

MORECAMBE TOWN COUNCIL

11th May 2018

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 17th May, 2018** 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 2018/19**
2. **To accept Nominations and to elect the Vice Chairman of the Council and to receive the declaration of acceptance of office for 2018/19**
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 19th April, 2018 (pages 2 – 6)

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, 2018/19

To consider the report of the Clerk to the Council (pages 7 - 15 of supporting papers pack)

8. Review of Standing Orders and Financial Regulations

To consider the report of the Clerk to the Council (pages 16 - 22 of supporting papers pack)

9. Festivals and Events Committee – 23rd April 2018

To receive the minutes of the Festivals and Events Committee from its meeting held on 23rd April 2018 (pages 23 to 31 of the supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 11 – Festival Funding 2019/20 (pages 23 to 31 of supporting papers pack)

10. Community Safety Committee – 2nd May 2018

To receive the minutes of the Community Safety Committee from its meeting held on 2nd May 2018 (pages 32 to 35 of the supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 22 – Anti Social Behaviour (pages 32 to 33 of supporting papers pack)
- (b) Minute No. 23 – Matters raised by Councillors (pages 33 to 34 of supporting papers pack)
- (c) Environmental Enforcement Officer (pages 34 to 35 of supporting papers pack)

11. Community Engagement and Grants Committee – 8th May 2018

To receive the minutes of the Community Engagement and Grants Committee from its meeting held on 8th May 2018 (pages 36 to 44 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 19 – Review of Community Grant Process (pages 36 to 37 and 39 to 44 of supporting papers pack)
- (b) Minute No. 20 –Community Engagement Update (page 37 of supporting papers pack)
- (c) Minute No. 21 – Community Awards 2018 (pages 37 to 38 of supporting papers pack)

12. Finance and Management Committee – 9th May 2018

To receive the minutes of the Finance and Management Committee from its meeting held on 9th May 2018 (pages 45 to 82 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 50 – Payments and Receipts Schedule – 1st March to 30th April 2018 (page 45 and 56 to 61 of supporting papers pack)
- (b) Minute No. 51 – Budget 2017/18, Annual Governance Return and Statement of Accounts 2017/19 (pages 45 to 49 and 62 to 73 of supporting papers pack)
- (c) Minute No. 52 - Internal Audit (page 49 of supporting papers pack)
- (d) Minute No. 53 – Risk Management Review (pages 49 to 54 and 74 to 82 of supporting papers pack)
- (e) Minute No. 54 – Deprivation Funding (pages 50 to 51 of supporting papers pack)
- (f) Minute No. 55 – General Data Protection Regulations (page 51 to 52 of supporting papers pack)
- (g) Minute No. 56 – Review of Standing Orders and Financial Regulations (pages 52 to 54 of supporting papers pack)
- (h) Minute No. 57 – Toilets Update - (pages 54 to 55 of supporting papers pack)

13. Planning, Development and Environment Committee – 10th May 2018

To receive the minutes of the Planning Development and Environment Committee from its meeting held on 10th May 2018 (pages 83 to 87 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 72 – Planning Applications (pages 83 to 85 of supporting papers pack)
- (b) Minute No. 73 – Consultation by LCC on the updated Statement of Community Involvement (pages 85 to 86 of supporting papers pack)
- (c) Minute No. 74 – Allotment Ste update (page 86 of supporting papers pack)
- (d) Minute No. 75 – Morecambe in Bloom (pages 86 to 87 of supporting papers pack)

14. Community Governance Review

To consider the report of the Clerk to the Council (page 88 of supporting papers pack)

15. Date of Next Meeting – Thursday 19th July 2018 at Morecambe Town Hall commencing at 7pm



David Croxall
Clerk to the Council
11th May 2018

MORECAMBE TOWN COUNCIL

Minutes of the Annual Meeting of Morecambe Town Council held on Thursday 17th May 2018 at 8.30 p.m. at Morecambe Town Hall

Present: Councillors: T. Anderson, Alex Ashworth, June Ashworth, J. Bates, V. Boyd-Power, T. Brown, D. Clifford, I. Clift, R. Cleet, C. Cozler, R. Dennison, P. Heath, D. Hutton, Janice Hanson, John Hanson, T. Metcalfe, M. Ogden, M. Pattison, L. Page, J. Pilling and D. Whitaker

Officers in Attendance:

D. Croxall (Town 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 proposed and 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 2019.

(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 proposed and 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 2019.

(Councillor Hanson signed the Declaration of Acceptance of Office)

3. Apologies for Absence

Councillors S. Burns, L. Davies, G. Dennison, B. Hughes and L. Hughes

4. Declarations of Interests

Councillors June Ashworth, Clift and Cozler declared a personal interest in Minute No. 13 as they were all members of the Lancaster City Council Planning Committee.

5. Minutes of Meetings held on 19th April 2018

The Council considered the Minutes of the Meeting of the Town Council held on 19th April 2018.

Resolved:

That the minutes of the meetings of Council held on 19th April 2018 be signed as a correct record

6. Public Participation

No members of the public wished to address the Council.

7. Review of Committee Structure and Terms of Reference

The Council were advised 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 15th March 2018.

This Council currently operated with the following Committees:

Finance and Management Committee

Festivals and Events – meets as required

Planning, Development and Environment Committee

Community Engagement and Grants

Community Safety

Personnel Committee

Complaints Committee

The report also set out details of the current Proportional Representation (PR) calculation for Committees.

Resolved:

That the Council retains the Committees set out above and that the Terms of Reference set out at Appendix A to these minutes be approved for the 2018/19 municipal year.

8. Review of Standing Orders, Financial Regulations, Complaints Procedure and Freedom of Information Policies

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

The Council considered recommendations made by the Finance and Management Committee in respect of amendments to Standing Orders and Financial Regulations.

Resolved:

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

(a) Amend Standing Order 1 (d) to read:

“Subject to Standing Order 1 (c) above, members of the public are permitted to make representations regarding items on the agenda only although other issues could be raised if written notice of the question/matter were submitted to the Clerk 10 working days prior to the meeting”.

(This suggested amendment is to bring this standing order in line with the Council’s agreed public participation policy which was update on 17th July 2014)

(b) Amend Standing Order 1 (x) to read:

“No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be:

- In the case of a Council Meeting – not less than 9 members
- In the case of a Committee Meeting – not less than 3 members.”
-

(c) Amend Standing Order 1 (z) to read:

“Committee Meetings shall not exceed a period of 2 hours, unless the Committee agrees to suspend Standing Orders.

(d) Amend Standing Order 2 (xii) to read:

“Confirmation of arrangements for insurance cover in respect of all insured risks”

(This suggested amendment is to bring this standing order in line with the Council’s Insurance policy running annually from September to September each year and therefore a review of insurance arrangements at the Annual Meeting would not be the most appropriate time.)

(e) Add a new Standing Order 2 (xviii) to read:

“The Council’s Risk Management Policies to be reviewed annually in March.”

(f) Remove the following wording from Standing Order 15 (iv) as this was now out of date:

“the substitute Councillor need not be from the same ward as the Councillor for whom they are acting as substitute.”

(g) Amend Standing Order 19 (b) to read:

“The Responsible Financial Officer shall supply to each Councillor at each meeting of the Finance and Management Committee with a statement summarising the Council’s income

and expenditure for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June."

- (h) Remove all references to Personnel Sub-Committee within Standing Orders and replace with Personnel Committee.
- (i) Add a new Standing Order 27 (c) to read:

"The Council shall implement and review annually a Policy for handling data in accordance with the General Data Protection Regulations."

- (2) That the following amendments be made to Financial Regulations:

- (a) Amend Regulation 5.2 to read (the amended wording is underlined):

"A schedule of the payments required, forming part of the Agenda for each Finance and Management Committee Meeting shall be prepared by the RFO and be reported to the Committee. If the schedule is in order it shall be recommended by the Committee for acceptance by Council and shall be initialled by the Chairman of the Finance and Management Committee. If more appropriate the detail may be shown in the Minutes of the Meeting."

