and Environment Committee from its meeting held on 26th April, 2017 (pages 32 to 46 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 64 – Planning Applications (pages 32 - 35 of supporting papers pack)

- (b) Minute No. 65 – Review of Allotment Service Level Agreement (pages 36 – 37 and 39 - 46 of supporting papers pack)
- (c) Minute No. 66 – Morecambe in Bloom Update (pages 37 - 38 of supporting papers pack)

10. Community Engagement and Grants Committee – 9th May, 2017

To receive the minutes of the Community Engagement and Grants Committee from its meeting held on 9th May (pages 47 to 50 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 47 – Allocation of Grants (pages 47 to 48 of supporting papers pack)
- (b) Minute No. 48 –Community Engagement Update (pages 48 to 49 of supporting papers pack)
- (c) Minute No. 49 – Youth Council and Youth Champion (page 49 of supporting papers pack)
- (d) Minute No. 50 – Community Award Nominations (pages 49 to 50 of supporting papers pack)

11. Finance and Management Committee – 10th May, 2017

To receive the minutes of the Finance and Management Committee from its meeting held on 10th May, 2017 (pages 51 to 73 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 42 – Payments and Receipts Schedule (page 51 and 60 to 61 of supporting papers pack)
- (b) Minute No. 43 – Accounts 2016/17(pages 51 to 58 and 62 to 73 of supporting papers pack)
- (c) Minute No. 44 - Toilets (pages 54 to 56 of supporting papers pack)
- (d) Minute No. 45 – Internal Audit (page 56 of supporting papers pack)
- (e) Minute No. 46 – Council Banking (page 56 of supporting papers pack)
- (f) Minute No. 47 – School Parking (page 57 of supporting papers pack)
- (g) Minute No. 48 – Poulton Residents Association (page 57 of supporting papers pack)

11. Date of Next Meeting – Thursday 20th July, 2017 at Morecambe Town Hall commencing at 7pm



David Croxall
Clerk to the Council
12th May, 2017

MORECAMBE TOWN COUNCIL

Minutes of the Annual Meeting of Morecambe Town Council held on Thursday 18th May, 2017, at 7.40 p.m. at Morecambe Town Hall

Present: Councillors: J. Bates, T. Brown, D. Clifford, I. Clift, C. Cozler, Janice Hanson, John Hanson, B. Hughes, L. Hughes, D. Hutton, T. Metcalfe, M. Pattison, J. Pilling, M. Ogden, L. Page and D. Whitaker

Officers in Attendance:

D. Croxall (Town Clerk) and A. Fawcett (Assistant Clerk)

1. Appointment of Chairman

As this was the Annual Meeting of the Council, nominations were invited for the position of Chairman of the Council.

One nomination which was duly seconded was received in respect of Councillor Clifford.

Resolved:

That Councillor D. Clifford be appointed Chairman of the Council until the Annual Meeting of Council 2018.

(Councillor Clifford took the Chair and signed the Declaration of Acceptance of Office)

2. Appointment of Vice-Chairman

The Chairman invited nominations for the position of Vice Chairman of the Council.

One nomination was which was duly seconded was received in respect of Councillor Janice Hanson.

Resolved:

That Councillor Janice Hanson be appointed Vice-Chairman of the Council until the Annual Meeting of Council 2018.

(Councillor Hanson signed the Declaration of Acceptance of Office)

3. Apologies for Absence

Councillors C. Brayshaw, D. Brayshaw, L. Davies and G. Dennison,

4. Declaration of Interests

Councillor Clift declared a personal interest in Minute No. 9 as he was a member of the Lancaster City Council Planning Committee.

Councillor Cozler declared a personal interest in Minute No. 9 as she was a member of the Lancaster City Council Planning Committee.

5. Minutes of Meeting held on 16th March, 2017

The Council considered the Minutes of the Meeting of the Town Council held on 16th March, 2017.

Resolved:

That the minutes of the meeting of Council held on 16th March, 2017 be signed as a correct record subject to the amendment of Minute No. 84 (5) (c) by removing the word “resisted” and substituting this with the “withdrawn” and therefore to read:

“That the proposal to redesignate land to the south of Hasty Brow Lane, east of Russell Drive, Torrisholme and north of the Bay Gateway and west of the West Coast Main Line from Green Belt space to Open Countryside be withdrawn. The Town Council remains of the view that this area of land should remain designated as Green Belt on the basis that this area of land formed the most appropriate boundary between the developed area of the town and open countryside, and to protect it from future development.”

At this point the meeting adjourned to allow public participation

6. Public Participation

The Chairman asked the Council if they would agree to a non resident of the Town Council area speaking to the Council. Council duly agreed.

Mr Barber

Mr Barber asked for clarification from the Chairman why he had decided not to read out former Councillor Barber’s letter of resignation at the March meeting of the Council and asked him to reconsider reading out the letter. Failing this, Mr Barber requested the that the Chairman writes to explain his reasons for not reading out the letter.

Following the completion of public participation, the meeting reconvened at this point

7. Review of Committee Structure and Committee Terms of Reference 2017/18

The Clerk submitted a report which indicated that it was the requirement of the Annual Meeting of the Council to review the current Committee structure and Terms of Reference of each Committee.

Appointment to Committees were made by the Groups using proportional representation (PR) as agreed by Council in 2013.

The Council agreed annually a timetable of meetings. This was agreed by Council at the meeting on 16th March, 2017.

The report suggested that following the Council’s decision to withdraw funding towards PCSO’s, and instead fund an Anti-Social Behaviour officer and make a contribution to CCTV that the Police Liaison Group be renamed the Community Safety Committee. Suggested Terms of Reference were submitted for consideration.

The Clerk had written to the Police to ascertain whether they would be prepared to attend all meetings of this Committee, rather than attend Council meetings.

This Council currently operated with the following Committees:

Finance and Management Committee
Festivals and Events
Planning, Development and Environment Committee
Community Engagement and Grants
Personnel Committee
Complaints Committee
Police Liaison Group

The report also set out details of the current Proportional Representation (PR) for Committees following the recent By-Elections.

Resolved:

- (1) That the Police Liaison Group be renamed the Community Safety Committee and meets bi-monthly.
- (2) That the Council retains the Committees set out above subject to the amendment in (1) above and that the Terms of Reference set out at Appendix B to these minutes be approved for the 2017/18 municipal year.
- (3) That in respect of the calculation of proportional representation on Committees, the calculation be based on the following five Committees:

Finance and Management
Festivals and Events
Planning, Development and Environment
Community Engagement and Grants
Community Safety
- (4) That all groups be represented on the Personnel and Complaints Committees with the following Group representation:

Labour – 3, MBI/WPM – 2, UKIP – 1, Liberal Democrat - 1

8. Review of Standing Orders and Financial Regulations

In accordance with Standing Orders the Council undertook the annual review of the following policies:

- Standing Orders
- Financial Regulations
- Complaints Procedure
- Freedom of Information Policy

Resolved:

(1) That no amendments be made to the following:

- Financial Regulations
- Complaints Procedure
- Freedom of Information Policy

(2) That the following amendments be made to Standing Orders:

(i) Standing Order No. 1 (m) be replaced with the following:

“A person may not orally report or comment about a meeting as it takes place if he/she is present at the meeting of Morecambe Town Council or its Committees but otherwise may:

- film, photograph or make an audio recording of a meeting
- use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later
- report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting

At the beginning of the meeting, the Chairman of the meeting will remind everyone in attendance and those participating in the meeting that they may be filmed, recorded, photographed or otherwise reported about.

Any member of the public in attendance that objects to a-c above, and children and vulnerable adults, must inform the Chairman and an area within the Council Chamber will be designated to them.

Any member of the public or press carrying out a – c above must ensure that their activities do not disrupt the proceedings of the meeting or they may be asked to stop or leave.”

(ii) Standing Order No. 28 be replaced with the following:

- (a) All press releases pertaining to the business of the Council shall be formulated by the Proper Officer and approved for release by the Chairman of the Council; the release will be conducted by the Proper Officer or duly authorised member of staff. No other member is to discuss the business of the Council with the press unless speaking as a private individual and making this clear to the recipient.
- (b) All press articles, pertaining to matters raised by Councillors within working parties or Committees, to promote work within the Council or to indicate matters of concern, may be issued, providing the recipient

is advised that the comment/s are being made by an individual Councillor/s and not as the Town Council.

- (iii) Standing Order No. 31 to be replaced with the following:
 - (a) On receipt of a complaint concerning an alleged breach of the Code of Conduct the Proper Officer shall refer it to the Monitoring Officer at Lancaster City Council for consideration and report this to the Town Council.
 - (b) Upon notification by Lancaster City Council that it is dealing with a complaint that a councillor or non councillor with voting rights has breached the Town Council's Code of Conduct, the Proper Officer shall report this to the Town Council.
 - c) The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - d) Upon notification by Lancaster City Council that a Councillor or non-Councillor with voting rights has breached the council's Code of Conduct, the Council shall consider what, if any, action to take against that Councillor. Such action excludes disqualification or suspension from office.

Councillors Clift and Cozler left the meeting for duration of Minute No. 9 as they had declared personal interests.

9. Planning, Development and Environment Committee – 26th April, 2017

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 26th April, 2017 and considered its recommendations in respect of the following items:

- (a) Planning Applications
- (b) Review of Allotment Service Level Agreement
- (c) Morecambe in Bloom Update

Resolved:

- (1) That in respect of Application No. 17/00254/FUL regarding the creation of a new vehicular access and associated dropped kerb to front at 399 Marine Road East, Morecambe, the Council supports the application provided it was the intention of the applicant to use the whole forecourt for parking as this would remove more cars from the highway and was consistent with usages at adjoining premises in this area of the town.
- (2) That in respect of Application No. 17/00217/FUL regarding the retention of a 3-metre-high wall and erection of a 2.3-metre-high wall photo booth, the Council be recommended to object if the proposal would reduce light to the adjoining caravan park.

- (3) That no observations be made in respect of any of the other Planning Applications listed at Appendix A to these minutes.
- (4) That following a review of the Service Level Agreement (SLA) with the West End and Heysham North Allotment Association the revised SLA as recommended by the Planning Development and Environment Committee as attached at Appendix A to these minutes; and
- (5) That the West End and Heysham North Allotment Association be requested to remove the clause relating to “bringing the Association into disrepute” as a matter which could lead to disciplinary action within its Tenancy Agreements and disciplinary policies as this was a very subjective matter which could be misused.
- (6) That in future the Clerk submits observations recommended by the Planning Development and Environment Committee to the City Council prior to being considered by the Council if it was envisaged that the City Council would consider an application prior to the next meeting of the Council at which the recommendations could be discussed.
- (7) That it be noted that up to £500 of the Morecambe in Bloom budget was being utilised in a joint project with Morecambe BID and Lancaster City Council to erect and display up to 60 hanging baskets on the Promenade within central Morecambe.

10. Community Engagement and Grants Committee – 9th May, 2017

The Council received the minutes of the Community Engagement and Grants Committee from its meeting held on 9th May, 2017 and considered its recommendations in respect of the following items:

- (a) Allocation of Grants
- (b) Community Engagement Update
- (c) Youth Council and Youth Champion
- (d) Community Award Nominations

Resolved:

- (1) That the Council awards funds in respect of the applications set out in the table below:

Name of Organisation/Group	Reason for Application	Amount to be Awarded (£)	Power Allowing Council to Fund
3 rd Morecambe Scout Group	To contribute towards the cost of easy to assemble outdoor shelters to enable the group to enhance their outdoor activities.	500.00 Providing the applicant agreed to make the equipment available to other similar organisations for their outdoor activities	Local Government Act 1972 (section 137)
North Lancashire Down Syndrome Family & Carer's Group	To pay for meeting room hire for one year and to purchase books to be loaned to parents/carers of children with down syndrome.	500.00	Local Government Act 1972 (section 137)
Friends of Morecambe Bay Community Primary School	To pay for training for staff to attend a course on taking a restorative approach to teaching and learning to develop an understanding of the principles and skills to use in the classroom.	500.00	Local Government Act 1972 (section 137)
The Exchange Community CIC	To pay towards the cost of free workshops to promote the move back into the Trinity Methodist Church and to promote the offering of new facilities.	500.00	Local Government Act 1972 (section 137)
Total		2,000.00	

- (2) That the application from Morecambe Cricket Club be refused as it did not meet the minimum score of 20 as set by Council:
- (3) That the remaining funds of £3,000.00 within the 2017/18 Grants budget be re-advertised in June 2017.
- (4) That with regard to community engagement the following be agreed:
 - (a) To discuss the Carnival Float and Art Exhibition at the next meeting of the Community Engagement and Grants Sub-Committee.
 - (b) Request the Clerk to write to all Councillors asking them if they would be interested in joining an Arts Exhibition working group.
 - (c) To take no further action in the planning for the Fun Run until further information had been received regarding the permission for the "Time & Tide Bell".
- (5) That Councillor Brown be appointed the Council's Youth Champion and to continue with work to progress the Youth Council.
- (6) That with regard to the Community Award 2017 the criteria to be as follows:

A person or group of people that have;

- Made significant contribution to the advancement, wellbeing and welfare of the people of Morecambe in a voluntary capacity,
 - Demonstrated excellent citizenship, or
 - Committed a one-off act of heroism, selflessness or bravery.
- (7) That the Clerk writes to Councillors to request nomination for the Community Award with nominations being considered by the Community Engagement and Grants Committee which would then make recommendation to Council.

11. Finance and Management Committee – 10th May, 2017

The Council received the minutes of the Finance and Management Committee from its meeting held on 10th May, 2017 and considered its recommendations in respect of the following items:

- (a) Payments and Receipts Schedule
- (b) Accounts 2016/17
- (c) Toilets
- (d) Internal Audit 2017/18
- (e) Council Banking
- (f) School Parking
- (g) Poulton Residents Association

Resolved:

- (1) That the Payment and Receipts schedule for period 1st March to 30th April, 2017 as submitted by the Finance and Management Committee be noted.
- (2) That the following committed expenditure be carried forward from 2016/17 to the 2017/18 budget:

War Memorial (see above)	£ 1,548.28
Community Grants (see above)	£ 1,496.25
Toilet Contract	£12,844.50
Unspent element of the Arts Council Grant towards Street Art	£ 4,571.84
Armed Forces Day 2017	<u>£ 1,000.00</u>
Total	£21,461.09
- (3) That the effect on the 2017/18 Budget of the carry forward items detailed in (1) above be noted and that consideration of the allocation of the surplus funds totaling £18,603.91 be deferred until the full costs of the three By-Elections were known.
- (4) That Balance Sheet and Income & Expenditure Accounts for 2016/17 as submitted by the Finance and Management Committee be approved
- (5) That the Council's Asset register as at 31st March, 2017 as submitted by the Finance and Management Committee be approved.

- (6) That Canon Hygiene be appointed as the Council's contractor for Sanitary Waste disposal and Baby Changing and Nappy Waste Disposal on a one year contract to be reviewed in March, 2018 at an annual cost of £620.
- (7) That Danfo be appointed as the Council's contractor for Toilet Cleaning on a one year contract to be reviewed in March, 2018 at an annual cost of £2,400.00 (£40 per day).
- (8) That all efforts be made to open the toilets on Friday 26th May, with the further lost days from the original 60 day opening schedule be made up by including a further eight Fridays during the summer season.
- (9) That the Clerk be requested to develop appropriate systems in consultation with the Council's appointed Internal Auditor to ensure the Council's risks were appropriately managed in respect of the collection and banking of cash collected from the toilets.
- (10) That Yorkshire Internal Audit Services be appointed as the Council's Internal Auditor on a one year contract to be reviewed in March, 2018 at an annual cost of £660 which would include two audit visits i.e. the annual audit for 2016/17 in May/June 2017 and an interim visit in mid 2017/18, subject to two satisfactory references being obtained by the Clerk.
- (11) That the Council retains its accounts with its current Banking provider, HSBC, particularly as cash and cheques could now be paid into the Council's accounts via the Post Office.
- (12) That the Clerk be requested to discuss with the Council's Internal Auditor a procedure to allow the Council to move towards online banking and BACs payments where appropriate whilst ensuring all risks to the Council were fully protected.
- (13) That the Clerk convenes a meeting involving senior management at the County Council responsible for traffic wardens and the representatives of the Morecambe Neighbourhood Policing Team with a view to negotiating a system of patrolling and enforcement being introduced at all schools within Morecambe.
- (14) That the current budget set aside for tackling school parking be retained until the conclusions of the meeting set out in (13) were known.
- (15) That the Clerk be requested to convene a meeting of Poulton Ward Councillors to discuss how the funds of £527.67 donated by the former Poulton residents Association could be utilised within the Poulton Ward
- (16) That a decision be delegated to the Poulton Ward members re (15) above unless the project would cost more than £527.67, in which case the matter be referred back to the Finance and Management Committee for consideration.