- (b) Amend regulation 6.1 to read:

"All payments shall be effected by cheque, debit card or by BACS on the Council's bankers."

- (c) Add a new Regulation 6.6 to read:

"The Council will not honour Grants awarded if the funds are not claimed within 12 months of the date of the Grant being awarded."

- (3) That no amendments be made to the Freedom of Information Policy and Complaints Procedure.

9. Festivals and Events Committee

The Council received the minutes of the Planning Development and Environment Committee from its meeting held on 23rd April 2018 and considered its recommendations in respect of the following items:

- (a) Festival Funding 2019/20

During the debate, Councillor Heath proposed:

"That prior to the Festivals and Events agenda being produced and applicants invited to present their application to the Committee, that the Chairman and members of the Committee view the applications to check they comply with the Council's criteria."

Councillor Metcalfe, the Chairman of the Festivals and Events Committee accepted the proposal as a friendly amendment.

Resolved:

- (1) That Council sets a Provisional Budget of £55,000 for Festival Funding in 2019/20 to include a sum of £5,000 towards publicity;
- (2) That the current the two tier process for making decisions on Festivals Grants applications be retained, with up to four external persons being invited to attend the Festivals Committee as advisers only;
- (3) That the timetable for the process of considering funding for 2019/20 to be:
 - a) Grant application process opened week commencing 4th June 2018
 - b) Monday 13th August – closing date for applications
 - c) Wednesday 12th September – this Committee meets to interview applicants and make recommendations to Council
 - d) Thursday 20th September – Council makes final decisions
- (4) That the four external persons to include a representative from Morecambe BID, a hotelier, a financial expert and a young person;
- (5) That the Festivals Committee to meet during the daytime i.e. between 10 a.m. and 5 p.m. to interview applicants at its meeting scheduled to take place on 12th September;
- (6) That the clause within the criteria regarding the payment of 25% of any grant awarded prior to the event be removed, on the basis that this would strengthen the Council's management of risk and as the Council does not fund 100% of any Festival, organisers should be able to pay costs prior to the event that are necessary;
- (7) That the following clauses from the Arts Council's advice guide re income and expenditure be added to the criteria, in order to enhance the robustness of the Council's procedures:

"If you have not spent all the income you received, your income and expenditure figures in the Activity report form will show that income is greater than expenditure. The same principle applies as if you had made a profit (as described in section 3.2) and we may ask you to return the unspent amount to us.

It is therefore important that you hold any unused part of the grant on trust for us at all times.

"Our Terms and Conditions for the grant specify that you must use the grant exclusively for the activity described in your application form. We are therefore unable to allow you to keep any part of our funding for activity which is not related to the activity we originally funded.

If you are aware that you will spend less than you thought on your project, or you have made more income than you anticipated, you may in some circumstances be able to propose a use for those extra funds. You must get our agreement in writing to use the extra funds for additional activity, before you spend the money or complete your end of project income and expenditure in your Activity report form."

- (8) That a compliance checklist be produced which would be completed by the Clerk to ensure that all applications met the Council's criteria before being submitted to the Festivals Committee for consideration together with a compliance checklist to ensure all conditions had been adhered to before payment was considered, and that this

compliance list be considered by the Finance and Management Committee as a final check prior to payment being made;

- (9) The scoring system be removed from the process on the basis that it was extremely difficult to develop a scoring system that was fair and equal to all applicants, the different types of festival and that each application to be considered on its merit against the Council's criteria by way of a time limited discussion by the Festivals Committee following the interview process.
- (10) That prior to the Festivals and Events agenda being produced and applicants invited to present their application to the Committee, that the Chairman and members of the Committee view the applications to check they complied with the Council's criteria.

10. Community Safety Committee

The Council received the minutes of the Community Safety Committee from its meeting held on 2nd May 2018 and considered its recommendations in respect of the following items:

- (a) Anti Social Behaviour
- (b) Issues Raised by Councillors
- (c) Environmental Enforcement Officer

Resolved:

- (1) That the Council notes the progress being made in tackling Anti Social Behaviour as set out in the minute No. 22 of the Community Safety Committee be noted.
- (2) That the Council notes the report regarding the work of the Environmental Enforcement Officer and retains this as a standing item at future meetings of the Community Safety Committee, together with the Clerk continuing to monitor the situation.
- (3) That the position regarding matters raised by Councillors as set out in Minute No. 23 of the Community Safety Committee be noted.

11. Community Engagement and Grants Committee

The Council received the minutes of the Finance and Management Committee from its meeting held on 8th May 2018 and considered its recommendations in respect of the following items:

- (a) Review of Community Grant Process
- (b) Community Engagement Update
- (c) Community Awards 2018

Resolved:

- (1) That in respect of the Community Grant Review the following be approved:
 - (a) Approve the Eligibility Assessment form as submitted by the Committee.
 - (b) Approve the Grant Appraisal form attached as submitted by the Committee.

- (c) Agree that applications should only be considered if they received an average score of 28 following completion of the Grant Appraisal forms by members of the Committee.
 - (d) Approve the amended criteria for Community Grants as submitted by the Committee.
- (2) That Council welcomes the initiative to hold a Pupil Parliament Day on 4th July 2018.
- (a) The criteria for the Community Awards 2018 be as follows:
 - 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.
 - (b) The Clerk writes to Councillors to request nomination for the Community Award
 - (c) The nominations would be considered by the Community Engagement and Grants Committee which would then make recommendation to Council, with a view to awards being presented at the September 2018 meeting of Council.

12. Finance and Management Committee

The Council received the minutes of the Finance and Management Committee from its meeting held on 9th May 2018 and considered its recommendations in respect of the following items:

- (a) Payments and Receipts Schedule – 1st March to 30th April 2018
- (b) Budget 2017/18, Annual Governance Return and Statement of Accounts 2017/19
- (c) Internal Audit
- (d) Risk Management Review
- (e) Deprivation Funding
- (f) General Data Protection Regulations
- (g) Review of Standing Orders and Financial Regulations
- (h) Toilets Update

Resolved:

- (1) That Payment Schedule for the period 1st March to 30th April 2018 as submitted by the Finance and Management Committee be noted and accepted.
- (2) That the following committed expenditure from 2017/18 be carried forward to 2018/19:

Community Grants (see above)	£ 1,200.00
Unspent element of the Arts Council Grant towards Street Art	£ 2,122.00
Morecambe in Bloom	£ 1,500.00
Festivals	£ 1,700.00

Station Grant	£ 377.78
Poulton Residents Fund	£ 171.97
Total	£ 7,071.75

- (3) That following the year end budget position reported by the Finance and Management Committee and taking into account the carry forwards set out in (2) above, the distribution of the surplus totaling £5,652.00 be as follows:
 - £4,000 towards Neighbourhood Planning
 - £1,350 to the Room Hire Budget
 - £300 towards an audit of the Council's Data management procedures by the Council's Internal Audit providers, Yorkshire Internal Audit.
- (4) That the Annual Governance and Accountability Return 2017/18 as signed by the Internal Auditor and submitted by the Finance and Management Committee be approved, and the Chairman and Responsible Finance Officer be authorised to sign the Return on behalf of the Council.
- (5) That following the approval of the Annual Return, the Annual Statement of Accounts (Balance Sheet and Income & Expenditure Account) for 2017/18 and Asset Register at 31st March 2018 as submitted by the Finance and Management Committee be approved.
- (6) That Council welcomes the initial feedback from the Internal Audit visit on 4th May and agrees to continue to pay invoices by cheque and that all grant recipients etc. be advised that payments could take up to 2-3 weeks to process.
- (7) That following a review by the Finance and Management Committee the following policies be approved as submitted:
 - Scope of Internal Audit
 - Approach to Internal Audit Testing
 - Continuity of Business Policy (this includes amendments to Policies 6 and 7, and the rewording of Section 2 (part 2))
- (8) That following a review by the Finance and Management Committee the Risk Management Log be amended with the removal of wording in Policy R16 that was no longer applicable and the inclusion of a new Policy R19 regarding GDPR
- (9) That in respect of the proposed Deprivation Grant Funding, the application form produced by the Clerk be agreed and the application process be opened as soon as possible after this meeting with a view to applications being considered prior to the school summer holidays.
- (10) That with regard to the forthcoming General Data Protection Regulations (GDPR) the following be agreed:
 - (a) Request the Clerk to check with the Council's IT provider that the cyber security on the Council's systems is compliant with GDPR.
 - (b) Request the Clerk to prepare a Draft Data Protection Policy for consideration at the next meeting of the Committee with a view to this being implemented no later than 31st July 2018
 - (c) Request the Clerk to notify all elected members and staff of the impact of GDPR on the data that the Council holds in respect them.

- (d) Request the Clerk to ensure that all staff emails contain a suitable clause at the end of the email relating to GDPR and to write to all contacts held within the Council's email systems to ascertain if they still wished their details to be held in such a manner.
 - (e) Appoint Yorkshire Internal Audit, the Council's current Internal Auditors to undertake an Audit of the Council's arrangements for managing GDPR once the policy referred to in (b) above had been adopted at a cost of £300, to be funded from the surplus funds carried forward from 2017/18 (see Minute No. 12(3) above).
- (11) That with regard to the Dome Toilets the toilets should not be opened for the 2018 season until the coin box had been installed, the roof replacement works completed, and the outer security gates reinstalled, and that the Clerk be requested to obtain quotations from appropriate Companies for the Legionella risk management contract.

Councillors June Ashworth, Cliff and Cozler left the meeting at this point as they had declared an interest in Minute No. 13.

13. Planning Development and Environment Committee

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 10th May 2018 and considered its recommendations in respect of the following items:

- (a) Planning Applications
- (b) Consultation by LCC on the updated Statement of Community Involvement
- (c) Allotment Site update
- (d) Morecambe in Bloom

Resolved:

- (1) That in respect of Planning Applications:
 - (a) Advise Lancaster City Council that in respect of Application No. 18/00379/FUL re 2 Back Green Street:
 - that the recommendations of the County Highways Officer and Fire Service be included in conditions should the application be approved.;
 - that the Town Council remains concerned about potential noise from the site and that conditions should be imposed to control any noise pollution and vibration; and
 - that the Town Council requests that the opening hours be restricted as far as Planning Conditions allow i.e. 9 a.m. to 8 p.m. Monday to Saturday with more limited hours on a Sunday as the proposed development was within a residential area as well as a business area.
 - (b) Advise Lancaster City Council that in respect of Application No. 18/00323/CU submitted by Hillcroft Nursing Home that whilst the Town Council had no formal objections it remained concerned at the number of retrospective planning applications that continued to be submitted and approved.

- (c) Advise Lancaster City Council that in respect of Application No. 18/00415/FUL regarding 223 Marine Road the Town Council requests that the recommendations of the County Highways Officer be included in conditions should the application be approved.
 - (d) Advise Lancaster City Council that in respect of Application No. 18/00401/FUL regarding 48 Albert Road, that the Town Council welcomes and supports this application.
 - (e) Advise Lancaster City Council that in respect of Application No. 18/00499/FUL regarding 3 Clifton Drive, that whilst the Town Council had no objections, it requests that the future use of the proposed development be limited to domestic residential use only.
 - (f) Make no comments in respect of any of the other Planning applications set out above.
- (2) That Lancaster City Council be advised that whilst the Town Council had no objections to the proposed statement of community involvement, it once again remained very concerned at the poor grammar contained within the document which often led to misleading and potentially contradictory statements being made and request that the City Council undertakes a thorough rewrite and check of the proposed document prior to forwarding it to the Government with the Local Plan e.g.
- Page 5, paragraph 2.2 – the word “varied” should say “various”
 - Page 8 – paragraph 4.11 – the Town Council suggests the first sentence is incorrect and for greater clarity should read as follows:
- “All comments and representations made to the City Council in response to consultations will be published on the City Council website.”
- (3) That position regarding Morecambe in Bloom as reported to the Planning Development and Environment Committee be noted and the Clerk be requested to take the Library project forward after first consulting further with Morecambe Bloomers regarding the issue.

Councillors June Ashworth, Clift and Cozler returned to the meeting at this point.

Resolved:

14. Community Governance Review Consultation

Earlier this year Lancaster City Council had launched the first stage of a full district community governance review to establish the issues that residents wanted to be considered.

The Town Council considered the initial consultation at its meeting held on 18th January 2018 and views were submitted to the City Council following the decision of Council.

Following receipt of several responses, the City Council had now published the Terms of Reference and three proposals to be taken forward for further consultation following consideration of all the responses received.

The three proposals were:

- The creation of a Parish Council for Heysham
- The merging of Yealand Conyers and Yealand Redmayne Parish Councils
- The change of name of Thurnham Parish Council

The proposal to establish a Parish Council in Heysham would not affect the existing boundaries of Morecambe Town Council.

The Town Council had been invited to comment on these proposals by 31st May 2018. deadline for comments is 31st May 2018.

Resolved:

That no objections be made to the City Council's proposals (set out above) in respect of the Community Governance Review.

15. Date of Next Meeting

Thursday 19th July 2018 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 9.25 p.m.

.....

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

4th June 2018

Appendix A – Morecambe Town Council Committee Terms of Reference

Suggested Terms of reference for 2018/19

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. 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

	<p>7. To consider all Grant applications received and to make recommendations to Council</p>
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 all festivals and events which receive funding from the Council. 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.

	<p>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.</p>
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 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. 7. To manage the work of Council's funded Environmental Enforcement Officer

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
----------------------------	---

MORECAMBE TOWN COUNCIL

17th May 2018

SUPPORTING PAPERS

CONTENTS

Agenda Item Number	Item Heading	Page Number
5	Draft Council Minutes – 19 th April 2018	2
7	Review of Committee Structure and Committee Terms of Reference 2018/19	7
8	Review of Standing Orders and Financial Regulations	16
9	Festivals and Events Committee – 23 rd April 2018	23
10	Community Safety Committee – 2 nd May 2018	32
11	Community Engagement and Grants Committee – 8 th May 2018	36
12	Finance and Management Committee – 9 th May 2018	45
13	Planning Development and Environment Committee – 10 th May 2018	83
14	Community Governance Review	88

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 19th April 2018 at 7.00 p.m. at Morecambe Town Hall

Present: Councillors: D. Clifford (Chairman), Janice Hanson (Vice Chairman), T. Anderson, V. Boyd-Power, T. Brown (from Minute No. 86), S. Burns, I. Clift, R. Cleet, C. Cozler, L. Davies, R. Dennison, P. Heath, B. Hughes, L. Hughes, D. Hutton, T. Metcalfe, M. Pattison, L. Page, and D. Whitaker (from Minute No. 86).

Officers in Attendance:

D. Croxall (Town Clerk)

81. Apologies for Absence

Councillors Alex Ashworth, June Ashworth, J. Bates, G. Dennison, John Hanson and J. Pilling

82. Declarations of Interests

Councillors Clift and Cozler declared a personal interest in Minute No. 85 as they were both members of the Lancaster City Council Planning Committee.

83. Minutes of Meetings held on 15th March 2018

The Council considered the Minutes of the Meeting of the Town Council held on 15th March 2018.

Resolved:

That the minutes of the meetings of Council held on 15th March 2018 be signed as a correct record

At this point the meeting adjourned to allow public participation

84. Public Participation

One member of the public addressed the Council.

Mr Williams firstly requested that the Council accurately minute what he had to say.

He raised concerns about Item 6 on the agenda regarding the possible exclusion of the press and public. He believed matters should not be dealt with in private as this was not transparent and disrespectful to the public.

He wished the Assistant Clerk well following her resignation but was concerned the Clerk's report had made no mention of the Council's Business Continuity Policy.

With regard to the recent newsletter distributed to all households, he believed its content was propaganda and asked:

- who had edited the newsletter?
- why it did not include the toilet opening times?
- how much had been collected for advertising fees?

- why there was no details of the Police investigation and its costs?
- who decided to call the newsletter “The View”?

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

Councillors Clift and Cozler left the meeting at this point as they had declared an interest in Minute Nos 85.