11. Date of Next Meeting

Thursday 20th July, 2017 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 8.45 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

19th May, 2017

Appendix A

Application Number	Proposal Details	Site Address
17/00418/FUL	Erection of a front porch	313 - 315 Marine Road Central, Morecambe
17/00385/FUL	Demolition of existing conservatory and erection of a single storey rear extension	23 Broadway, Morecambe
17/00386/FUL Pre-App	Erection of a single storey side and rear extension and replace rear bedroom window with french door and juliet balcony	16 Hall Drive, Morecambe
17/00384/PLD C	Proposed Lawful Development Certificate for the conversion of existing conservatory to orangery	3 Chestnut Drive, Morecambe
17/00379/VCN	Erection of a side extension to existing retail unit, recladding of existing elevations, removal of canopy, installation of door to south elevation, alterations to the vehicular access point and rearrangement of existing car park layout (pursuant to the variation of condition 2 to amended the approved plans, condition 4 in relation to matching materials, condition 7 to refer to updated boundary treatment plan, and removal of condition 5 as freestanding trolley bay no longer proposed on planning permission 16/01043/FUL)	Lidl, 98 Westgate, Morecambe,
17/00214/FUL	Retrospective application for the retention of a single storey rear extension, raising the height of the roof and conversion of garage, dormer extension to the rear elevation and proposal for the erection of a 2.5m high boundary wall	122 Broadway, Morecambe,

Application Number	Proposal Details	Site Address
17/00241/FUL	Conversion of basement to a 1-bed self-contained flat and alterations to the rear steps	9 Park Street, Morecambe,
17/00326/FUL	Erection of a first floor rear extension	424 Marine Road East, Morecambe
17/00311/VCN	Erection of 50 residential apartments with associated access, car parking and landscaping (pursuant to the variation of condition 5 to omit the surface water discharge rate and condition 14 to amend the habitat mitigation; removal of condition 10 relating to maintenance of surface water drainage and details to satisfy conditions 3 (access), 4 (foul drainage), 5 (surface water drainage) and 16 (Construction Environment Management Plan) on planning permission 16/01056/FUL)	Site of Former Broadway Hotel, Marine Road East, Morecambe, Lancashire
17/00311/RCN	Erection of 50 residential apartments with associated access, car parking and landscaping (pursuant to conditions 3, 4, 5, 10, 14 and 16 for the gating arrangements, foul drainage scheme, surface water drainage scheme, habitat assessment report and site management plan	Site of Former Broadway Hotel, Marine Road East, Morecambe
17/00148/FUL	Alterations and installation of a replacement shop front	19 Victoria Street, Morecambe,
17/00355/FUL	Erection of a single storey rear extension	18 Battismore Road, Morecambe
17/00215/FUL	Retrospective application for the continuation of use of land for car sales	Lancashire Commercials, Northgate, White Lund Industrial Estate, Morecambe

Application Number	Proposal Details	Site Address
17/00287/FUL	Demolition of front porch, erection of two storey rear extension, single storey side extension and canopy to front	9 Queens Drive, Morecambe
17/00245/FUL	Retrospective application for the retention of an ATM to the front elevation	Ex-Focus Do It All, Westgate, Morecambe
17/00246/ADV	Advertisement application for the display of an internally illuminated fascia sign to surround ATM	Ex-Focus Do It All, Westgate, Morecambe

Appendix B – Morecambe Town Council Committee Terms of Reference 2017/18

Committee	Terms of Reference
Finance and Management	<ol style="list-style-type: none"> 1.To manage and provide recommendations to the Council on issues relating to the management and finances of the Council including the annual budgetary process, arrangements for internal and external audit, the annual precept, management of financial risk, satisfactory contractual arrangements and arrangements for the payments of accounts 2. To manage the Council's website and make appropriate recommendations to Council. 3. To review the Council's policies and procedures on an annual basis and submit any recommendations to Council 4. To give guidance to the Council's committees on budget availability and systems to be put in place to manage those budgets. 5. To consider at each meeting a payment schedule and update report on the budget position at that time and to make any recommendations to Council in respect of issues arising. 6.To consider and make recommendations to Council on the Grants decisions taken by the Grants Sub-Committee 7.To organise through the Town Clerk a programme of member training 8. To be responsible for the production of a Corporate Plan and Town Plan making appropriate recommendations to Council 9. To manage the ward budgets in conjunction with ward members and the town clerk. 10. To be responsible for all staffing issue and to make recommendations to Council where appropriate
Planning, Development and Environment	<ol style="list-style-type: none"> 1. To consider planning applications that involve 3 or more domestic properties, commercial developments above the value of £1m and any strategically important application and to make recommendations to Council on the Council's response. 2. To consider any other Planning Application requested by members of the Council 3. To consider any planning policies and strategies covered by the Morecambe Town Council area of responsibility and to make recommendations to Council on the Council's response.

	<ol style="list-style-type: none"> 4. Preparation of budgets for the maintenance of allotments for consideration by the Council each year during the budgetary process 5. To consider and make recommendations to Council with regard to any environmental issues affecting Morecambe 6. To consider environmental issues referred from Council for investigation and consideration for report back to Council 7. Liaison with Allotment holders and Associations and to manage allotment provision through service level agreements agreed with respective Allotment Associations. 8. Members of the Committee to represent the Town Council at meetings with other agencies to discuss Allotment issues 9. To review the allotment provision within Morecambe together with a waiting list for allotments
Community Engagement and Grants Committee	<ol style="list-style-type: none"> 1. To prepare for Council's consideration a strategy for regular Community engagement which would seek to increase the involvement of the Community in decision making and partnership working with the Council on projects within the town. 2. To manage the Council's Community Engagement Strategy 3. To administer the Council's Community Award Scheme 4. To prepare relevant criteria for the award of grants by the Town Council 5. To prepare the relevant application forms and guidance notes based on (1) above 6. To prepare an annual timetable for the advertisement, receipt and consideration of Grants 7. To consider all Grant applications received and to make recommendations to Council
Festivals and Events Committee	<ol style="list-style-type: none"> 1. To promote festivals and events in accordance with budgets set by Finance & Management Committee and Full Council with the aim of adding value to the Town for businesses, visitors and local people. 2. Invite organisations to present ideas on festivals and events. 3. To seek the views of the business community and the public on how the festivals and event programme should be developed. 4. To ensure that contracts in accordance with the Council's financial regulations and standing orders are properly entered into for

	<p>all festivals and events which receive funding from the Council.</p> <ol style="list-style-type: none"> 5. To consider recommendations from the Festivals Advisory Panel and prepare relevant criteria for the award of funding by the Town Council for festival and event provision including preparation of the relevant application forms and guidance notes, and to prepare an annual timetable for the advertisement, receipt and consideration of funding applications. 6. To ensure that Morecambe Town Council receives adequate and due publicity from its involvement in festivals and events which the Council funds and supports. 7. To instigate an evaluation of festivals and events supported to ascertain the added value on an annual basis and consider recommendations made by the Festivals Advisory Panel in respect of the evaluation process. 8. To work in partnership with relevant organisations to maximise the scope and funding opportunities for festivals and events. 9. Where appropriate to seek additional funding or sponsorship for festivals and events in conjunction with the Council's Financial Regulations. 10. To consider the recommendations of the Festivals Advisory Panel for the award of funding to Festivals and Events within Morecambe, and to make recommendations to Council.
Complaints Committee	<ol style="list-style-type: none"> 1. To consider all complaints received which can be dealt with under the Council's Complaints procedure, following the complaint being dealt with by the Town Clerk but with the complainant exercising their right to ask the Committee to deal with the matter. 2. To consider complaints referred to it by the Town Clerk 3. To consider complaints received with regard to the Council's staff 4. To prepare a bi-annual report of complaints received for consideration by Council 5. To review the Complaints procedure and to make recommendations to Council.
Community Safety Committee	<ol style="list-style-type: none"> 1. To meet quarterly to liaise with and review the work of the Neighbourhood Policing Team 2. To discuss with the Police representative's issues raised by the Council and public in terms of the policing of the town. 3. To manage the work of the Council's funded Anti-Social Behaviour Officer

	<ul style="list-style-type: none"> 4. To liaise with all relevant agencies regarding the management of Anti-Social Behaviour within the town 5. To consider and facilitate appropriate intervention programmes to tackle Anti-Social Behaviour and measures to improve community safety 6. To co-opt representatives of appropriate agencies and organisations to the Committee as non voting members to assist with the Committee's workload as appropriate. <p>To manage the workload of the Environmental Enforcement Officer</p>
Personnel Committee	<ul style="list-style-type: none"> 1. To manage and review the performance of the Town Clerk 2. To establish a set of performance criteria for all staff employed by the Council 3. To establish and manage an annual staff appraisal system for the Town Clerk and any other staff employed in the future by the Council 4. To establish a Disciplinary Policy for the management of Staff 5. To deal with the appointment of staff when the need arises

MORECAMBE TOWN COUNCIL

18th May, 2017

SUPPORTING PAPERS

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MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 16th March, 2017, at 7.00 p.m. at Morecambe Town Hall

Present: Councillors: D. Clifford (Chairman), M. Pattison (Vice-Chairman), T. Anderson, J. Ashworth, J. Bates, C. Brayshaw, D. Brayshaw T. Brown, S. Burns, I. Clift, C. Cozler, L. Davies, R. Dennison, Janice Hanson, John Hanson, P. A Heath, B. Hughes, L. Hughes, T. Metcalfe, M. Ogden, L. Page and D. Whitaker

Officers in Attendance:

D. Croxall (Town Clerk) and A. Fawcett (Assistant Clerk)

79. Former Council members

At the start of the meeting the Chairman suggested to the Council that the Council should place on record its thanks to three former members of the Council who were now no longer Councillors:

Barbara Barber, Joshua Brandwood and Niall Semple

The Chairman was asked if he could read out the letter of resignation from former Councillor Barber. The Chairman declined on the basis that in his opinion former Councillor Barber had not attended a meeting since 15th September and had ceased to be a Councillor under the provisions of Section 85 of the Local Government Act 1972 as she had not attended a meeting for six months or asked the Council to formerly consider her reasons for not being able to attend prior to her letter of resignation being received.

Resolved:

That the Council places on record its thanks to Barbara Barber, Joshua Brandwood and Niall Semple for their services to the Council and the residents of Morecambe.

80. Apologies for Absence

Councillor A. Ashworth

81. Declaration of Interests

The following declarations of interest were made:

Councillor J. Ashworth declared a personal interest in Minute No. 84 as she was a member of the Lancaster City Council Planning Committee.

Councillor C. Brayshaw declared a personal interest in Minute No. 84 as she was a member of the Lancaster City Council Planning Committee.

Councillors C and D. Brayshaw declared a personal interest in Minute No. 87 in so far as it related to the water testing works at the Dome Toilets.

Councillor D. Brayshaw declared a personal interest in Minute No. 88 in so far as it related to Festival Grants as he was a member of the Festival Events Cooperative.

Councillor Cozler declared a personal interest in Minute No. 84 as she was a member of the Lancaster City Council Planning Committee.

Councillor Janice Hanson declared a personal interest in Minute No. 84 in so far it related to the Draft Local Plan as she was the Lancaster City Council Cabinet member for Planning.

Councillor Ogden declared a personal interest in minute No. 87 (11) as the West End lights owned by the Traders were stored in her property.

Councillor Pattison declared a personal interest in Minute No. 84 as she was a member of the Lancaster City Council Planning Committee.

82. Minutes of Meetings held on 19th January, 2017

Resolved:

That the minutes of the meetings of Council held on 19th January, 2017 be signed as a correct record.

At this point the meeting adjourned to allow public participation

83. Public Participation

Mr Williams

Mr Williams read out a list of concerns.

Resolved:

That the comments of Mr Williams be noted.

Following the completion of public participation, the meeting reconvened at this point

Councillors J. Ashworth, C. Brayshaw, Cozler and Pattison left the meeting for duration of Minute No. 84 as they had declared personal interests.

Councillor Janice Hanson left the meeting during consideration of the Draft Local Plan within Minute No. 84.

84. Planning, Development and Environment Committee – 8th and 27th February, 2017

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 8th and 27th February, 2017 and considered its recommendations in respect of the following items:

8th February:

- (a) Neighbourhood Plan

27th February:

- (b) Local Plan Consultation – the Committee had been unable to make recommendations to Council regarding the Draft Local plan. A briefing for members regarding the Draft plan was held on 7th March and attended by four members and two representatives of

the Lancaster City Council Draft Local Plan Team. Therefore the Council discussed the representations that the Council should make in respect of the Draft Plan.

- (c) Planning Validation Consultation
- (d) Planning Applications
- (e) Allotment Update
- (f) Morecambe in Bloom Update
- (g)

Resolved:

- (1) That in respect of the proposed Morecambe Neighbourhood Plan the following be agreed:
 - A Morecambe Neighbourhood Plan was required to give local people more of a voice in shaping the future of Morecambe and to help drive Morecambe towards being a thriving holiday/visitor destination once again.
 - A Morecambe Neighbourhood Plan should seek to:
 - Make sure all emerging Local Plans are consistent with the community's wish for the future development of Morecambe e.g. ensuring that potential future developments could not be imposed on Morecambe via gaps in the Local plan;
 - To give a firmer steer to the future development of Morecambe, by giving a realistic and achievable impetus to driving the town's future forwards e.g. policies to secure an appropriate level of car parking within the town and policies to encourage entrepreneurs to invest in the town; and
 - Consider the inclusion of finer details within the Plan to assist with the improvement of the town's environment directly e.g. future tree planting etc.
 - A Morecambe Neighbourhood Plan should seek to address the following issues:
 - Policies to unlock the town's tourism potential;
 - Identify ways to reinvigorate the town;
 - Address the need to increase the number of things for residents and visitors to do i.e. a steer towards encouraging the development of indoor leisure facilities;
 - Controls of types of housing development particularly in the West End in order to achieve a more balanced population type. This could be achieved by more robust policies regarding types of permitted housing development and policies to protect the character of the town;
 - Regarding the Morecambe Area Action Plan, the Neighbourhood Plan could agree that the Action Plan was satisfactory but could suggest that in an agreed list of improvements should be undertaken;
 - The Plan's focus should be on Improvement, Heritage, Environment, attracting additional visitors, making the town more attractive for residents and increasing service provision.