85. Planning Applications and Dates of Future Planning Development and Environment Committees

The Planning Applications set out below had been notified to the Town Council since the last meeting of the Planning Development and Environment Committee.

On this occasion, the applications had been presented to Council to consider rather than the Planning Development and Environment Committee on the basis that the dates for the Committee’s meetings had yet to be determined.

The Council were advised that if it wished to make objections on any of the applications they should only be made on Planning grounds.

The Council also considered the dates of the monthly meetings of the Planning Development and Environment Committee for 2018/19.

Application Number	Proposal Details	Site Address
18/00331/FUL	Installation of replacement timber framed windows to the front and rear elevations	Kings Arms Hotel, 248 Marine Road Central, Morecambe
18/00364/FUL	Erection off a single storey rear and side extension	4 St Celas Way, Morecambe
18/00272/FUL	Demolition of existing boiler room/store and erection of single storey side extension	Torrisholme Methodist Church, Norwood Drive, Morecambe
18/00234/FUL	Demolition of factory building and erection of 4 industrial units, installation of a raised replacement roof and erection of a single storey infill extension to the front and first floor side extension to existing industrial unit	Bay Scaffolding, Northgate, White Lund Industrial Estate, Morecambe
18/00206/FUL	Change of use of pub (A4) to mixed use comprising of a bar/restaurant (A3/A4) and holiday accommodation (C3), erection of a part 2 storey, part first floor side and rear extension, construction of an access ramp to the front, 2 chimneys, creation of a new door opening to the rear and installation of rooflights and replacement flue to the rear	The Queens Hotel, 273 Marine Road Central, Morecambe

Application Number	Proposal Details	Site Address
18/00207/LB	Listed building application for alterations to the ground, first and second floors layout to facilitate the change of use of pub to mixed use comprising of a bar/restaurant and holiday accommodation and erection of a part 2 storey, part first floor side and rear extension, construction of an access ramp to the front, replacement door and windows to the front, creation of a new door opening to the rear and installation of rooflights, 2 chimneys and replacement flue to the rear	The Queens Hotel, 273 Marine Road Central, Morecambe,
18/00294/FUL	Erection of single storey side extension	2A Albany Road, Morecambe
18/00409/FUL	Erection of a single storey side extension, construction of a replacement raised roof incorporating gable ends and a dormer extension to the rear elevation	26 Hampsfell Drive, Morecambe

Resolved:

- (1) That the Clerk writes to Lancaster City Council to advise that the Town Council supports Application Nos 18/00206/FUL and 18/00207/LB in respect of the Queens Hotel on the basis that this was a much needed redevelopment scheme in a prime location within the town.
- (2) That in respect of Application No. 18/00409/FUL regarding 26 Hampsfell Drive, the City Council be requested to seek the guidance of the Highways Authority regarding the public objection lodged in respect of possible road safety hazards that could occur if the application was approved.
- (3) That no other comments or objections be made in respect of any of the other applications listed above.
- (4) That the dates for the Planning Development and Environment Committee for 2018/19 be:

Thursday 10th May	Monday 4th March
Monday 4th June	Monday 8th April
Monday 2nd July	
Monday 6th August	
Monday 3rd September	
Monday 8th October	
Wednesday 7th November	
Monday 3rd December	
Wednesday 9th January	
Monday 4th February	

Councillors Clift and Cozler returned to the meeting at this point.

Councillors Brown and Whitaker arrived at the meeting when the vote on Minute No. 86 was being taken.

86. Exclusion of Press and Public

The Council considered whether the item of business detailed in minute No. 87 should be undertaken with the press and public excluded.

The matter was put to the vote and the Council voted unanimously to exclude the press and public.

Resolved:

“That, in accordance with Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it could involve the possible disclosure of exempt information (i.e.. personal and private information about individual members of staff) as defined in paragraph 1 of Schedule 12A of that Act.”

87. Personnel Committee – 12th April 2018

The Council received the minutes of the Personnel Committee from its meeting held on 12th April 2018 and considered its recommendations in respect of the following items:

- (a) Post of Assistant Clerk
- (b) Absence Management Policy
- (c) Town Clerk’s Appraisal

Resolved:

- (1) That the contents of the Town Clerk’s Appraisal undertaken on 12th March 2018 as presented to the Committee be noted.
- (2) That the draft Sickness and Absence Management Policy as submitted to Council by the Committee be approved with the addition of a Compassionate Leave Policy based on the ACAS Guidelines for the management of Compassionate Leave.
- (3) That Finance and Management Committee be requested to consider the introduction of a small budget to be created in case staffing matters had to be referred to Occupational Health for an independent medical opinion to be obtained and that the Clerk also checks with the Council’s Insurers whether such matters could be covered under the Council’s insurance.
- (4) That in future sickness records be forwarded to members of the Personnel Committee on a quarterly basis.
- (5) That the resignation of the Assistant Clerk be accepted by the Council and that the Clerk writes to the Assistant Clerk thanking her for her hard work during her six and half year’s employment by the Council.

- (6) That the Council continues to employ an Assistant Clerk, but before the recruitment process commenced, the Personnel Committee be required to undertake a thorough review of the position of Assistant Clerk and submit recommendations to Council regarding:
- The role of the position
 - Grading
 - Hours of employment
 - Job description
 - Person specification
- (7) That the views of non Personnel Committee members on (6) above be forwarded to the Clerk to allow the Personnel Committee to consider the views of all members of Council.
- (8) That whilst the process for recruiting an Assistant Clerk was being undertaken, an Interim Assistant Clerk be appointed for three months with an option for a fourth month of employment if the recruitment process had not been completed, for 15 hours per week with a rate of pay of £10.23 per hour and undertaking the role set out in the current Assistant Clerk's job description.
- (9) That the Clerk forwards details of the interim position to all Parish Councils in the area, on the basis that all Clerks were part time employees and may be interested in the position and to the Local Branch of the Society of Local Council Clerks who had a database of suitably qualified persons who may be interested.
- (10) That the Personnel Committee be delegated authority to consider the applications for the interim position and to make the appointment.

88. Date of Next Meeting

Annual Meeting - Thursday 17th May 2018 at Morecambe Town Hall commencing at 7 p.m. or at the rise of the Annual Town Meeting commencing at 6 p.m.

The meeting ended at 8.40 p.m.

.....

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

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

24th April 2018

FULL COUNCIL 17th May 2018

Item No: 7

Report of: Town Clerk

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 – meets bi-monthly

Festivals and Events – meets as required - approximately 3 times per year.

Planning, Development and Environment Committee – meets monthly

Community Engagement and Grants - meets as required – 2/3/ times per year.

Community Safety – meets quarterly.

Personnel Committee - meets as required.

Complaints Committee - meets as required.

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.

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.

With regard to PR, the Council agreed on 21st May 2015 that all Groups would be represented on the Complaints and Personnel 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 2018/19

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. 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.

	<ol style="list-style-type: none"> 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 all festivals and events which receive funding from the Council. 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.

	<ol style="list-style-type: none"> 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. 7. To manage the work of Council's funded Environmental Enforcement Officer
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 10th May 2018

Total Number of Councillors - 26

Councillors per Group:

Labour - 12

Morecambe Bay Independent - 10

Working Positively for Morecambe(WPM) - 2

IND - 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 - $26/12 = 2.16 \rightarrow 35/2.16 = 16.20 = 16$ seats

Morecambe Bay Independent/WPM - $26/12 = 2.16 \rightarrow 35/2.16 = 16.20 = 16$ seats

UKIP - $26/1 = 26 \rightarrow 35/26 = 1.34 = 1$ seat

Liberal Democrat - $26/1 = 26 \rightarrow 35/26 = 1.34 = 1$ seat

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)

Committee	LAB	MBI/WPM	IND	Lib Dem
Finance and Management	3	3	0	1
Festivals and Events	3	3	0	1
Community Engagement and Grants	3	3	1	0
Planning, Development and Environment	3	4	0	0
Community Safety	4	3	0	0
Totals	16	16	1	2

On Complaints and Personnel Committees, Council agreed on 18th May 2017, that these two Committees should sit outside the normal PR calculation and each Committee should have eight members to accommodate all current Groups with the PR split now being:

Labour -3

MBI – 3

IND – 1

Lib Dem - 1

Notes:

Councillor Ogden notified the Clerk in April 2018 that she was no longer a member of UKIP and was now an Independent not aligned to any other Group.

Following the Heysham North By-Election on 23rd November 2017, the PR calculation changed and is as set out above following consultation with all the Groups. The mathematics of the calculation have resulted in the following principles to support the above:

In accordance with PR members should note:

- For administrative purposes only, the MBI and Working Positively for Morecambe have joined together for the purposes of calculating PR
- The Labour Group must have 3 seats on 4 Committees and 3 seats on 1 Committee
- The MBI/WPM administrative Group must have 3 seats on 4 Committees and 4 seats on 1 Committee
- The UKIP and Liberal Democrat Groups are entitled to one seat each across the 5 Committees.

The mathematics of the calculation above provides for only 34 seats and hence 1 floating seat. Following consultation with all the Groups this was allocated to Lib Dem Group in January 2018.

David Croxall

Clerk to the Council

10th May 2018

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 7 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 2018 is set out within the recommendations of the Finance and Management

Committee at Item 12.

- 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 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.

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

- With regards to (n) the time and date of meetings this has been dealt with by Council at its meeting on 15th March 2018, 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.

The Finance and Management Committee reviewed Standing Orders at its meeting held on 9th May 2018 and made the following recommendations to Council:

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 Finance and Management Committee reviewed Standing Orders at its meeting held on 9th May 2018 and made the following recommendations to Council:

Standing Orders

(a) Amend Standing Order 1 (d) to read:

“Subject to Standing Order 1 (c) above, members of the public are permitted to make representations regarding items on the agenda only although other issues could be raised if written notice of the question/matter were submitted to the Clerk 10 working days prior to the meeting”.

(This suggested amendment is to bring this standing order in line with the Council’s agreed public participation policy which was update on 17th July 2014)

(b) Amend Standing Order 1 (x) to read:

“No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be:

- In the case of a Council Meeting – not less than 9 members**
- In the case of a Committee Meeting – not less than 3 members.”**
-

(c) Amend Standing Order 1 (z) to read:

“Committee Meetings shall not exceed a period of 2 hours, unless the Committee agrees to suspend Standing Orders.

(d) Amend Standing Order 2 (xii) to read:

“Confirmation of arrangements for insurance cover in respect of all insured risks”

(This suggested amendment is to bring this standing order in line with the Council's Insurance policy running annually from September to September each year and therefore a review of insurance arrangements at the Annual Meeting would not be the most appropriate time.)

(e) Add a new Standing Order 2 (xviii) to read:

“The Council's Risk Management Policies to be reviewed annually in March.”

(f) Remove the following wording from Standing Order 15 (iv) as this was now out of date:

“the substitute Councillor need not be from the same ward as the Councillor for whom they are acting as substitute.”

(g) Amend Standing Order 19 (b) to read:

“The Responsible Financial Officer shall supply to each Councillor at each meeting of the Finance and Management Committee with a statement summarising the Council's income and expenditure for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.”

(h) Remove all references to Personnel Sub-Committee within Standing Orders and replace with Personnel Committee.

(i) Add a new Standing Order 27 (c) to read:

“The Council shall implement and review annually a Policy for handling data in accordance with the General Data Protection Regulations.”

Financial Regulations

(a) Amend Regulation 5.2 to read (the amended wording is underlined):

“A schedule of the payments required, forming part of the Agenda for each Finance and Management Committee Meeting shall be prepared by the RFO and be reported to the Committee. If the schedule is in order it shall be recommended by the Committee for acceptance by Council and shall be initialled by the Chairman of the Finance and Management Committee. If more appropriate the detail may be shown in the Minutes of the Meeting.”

(b) Amend regulation 6.1 to read:

“All payments shall be effected by cheque, debit card or by BACS on the Council’s bankers.

(c) Add a new Regulation 6.6 to read:

“The Council will not honour Grants awarded if the funds are not claimed within 12 months of the date of the Grant being awarded.”

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. A copy is included within your Information folder.

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 Festivals and Events Committee Meeting held at 7.00 p.m. on Monday 23rd April 2018

Councillors Present: T. Metcalfe (Chairman), V. Boyd-Power, I. Clift, G. Dennison, P. Heath, J. Pilling and D. Whitaker

Also in attendance: D. Croxall (Town Clerk).

8. Apologies for Absence

Councillors J. Ashworth and C. Cozler

9. Declarations of Interest

There were no Declarations of Interest

10. Minutes of Meeting of Festivals and Events Committee held on 13th September 2017

Resolved:

That the minutes of the meeting of the Festivals and Events Committee held on 13th September 2017 be signed as a correct record.

11. Festivals Funding 2019/20

The Town Clerk's report advised that the purpose of the meeting was to consider the process for Festival Funding in 2019/20.

In recent years, the availability of grants had been advertised between July and the end of August, with Council making the final decisions at its September meeting.

Prior to this, Council should consider and agree the setting of a provisional budget for 2019/20 for Festival funding.

The Chairman of this Committee had suggested to the Clerk that the application period be opened earlier this year to give prospective applicants longer to put applications together.

The main issues considered were:

1. The amount to request Finance and Management and Council to consider setting aside in a provisional Festival funding budget for 2019/20. In the current year the Festivals budget agreed by Council is £55,000.
2. The process for making decisions.
3. Criteria against which applications are considered.
4. Scoring system

The Committee were also reminded that earlier this year the Council had amended the decision making process to a two tier 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 current criteria, application form and scoring system were presented to the Committee to enable a full review of the process and documentation to be undertaken.

The suggested timetable for the Grants process was:

- Grant application process opened week commencing 4th June 2018
- Monday 13th August – closing date for applications
- Wednesday 12th September – this Committee meets to interview applicants and make recommendations to Council
- Thursday 20th September – Council makes final decisions

Resolved:

That Council be recommended to approve the following:

- (1) **To set a Provisional Budget of £55,000 for Festival Funding in 2019/20 to include a sum of £5,000 towards publicity;**
- (2) **To retain the two tier process for making decisions on Festivals Grants applications, with up to four external persons being invited to attend the Festivals Committee as advisers only;**
- (3) **The timetable for the process to be:**
 - a) **Grant application process opened week commencing 4th June 2018**
 - b) **Monday 13th August – closing date for applications**
 - c) **Wednesday 12th September – this Committee meets to interview applicants and make recommendations to Council**
 - d) **Thursday 20th September – Council makes final decisions**
- (4) **The four external persons to include a representative from Morecambe BID, a hotelier, a financial expert and a young person;**
- (5) **The Festivals Committee to meet during the daytime i.e. between 10 a.m. and 5 p.m. to interview applicants at its meeting scheduled to take place on 12th September;**
- (6) **The removal of the clause within the criteria regarding the payment of 25% of any grant awarded prior to the event, on the basis that this would strengthen the Council's management of risk and as the Council does not fund 100% of any Festival, organisers should be able to pay costs prior to the event that are necessary;**
- (7) **Add the following clauses from the Arts Council's advice guide re income and expenditure in order to enhance the robustness of the Council's procedures:**

"If you have not spent all the income you received, your income and expenditure figures in the Activity report form will show that income is greater than expenditure. The same principle applies

as if you had made a profit (as described in section 3.2) and we may ask you to return the unspent amount to us.

It is therefore important that you hold any unused part of the grant on trust for us at all times.

“Our Terms and Conditions for the grant specify that you must use the grant exclusively for the activity described in your application form. We are therefore unable to allow you to keep any part of our funding for activity which is not related to the activity we originally funded.

If you are aware that you will spend less than you thought on your project, or you have made more income than you anticipated, you may in some circumstances be able to propose a use for those extra funds. You must get our agreement in writing to use the extra funds for additional activity, before you spend the money or complete your end of project income and expenditure in your Activity report form.”