- The Neighbourhood Plan Steering Group to include representatives from the following sectors and once appointed appropriate training be arranged for members of the Steering Committee regarding Neighbourhood Planning:
 - Business community
 - Healthcare
 - Education
 - Youth
 - Local historian
 - Bay Tourism
 - Community Groups/residents.
- (2) That in respect of Application No. 16/01510/FUL (Change of use of offices (B3) to take away (A5) and installation of a ventilation duct to rear on Princes Crescent, Bare), the Council hopes that the applicant takes guidance from the Police and other relevant organisations regarding security of the premises.
 - (3) That no observations be made in respect of any of the other Planning Applications considered by the Committee.
 - (4) That it be noted that the Morecambe in Bloom 2017 competition had been launched on 16th March and all members be encouraged to promote the competition within their ward and distribute entry forms.
 - (5) That the following comments be made in respect of the Draft Local Plan:
 - (a) “That in respect of policy TC2 regarding Town Centre designations, the City Council be requested to designate a Primary Shopping area (PSA) however large within Morecambe centre despite the fragmented central areas of the town on the basis that this would provide a clear central area that the proposed Morecambe Neighbourhood Plan can work alongside in its policy preparation. This would also help to prevent the town centre from potentially encroaching on other areas of the town that in the future may not be appropriate to be considered as part of the PSA or as retail frontages;
 - (b) That in respect of policy DOS9 regarding the Morecambe Festival Market and surrounding area, the Town Council remains concerned that this proposed policy would potentially reduce car parking options further in the town, at a time when the projected number of visitors to the town could increase due to the opening of the Bay Gateway. The Draft Local Plan should be seeking to increase and enhance car parking provision in Morecambe as opposed to reducing the number of spaces to ensure there remains enough appropriate parking for residents and visitors; and
 - (c) That the proposal to redesignate land to the south of Hasty Brow Lane, east of Russell Drive, Torrisholme and north of the Bay Gateway and west of the West Coast Main Line from Green Belt space to Open Countryside be resisted. The Town Council remains of the view that this area of land should remain designated as Green Belt on the basis that this area of land formed the most appropriate boundary between the

developed area of the town and open countryside, and to protect it from future development.

The Town Council understands that the proposed redesignation does not give consent to development although is concerned that it would weaken the protection status to this area of land in the long term. This area of land is not appropriate for development given the following:

- This was inappropriate area for housing as the land was poor quality being enclosed down its eastern and southern sides by the elevated West Coast Main Railway Line and the Bay Gateway respectively;
- The land is inappropriate environmentally as it is prone to flooding and would isolate Torrisholme Barrow which would be harmful to wildlife; and
- The road access is inadequate given the enclosed boundaries down the eastern and southern sides and would only allow estate type roads to be constructed which would not be sufficient for the servicing any future housing developments.

Furthermore, the Draft Plan proposes adequate development opportunity sites to meet the projected housing requirement in the whole City Council area up to 2031. Therefore, there is no requirement to inadvertently create other housing development sites by such a redesignation.”

Councillors Anderson and Dennison left the meeting.

85. Community Engagement and Grants Committee – 28th February, 2017

The Council received the minutes of the Community Engagement and Grants Committee from its meeting held on 28th February, 2017 and considered its recommendations in respect of the following items:

- (a) Review of Grant Criteria and Application Form
- (b) Community Engagement Update – Fun Run and Carnival Float

Resolved:

- (1) That Guidance Notes Criteria and Application Form attached at Appendix A for the allocation of Grants be approved:
- (2) That those applications which do not meet the criteria are not submitted to the Committee/Council for consideration.
- (3) That the proposed Fun Run in aid of the Time and Tide Bell be postponed until the Autumn 2017, to allow permission to be gained for the Time and Tide Bell.
- (4) That a float be entered into Morecambe Carnival 2017 on behalf of Morecambe Town Council.

86. Review of Park and Stride Campaign

The Clerk reminded the Council that it had agreed to undertake a campaign “Park & Stride” to educate parents about the potential outcomes of parking dangerously near schools. This followed the receipt of several complaints and concerns from parents and school staff.

The Council had agreed to allocate £3,000.00 of its 2017/18 budget for the continuation of the Park & Stride campaign. However, a review of the of the current campaign was to be undertaken in order for Council to consider an effective way forward and how best to utilise the budget for the coming year.

Officers had undertaken a review of the campaign. This involved contacting all nine primary schools in the Town Council’s area. Out of the nine Primary Schools contacted, six engaged in the review. Morecambe Road School was not considered to have an issue as most of its students were transported by private minibus. The other three schools were contacted several times, but due to timing issues, were not able to engage.

Officers had met with senior members of staff from the six schools to agree how best to communicate with the parents and staff from their school. The schools communicated by a mixture of email, letters/newsletters and social media.

The following list demonstrates how the review was conducted in order to engage and maximise responses:

- Staff at the schools were asked for feedback regarding the effectiveness of the campaign and their suggestions moving forward.
- A questionnaire was produced, printed and sent to the schools (one per family)
- An online version of the form was produced and this was advertised on the Town Council and school social media and websites and also in the school’s newsletters.
- The Bay Radio sent statistics of how many listeners will have heard the jingle

In total 66 questionnaires were received via online and paper copies from the schools. Details of the responses were set out in full within the report.

The report also outlined the comments made by representatives from each school.

The Clerk also read out an email received from Lancashire County Council regarding a request for more enforcement action outside schools, which was something requested by School during the review process.

The email said:

“With regards to schools throughout Morecambe, this is similar to many areas throughout the county which experience inconsiderate parking during opening and closing times of schools. Whilst the County Council appreciates the negative implications associated with school drop-off and pick up activities, it is often difficult to deter this type of behaviour and we have limited options with the resources available to mitigate poor parking behaviour associated with schools. As highway authority we have to prioritise our limited resources where they will be most effective, and therefore officers cannot recommend providing enhanced enforcement at this location at the present time.”

The response also made reference to requests from members of the public to members for the County Council civil enforcement officers to undertake work on Northgate, Morecambe and concluding that this would not be possible for the following reasons:

“I can advise that whilst attending White Lund Industrial estate, our Civil Enforcement Officers (CEO's) have received severe abuse and threats from members of the public. It was agreed that the police would accompany the CEO's on patrol however they have since withdrawn their co-operation and will no longer carry out joint patrols. We have discussed this with the Police and Crime Commissioner in an attempt to begin joint patrols again however Lancashire Constabulary have stated that they will not accompany our officers.”

Resolved:

- (1) That the Clerk writes to the County Council, Lancashire Constabulary, the Police and Crime Commissioner and Parkwise (employer of the Civil Enforcement Officers) expressing concern at the lack of cooperation with regard to it not being possible to undertake enforcement action outside Morecambe schools and in areas such as Northgate.
- (2) That in view of the comments received via the Park and Stride review, all further action be suspended on Park and Stride and the matter be referred to the appropriate Council Committee, with a view to investigating other forms of action that could be undertaken utilising the Council's allocated budget for 2017/18 to help alleviate the serious parking problems which continue take place outside schools within the town.
- (3) That Lancaster City Council be requested to implement a scheme with Poulton le Sands School to allow parents of students at that school to park in the underused car park adjacent to Morecambe Town Hall between the hours of 8.15 a.m. and 9 a.m. and 2.45 p.m. and 3.30 p.m. via a permit system administered by the school on school days only, as a sensible and helpful way forward for alleviating the severe congestion that takes place around the school every school day.

Councillors June Ashworth, Burns and Heath left the meeting.

Councillors C and D. Brayshaw left the meeting during the consideration of Minute No. 86 (5) (6) and (7) only as he had declared a personal interest.

87. Finance and Management Committee – 8th March, 2017

The Council received the minutes of the Festival and Events Committee from its meeting held on 8th March, 2017 and considered its recommendations in respect of the following items:

- (a) Payments and Receipts Schedule
- (b) Budget 2016/17 – this included a referral from the Festival and Events Advisory Panel and Committee to consider funding the Armed Forces Day under section 137 expenditure from the main revenue budget rather than via Festivals Grants budget.
- (c) Toilet Opening and Management
- (d) Internal Audit and Review of Risk Management Procedures and Appointment of Internal Auditor 2017/18
- (e) Committee Timetable 2017/18

(f) Christmas Lighting

Resolved:

- (1) That the Payment schedule for the period 1st January to 28th February, 2017 as submitted to Council be noted.
- (2) That the report setting out the position with regard to the Council's budget as at 28th February as submitted to Council be noted.
- (3) That the Armed Forces Day 2017 be supported with funding of £1,000.00, funded from the Council's revenue budget 2016/17 using powers within Section 137 of the Local Government Act, 1972 on the basis that this was a national and civic type event.
- (4) That the Council considers including a sum annually within each year's Revenue Budget towards Armed Forces Day during consideration of the 2018/19 budget, and each subsequent year's budget thereafter.
- (5) That the Dome toilets be opened on the following dates during 2017 (from 7 a.m.to dusk on each date):

Bank Holidays – 1st May, 29th May and 28th August

Weekdays:

30th May – 2nd June (May half term)

7th – 11th August; 14th – 18th August; 21st – 25th August; 29th August – 1st September

Weekends:

29th/30th April , 6th/7th May, 13th/14th May, 20th/21st May, 27th/28th May, 3rd/4th June
24th/25th June, 1st/2nd July, 8th/9th July, 15th/16th July, 22nd/23rd July, 29th/30th July
5th/6th August, 12th/13th August, 19th/20st August, 26th/27th August and 2nd/3rd
September

- (6) That the Toilet Cleaning specification as submitted be approved and the Clerk be authorised to invite tenders for the Cleaning and Feminine Hygiene Contracts.
- (7) That the offer from AQUA Engineering to undertake monthly water temperature testing and annual legionella testing at no cost to the Council and with no advertisement within the toilets or on the Council's or AQUA's websites that AQUA Engineering were undertaking this work.
- (8) That the following documents as reviewed and submitted to Council by the Finance and Management Committee be approved:"
 - Scope of Internal Audit
 - Approach to Internal Audit Testing
 - Continuity of Business Policy
 - Risk Management Log
- (9) That the Clerk seeks three quotations from suitably qualified persons for the provisions of the Council's Internal Audit in 2017/18.
- (10) That the Committee timetable for 2017/18 as recommended by the Finance and Management Committee and submitted to Council be approved subject to the meeting of the Finance and Management Committee scheduled for 8th May being amended to 10th May.
- (11) That with regard to the Christmas Lights budget for 2017/18 the Council's cross street displays be offered to the West End Traders at no cost with the proviso that West End Traders would be responsible for putting up and taking down the displays each year and that the Town Council works in partnership with Morecambe BID to enhance the Christmas Lighting displays in 2017, including additional displays within the West End and Bare.

Councillor D. Brayshaw left the meeting during the consideration of Minute No. 87 as he had declared a personal interest.

88. Festivals and Events Committee – 9th March, 2017

The Council received the minutes of the Festival and Events Committee from its meeting held on 9th March, 2017 and considered its recommendations in respect of the following items:

- (a) Festival Funding 2017/18
- (b) Review of Festival Funding

Resolved:

- (1) That the following decisions be made in respect of the six applications for funding regarding Festivals and Events in 2017/18 be made:

Festival	Amount Applied for (£)	Average appraisal score	Amount Awarded (£)	Conditions to be attached to Funding Award and/or Reasons for Award/Refusal
Morecambe Live	5,000.00	13.25	0	No funding was agreed on the basis that the proposals scored less than the criteria threshold. The Panel thought the ideas had merit, although the presentation of the finances lacked clarity, there was not sufficient precision in the overall application, and that there was potentially further scope for organising more events to be marketed as ticketed events.
Armed Forces	1,000.00	23.50	0	No funding was agreed from the Festivals and Events budget although the Panel had recommended that the Council supported this event to the value of £1,000.00, but that it should consider funding this from its core revenue budget using its Section 137 powers, on the basis that it was national and civic type event. This was considered under Minute No. 86 above.
Bonfire Spectacular	2,000.00	19.25	2,000.00	Subject to receiving ESAG support and on the basis that the organisers delivered a successful first event in 2016 which had further potential to grow in 2017, and subject to the applicant agreeing to maintain or increase the level of concessions compared to the 2016 event (with concessionaires being predominantly local operators).
One Man Band Shebang	2,000.00	17.50	2,000.00	Provided the event was moved from the proposed date of 16 th July to a date in the school summer holidays where there was no other event on and that the performance pitches were moved more into the central area between Northumberland Street and the Clock Tower and within the actual town centre itself.

Festival	Amount Applied for (£)	Average appraisal score	Recommended Award (£)	Conditions to be attached to Funding Award and/or Reasons for Award/Refusal
Morecambe Music Festival	2,000.00	16.50	1,100.00	This was supported as the Panel believed despite the low score the event had potential to grow in the coming years and this contribution would assist in establishing the Event. It is recommended that the award be subject to the event in year one not utilising a portable outdoor stage within the town as this could dilute audience figures in the venues contributing towards the event.
Morecambe Fringe	8,100.00	13.25	0	No funding was recommended on the basis that the proposals scored less than the criteria threshold. The Panel thought the ideas had merit and would be a very welcome community cohesion project, although at this time it fell outside the remit of the Council's Festivals programme to support.

(2) That with regard to the review of the Festival and Events Grants process the following be agreed:

- Adopt a two tier process for the decision making process via the Festivals and Events Committee and Council, with up to four external independent representatives being co-opted onto the Festivals and Events Committee when applicants are being interviewed, with a view to assisting with the interview process. The co-opted members would have no voting rights, but would appraise and score each application along with Festivals and Events Committee members, although only elected members would have the right to vote on any recommendations being agreed and submitted to Council.
- The application form to adopt a similar format to that of the Arts Council forms and to include a comprehensive section on the proposed budgets for the festival/event being applied for similar to that adopted by the Arts Council. In this way, it would be easier for the Council to compare each application and to analyse the effectiveness or otherwise the budget being proposed.
- Contracts to retain the requirement for successful applicants to undertake evaluation of their event, and that a template evaluation form be provided to ensure all organisers evaluated in the same way and presented information relating to the same issues.
- Contracts to include a condition indicating that organisers should not publish posters and banners on buildings and infrastructure without permission and should

not illegally fly post and that any advertising posters displayed should be removed by 6 p.m. the day after the Festival.

- Organisers be offered the use of the Dome Toilets for their Festivals if the toilets were not scheduled to be open on the day of the festival subject to the Festival paying the Council its operating costs for that day and that Festivals funded by the Town Council and taking place in around the area occupied by the toilets on a day when the toilets would be open be requested to make a minimum donation of £50 towards the running of the Dome toilets.

89. Notes of Liaison Meeting with Lancaster City Council – 7th March, 2017

The Council considered the notes of the Liaison Meeting with Lancaster City Council held on 7th March, 2017. The notes had been updated since the publication of the agenda to reflect what Councillor Dennison had said regarding the parking of HGVs within Morecambe.

Resolved:

That the notes of the Liaison Meeting with Lancaster City Council held on 7th March, 2017 be noted.

90. Date of Next Meeting

Thursday 18th May, 2017 at Morecambe Town Hall commencing at the rise of the preceding Annual Town Meeting which would commence at 6 p.m.

The meeting ended at 8.45 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

29th March, 2017

Appendix A

Guidance Notes for Applicants

Funding Priorities

The Town Council will consider funding Organisations and Projects that can help meet the Council's Strategic Plan. Our priority is to fund:

- *Activities and projects which encourage group activity that contributes to improvements to the environment, health and wellbeing and/or enhancing services within the town.*

Criteria

1. Applicants *MUST* provide with application:

(a) Six months most recent bank statements along with the most recent years' income/expenditure report OR most recent audited accounts

(b) Constitution

(c) Original quotations

Note: The above documents will be taken into consideration when a decision is made on your application.

- 2. A Grant limit of £500 per applicant - You can apply for funding for things such as: venue hire for groups, training, materials, equipment, marketing, improvements to property - see 12(d)*
- 3. Only 1 successful application per organisation per financial year allowed.*
- 4. Organisations must operate/provide a service within the wards of the Parished Area. Where an application is for a service that operates outside of the Area, applicants must provide documented evidence of how this benefits the Parished Area and how many members/attendees reside within it.*
- 5. Organisations must have a bank account with 2 signatories OR nominate an organisation which has a bank account with 2 signatories to hold funds on your behalf. You will be paid by Cheques made out to the organisation, not to an individual.*
- 6. Organisations must be 'not for profit' with charitable objectives.*
- 7. Applications will not be accepted for services/goods already purchased or works that have already been carried out*
- 8. Applications are NOT:*
 - (a) To contribute towards the funding of a larger Festival /Event. The council will consider applications for small community events primarily for the benefit of the local residents where residents are involved in the running of the event.*

(b) To pay salaries – although costs for sessional workers will be considered.

(c) For an individual.

(Legislation does not permit a Parish/Town Council to support an individual)

(d) To fund a political party.

9. As the Town Council is eligible to claim back its VAT, organisations are requested to make invoices for purchases payable to: Morecambe Town Council. Where this is not applicable, Grants will only be paid upon original receipts for purchases being submitted to and checked by the Clerk to the Council.

10. If in the case of an organisations applying to purchase an item of equipment, the Town Council may consider purchasing the equipment instead of the Organisation. This could then be loaned free of charge to the organisation for as long as the equipment was required.

11. If permissions are needed for the item(s) on the application form, this must be gained prior to it being submitted. Failure to do this may result in your application being refused.

12. The Town council reserves the right to refuse an application if it is believed that:

(a) The service/project/equipment applied for duplicates one that is already provided within the town.

(b) The organisation appears to have sufficient unallocated funds to support the project.

(c) The service/project/equipment applied for is covered by the organisations insurance.

(d) The application is for improvements to a property that is owned by a third party.

13. Applications received after the advertised deadline will not be considered.

The 11 wards of Morecambe Town Council are:

Bare North, Bare South West, Bare South East, Lune Drive, Lowlands Road, Out Moss Lane, Harbour, Heysham North, Poulton, Torrisholme and Westgate

Review of Committee Structure and Committee Terms of Reference and Appointment of Committees

1. Introduction

It is the requirement of the Annual Meeting of the Council to review the current Committee structure and Terms of Reference of each Committee.

Appointment to Committees are made by the Groups using proportional representation (PR) as agreed by Council in 2013.

The Council agrees annually a timetable of meetings. This was agreed by Council at the meeting on 17th March, 2016.

2. Current Arrangements

This Council currently operates with the following Committees:

Finance and Management Committee

Festivals and Events

Planning, Development and Environment Committee

Community Engagement and Grants

Personnel Committee

Complaints Committee

Police Liaison Group

The Terms of Reference for the above Committees were previously agreed by Council on 21st May, 2015 and are set out at Appendix "A" to this report.

With regards to the Terms of Reference, these do not delegate authority to any Committee/Sub-Committee and all resolutions of Committees which require action must come before Council for debate and decision.

Police Liaison Group

Following the Council's decision to withdraw funding towards PCSO's, and instead fund an Anti-Social Behaviour officer and make a contribution to CCTV, it is suggested that this Committee be renamed the Community Safety Committee.

The Clerk has written to the Police to ascertain whether they would be prepared to attend all meetings of this Committee, rather than attend Council meetings.

If the Committee wishes to retain this Committee with the suggested revised title, the Terms of reference would require amendment and therefore suggested revised Terms of Reference are attached in Appendix A to this report.

The Council needs to consider the Committee structure and Terms of Reference.

3. Appointing Committees

Chairs of Committees

Current Council policy agreed in January 2015 requires Chairs to Committees to be appointed annually by the relevant Committee at its first meeting after the Council's Annual Meeting

Appointment of Members per Committee

At the meeting of Council on 16th May, 2013 it was agreed that in future the membership of all Council Committees should be based on proportional representation (PR) and that the respective Groups appoint their own members to each Committee.

The actual resolution said:

- “(1) That the membership of all Council Committees be based on proportional representation (PR) and that the respective Groups appoint their own members to each Committee.*
- (2) That two named substitute members per Group be appointed to each Committee, who may only substitute for members within their own Group, and that the onus is on the member of the Committee unable to attend to submit their apologies to the Clerk and to arrange for a substitute member to attend.”*

Current PR does not require review as current Committee memberships are in accordance with the current PR.

For clarification purposes the current PR is attached at Appendix B. This reflects the results of the two By-Elections on 4th May, and Bare North where one candidate was elected unopposed.

With regard to PR, the Council agreed on 21st May, 2015 that all Groups would be represented on Complaints and Personnel. Given the results of recent By-Elections, the Council may wish to consider reviewing this policy as this would result in the UKIP and Liberal Democrat Councillors only being able to have representation on these two Committees.

5. Action Required:

The Council is asked to consider the current Committee Structure and the Terms of References for each Committee and Sub-Committee

Appendix A – Morecambe Town Council Committee Terms of Reference

Suggested Terms of Reference for 2017/18

Committee	Terms of Reference
Finance and Management	<ol style="list-style-type: none"> 1. To manage and provide recommendations to the Council on issues relating to the management and finances of the Council including the annual budgetary process, arrangements for internal and external audit, the annual precept, management of financial risk, satisfactory contractual arrangements and arrangements for the payments of accounts 2. To manage the Council's website and make appropriate recommendations to Council. 3. To review the Council's policies and procedures on an annual basis and submit any recommendations to Council 4. To give guidance to the Council's committees on budget availability and systems to be put in place to manage those budgets. 5. To consider at each meeting a payment schedule and update report on the budget position at that time and to make any recommendations to Council in respect of issues arising. 6. To consider and make recommendations to Council on the Grants decisions taken by the Grants Sub-Committee 7. To organise through the Town Clerk a programme of member training 8. To be responsible for the production of a Corporate Plan and Town Plan making appropriate recommendations to Council 9. To manage the ward budgets in conjunction with ward members and the town clerk. 10. To be responsible for all staffing issue and to make recommendations to Council where appropriate
Planning, Development and Environment	<ol style="list-style-type: none"> 1. To consider planning applications that involve 3 or more domestic properties, commercial developments above the value of £1m and any strategically important application and to make recommendations to Council on the Council's response. 2. To consider any other Planning Application requested by members of the Council 3. To consider any planning policies and strategies covered by the Morecambe Town Council area of responsibility and to make recommendations to Council on the Council's response.

	<ol style="list-style-type: none"> 4. Preparation of budgets for the maintenance of allotments for consideration by the Council each year during the budgetary process 5. To consider and make recommendations to Council with regard to any environmental issues affecting Morecambe 6. To consider environmental issues referred from Council for investigation and consideration for report back to Council 7. Liaison with Allotment holders and Associations and to manage allotment provision through service level agreements agreed with respective Allotment Associations. 8. Members of the Committee to represent the Town Council at meetings with other agencies to discuss Allotment issues 9. To review the allotment provision within Morecambe together with a waiting list for allotments
Community Engagement and Grants Committee	<ol style="list-style-type: none"> 1. To prepare for Council's consideration a strategy for regular Community engagement which would seek to increase the involvement of the Community in decision making and partnership working with the Council on projects within the town. 2. To manage the Council's Community Engagement Strategy 3. To administer the Council's Community Award Scheme 4. To prepare relevant criteria for the award of grants by the Town Council 5. To prepare the relevant application forms and guidance notes based on (1) above 6. To prepare an annual timetable for the advertisement, receipt and consideration of Grants 7. To consider all Grant applications received and to make recommendations to Council
Festivals and Events Committee	<ol style="list-style-type: none"> 1. To promote festivals and events in accordance with budgets set by Finance & Management Committee and Full Council with the aim of adding value to the Town for businesses, visitors and local people. 2. Invite organisations to present ideas on festivals and events. 3. To seek the views of the business community and the public on how the festivals and event programme should be developed. 4. To ensure that contracts in accordance with the Council's financial regulations and standing orders are properly entered into for

	<p>all festivals and events which receive funding from the Council.</p> <ol style="list-style-type: none"> 5. To consider recommendations from the Festivals Advisory Panel and prepare relevant criteria for the award of funding by the Town Council for festival and event provision including preparation of the relevant application forms and guidance notes, and to prepare an annual timetable for the advertisement, receipt and consideration of funding applications. 6. To ensure that Morecambe Town Council receives adequate and due publicity from its involvement in festivals and events which the Council funds and supports. 7. To instigate an evaluation of festivals and events supported to ascertain the added value on an annual basis and consider recommendations made by the Festivals Advisory Panel in respect of the evaluation process. 8. To work in partnership with relevant organisations to maximise the scope and funding opportunities for festivals and events. 9. Where appropriate to seek additional funding or sponsorship for festivals and events in conjunction with the Council's Financial Regulations. 10. To consider the recommendations of the Festivals Advisory Panel for the award of funding to Festivals and Events within Morecambe, and to make recommendations to Council.
Complaints Committee	<ol style="list-style-type: none"> 1. To consider all complaints received which can be dealt with under the Council's Complaints procedure, following the complaint being dealt with by the Town Clerk but with the complainant exercising their right to ask the Committee to deal with the matter. 2. To consider complaints referred to it by the Town Clerk 3. To consider complaints received with regard to the Council's staff 4. To prepare a bi-annual report of complaints received for consideration by Council 5. To review the Complaints procedure and to make recommendations to Council.
Community Safety Committee	<ol style="list-style-type: none"> 1. To meet quarterly to liaise with and review the work of the Neighbourhood Policing Team 2. To discuss with the Police representative's issues raised by the Council and public in terms of the policing of the town. 3. To manage the work of the Council's funded Anti-Social Behaviour Officer

	<ol style="list-style-type: none"> 4. To liaise with all relevant agencies regarding the management of Anti-Social Behaviour within the town 5. To consider and facilitate appropriate intervention programmes to tackle Anti-Social Behaviour and measures to improve community safety 6. To co-opt representatives of appropriate agencies and organisations to the Committee as non voting members to assist with the Committee's workload as appropriate. <p>To manage the workload of the Environmental Enforcement Officer</p>
Personnel Committee	<ol style="list-style-type: none"> 1. To manage and review the performance of the Town Clerk 2. To establish a set of performance criteria for all staff employed by the Council 3. To establish and manage an annual staff appraisal system for the Town Clerk and any other staff employed in the future by the Council 4. To establish a Disciplinary Policy for the management of Staff 5. To deal with the appointment of staff when the need arises

Appendix B: Appointment of Committees - PR Calculation as at 12th May 2017

Total Number of Councillors - 26

Councillors per Group:

Labour - 14
 Morecambe Bay Independent - 7
 Working Positively for Morecambe(WPM) - 2
 UKIP - 1
 Liberal Democrat - 1

Committees:

Number of Committees - 7
 Seats per Committee - 7
 Total Number of Seats - 49

Calculations

To ensure each Group receives an equal proportion of the total number of seats available each Group should be allocated seats based on of their group membership as a proportion of the total number of Council seats and then as a proportion of the number seats available.

Labour - $26/14 = 1.86 \rightarrow 49/1.86 = 26.34 = 26$ seats
 Morecambe Bay Independent/WPM - $26/9 = 2.88 \rightarrow 49/2.88 = 17.01 = 17$ seats
 UKIP - $26/1 = 26 \rightarrow 49/26 = 1.88 = 2$ seats
 Liberal Democrat - $26/1 = 26 \rightarrow 49/26 = 1.88 = 2$ seats

Table 1: PR and memberships of Committee via Group based on current policies and memberships (i.e. all Groups must be represented on Personnel and Complaints and noting there are two vacancies)

Committee	LAB	MBI/WPM	UKIP	Lib Dem
Finance and Management	4	3	0	0
Festivals and Events	4	3	0	0
Community Engagement and Grants	4	3	0	0
Planning, Development and Environment	4	2	0	0
Community Safety (Police Liaison)	4	2	0	0
Complaints	3	1	1	1
Personnel	3	1	1	1
Totals	26	17	2	2

Note: There are obviously several permutations of the above and a decision on the distribution of seats per Group/Individual per Committee is required, which would need to be decided at a meeting between the 4/5 Group representatives as per current Council Policy.

In accordance with PR members should note:

- **Council agreed on 21st May, 2015 that all Groups would be represented on Complaints and Personnel – given the results of recent By-Elections, the Council may wish to consider reviewing this policy as this would result in UKIP and Liberal Democrat members only being able to have representation on these two Committees.**
- The Labour Group must have 4 seats on 5 Committee and 3 seats on 2 Committees.
- For administrative purposes only, the MBI and Working Positively for Morecambe have joined together for the purposes of calculating PR
- The MBI/WPM administrative Group must have 3 seats on 5 Committees and 2 seats on 2 Committees.

David Croxall

Clerk to the Council

12th May, 2017

Review of Standing Orders, Financial Regulations and Other Policies

1. Introduction

The Council's Standing Order No. 2 (j) states that the Annual Meeting should consider the following matters:

- a) Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
- b) Review of the terms of references for committees.
- c) Receipt of nominations to existing committees.
- d) Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- e) Review and adoption of appropriate Standing Orders and financial regulations.
- f) Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- g) Review of representation on or work with external bodies and arrangements for reporting back.
- h) Review of inventory of land and assets including buildings and office equipment.
- i) Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- j) Review of the Council's and/or employees' memberships of other bodies.
- k) Establishing or reviewing the Council's complaints procedure.
- l) Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- m) Establishing or reviewing the Council's policy for dealing with the press/media
- n) Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

2. Policy Review

In order to give effect to good governance a Parish Council should commit time to producing and annually reviewing, their governance documents.

These documents set the environment in which a Parish Council is expected to discharge its duties and powers. They constitute the internal rules, practical arrangements and processes which are essential to those who form and work for the council.

A Parish Council's governance documents should be readily available for inspection, e.g. on a website, and councillors and employees should be able to demonstrate compliance

with its governing documents in relation to all its activities, decisions and decision making processes.

Core governing documents for Parish Councils comprise:

- Standing Orders for the conduct and transaction of business at meetings of the council (and any of its committees and sub committees).
- Clear written terms of reference for committees and sub committees which evidence the nature and extent of the duties or powers which have been delegated. **See Item 7 on the agenda**
- Standing orders and arrangements for the proper administration of its financial affairs. Standing orders for entering into contracts.
- The code of conduct adopted by the council which Councillors must observe.
- Arrangements for access to information held by the council under the Freedom of Information Act 2000.
- Arrangements for handling complaints.

Governing documents may be amended with a view to improving the Council's method and efficiency in conducting its business. Copies of these documents were included in your Information Folder given to all members after the 2015 Elections.

Good Practise advice offered by the External Auditor, National Association Local Councils and Society of Local Council Clerks suggest that Council carries out an annual review of its governing documents. In a year that no changes are made, it would be appropriate to record in the minutes that a review was carried out, in order to demonstrate that the council was continuing to review its governing arrangements.

The purpose of this report is therefore to ask the Council to review the above issues which are not dealt with under other items on the agenda.

Firstly, the following should be noted:

- Items (a), (b) and (c) are dealt with under Item 6 on the Agenda
- With regards to (f) the Council has no charters and makes no contributions to expenditure incurred by other local authorities.
- With regards to the review of representation on External Bodies or work with External Bodies (g) the Council currently has no appointed representatives on External Bodies.
- With regard to the review of Assets (h), the Asset Register as at 31st March, 2017 is set out within the recommendations of the Finance and Management Committee at Item 10.
- It should be noted that in terms of the Insurance review (i), that the Council's insurance runs annually from September to September, and will be submitted for review in September each year.

- With regards to (j) the Council is not currently a member of Other Bodies.
- **With regards to Item (m) Standing Order No. 28 says the following about the press and media:**

“Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council’s policy in respect of dealing with the press and/or other media.
- b In accordance with the Council’s policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media."

However, there is currently no formally agreed written policy to support this Standing Order. Council may wish to consider a formal policy.

This Standing Order could perhaps be updated to include the following:

- (a) All press releases pertaining to the business of the Council shall be formulated by the Proper Officer and approved for release by the Chairman of the Council; the release will be conducted by the Proper Officer or duly authorised member of staff. No other member is to discuss the business of the Council with the press unless speaking as a private individual and making this clear to the recipient.
- (b) All press articles, pertaining to matters raised by Councillors within working parties or Committees, to promote work within the Council or to indicate matters of concern, may be issued, providing the recipient is advised that the comment/s are being made by an individual Councillor/s and not as the Town Council.