- (8) Agree to the production of a compliance checklist which would be completed by the Clerk to ensure that all applications met the Council’s criteria before being submitted to the Festivals Committee for consideration together with a compliance checklist to ensure all conditions had been adhered to before payment was considered, and that this compliance list be considered by the Finance and Management Committee as a final check prior to payment being made;**
- (9) The scoring system to be removed from the process on the basis that it was extremely difficult to develop a scoring system that was fair and equal to all applicants, the different types of festival and that each application to be considered on its merit against the Council’s criteria by way of a time limited discussion by the Festivals Committee following the interview process.**

Note Following the recommendations set out in(5) to (9) above the revised criteria documentation is attached at Appendix A to these minutes.

Chairman

The meeting closed at 7.55 p.m.

Appendix A

Morecambe Town Council **Application Criteria and Guidelines re** **Festival Fund 2019-20**

This fund is open to Organisations who propose to organise Festivals and Events within the Morecambe Town Council boundary between 1st April 2019 and 31st March 2020. The Council remains committed to supporting Festivals and Events and applications are invited subject to those events applying meeting the criteria set out below and being subject to funding decision process set out by the Council.

Priority will be given to festivals/events that:

- Proposals which demonstrate the following measurable benefits for the town:
 - Attract visitors to the town that will enhance the business economy through increased hotel/guest house bookings etc... Applicants should refer to evaluation reports of previous festivals.
 - Engagement of local communities
 - Value for money i.e. match funding and the grant requested against projected audience figures i.e. the more visitors your festival attracts for each £1 of Grant requested the higher the assessment score etc.
 - Festivals that demonstrate progression towards self-sustainability
- Demonstrate partnership working with promoters, creative practitioners, businesses, community groups, organisations, and agencies.
- Demonstrate robust financial management including how your festival achieves value for money for the Council Tax payer, your track record in obtaining grants or sponsorship, realistic budgets and details of the festival's previous profit and loss accounts if the festival has taken place before.
- Demonstrate a clear and appropriate Marketing Campaign with accurate budget figures and details of how you advertised the festival previously including costs.

Mandatory Fund Criteria:

All applications MUST meet all the following criteria before being considered by the Festivals Advisory Committee, Festivals Committee and Council:

- Applications which do not address all the questions which apply to them will not be considered.
- Applications which do not provide all the information required by the application form will not be considered.
- Applications submitted after the advertised deadline of noon on Monday 13th August, 2018 will not be considered.

- All events must be held within Morecambe Town Council boundary between 1st April 2019 and 31st March 2020 (see map of the Town Council attached for the avoidance of doubt).
- Demonstrate satisfactorily how the festival will comply with Health and Safety Legislation – Helpful information may be viewed on the Health and Safety Executive's website via the following link: <http://www.hse.gov.uk/Festival-safety/getting-started.htm>
- The Festival is accessible to ALL i.e. (not restricted to closed groups such as members of an organisation)
- Is able to attract partnership funding, **sponsorship** or in-kind support for a minimum of 25% of the whole budget.
- In the case of a Company/Organisation has enclosed a photocopy of constitution or articles of association or memorandum & articles to prove they are a constituted organisation/company that has a formal management structure
- Include a **clear, realistic and balanced** budget for the **whole event** that shows us **exactly** how you plan to spend any Funds awarded. Please note if grant applied for is only a part of your funding, the success of your application will be subject to the rest of the income for your project being confirmed e.g. letter of confirmation from organisations who have agreed to provide funds/support.

The Fund cannot:

- Fund research and development activities, core activities, ongoing arts/workshop projects, touring work.
- Support those who promote religious/political beliefs/interests of an individual or organisation.
- Fund festivals or events retrospectively.
- Support Festivals which have not complied with the Town Council's funding requirements in previous years or recognised previous support of Morecambe Town Council

The Festivals Fund is **not open** to:

- Organisations that do not have an organisation/company bank account (grants cannot be paid into an individual's personal bank account).

Assessing your application

All applications will be assessed by a two tier process via the Festivals and Events Committee and Council.

Up to four external independent representatives will be 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 Committee will assess your application via:

- An interview with each applicant
- Scoring system of the application against the Council's priorities set out above

The Committee will make recommendations based on their determination of the proven or potential merit of the festival. In determining merit, the Committee will be guided by the criteria above and the information provided in the application form and at the interview.

Note: Applications which have not demonstrated all the mandatory criteria will not be considered

Notes for Applicants

Free Festivals or Commercial Festivals

A Free festival is one at which there are no ticketed events at all linked to the festival

A Commercial festival is a festival where tickets are sold for some parts or the whole of the festival.

Free Festival applications will be assessed against each other only.

Similarly, Commercial festivals will only be assessed against other commercially organised festivals.

Venue and Artist Requirements:

- Venues should NOT be booked in the Town Council's name.
- Organisers must be able to provide evidence that all required venues have been booked and permissions obtained for the use of venues/land e.g. road closures when submitting an application or at least those venues are available on the proposed dates.
- Organisers must be able to provide evidence that artists have been booked or are available on the dates stated for the Festival/Event.

If awarded funding applicants should note:

Funding Agreements:

Offers of funding will be subject to a Contract with the Council including the requirement for Independent evaluation of the Event prior to any further applications for funding being considered in the future – the Council's standard terms and conditions on all contracts:

- (a) The words "Festival or Event part funded by Morecambe Town Council" to be acknowledged on **all** publicity material associated to the Festival/Event and the Town Council crest to be featured clearly no smaller than 2 x 2 cm on A5 and A4 leaflets, brochures and flyers.*
- (b) To submit a full evaluation report and profit and loss accounts after the event showing all expenditure and income to include accounts and receipts, breakdown of Promotional Plan and Expenditure and the estimated number of people attending. The balance of funding will not be released until the Council is satisfied with the Profit and Loss Accounts submitted i.e. they are a true reflection of the Event and remain consistent with the projected budgets when the Grant was originally applied for.*

Each set of accounts must be signed and dated and show all expenditure and income together with copies of invoices and receipts.

Note: Morecambe Town Council reserves the right to review the agreed funding if it is not satisfied with the accounts and supporting documentation presented.

- (c) *The Town Clerk cannot be directly invoiced by any of your providers. All invoices in relation to the event are the responsibility of the organiser.*
- (d) *The Festival is accessible to ALL i.e. (not restricted to closed groups such as members of an organisation).*
- (e) *No Funding will be released if any part of the event is held outside the Morecambe Town Council boundary.*
- (f) *You are responsible for all Health and Safety requirements, including relevant CRB checks and insurances. Copies of Risk Assessments, evidence of appropriate public liability insurance and first aid cover are to be forwarded to the Town Council fourteen days prior to the event otherwise the Town Council reserves the right to consider the withholding of agreed funds.*
- (g) *You are responsible for the removal of litter if the event is held outdoors with clear evidence of the proposed methods for this being submitted to the Town Council fourteen days prior to the event otherwise the Town Council reserves the right to consider the withholding of funds.*
- (h) *You accept that payment of the grant will only be made after the event on production of original receipts including contact details of suppliers/artists.*
- (i) *In the event of the cancellation of an event funded by the Town Council, funding may be withheld and advanced funding returned to the Council subject to the reasons for cancellation.*
- (j) *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. Any infringement of this condition could result in funding being withheld.*
- (k) *If you have not spent all the income you received, your income and expenditure figures in the Activity report form will show that income is greater than expenditure. The same principle applies as if you had made a profit (as described in section 3.2) and we may ask you to return the unspent amount to us.*

It is therefore important that you hold any unused part of the grant on trust for us at all times.

Our Terms and Conditions for the grant specify that you must use the grant exclusively for the activity described in your application form. We are therefore unable to allow you to keep any part of our funding for activity which is not related to the activity we originally funded.

If you are aware that you will spend less than you thought on your project, or you have made more income than you anticipated, you may in some circumstances be able to propose a use for those extra funds. You must get our agreement in writing to use the extra funds for additional activity, before you spend the money or complete your end of project income and expenditure in your Activity report form.