This may make this issue clearer to Councillors and perhaps reduce the need for a further Media Policy

- With regards to (n) the time and date of meetings this has been dealt with by Council at its meeting on 16th March, 2017, as it was deemed appropriate to set meeting dates in advance of the start of the new Municipal year.

Within this report the Council is therefore asked to review the following:

Standing Orders

A local council should have a rule book (Standing Orders) for the routine conduct of its meetings and business.

Standing Orders should be an easy-to-understand comprehensive guide on the legal, financial, administrative and governance aspects of running a local council and thus Standing Orders provide the Council with a clear framework to operate within.

Parish Councils are subject to the basic arrangements relating to the conduct of meetings and making decisions many of which are contained in the Local Government Act 1972 and in particular Schedule 12 to the 1972 Act (paragraphs 7-13 and 39-45). These provide for:

- Holding an annual meeting;
- Holding other meetings;
- Location of meeting not to be in licensed premises unless no other suitable room is available;
- Public Notice of meetings;
- Service of summons on councillors to attend meetings;
- A councillor to preside at meetings;
- Quorum to be no less than 3;
- Voting by show of hands;
- Arrangement for votes to be recorded;
- Decisions to be by majority vote;
- Provision for casting vote;
- Recording attendance;
- Provisions for minutes and their validity;
- Power to make Standing Orders subject to the above provisions.

A Parish Council is generally not required by law to make Standing Orders which regulate how they conduct their business. However, the basic provisions in the 1972 Act (and other legislation) are insufficient for the majority of parish councils. Standing Orders are therefore necessary for regulating the practical arrangements to give effect to statutory requirements.

The Council's current Standing Orders were adopted in 2011 and broadly follow the National Association of Local Council's Model Standing Orders.

The current Standing Orders have been slightly amended over the last three years, and in each year have been scrutinised by both Internal and External Audit and on each occasion no issues have been raised with regards to their contents.

Standing Orders may be amended at the meeting following proposal(s) submitted by members and then debated and voted upon.

Issues to note:

- Section 135 of the Local Government Act 1972 requires councils to make Standing Orders that include provisions for securing competition and regulating the manner in which tenders are invited. To comply with these requirements, Councils should set within their Financial Regulations a limit for the purchase of goods and services above which three estimates or quotes should be invited from persons or firms competent to do the work. Standing Orders will state a higher value above which competitive tenders in sealed envelopes should be invited. It is the responsibility of councils to determine their own limits that are most appropriate to local circumstances.

- Councils must ensure controls over money are embedded in Standing Orders and Financial Regulations. The current policies do provide for this and have both been approved by both the Council's Internal and External Auditors.

The following amendments to Standing Orders are suggested:

Standing Order 1 (m)

Standing Order 1 (m) currently states:

"Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.

If consent is given, such a recording shall be under the control of the proper Officer and only that person and the Chair and Vice Chairman of the recorded meeting shall have access."

Given that the Openness of Local Government Bodies Regulations 2014 amended the Public Bodies (Admission to Meetings) Act 1960 with a new sub-section 3 which provides that while a meeting is open to the public, any person attending is to be permitted to report on the meeting.

- 'Reporting' is defined and means:
- 'filming, photographing or making an audio recording of proceedings at a meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later to persons not present'.

There are two safeguards for councils:

□ The 'reporting' right does not require a council 'to permit oral reporting or oral commentary on a meeting as it takes place if the person reporting or providing the commentary is present at the meeting'. So, for instance, a reporter is not entitled to do a live voiceover while he or she is in the meeting room and the meeting is going on.

□ The 'reporting' right does not extend to recording, filming etc any parts of a meeting where the press and public have been excluded under the power in s 1 of the 1960 Act. So, a person is not entitled to go out of the room but leave their recording equipment running during that part of the meeting. What the Act says is that councils 'may also prevent any person from reporting on the meeting using methods-

(a) which can be used without that person's presence at the meeting, and

(b) which enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later’.

Any person who attends a meeting for the purpose of reporting on it may use any communication method, including the internet, to publish, post or otherwise share the results of the person’s reporting activities.

The publication and dissemination may take place at the time of the meeting or occur after the meeting.

Councils retain their usual powers to ensure that the business of the meeting is not interrupted by disorderly conduct or misbehaviour.

Therefore, it is suggested that Standing 1 (m) be amended to read:

“A person may not orally report or comment about a meeting as it takes place if he/she is present at the meeting of Morecambe Town Council or its Committees but otherwise may:

- **film, photograph or make an audio recording of a meeting**
- **use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later**
- **report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting**

At the beginning of the meeting, the Chairman of the meeting will remind everyone in attendance and those participating in the meeting that they may be filmed, recorded, photographed or otherwise reported about.

Any member of the public in attendance that objects to a-c above, and children and vulnerable adults, must inform the Chairman and an area within the Council Chamber will be designated to them.

Any member of the public or press carrying out a – c above must ensure that their activities do not disrupt the proceedings of the meeting or they may be asked to stop or leave.”

Standing Order 31 - Allegations of breaches of the Code of Conduct

It is suggested that this Standing Order be replaced with the following wording:

- (a) On receipt of a complaint concerning an alleged breach of the Code of Conduct the Proper Officer shall refer it to the Monitoring Officer at Lancaster City Council for consideration and report this to the Town Council.
- (b) Upon notification by Lancaster City Council that it is dealing with a complaint that a councillor or non councillor with voting rights has breached the Town Council’s Code of Conduct, the Proper Officer shall report this to the Town Council.

- c) The Council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d) Upon notification by Lancaster City Council that a Councillor or non-Councillor with voting rights has breached the council's Code of Conduct, the Council shall consider what, if any, action to take against that Councillor. Such action excludes disqualification or suspension from office.

Financial Regulations

All organisations need procedures which control how they operate. This is particularly true for financial operations and particularly important for public authorities which are responsible for managing public money.

Local councils are subject to a range of statutory requirements and these include how they deal with money matters. The principal controls are included in "Accounts and Audit Regulations" which are issued by the Government from time to time. Although necessarily formal in style, they are reasonably clear and understandable and usually include useful explanatory notes.

The Local Audit and Accountability Act 2014 makes significant changes to how local authorities are audited and, consequently, new regulations will be issued under that Act in the near future.

The regulations make it clear that the Council, as a whole, is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. Subject to any instructions from the Council, it is the task of the Responsible Finance Officer (RFO), (i.e. the Clerk)), to determine detailed accounting procedures. The principal way in which a council will discharge its financial responsibilities and give instructions to its finance officer is by means of its Financial Regulations.

The Accounts and Audit Regulations also stipulate in Part 4 that local councils must comply with proper practices in relation to their accounting procedure. These proper practices are set out in "Governance and Accountability for Local Councils – A Practitioners' Guide (England)" issued by the Joint Practitioners' Advisory Board (JPAG) and published jointly by SLCC and NALC.

For financial regulations to be effective, they should be clear, practical, easily understandable and relevant. There is a danger that, whilst being thorough and comprehensive, they can be too technical and complex and thus become remote from the day to day financial activities that they are in place to control.

It should also be remembered that they represent the Council's instructions on how it wants to control its activities; detailed advice on accounting arrangements, which are the

responsibility of the Finance Officer, are often better dealt with by written procedures and system notes.

The Council's current Financial Regulations (like the Standing Orders) were adopted in 2011 and broadly follow the National Association of Local Council's Model Regulations.

As with Standing Orders, they have been slightly amended over the last three years, and in each year have been scrutinised by both Internal and External Audit and on each occasion no issues have been raised with regards to their contents. The Clerk and RFO remains satisfied that they meet the requirements of current legislation.

Complaints Procedure

The current policy adopted in 2011 is included within your Information folder.

Freedom of Information Policy

Under the Freedom of Information Act ("the Act") it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which should be adopted and operated by all public authorities from 1 January, 2009.

The model commits a public authority to *'produce and publish the method by which the specific information will be available so that it can be easily identified and accessed by members of the public'*. To help local councils (parish councils, parish meetings and community councils) meet this obligation we have produced template guides to information for them to use. This and the model scheme document itself form the basis of your commitment from 1 January 2009. A local council will breach the Act if it has not adopted the model scheme and/or is not publishing in accordance with it by this date.

The Council's current policy meets the requirements of the above legislation.

Health & Safety Policy

All aspects of the Council's Health and Safety and Risk Management were reviewed by the Council in March, 2017 and are fully, although these will be further reviewed by the Internal Auditor at the annual audit later this month and any recommendations of the Internal Auditor will be reported to Council in July, 2017.

Actions Required:

To review the following:

- **Standing Orders including the suggested amendments in relation to Standing Orders numbers 1 (m), 28 and 31 set out in the report**
- **Financial Regulations**
- **Complaints Procedure**
- **Freedom of Information Policy**

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Wednesday 26th April, 2017

Councillors Present: D. Whitaker (Chairman), J. Bates (Vice-Chairman), I. Clift, John Hanson and L. Page

Officers in attendance – D. Croxall (Town Clerk)

61. Apologies for Absence

Councillor P. Heath

62. Declarations of Interest

There were no Declarations of Interest

63. Minutes of Meeting of Planning Development and Environment Committee held on 27th February, 2017

Resolved:

That the minutes of the Planning Development and Environment Committee held on 27th February, 2017 be signed as a correct record.

64. Planning Applications

The Committee considered the Planning Applications set out below which had been notified to the Town Council since the last meeting of the Committee held on 27th February, 2017:

Resolved:

That Council be recommended to agree that:

- (1) In respect of Application No. 17/00254/FUL, the Council supports the application provided it was the intention of the applicant to use the whole forecourt for parking as this would remove more as from the highway and was consistent with usages at adjoining premises in this area of the town.**
- (2) In respect of Application No. 17/00217/FUL, the Council be recommended to object if the proposal would reduce light to the adjoining caravan park.**
- (3) To make no observations in respect of any of the other Planning Applications listed below:**

Application Number	Proposal Details	Site Address
17/00418/FUL	Erection of a front porch	313 - 315 Marine Road Central, Morecambe
17/00385/FUL	Demolition of existing conservatory and erection of a single storey rear extension	23 Broadway, Morecambe
17/00386/FUL Pre-App	Erection of a single storey side and rear extension and replace rear bedroom window with french door and juliet balcony	16 Hall Drive, Morecambe
17/00384/PLD C	Proposed Lawful Development Certificate for the conversion of existing conservatory to orangery	3 Chestnut Drive, Morecambe
17/00379/VCN	Erection of a side extension to existing retail unit, recladding of existing elevations, removal of canopy, installation of door to south elevation, alterations to the vehicular access point and rearrangement of existing car park layout (pursuant to the variation of condition 2 to amended the approved plans, condition 4 in relation to matching materials, condition 7 to refer to updated boundary treatment plan, and removal of condition 5 as freestanding trolley bay no longer proposed on planning permission 16/01043/FUL)	Lidl, 98 Westgate, Morecambe,
17/00214/FUL	Retrospective application for the retention of a single storey rear extension, raising the height of the roof and conversion of garage, dormer extension to the rear elevation and proposal for the erection of a 2.5m high boundary wall	122 Broadway, Morecambe,

Application Number	Proposal Details	Site Address
17/00241/FUL	Conversion of basement to a 1-bed self-contained flat and alterations to the rear steps	9 Park Street, Morecambe,
17/00326/FUL	Erection of a first floor rear extension	424 Marine Road East, Morecambe
17/00311/VCN	Erection of 50 residential apartments with associated access, car parking and landscaping (pursuant to the variation of condition 5 to omit the surface water discharge rate and condition 14 to amend the habitat mitigation; removal of condition 10 relating to maintenance of surface water drainage and details to satisfy conditions 3 (access), 4 (foul drainage), 5 (surface water drainage) and 16 (Construction Environment Management Plan) on planning permission 16/01056/FUL)	Site of Former Broadway Hotel, Marine Road East, Morecambe, Lancashire
17/00311/RCN	Erection of 50 residential apartments with associated access, car parking and landscaping (pursuant to conditions 3, 4, 5, 10, 14 and 16 for the gating arrangements, foul drainage scheme, surface water drainage scheme, habitat assessment report and site management plan	Site of Former Broadway Hotel, Marine Road East, Morecambe
17/00148/FUL	Alterations and installation of a replacement shop front	19 Victoria Street, Morecambe,
17/00355/FUL	Erection of a single storey rear extension	18 Battismore Road, Morecambe
17/00215/FUL	Retrospective application for the continuation of use of land for car sales	Lancashire Commercials, Northgate, White Lund Industrial Estate, Morecambe

Application Number	Proposal Details	Site Address
17/00287/FUL	Demolition of front porch, erection of two storey rear extension, single storey side extension and canopy to front	9 Queens Drive, Morecambe
17/00245/FUL	Retrospective application for the retention of an ATM to the front elevation	Ex-Focus Do It All, Westgate, Morecambe
17/00246/ADV	Advertisement application for the display of an internally illuminated fascia sign to surround ATM	Ex-Focus Do It All, Westgate, Morecambe

65. Review of the Allotment Association Service Level Agreement

The Council had agreed that the Service Level Agreement with the West End and Heysham North Allotment Association should be reviewed.

The Town Council currently “owns” the Allotment Site at the end of Osborne Road and behind Heysham High School. This is via a Lease from Lancaster City Council which runs until 31st March, 2026.

This arrangement began in 2011, and at that time it was agreed that the West End and Heysham Allotment Association should manage the site under a devolved management agreement i.e. be responsible for the day to day running of the site.

With devolved management the Allotment Association were responsible for collecting all rents, letting plots, managing tenancies, managing the waiting list, managing the site e.g. security and maintained. There are no financial costs to the Council and no rent received by the Council.

Conversely, if the Council managed the site, it would be responsible for all of the above, although would receive the rental income from the plots.

The Council agreed to review the SLA following matters raised by some plot holders.

The Clerk attended a training course on 6th March as part of information gathering for this review.

The advice given to the Clerk by the Course leader (who was the President of the National Allotment Association) was:

1. The Town Council has a legal duty as landowner of a duty of care to all.
2. Amend Lease/SLA to state that in cases of proposed eviction, a tenant has right of a final appeal to the Town Council
3. Look at Association's Constitution re Appointment of Officers, the Association should not be able to elect its officers in perpetuity
4. Provision that photographs should be taken at plot inspections of plots failing the inspection (**this already took place**)
5. Agree that a Town Council officer attends all Association Committee meetings and plot inspections (**the Clerk started attending the monthly Committee meetings of the Association in February 2017**)
6. The Town Council should provide template letters to the Association re all disciplinary matters
7. The Town Council should consider join National Association to get access to Nationally recommended templates for devolved management arrangements. (The cost of this would be £5 per annum).
8. If the Council retains the devolved management agreement it is important for the Council to meet all tenants and not just the Committee and it was suggested that the Council holds 2 drop in sessions per annum at the Allotment site, which would be advertised amongst to all plot holders via Association's noticeboard and social media site.

A suggested revised SLA was submitted for consideration.

It should be remembered that the Council cannot change the Association's Constitution as this was the Constitution of a separate organisation. However, the Council can recommend and request changes to be made.

The suggested SLA did not recommend an additional appeal process to the Council in the case of proposed evictions.

The reasons for this were as follows:

- The Association has an adopted Disciplinary policy approved by the National Association that sets out a clear process;
- Secondly the draft SLA does contain a requirement to change the method of operation of the final Appeal Hearing which is considered at an EGM of the Association - see clause (B) second bullet point of the draft revised SLA; and
- With the Council attending all Committee meetings and approving all disciplinary letters, the Council will now be aware of the circumstances of any future disciplinary matters within the Association and able to ensure due processes are followed in every case.

The issue regarding officers being appointed in perpetuity could be dealt with by a clause in the revised SLA requiring elections of one third of the Committee each year rather than the whole Committee every three years.

In addition to the suggested amendments to the SLA, it was suggested that the Association be requested to amend their Tenancy Agreements by removing the clause relating to "bringing the Association into disrepute" as a matter which could lead to disciplinary action. This was on the basis that this is a very subjective matter. The Association's officer who met the Clerk agreed to this request.

Resolved:

That Council be recommended to:

- (1) Agree the suggested revised SLA as attached at Appendix A to these minutes; and**
- (2) Request the West End and Heysham North Allotment Association to remove the clause relating to "bringing the Association into disrepute" as a matter which could lead to disciplinary action within its Tenancy Agreements and disciplinary policies as this was a very subjective matter which could be misused.**

66. Morecambe in Bloom Update

The Clerk updated the Committee on the launch of the Morecambe in Bloom competition for 2017.

Additional publicity was being undertaken and entries had begun to be submitted including two new schools.

The Council was continuing to work with Lancaster City Council to ensure the town's public areas were to a suitable standard for the North West in Bloom Competition.

The voluntary Morecambe Bloomers Groups were about to start on their first project by taking over responsibility for a small area of land on Victoria Street.

Funds of £3,500 had recently been applied for and obtained from Norther Rail to allow further works to be undertaken by the Bloomers on the Station.

Resolved:

That Council be recommended to agree to note the report

Chairman

The meeting closed at 8.20 p.m.

Appendix A – Draft revised SLA – April, 2017

Morecambe Town Council

Service Level Agreement

Between

MORECAMBE TOWN COUNCIL

- and -

West End/Heysham North Allotment Association

PARTIES

This is an Agreement between Morecambe Town Council (hereinafter called “the Council”) and West End/Heysham North Allotment Association (hereinafter called “the Association”)

The Council agreed to the Association undertaking the provision of services, as set out in Parts 1-4 of this Agreement **although it should be recognised that the Town Council as landowner has a duty of care to all users of the Site.**

SITE

The Allotment site referred to in this Agreement is called Devonshire Road Allotments (hereinafter called “the Site”)

CONTENTS

Part 1 – General conditions

Part 2 – Service objectives and specifications

Part 3 – Financial and resourcing arrangements

Part 4 – Monitoring arrangements

Part 5 – Declaration

PART 1 – GENERAL CONDITIONS

1.1 OBJECT OF THE AGREEMENT

To manage the Site and provide the services as set out in Parts 1-4 of this Agreement

To recognise that the Association represents and acts as the voice of the Site (see also Service Objectives and Specifications 2.2)

The Council wishes to support this, as by doing so, it will achieve a number of it’s corporate objectives, objectives of the Sustainable Community Strategy, objectives of the Allotments Strategy and aims and objectives of PPG17 policy Planning for Open Space, Sport & Recreation (see also Service Objectives and Specifications 2.2)

1.2 PERIOD OF THE AGREEMENT

This Agreement will commence on 1st April 2017 and will be reviewed annually, although it should be recognised that the lease for the Site runs until 31st March, 2026.

1.3 THE PARTIES' OBLIGATION

- a) The Association agrees to provide the services specified in Part 2 of this Agreement (Service Objectives and Specifications)
- b) The Council agrees to support the Association as specified in Part 3 of this Agreement (Financial and resourcing arrangements)

1.4 STATUS OF AGREEMENT

It is the intention of both parties that this Agreement shall be legally binding

1.5 STATUS OF SERVICE PROVIDER

In carrying out this Agreement, the Association is acting as an agent of the Council, in managing the Morecambe Town Council owned the Site

1.6 MANAGEMENT

- (a) This Agreement is made on the understanding that the operation of the Site by the Association is carried out in accordance with the separate Lease.
- (b) An Officer of Morecambe Town Council attends meetings of the Association's Committee.**
- (c) An Officer of Morecambe Town Council attends at least 4 plot inspections per annum**
- (d) The Town Council will hold two drop in sessions per annum at the Allotment Site (preferably in March and September), to give an opportunity for all tenants to meet members of the Council and to discuss any issue appertaining to the Allotment Site. The sessions will be held in the Association's communal building on site and one member of the Committee will be in attendance at the session with the Council representatives. The sessions will be advertised on the Association's Noticeboard and facebook page.**

1.7 PARTIES' REPRESENTATIVES

The Council appoint a Contact Officer annually and the Association's initial Contact Officer will be Chairman of the Association:

- a) The role of the Council's contact officer is to:
 - Be the initial point of contact with the Council for the Association
 - Inform the Association of any issues which may have an effect on the implementation of the service provision in this Agreement
 - Provide information, advice and support to the Association as reasonably required
 - Inform the Association of any change in the Council's contact officer

- b) The role of the Association's contact officer is to provide the information required in Part 4 of this Agreement and to inform the Council's contact officer, in writing, if there is:

- Any change in the Association's contact officer or their contact details
- Any concerns about this Agreement

1.8 STAFFING

- a) The Association will be responsible for ensuring that any volunteers who are providing services at the allotments are approved by them
- b) The Association will check that all plotholders have appropriate safeguarding measures in place for those community groups and individuals using their allotted plot
- c) Plotholders will take full responsibility for those permitted to use their allotted plot

1.9 HEALTH AND SAFETY

The Association shall have regard to requirements of health and safety on allotments.

1.10 INSURANCES

The Association will provide proof of adequate insurances as outlined in the accompanying Lease

1.11 DISPUTE RESOLUTION

(a) Between the Association and the Council

If either party considers the other to be in breach of their duties under this Agreement or has a grievance about some aspect of the Agreement's operation, the parties shall make every effort to resolve the issues through joint discussions. Where this fails:

- The party wishing to make the complaint should provide the other's contact officer with written details including proposals for resolving it
- A written response should be sent to the initiating party within 14 days
- If the response is not considered to resolve the issues, the initiating party may request in writing to the contact officer a meeting of the authorised signatories (or their successor)
- Where possible the meeting should be held within 14 days of the contact officer receiving the request
- If either party is dissatisfied with the outcome as notified to it in writing within seven days of the meeting, arbitration can be requested and this will take place with a mutually acceptable external party, which will be the National Society of Allotments and Leisure Gardeners where available

(b) Between the Association and its Tenants

- The Association to have in place appropriate Policies for the effective management of the site in respect of the following:
 - ensuring the site remains inclusive to all
 - Disciplinary and Complaints Policy
 - Risk Management
 - Tenant Welfare
 - Dealing with Plot theft and break ins
- To include in the eviction procedures and Constitution, that in the event of a tenant opting to a final appeal to the Association's membership, the quorum for the meeting should be 50% of the Association's membership, and that after making their representations, both the appellant and Committee members present (who had been present at the Committee meeting that made the original eviction decision) should leave the meeting when the membership are discussing and voting on the matter.
- The Association to notify the Council's contact officer upon the receipt of any complaints made by tenants.
- The Clerk to the Council to approve the wording of all letters regarding proposed evictions and the arrangements for Disciplinary Hearings prior to such letters being dispatched.

1.12 REVIEW

- a) Any amendments will need to be negotiated and agreed in writing by both parties
- b) A review of the level of services specified in 2.2 will be undertaken every 6 months
- c) This entire Agreement shall be subject to a formal review every 2 years

1.13 TERMINATION

- a) The Service Level Agreement can be terminated only with termination of the Lease

PART 2 – SERVICE OBJECTIVES AND SPECIFICATIONS

2.1 PRINCIPLES UNDER WHICH THE SERVICES ARE PROVIDED

This Agreement will achieve the following objectives for each party;

- a) The Council wish the Allotments to be maintained to an appropriate high standard, with good Community links and with no nuisance being caused to local residents

- b) The Association should manage the Site with reference to the Sustainable Community Strategy prepared by the Lancaster District Strategic Partnership, which be accessed at <http://www.lancaster.gov.uk/council-and-democracy/council-priorities-and-key-documents/local-strategic-partnership/sustainable-community-strategy-2008-2011/>

2.2 SERVICE PROVIDED UNDER THIS AGREEMENT

The Association will;

- a) Manage the site in accordance with the terms of the Lease
- b) Manage the suitability, size and location of fruiting and non-fruiting trees within the boundary of the Site
- c) Set standards for temporary buildings erected on the Site, all other structures should be discussed with the Morecambe Town Council contact officer
- d) Manage the requests to keep livestock on their Site, from the agreed list attached at Appendix A, ensuring that granting such requests does not conflict with Environmental Health legislation and that said livestock is kept in clean, safe conditions, does not cause a nuisance and is not traded or kept as part of a business
- e) Maintain the Site to a good standard as laid out in Part 3
- f) Advise the Council's contact officer of any major alterations to their Site
- g) Elect and maintain a Committee, agree a Constitution **(that includes provision for the Association's Committee to be elected in thirds at the AGM)**, set up a bank account, determine a list of basic rules for plot holders, hold and invite all plot holders to an Annual General Meeting, manage their waiting list and keep tenant details
- h) Set good practice for reductions of rent in line with relevant concessions, e.g. for OAPs and the unemployed, and review the same in line with inflation
- i) Ensure sufficient rent is taken to allow general maintenance of the wider Site – this includes setting a minimum charge for plots, which must be greater than nil
- j) Adhere to the order of the waiting list when allocating plots, in accordance with the rules of the Association
- k) Allocate any vacant and vacated plots at a maximum of one plot per applicant, when a waiting list for plots is in place
- l) Allow local community groups to rent a plot, through the appropriate means and in accordance with the rules of the Association
- m) **To be a member of the National Allotment Association** and take up such membership wherever possible
- n) Aspire to develop, promote and encourage communal waste reduction on their site through recycling and composting

2.3 MEANS OF ACCESSING THE SERVICE

- a) The Council will promote the use of allotments as a community resource
- b) The Association will promote their Site to the local community and will aspire to develop educational and/or community events/materials as an additional means of promotion

2.4 SERVICE DEVELOPMENT AND IMPROVEMENT

The parties will work together for the joint aim of enhanced service development and improvement

2.5 USER FEEDBACK AND INVOLVEMENT

The Association will operate a procedure to deal with disputes and grievances with or by ploholders, as per the accompanying Lease

PART 3 – FINANCIAL AND RESOURCING ARRANGEMENTS

- 3.1** Responsibility for repairs and ongoing maintenance will rest with the Association
- 3.2** Income from ploholders' rent and activities/promotions provided by the Association can be retained by the Association, so long as it is used to contribute to the ongoing development of this Agreement
- 3.3** In the event that the Association are unable to provide the services as set out in this Agreement, any capital improvement to the Site that the Association has been responsible for will transfer to the Council

PART 4 – MONITORING & PERFORMANCE ARRANGEMENT

- 4.1** The Clerk to the Council will monitor and evaluate the implementation of this Agreement and how it performs against corporate objectives
- 4.2** The Association will provide information reasonably required by the Council, subject to those requirements not being in breach of clients' confidentiality, such as statistical data relating to allotment provision. Information will not be required more frequently than at quarterly intervals
- 4.3** These monitoring arrangements can be amended by agreement between the Council and the Association to reflect changes in service practice

PART 5 – DECLARATION

On behalf of Morecambe Town Council I confirm that I have read the Agreement as set out above and the Council will comply with the terms and conditions contained within;

Signed

Date

Name of authorised signatory for Morecambe Town Council
.....

Address to which communications relating to this Agreement should be sent:

David Croxall
Clerk to Morecambe Town Council
Town Hall
Marine Road
Morecambe
LA4 5AF

On behalf of the Association I confirm hat I have read the Agreement as set out above and the Association will comply with the terms and conditions contained within;

Signed

Date

Name of authorised signatory for the Association ????

Address to which communications relating to this Agreement should be sent:

?????

AppendixA

Approved Livestock for the Allotment Sites

The following list of livestock has been agreed by Morecambe Town Council within the restrictions of section c in 2.2 above, namely that granting requests to keep such livestock does not conflict with environmental health legislation and that said livestock is kept in clean, safe conditions, does not cause a nuisance and is not traded or kept as part of a business;

- Bees
- Chickens (not cockerels)
- Ducks
- Rabbits

Temporary structures may also be erected on the land necessary for the purpose of keeping such animals.

This list may be changed or amended in line with the Agreement.

The keeping of any animals covered under the Dangerous Wild Animals Act 1976 should be confirmed with the Council's contact officer through a request in writing in the first instance.

MORECAMBE TOWN COUNCIL

Minutes from the Community Engagement and Grants Committee Meeting held at 7.00 pm on Tuesday 9th May, 2017

Councillors Present: T. Brown (Chair), C. Cozler, T Metcalfe and L. Page

Officers in attendance – A. Fawcett (Assistant Clerk)

44. Apologies for Absence - None

45. Declarations of Interest

Councillor Cozler declared a personal interest in and took no part in scoring the application for The Exchange Community CIC as she was friends with members of the organisation.

46. Minutes of the Community Engagement and Grants Committee held on 28th February, 2017

Resolved:

That the minutes of the meeting held on 28th February, 2017 be noted.

47. Allocation of Grants

The Council set aside £5,000.00 from its 2017/18 budget for the allocation of grants up to £500 for “Not for Profit” Organisations whose activities were of direct benefit to the Morecambe’ s residents. The funds were advertised in March and the closing date was 21st June.

The Council received a total of nine applications. The total amount applied for was £4,500. Three applications to the value of £1,500 did not meet the criteria set by Council, therefore were not taken to the Committee.

Each application was marked and the average score worked out and ranked. The minimum score to be eligible for a grant was 20 out of a possible 30.

The application for Red Rose Community Centre was removed prior to scoring. This was due to further information being received which deemed the application ineligible to be scored as it did not meet the criteria set by Council.

Resolved:

That Council be recommended to agree:

(1) To fund the applications as set out in the table below:

Name of Organisation/Group	Reason for Application	Amount to be Awarded (£)	Power Allowing Council to Fund
3 rd Morecambe Scout Group	To contribute towards the cost of easy to assemble outdoor shelters to enable the group to enhance their outdoor activities.	500.00 Providing the applicant agree to make the equipment available to other similar organisations for their outdoor activities	Local Government Act 1972 (section 137)
North Lancs Down Syndrome Family & Carer's Group	To pay for meeting room hire for one year and to purchase books to be loaned to parents/carers of children with down syndrome.	500.00	Local Government Act 1972 (section 137)
Friends of Morecambe Bay Community Primary School	To pay for training for staff to attend a course on taking a restorative approach to teaching and learning to develop an understanding of the principles and skills to use in the classroom.	500.00	Local Government Act 1972 (section 137)
The Exchange Community CIC	To pay towards the cost of free workshops to promote the move back into the Trinity Methodist Church and to promote the offering of new facilities.	500.00	Local Government Act 1972 (section 137)
Total		2,000.00	

(2) To refuse the following application as it did not meet the minimum score of 20 as set by Council:

- **Morecambe Cricket Club**

(3) To advertise the remaining funds of £3,000.00 of the budget in June 2017.

48. Community Engagement Update

The Committee received a brief update on the Carnival float. The entry form had been submitted and received by the organisers. Members indicated that they would like to discuss the float at the next meeting.

With regard to the Fun Run, there had been no known progress in relation to the permission being granted for the "Time & Tide Bell". Therefore, no further plans were discussed for the fun run.

A member of the Sub-Committee suggested that the Council could organise an Art Exhibition to raise funds for local causes. However, the other members felt that more time was needed to plan such an event and suggested it be discussed at the next meeting.

Resolved:

That Council be recommended to agree:

- (1) To discuss the Carnival Float and Art Exhibition at the meeting of the Community Engagement and Grants Sub-Committee.**
- (2) The Clerk to write to all Councillors asking them if they would be interested in joining an Arts Exhibition working group.**
- (3) To take no further action in the planning for the Fun Run until further information had been received regarding the permission for the “Time & Tide Bell”.**

49. Youth Council & Youth Champion

Members discussed the Youth Council and Youth Champion. Due to the resignation of the Councillor Brandwood the Youth Council had not progressed and members felt Council should appoint a new Youth Champion.

Councillor Brown indicated that she would like to take up the role.

Resolved:

That Council be recommended to appoint Councillor Brown as the Youth Champion and to continue with the Youth Council.