Removal of Litter

Applicants/Organisers accept responsibility for the removal of litter if the event is held outdoors with clear evidence of the proposed methods for this being submitted to the Town Council fourteen days prior to the event otherwise the Town Council reserves the right to consider the withholding of funds

Festival Cancellation

Accept that in the event of the cancellation of an event funded by the Town Council, funding may be withheld and advanced funding returned to the Council subject to the reasons for cancellation.

Accept that the Town Council reserves the right to withdraw funding where a fraudulent claim has been made or malpractice has taken place.

Assistance with your Application

Applicants who require assistance with their application may arrange an appointment with the Town Council staff (telephone 422929 or email clerk@morecambe.gov.uk)

David Croxall

Town Clerk

Morecambe Town Council

May 2018

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of the **Community Safety Committee** held on Wednesday 2nd May 2018 at 7.00pm at War Memorial Hall Café, Morecambe

Present: Councillors John Hanson (Chairman), J. Bates, T. Brown, R. Dennison, M. Pattison and D. Whitaker

Officers in Attendance:

Town Council: D. Croxall(Clerk)

Lancaster City Council: G. Tagg (ASB Officer)

Lancashire Police: Inspector J. Martin

Mr. R. Harrison – local resident

19. Apologies for Absence

Councillors T. Anderson and L. Davies,

20. Declarations of Interest

There were no declarations of interest

21. Minutes of Meeting of Community Safety Committee held on 22nd February 2018

Resolved:

That the minutes of the Community Safety Committee held on 22nd February 2018, be signed as a correct record.

22. Anti Social Behaviour (ASB)

Mr. Tagg gave a detailed update on the ongoing work of the ASB team.

The Team had submitted plans to the City Council's Cabinet and Overview and Scrutiny Committee regarding the proposed Youth Hangout in the former bus shelter opposite the train station in Morecambe.

There was concern that this could cause issues in this part of town after the PCSO's had finished their shifts. Mr. Tagg and Inspector Martin outlined that the area would then be the responsibility of the Community Beat Managers and also subject to a Public Protection Order which gave more powers of enforcement.

Mr. Tagg acknowledged that this would be a tough project to manage but advised that the vision was to create a hang out zone that the users could be involved in the ownership of i.e. helping to paint the zone and hence potentially reduce issues occurring.

The next part of this process was to allocate suitable hang out zones in Torrisholme, Bare, the West End and Westgate which would not be easy. It was suggested that Happy Mount Park could be a suitable area, particularly as many youths already congregated in the Park. The Town Council would be consulted on future proposals at the appropriate time.

A letter of support for the principle of creating Hang Out zones as a method managing ASB of was requested from the Town Council.

A joint ASB management policy had now been agreed between the City Council and Lancashire Constabulary, which set out how issues would be dealt with and what type and when interventions would take place. The patrol car would now be tasked with the additional role of ensuring agreements made with parents/offenders were adhered to.

With regards to continuing issues on Westminster Road, the ASB Team were investigating the most appropriate actions that could be taken to resolve problems, which could include landlords being forced to vet potential tenants and provide evidence that this had taken place.

On Alexandra Road, landlords had recently worked with the Team which had resulted in two persons being served with Community Protection Notices. In addition, a Community Protection Notice had been served on a person on Sefton Road following ongoing issues continuing to occur.

The Chairman then allowed Mr. Harrison to address the Committee. Mr. Harrison outlined problems that were continuing to occur in the West End and in particular Gardner Road and asked what action the Police proposed to take.

Inspector Martin agreed to arrange a meeting with Mr. Harrison and the lady who accompanied him to the meeting to discuss the evidence being presented by Mr. Harrison and consider what action could be taken. Mr. Tagg outlined that the ASB Team had undertaken a great deal of work in relation to the issues raised by Mr. Harrison. However, the ongoing issues were now of a potential criminal nature and therefore fell under the auspices of the Police to investigate.

Resolved:

That Council be recommended to:

- (a) Note the progress being made and to thank Mr. Tagg for attending and the update report; and**
- (b) Consider whether to offer a letter of support to the City Council regarding the principle of establishing hang out zones within Morecambe as a method of managing ASB.**

23. Issues Raised by Councillors

Councillors had requested that the following matters be considered:

- (a) Pedestrian Safety in Bare - concerns have been expressed to Ward Councillors by residents about cycling on the pavements compromising safety especially for the elderly.
- (b) Cycling on the pavement in the West End
- (c) Criminal Damage to properties on Westminster Road - concerns have been expressed to a Ward Councillor by a property owner who has had their window smashed twice.
- (d) Youths setting fire to grass next to West End Gardens.
- (e) Criminal Damage to property in Regent Park.

With regards to cycling on the pavement, Inspector Martin advised that it was not an offence to cycle on the pavement and that this was a nationwide issue. The Committee were advised that the Police had briefed their staff to police the matter where they believed danger was being caused and to also speak to local schools about the problem. Councillor Bates asked the Police for details regarding when the last time anyone was prosecuted for a cycling offence in Morecambe as he frequently observed dangerous cycling on pavements.

With regards to the Westminster Road issue, Mr. Tagg outlined that the ASB team were currently investigating several addresses on Westminster Road.

With regards to the fires at West End Gardens, the Fire Service had agreed to undertake a restorative justice session with potential offenders and witnesses.

Resolved:

That Council be recommended to note the report.

24. Environmental Enforcement Officer

The Clerk submitted a report which outlined the work of the Environmental Enforcement Officer since the last meeting. This had been prepared by the City Council as the employers of the post funded by the Town Council.

With the Dog Beach Ban not in force over Winter environmental enforcement had concentrated on known fouling hotspots over the last 3 months. There had been a prolonged presence in these areas, together with carrying out some covert surveillance in conjunction with the City Council Dog Wardens.

In the last quarter four Fixed Penalty Notices for walkers exercising their dog off the lead in "Dog on lead areas" had been issued in Morecambe. Evidence had also been submitted regarding two littering offences to the City Council's Environment Enforcement Team.

Since March 1st the officer had worked more closely with the City Council's Environment Enforcement Team, including being trained up to deal with "enviro crime", namely fly tipping. This followed a request made by the Town Council and this type of work would become a more significant part of the officer's roll in the future.

The daily surveys undertaken demonstrated that regular contact with dog owners was being maintained, but that offending was rarely witnessed. There was a view that the continued presence was proving a vital deterrent.

During April, a significant time had been spent on the promenade advising users that the Dog Beach Ban would be back in place from 1st May. Over the last week the officer had been erecting all the metal signs back up at beach entry points. This had been publicised through Social Media and Press Releases, including an interview on Radio Lancashire.

Over the last 3 months the officer had witnessed 112 owners "pick up" after their dog, but witnessed no one offending. Over this same period the officer had reason to verbally warn 49 owners for walking their dog "off lead", whilst using the highway. The Clerk asked for feedback from the Committee on the management of the position and the methods of working.

Resolved:

That Council be recommended to note the report and retain this as a standing item at future meetings of the Community Safety Committee, together with the Clerk continuing to monitor the situation.

Chairman

The meeting closed at 8.30 p.m.

8th May 2018

MORECAMBE TOWN COUNCIL

Minutes from the Community Engagement and Grants Committee Meeting held at 7.00 pm on Tuesday 8th May 2018

Councillors Present: A. Ashworth, R. Dennison and D. Hutton

Officers in attendance – D. Croxall (Clerk)

15. Appointment of Chairman for the Meeting

Resolved:

That Councillor D. Hutton be appointed Chair of the Committee for the meeting.

Councillor Hutton took the Chair

16. Apologies for Absence

Councillors J. Ashworth, Brown, Cozler, G. Dennison and Metcalfe

17. Declarations of Interests

There were no Declarations of Interest

18. Minutes of the Community Engagement and Grants Committee held on 7th November 2017

Resolved:

That the minutes of the meeting held on 7th November 2017 be agreed.

19. Review of Community Grant process

The Committee considered the criteria and process for the award of Community Grants 2018/19.

The report set out the proposed eligibility assessment form which would be used by staff when an application is received to test its eligibility against the Council's criteria together with an updated grant appraisal from which would be used by members of the Committee in determining applications.