50. Community Award Nominations

Members discussed the Community Award and the process. It was agreed that nominations should be sent to the Clerk by email as done previously. This Committee would then consider the nominations and make recommendation to Council.

The previous criteria for the Award was as follows:

A person or group of people that have;

- Made significant contribution to the advancement, wellbeing and welfare of the people of Morecambe in a voluntary capacity,
- Demonstrated excellent citizenship, or
- Committed a one-off act of heroism, selflessness or bravery.

Resolved:

That Council be recommended to agree that:

- (1) The criteria for the Community Award be as follows:**

A person or group of people that have;

- **Made significant contribution to the advancement, wellbeing and welfare of the people of Morecambe in a voluntary capacity,**
- **Demonstrated excellent citizenship, or**

- **Committed a one-off act of heroism, selflessness or bravery.**
- (2) The Clerk writes to Councillors to request nomination for the Community Award**
- (3) The nominations would be considered by the Community Engagement and Grants Committee which would then make recommendation to Council.**

Chairman

The meeting closed at 8:45 pm

MORECAMBE TOWN COUNCIL

Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Wednesday 10th May, 2017

Councillors Present: B. Hughes (Chairman), D. Clifford, L. Page and M. Patterson

Officers in attendance – David Croxall (Town Clerk)

39. Apologies for Absence

Councillor D. Brayshaw

40. Declarations of Interest

There were no Declarations of Interest

41. Minutes of Meeting of Finance and Management Committee held on 8th March, 2017

Resolved:

That the minutes of the meeting of the Finance and Management Committee held on 8th March, 2017 be signed as a correct record.

42. Payment and Receipts Schedule – 1st March to 30th April, 2017

The Committee considered the Payment Schedule for the period from 1st March to 30th April, 2017 (Appendix A).

Resolved:

That Council be recommended to note the report

43. Accounts 2016/17

The Clerk submitted a detailed report regarding the 2016/17 accounts including the following documents:

- (a) The 2016/17 year end position with regard to spend against each budget at 31st March, 2017 Appendix B to these minutes
- (b) Bank Reconciliation Statement produced via the Council's Accounting software on 31st March, 2017 which demonstrates that the Council's Accounts balanced against funds held in the Bank - Appendix C to these minutes
- (c) Draft Accounts Booklet 2016/17 - Appendix D to these minutes
- (d) Asset Register as at 31st March, 2017 - Appendix E to these minutes
- (e) MTC Budget 2017/18 – Agreed by Council 19th January, 2017 - Appendix F to these minutes

The report commented on the following issues:

- Grants 2016/17

The Council awarded grants totalling £3,996.25 net of VAT to eight organisations. All of the awards had to be made under Section 137 expenditure as the Council had no direct powers available to award grants to the respective organisations:

Therefore, the expenditure on these grants is shown within s137 expenditure rather than the Community Grants Budget on the budget summary at Appendix B and the Income and Expenditure accounts at Appendix D.

Three grants have not yet been fully claimed totalling £1,496.25. These are in respect of the War Memorial Hall (although the play equipment has been ordered), Morecambe Homestart and the More Together Magazine.

- War Memorial

The Council's appointed Designer has still to complete her work and make her second claim for payment against the agreed contract. Therefore, an amount of £1,548.28 should be carried forward to honour this commitment upon completion of her work.

- Portas Town Team

As reported to the March meeting of the Finance and Management Committee, the Town Team has effectively completed its work and all claims have been submitted and received. However, £4,571.84 of the additional Arts Council grant towards the Street Art remains in the Council's accounts.

The final street art work should be completed in the next two months and this amount spent. Therefore, this amount needs to be carried forward in order to honour this commitment upon the completion of the contracted works.

The agreed 2017/18 Budget required total funds of £282,050.00 to fund it.

The precept (which had been received) totalled £186,415.69

The Year End position was as follows:

The Balance in Bank at 31st March, 2017 available to carry forward was £128,334.29 (Appendix C)

Less funds required for commitments and suggested carry forwards:

War Memorial (see above)	£ 1,548.28
Community Grants (see above)	£ 1,496.25
Toilet Contract	£12,844.50
Unspent element of the Arts Council Grant towards Street Art	£ 4,571.84
Armed forces Day (as agreed at Council on 16 th March)	<u>£ 1,000.00</u>
Total	£21,461.09

Actual amount in Bank Account available to carry forward to fund 2016/17 budget is:

(128,334.29 – 21,461.09) = £106,873.20

Additionally, the Council is owed £7,365.02 of VAT for the final two quarters of 2016/17. A claim was submitted to HMRC on 7th April, 2017.

When these amounts were added to the precept it gave funds available to spend in 2017/18 of £301,653.91 which equated to a predicted surplus of £18,603.91.

The Council would need to consider the allocation of this surplus amount within the 2017/18 budget at the earliest opportunity.

Statement of Accounts 2016/17

The Council was required to approve the Financial Statement to 31st March, 2017 (Statement of Accounts booklet attached at Appendix D).

Annual Accounts and Audit Timetable

The Council was required to complete the following tasks and submit supporting information to the External Auditor (the External Auditors are BDO who are appointed by the Government) by 26th June, 2017:

- Approve the Annual Statement of Accounts at a Council Meeting (decisions must be minuted) – this must take place no later than 22nd June
- Approve the Annual Governance Return to the External Auditor at a Council Meeting (decisions must be minuted) (The Annual Governance Return must be completed by all Local Councils with an annual turnover of less than £6.5m and includes details of the Council's Accounting Statements (Section 1) and Governance procedures (Section 2) - this must take place no later than 22nd June
- Undertake an Internal Audit inspection: Once the Internal Auditor's report was received this would be reported to Council via the Finance and Management Committee. No issues of concern were raised by the Internal Auditor at the Inspection. The year end Internal Audit had not been undertaken as the Council agreed to seek quotations for the appointment of the Internal Auditor (item no. 7 on this agenda). Once the Internal Auditor had been appointed the inspection would be arranged.
- Display a Public Notice between 5th June and 14th July, 2017 inclusive outlining to electors their rights to inspect the Council's accounts including its books, vouchers, receipts relating to the Accounting Statements
- Accounting Records to be made available to Electors between 5th June and 14th July, 2017 inclusive for inspection at the Town Council's Office
- Publish audited accounts on completion of External Audit and no later than 30th September, 2017.

The 2016/17 Accounting Statements

Current requirements for Local Councils require Councils whose expenditure exceeds £200,000 per annum to produce a Balance Sheet and an Income and Expenditure Account.

The Council's Income and Expenditure Account for 2016/17 are attached at Appendix "D"

The Council's Balance Sheet for 2016/17 are attached at Appendix "D"

The Annual Governance Return document required to be submitted to the External Auditor by 26th June and requiring a formal resolution could not be considered until the Internal Audit had been completed and the Annual return signed by the Internal Auditor.

In preparing the 2016/17 end of year position and accounts a Bank Reconciliation was carried out on 2nd April, 2017. A copy of the reconciliation produced by the Council's Accounting System demonstrating that the accounts and bank figures balanced is attached at Appendix "C"

Resolved:

That Council be recommended to:

- (1) **Note and approve the carry forward of the following committed expenditure as:**

War Memorial (see above)	£ 1,548.28
Community Grants (see above)	£ 1,496.25
Toilet Contract	£12,844.50
Unspent element of the Arts Council Grant towards Street Art	£ 4,571.84
Armed Forces Day 2017	<u>£ 1,000.00</u>
Total	£21,461.09
- (2) **Note how the year end carry forward items above effect the 2017/18 Budget and to consider how to defer consideration of the allocation of the surplus funds totaling £18,603.91 until the full costs of the three By-Elections were known.**
- (3) **Approve the Annual Statement of Accounts (Balance Sheet and Income & Expenditure Account) for 2016/17 and Asset Register (Appendices D and E).**

44. Toilets

The Clerk updated the Committee on the process to obtain quotations for the toilet cleaning and the Sanitary Waste disposal and Baby Changing and Nappy Waste Disposal.

Sanitary Waste disposal and Baby Changing and Nappy Waste Disposal.

For this contract quotations had been six companies:

Only two companies submitted quotations as set out below. Both of these would meet the Council's requirements to ensure the toilets were properly serviced for the proposed 60 days of opening. Both were reputable companies with substantial experience in this type of work.

Company 1 £742.50

Company 2 £620

Toilet Cleaning

Quotations had been invited from seven companies:

Quotations had been received from two companies only:

Company 1 - Total for 60 days = £2,400

Quotation included the following: -

- Clean twice Daily
- Provide all consumables
- Install Solo tag which was a Monitoring system which tracks activity at any given location
- Reports of any incidents or vandalism

Cost - £40 per day + vat.

Company 2 - Total for 60 days = £8225.00+vat

Quotation included:

- Estimate for the cleaning to take 2-3hours per visit twice a day at £120+vat per day
- Toilet rolls and hand soap £675+vat
- All other cleaning chemicals i.e.: mirror cleaner, lemon floor gel, bin bags, urinal blocks etc. £350.00+ vat.”

The Clerk indicated that the toilets had not yet opened due to these two contracts not yet being let and the target opening weekend on 30th April had not been met.

Guidance was sort on when the toilets should open if Council accepted this Committee's recommendations regarding the above contracts and when the lost opening days should be made up to ensure the toilets were open for 60 days as previously agreed.

The Clerk also raised the issue of staff collecting cash from the toilets once open and suggested that the Council need to develop an appropriate policy to manage all risks around this including staff safety.

Resolved:

That Council be recommended to:

- (1) **Appoint Company 2 (Canon Hygiene) as the Council's contractor for Sanitary Waste disposal and Baby Changing and Nappy Waste Disposal on a one year contract to be reviewed in March, 2018 at an annual cost of £620, subject to two satisfactory references being obtained by the Clerk.**
- (2) **Appoint Company 1 (Danfo) as the Council's contractor for Toilet Cleaning on a one year contract to be reviewed in March, 2018 at an annual cost of £2,400.00 (£40 per day), subject to satisfactory references being obtained by the Clerk and to the contractor confirming to undertake all the work set out in the specifications set out in the quotation document.**
- (3) **Agree that the toilets should open on Friday 26th May, with the further “lost” eight days from the original 60 day opening schedule be made up by including a further eight Fridays during the summer season.**
- (4) **Request the Clerk to develop appropriate systems in consultation with the Council's appointed Internal Auditor to ensure the Council's risks were appropriately managed in respect of the collection and banking of cash collected from the toilets.**

45. Internal Audit

At the meeting of Council on 16th March the following resolution was agreed by the Council:

“That the Clerk seeks three quotations from suitably qualified persons for the provisions of the Council’s Internal Audit in 2017/18.”

The cost of the Council’s current Internal Audit arrangements (two visit per year) were £550.

Four quotations were invited from four qualified Internal Auditors with experience in working with Local Councils including the Council’s current Internal Auditor.

In putting together a suitable list of persons/organisations to approach, the Clerk had sought to ensure that all auditors on the list were appropriately qualified and were not based in the town or had any connections with persons/businesses within the town.

Two quotations had been received as follows:

Auditor 1 750 per annum plus travelling expenses at the current NALC rates (based on two visits per annum)

Auditor 2 £660 per annum

Resolved:

That Council be recommended to appoint Auditor 2 (Yorkshire Internal Audit Services) as the Council’s Internal Auditor on a one year contract to be reviewed in March, 2018 at an annual cost of £660 which would include two audit visits i.e. the annual audit for 2016/17 in May/June 2017 and an interim visit in mid 2017/18, subject to two satisfactory references being obtained by the Clerk.

46. Council Banking

The Clerk informed the Committee that the TSB had once again refused the Council’s application to open a Business Account.

The Committee were asked to reconsider how to proceed with the Council’s Banking requirements.

Resolved:

That Council be recommended to:

- (1) Agree that the Council retains its accounts with its current Banking provider, HSBC, particularly as cash and cheques could now be paid into the Council’s accounts via the Post Office.**
- (2) Request the Clerk to discuss with the Council’s Internal Auditor a procedure to allow the Council to move towards online banking and BACs payments where appropriate whilst ensuring all risks to the Council were fully protected.**

47. School Parking

The Clerk reminded the Committee that Council had agreed the following on 16th March, 2017:

“That in view of the comments received via the Park and Stride review, all further action be suspended on Park and Stride and the matter be referred to the appropriate Council Committee, with a view to investigating other forms of action that could be undertaken utilising the Council’s allocated budget for 2017/18 to help alleviate the serious parking problems which continue take place outside schools within the town.”

Research undertaken by staff suggested that many areas across the country had tried a multitude of interventions with a view to reducing this problem. However, it appeared that the interventions that had most effect involved enforcement action being taken.

The Committee remained extremely concerned at the safety issues outside all schools within Morecambe due to irresponsible parking and particularly since the County Council had indicated in March that there parking attendant's/traffic wardens could not patrol outside schools due to their limited powers and lack of resources.

Resolved:

That Council be recommended to

- (1) Agree that the Clerk convenes a meeting involving senior management at the County Council responsible for traffic wardens and the representatives of the Morecambe Neighbourhood Policing Team with a view to negotiating a system of patrolling and enforcement being introduced at all schools within Morecambe.**
- (2) Agree to retain the current budget set aside for tackling school parking until the conclusions of the meeting set out in (1) were known.**

48. Poulton Residents Association

The Clerk informed the Committee that at an Extraordinary General Meeting (EGM) on 15th March, the Poulton Residents Association had decided to dissolve with immediate effect.

Following the decision to dissolve the EGM of the Association also agreed that the Association's remaining funds of £527.67 should be donated to Morecambe Town Council, to determine how to allocate the funds with the stipulation that the funds be used on a project within the Poulton Ward, for the benefit of Poulton residents. These funds have subsequently been transferred to the Town Council.

The Committee were requested to consider how the funds of £527.67 donated by the Poulton Residents Association should be used within the Poulton ward.

Resolved:

- (1) That Council be recommended to request the Clerk to convene a meeting of Poulton Ward Councillors to discuss how the funds of £527.67 could be utilised within the Poulton Ward**
- (2) That a decision be delegated to the Poulton Ward members unless the project would cost more than £527.67, in which case the matter be referred back to the Finance and Management Committee for consideration.**

The meeting closed at 8.30 p.m.

Appendix A: Schedule of Payments and Receipts – 1st March to 30th April, 2017

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Photocopier Charges	Direct debit	Photocopier Hire	MB Digital	22.00	4.40	26.40
Morecambe in Bloom	101137	North West in Bloom Entry 2017	North West in Bloom	130.00	0.00	130.00
Morecambe in Bloom	101138	Banner for Promoting MIB	Ebay	46.80	0.00	46.80
Town Council Office Rent	101414	Office Rent	Lancaster City Council	962.50	0.00	962.50
Training	101143	Rail and Taxi Fair - Allotment Training	National Rail	132.90	0.00	132.90
Postage, Printing and Stationery	101143	Postal Charges	Royal Mail Group Ltd	19.05	0.00	19.05
Christmas Lights	101144	Electricity for Xmas Lights	EON	69.91	0.00	69.91
Salaries	101145	HMRC Quarterly Contributions	Morecambe Town Council	2,447.86	0.00	2,447.86
Salaries	Direct debit	Salaries	Morecambe Town Council	2,727.30	0.00	2,727.30
Salaries	Direct debit	Pension Contributions	Morecambe Town Council	481.38	0.00	481.38
Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Section 137 Expenditure	101146	Grant - Homeless Action	Morecambe Homeless Action	500.00	0.00	500.00

Bank Charges	Direct debit	Bank Charges	HSBC	13.50	0.00	13.50
Telephone	Direct debit	Telephone Bill	Talk Talk Business	38.65	7.74	46.39
Website	101148	Website Charges	Website Uk	150.00	30.00	180.00
Photocopier Charges	Direct debit	Photocopier Hire	MB Digital	22.00	4.40	26.40
Accountancy and Audit	101150	Additional Advice - Audit Issues	Neil Leadbetter	260.00	0.00	260.00
Hire of Rooms (Meetings)	101152	Room Hire War Memorial Hall	War Memorial Hall	230.00	0.00	230.00
Telephone	Direct debit	Telephone Bill	Talk Talk Business	30.22	6.04	36.26
Photocopier Charges	Direct debit	Photocopier Hire	Grenkeleasing	247.20	49.44	296.64
Salaries	Direct debit	Pension Contributions	Morecambe Town Council	481.38	0.00	481.38
Bank Charges	Direct debit	Bank Charges	Morecambe Town Council	15.10	0.00	15.10
Salaries	Direct debit	Salaries - April	Morecambe Town Council	2,727.30	0.00	2,727.30
Christmas Lights	101151	Christmas Lighting	Blachere Illumination	1,312.47	262.49	1,574.96
Photocopier Charges	Direct debit	Photocopier Hire	MB Digital	30.77	6.15	36.92
Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Toilets Refurbishment	101153	Toilet Refurbishment - Payment 2	SR Brown LTD	6,133.00	1,226.60	7,359.60
Community Grants	101154	War Memorial Hall Grant	Wickey	833.29	166.66	999.95

Totals				20,064.58	1,763.92	21,828.50
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Festivals Budget Expenditure (1st March to 30th April, 2017)

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Festivals	101149	Festival Grants - Bare Fest and Bare Christmas	Bare Village Business Association	732.00	0	732.00
Totals				732.00	0	732.00

Portas Expenditure (1st March – 30th April, 2017)

Budget	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
Portas Town Team	101147	Artist Fee - Street Art	Faunagraphic	1,022.00	0.00	1,022.00
Portas Town Team	101140	Bay Cam	NW Systems Group	117.00	23.40	140.40
Totals				1,139.00	23.40	1,162.40

Receipts (1st March to 30th April, 2017)

Date	Description	Amount (£)
03/03/2017	Bank Interest	15.78
26/03/2017	Bank Interest	13.70
29/03/2017	Photocopier Hire Refund	179.78
11/04/2017	Annual Precept	186,415.69
05/04/2017	Community Grant refund	333.00
05/04/2017	Poulton Neighbourhood Management	527.67
	Total	187,485.62

Appendix B: Budget 2016/17 – Year End position as at 31st March, 2017

Budget Head	Income (£)	Budget 2016/17 (£)	Actual Expenditure (31/03/2017) (£)	Net Position (£)
Salaries	167.00	47,750.00	47,086.77	830.23
Town Council Office Rent	0	3,850.00	3,850.00	=
Photocopier Charges	179.78	1,400.00	1,594.12	-14.34
Hire of Rooms (Meetings)	0	1,000.00	1,216.00	216.00
Subscriptions	0	210.00	841.00	-631.00
Telephone	0	460.00	407.66	52.34
Postage, Printing and Stationery	0	500.00	459.52	40.48
Accountancy and Audit	0	1,500.00	1,735.00	-235.00
Insurance	0	750.00	543.66	206.00
Website	0	300.00	300.00	=
Legal Expenses	0	500.00	0	500.00
Training	0	1,000.00	527.90	472.10
Litter and Dog Fouling	0	500.00	0	500.00
Festivals	1,384.91	66,269.42	62,358.59	5,295.74
Community Grants	0	2,042.00	1,790.00	252.00
PCSOs	0	33,804.00	33,804.00	=
Community Centre and Town Council Office Funds	0	55,000.00	0	55,000.00
Section 137 Expenditure	65.00	4,659.00	2,609.00	2,115.00
By-Election Fund	0	6,000.00	0	6,000.00
Bank Interest	456.83	-	-	n/a
Bank Charges	0	240.00	251.78	-11.78
Healthy Streets	0	4,306.00	4,384.00	-78.00
Youth Council	0	1,000.00	0	1,000.00

Budget Head	Income (£)	Estimated Expenditure (£)	Actual Expenditure (31/03/2017) (£)	Net Position (£)
Christmas Lights	0	6,200.00	4,508.91	1,691.09
Neighbourhood Plan	0	3,700.00	3,709.98	-9.98
Morecambe in Bloom	805.20	1,500.00	1,140.81	1,341.19
Consultation re MTH	0	2,000.00	0	2,000.00
Community Events	40.00	376.00	260.46	155.54
Toilets Refurbishment	0	35,000.00	22,155.50	12,844.50
Toilets Management	0	9,000.00	96.03	8,903.97
Asset Replacement Fund	0	10,000.00	541.63	9,458.37
Environmental Enforcement Officer	0	11,000.00	11,000.00	=
War Memorial	0	12,923.28	1,375.00	11,548.28
Bandstand Design Contract	0	2,000.00	2,000.00	=
Town Council Reserves	0	9,000.00	0	9,000.00
Annual Precept	183,348.49	-	-	n/a
Totals	186,447.21	335,680.70	210,547.32	128,010.73

Appendix C: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 31ST March, 2017 and produced on 3rd April, 2017

Bank Reconciliation at 31/03/2017

Cash in Hand 01/04/2016		159,835.82
ADD		
Receipts 01/04/2016 - 31/03/2017		220,330.34
		<u>380,166.16</u>
SUBTRACT		
Payments 01/04/2016 - 31/03/2017		251,831.87
A	Cash in Hand 31/03/2017 (per Cash Book)	128,334.29
Cash in hand per Bank Statements		
Cash	31/03/2017	0.00
HSBC main	31/03/2017	133,816.15
		133,816.15
Less unrepresented cheques		5,481.86
		128,334.29
Plus unrepresented receipts		0.00
B	Adjusted Bank Balance	128,334.29

A = B Checks out

Appendix D

STATEMENT OF FINANCIAL ACCOUNTS 2016/17

The Town Council's financial accounts for the year ending 31st March, 2017 are set out inside this booklet.

These Accounts are prepared under the Local Audit and Accountability Act 2014 and the Accounts, the Audit (England) Regulations 2015.

The Town Council approved these accounts at its meeting held on ???

David Croxall
Clerk to the Council and Responsible Financial Officer
28th April, 2017

INTERNAL AND EXTERNAL AUDIT

Internal Audit

Independent Internal Audit is contracted on an annual basis to ??? and comprises of two audit inspections, October to audit the first half year accounts and the following April to audit the second half year accounts along with the draft Final Accounts and Annual Return. At the end of each year the Independent Internal Auditor also completes Section 4 of the Annual Return which is then submitted to the External Auditor. The annual Internal Audit took place on ???, 2017 at which the Responsible Finance Officer was present. The Internal Auditor's report will be published once received.

External Audit

The External Auditor appointed by the Audit Commission is BDO, Arcadia House, Maritime Walk, Ocean Village, Southampton SO14 3TL. The Annual Return which summaries the Town Councils Annual activities at the completion of each financial year are submitted with supporting information and are Audited and Certified before return to the Council for publication in accordance with the Accounts and Audit Regulations.

Income & Expenditure Account

01/04/2016 to 31/03/2017

(Last) Year Ended
31 Mar 2016

Year Ended
31 Mar 2017

<u>Income</u>	
0.00	Festivals
704.08	Bank Interest Income
180,449.00	Annual Precept
25,032.37	Portas Town Team
1,860.00	Christmas Lights
3,700.00	Neighbourhood Plan
9.12	Miscellaneous Grants
105.72	Healthy Streets
953.45	Morecambe in Bloom
470.50	Memorial Bench
13,500.00	Street Art - Arts Council Grant
0.00	Staffing and Administration
0.00	Section 137
0.00	Community Events
£226,784.24	£212,645.03
<u>Expenses</u>	
470.50	Memorial Bench
1,988.75	Computers
1,639.69	Consultation
1,500.00	Street Art - Arts Council Grant
194.06	Community Events
56,336.29	Staffing and Administration
646.50	Training
63,274.94	Festivals
2,559.86	Community Grants
67,608.00	PCSOs
3,559.12	Section 137 Expenditure
32,563.14	Portas Town Team
7,192.61	Christmas Lights
0.00	Neighbourhood Plan
961.64	Morecambe in Bloom
0.00	Park and Stride
0.00	Toilet Refurbishment
0.00	Asset Replacement Fund
0.00	Environmental Enforcement Officer
0.00	War Memorial
0.00	Bandstand Design
£240,495.10	240,061.88
<u>General Fund</u>	
121,851.32	108,140.46
226,784.24	Balance at 01 Apr 2016
348,635.56	ADD Total Income
240,495.10	320,785.49
108,140.46	DEDUCT Total Expenditure
0.00	80,953.61
£108,140.46	Transfer to/from Reserves
	0.00
	80,953.61
	Balance at 31 Mar 2017

Note: Section 137 Expenditure includes expenditure of £2,559.00 on Community Grants. The Council approved this amount to under s137 Expenditure with the funding being transferred from the Miscellaneous Grants Budget. Actual Community Grant Expenditure was therefore £4,349.00

Morecambe Town Council

Balance Sheet

As at 31st March, 2017

<i>(Last) Year Ended</i>		<i>(Current) Year Ended</i>
<i>31 Mar 2016</i>		<i>31 Mar 2017</i>
£		£
	LONG TERM ASSETS	
28,721.01	Fixed Assets	29,370.98
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
0.00	Debtors (Net of provision for doubtful debts)	0.00
0.00	Payments in advance	0.00
3,304.64	VAT Recoverable	7,389.32
0.00	Temporary lendings (investments)	0.00
159,835.82	Cash in hand	128,334.29
191,861.47	TOTAL ASSETS	165,094.59
	CURRENT LIABILITIES	
0.00	Creditors	0.00
0.00	Temporary borrowing	0.00
<u>191,861.47</u>	NET ASSETS	<u>165,094.59</u>
	Represented by:	
108,140.46	General fund Balance	80,723.61
	Reserves:	
0.00	Capital	0.00
55,000.00	Earmarked	55,000.00
28,721.01	Adjustments	29,370.98
<u>191,861.47</u>		<u>165,094.59</u>

Notes to the Accounts

Income and Expenditure Account

1. VAT refunds are not shown as the accounts are prepared net of VAT.
2. Section 137 Expenditure – this includes a contribution to the Remembrance Day Wreath of £50, and payment of Miscellaneous Grants where no direct power to fund the approved application exists. £2,559.00 of the s137 expenditure related to Community Grants.
3. The Arts Council street art grant is additional funding obtained towards the Portas Street Art project.
4. The Community Events expenses were towards the Town Council's float entry in Morecambe Carnival and the Council's tree in the Morecambe Christmas Tree Festival 2016.

Balance Sheet

- Local Councils are not required to depreciate Assets – these are shown at the original purchase price
- The VAT recoverable amount refers to the amount of VAT which remained to be reclaimed at the year end, as VAT is reclaimed several times each year and the VAT amount for the last quarter of 2016/17 (i.e. October, 2016 to March, 2017) had been claimed but awaited from HMRC.
- The Net Assets includes reference to the Town Council Office Fund established in 2011 which stood at £55,000 at 31st March, 2017.

David Croxall
Responsible Finance Officer
28th April, 2017

Prepared by:

David Croxall, Town Clerk and Responsible Finance Officer, Morecambe Town Council

Date: 31st March, 2017

Appendix E: Asset Register at 31st March, 2017				
Item	Date purchased	Serial No. (If appropriate)	Where Held/Stored/Sited	Value (£)
Computer and Accessories	3/11/2015 3/11/2015 2011	2 x Intel i5 4460 3.2/4G Computers 2 x Benq 24" adj monitors Laptop – 7M370-JY6WB	Town Council Office Town Council Office Town Council Office	2000.85
Office Furniture and Equipment	2011 17/9/2012 27/7/2012 27/7/2012 12/03/2014	 1 x meeting table 8 x chairs Laminator 2 x Office Chairs	Town Council Office Town Council Office	681.52 159.00 60.00 18.00 154.80
High Visibility Jackets	03/10/2011		Town Council Office	327.00
Handiloops for Litter Picking	09/01/2012		Town Council Office	141.83
7 x Noticeboards	15/06/2012		7 locations around the Parish	2,932.93
8 Litter Bins	15/3/2012 (4)		Happy Mount Park x 1	2,000.00
	15/2/2012(4)		Morecambe Street x 2	
			Townley Street x 1	
			Torrisholme x 4	
3 pieces Play Equipment	15/03/2012		Torrisholme Park	2,133.00
Benches	15/02/2012		Happy Mount Park x 1	756.00
			Edward Street x 1	
Item	Date purchased	Serial No. (If appropriate)	Where Held/Stored/Sited	Value (£)

Christmas Tree Lights	22/11/2011		White Lund Depot c/o LCC	651.60
4 Penguin Litter Bins	26/09/2011		Happy Mount Park	1,285.00
2 x 5 a side Goalposts	15/05/2012		Langridge Estate Westgate	1,000.00
Springy Animal Play Equipment	15/05/2013		Langridge Estate Westgate	880.00
Play equipment	15/05/2012		Langridge Estate Westgate	6,000.00
Camera – Panasonic G6 plus Scandisk Ultra 32GB Memory Card	31/7/15	WE4EA001135	Town Council Office – available to loan to the community – therefore not always in the Council office	412.48
<p>Christmas Lights:</p> <p>The following were purchased and displayed on Victoria Street, Pedder Street and Regent Road:</p> <ul style="list-style-type: none"> • 2 x columns motif with ropelight and white LED Minibulbs (£786) • 1 x 16m Catenary Cable (£396) • 5 x Fountain Blue Column Displays (£950) • 4 x Catenary cables for Regent Road and Pedder Street (£1350) • 3 Cross Street Displays (Merry Christmas from Morecambe) (£2475) • 1 Cross street display (sleigh) (£595) • 1 Cross street display (Pluto) (£575) • 	1/12/15		On Display Nov – Jan each year and then stored at LITE, Unit 2, Farrington Place, Rossendale Road Industrial Estate, Burnley	7,127.00
Panasonic PAN HC-V3 820EB Camcorder and Scandisk SDK UP	16/1/17	DM6SA001076	Town Council Office	294.99
Item	Date purchased	Serial No. (If appropriate)	Where Held/Stored/ Sited	Value (£)

Velbon Tripod	19/1/17	Velbon EF-41	Town Council Office	24.99
Epson Projector – Model number H720B	24/1/17	WE7K6900 769	Town Council Office	329.99
TOTAL				29,370.98

Appendix F: MTC Budget 2017/18 (Agreed by Council on 19th January, 2017)

Budget Item	Amount (£)	Notes
Staffing and Administration	62,000.00	
Community Grants	5,000.00	
Training for Staff and Members	1,000.00	
Morecambe in Bloom and Environmental improvements	3,000.00	Including the estimated £1,400 underspend in the 2016/17 budget carried forward to 2017/18
Bank charges	200.00	
Section 137	600.00	
Festivals	55,000.00	This includes £5,000 towards marketing
Community events	500.00	
Youth Council	1,000.00	
Environmental Enforcement Officer	12,000.00	
Anti Social Behaviour Officer	14,000.00	
Christmas lights	7,000.00	
Toilet management	9,000.00	This would be offset by income although in the first year of operation it would be difficult to predict income levels and therefore none have been factored into this amount.
Park and Stride Campaign Continuation	3,000.00	
CCTV contribution	5,000.00	Contribution Morecambe BID, City Council and other agencies to ensure an appropriate level of CCTV remains in place in Morecambe in partnership with
Community Improvement Fund	7,000.00	A fund to be managed by the Council to assist in enhancing "grot spots" within the town
Council Quarterly Newsletter	4,000.00	
Total	189,300.00	

Off projects and Reserves be approved for 2017/18:

Office fund - £ 55,000.00

War Memorial	-	£ 10,000.00
SPID Camera Fund	-	£ 3,750.00
Asset Replacement Fund	-	£ 9,000.00
By-Election Fund	-	£ 6,000.00
Town Council Reserves	-	<u>£ 9,000.00</u>
Total	-	£ 92,750.00

Total Budget agreed by Council on 19th January = £282,050.00