Resolved:

That Council be recommended to:

- (1) Approve the Eligibility Assessment form attached at Appendix A to these minutes.**
- (2) Approve the Grant Appraisal form attached at Appendix B to these minutes.**

- (3) Agree that applications should only be considered if they received an average score of 28 following completion of the Grant Appraisal forms by members of the Committee.**
- (4) Approve the amended criteria for Community Rants as set out at Appendix C to these minutes.**

20. Community Engagement Update

The Clerk advised the Committee that a pupil parliament day was being organised for Primary schools within the Town Council area on Wednesday 4TH July 2018 as part of National Democracy Week. There would be no cost to the Council other than staff time, as the City Council had agreed to provide the Council Chamber in Morecambe Town Hall.

Resolved:

That Council be recommended to welcome this initiative and request the Clerk to invite members of the Council to take part in the event.

21. Community Awards 2018

The Committee discussed the Community Award process for 2018. 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, with a view to awards being presented at the September meeting of 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 Awards 2018 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, with a view to awards being presented at the September 2018 meeting of Council.

Chairman

The meeting closed at 8:00 pm

9th May 2018

Appendix A

Morecambe Town Council Miscellaneous Grants Eligibility Assessment Form

Name of Organisation:

Amount requested:

1	Have all of the relevant questions been answered?	YES/NO
2	Is the funding request for activities permitted by the criteria? i.e. not for, salaries, an individual or a political party?	YES/NO
3	Is the project in one or more of Morecambe's eleven wards, if not, have they supplied evidence of how many members reside in MTC boundary?	YES/NO
4	Has the organisation provided the following? <ul style="list-style-type: none"> The most recent bank statements plus an Income/expenditure sheet detailing all of these transactions Original quotations for goods/services – check date 	YES/NO
5	Does the group have a bank account and a minimum of 2 unrelated bank account signatories?	YES/NO
6	Has a constitution showing "Not for Profit" been provided? <ul style="list-style-type: none"> Community group (non-registered charity) Registered Charity Charitable Company Registered CASC (community amateur sports club) Community Interest Company (CIC) with charitable objectives 	YES/NO
7	Is this the only application this financial year?	YES/NO
8	Has the application been checked that the purchases have not already been made or work carried out?	YES/NO
9	Have permissions been sought, if needed?	YES/NO
10	Has the application been checked if the Project/Service/item be covered by the Insurance?	YES/NO
11	Has the application been checked that it is not for improvements to a property owned by a third party?	YES/NO
12	Policies and Procedures – do they have the necessary policies and procedures in place? for <ul style="list-style-type: none"> Risk Assessments Public Liability Insurance Safeguarding (DBS) 	YES/NO

Forward application to the Committee?

YES/NO

Comments

Appendix B

GRANT APPRAISAL FORM

Organisation Name:

Member Name: _____ Signature:

Date: _____ Declarations if interest: Yes/No If yes, do not

score

Comments _____

Please give only one score for each question

1. Does the project meet the following? Activities and projects which encourage group activity that contributes to improvements to the environment, health and wellbeing and/or enhancing services within the town. <i>(Please see Questions 2a & 3c on application)</i>	Evidence provided suggests project does not appear to meet the Council's priorities.	0	
	Evidence provided suggests some evidence that the project meets the Council's priorities.	1-3	
	Lots of evidence that the project meets the Council's priorities.	4-6	
2. Have the organisation demonstrated they are understanding of the legal requirements and have they a clear idea of their objective for the proposed project? <i>(Please see Sections 2 & 3 on application)</i>	Organisation does not appear to understand their requirements and have a clear idea of their objective	0	
	Evidence provided suggests some evidence to understand their requirements and have a clear idea of their objective	1-3	
	Lots of evidence to understand their requirements and have a clear idea of their objective	4-6	
3. Have the organisation been running for some time with a proven track record of success working with the public?	Organisation does not appear to have been up and running for some time with a proven track record of success working with the public	0-1	
	Evidence provided suggests that the organisation have been running for some time with a proven track record of success working with the public	2-3	

<i>(Please see Sections 2 & 3 on application)</i>	Lots of evidence to suggest that the organisation have been running for some time with a proven track record of success working with the public	4-6	
4. Have the organisation been able to attract funding from other sources towards the cost of the project? <i>(Please see Questions 3b, 3c, & 3e on application)</i>	No, the organisation will rely solely on the Town Council grant for the whole cost of the project	0	
	The organisation has managed to attract a nominal amount of funding from other sources.	1-3	
	The organisation has managed to attract an ample amount of funding from other sources.	4-6	
5. Are the costings and/or quotations realistic and cost effective? <i>(Please see Questions 4 & 5 on application and attached quotation)</i>	No, the costings are not realistic – too high, unclear; too low or not detailed enough.	0	
	The costings appear realistic and well researched.	1-3	
	The costings appear realistic, well researched and good value for money e.g. in-kind included.	4-6	
6. Has the applicant demonstrated there is a need for the project? Has the project been carried out before and demonstrated to have been a success? If it is a new project, it may be hard to demonstrate. <i>(Please see sections 2 & 3)</i>	No need - It is believed that this activity is already being provided by another organisation and this is sufficient enough for the area.	0	
	There is some evidence of need.	1-3	
	There is strong evidence of need and/or the project has been carried out before and demonstrated to have been successful	4-6	
7. How many residents will benefit from the project? <i>(Please see Question 3h on application)</i>	Under 25.	0-1	
	25 to 50.	2-3	
	Over 50.	4-6	
8. Does the organisation have funds in its bank account that do not appear to be allocated to other projects? <i>(Please refer to the accounts provided with the application)</i>	Organisation appears to have ample surplus funds in bank account that are not allocated to other projects.	0	
	Organisation appears to have some surplus funds in bank account that are not allocated to other projects.	1-3	
	Organisation does not have surplus funds in bank account or any surplus is clearly allocated to other projects.	4-6	
9. Have the organisation demonstrated good financial management?	Organisation does not appear to have good financial management procedures in place.	0	

i.e. record keeping etc. <i>(Please refer to the accounts provided with the application)</i>	Organisation appears to have satisfactory financial management procedures in place.	1-3	
	Organisation appears to have excellent financial management procedures in place.	4-6	

Total Score _____

Appendix C

Guidance Notes for Applicants

Funding Priorities

The Town Council will consider funding Organisations and Projects that can help meet the Council's Strategic Plan. The Town Council's 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) A copy of the Organisation's most recent bank statement up to the end of the month proceeding the closing date and itemised income/expenditure accounts detailing all transactions for the six months up to the end of the month proceeding the closing date.**
- (b) Constitution**
- (c) At least two 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.*
- 3. *The Council will consider more favourably applications that are not solely relying on the Council's funding to enable the project applied for to take place.*
- 4. *Only 1 successful application per organisation per financial year allowed.*
- 5. *Organisations must operate/provide a service within the boundary of Morecambe Town Council (see map attached to application form). If your application is for a service that operates outside of the boundary, applicants **must** provide documented evidence of how this benefits the residents of the Town Council area and how many members/attendees reside within the Town Council's boundary.*
- 6. *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 cheque made out to the organisation, not to an individual or by BACS. Organisations must provide a copy of their most recent Bank Statement*
- 7. *Organisations must be 'not for profit' with charitable objectives.*
- 8. *Applications will not be accepted for services/goods already purchased or works that have already been carried out*
- 9. *Applications are NOT:*
 - (a) To pay salaries – although costs for sessional workers will be considered.*

- (b) *For an individual. (Legislation does not permit a Parish/Town Council to support an individual)*
- (c) *To fund a political party.*
- (d) *To support educational establishments for matters such as staff training etc..*
- 10. *Grants will only be paid upon original receipts for purchases being submitted to and checked by the Clerk to the Council.*
- 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 will not fund an application if:*
 - (a) *The service/project/equipment applied for is covered by the organisations insurance.*
 - (b) *You are applying for improvements to a property that is owned by a third party.*
- 13. *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.*
- 14. *Applications received after the advertised deadline will not be considered.*
- 15. ***Applications submitted without all of the required documents (as set out on the application form) 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

The Closing Date for Applications is: 5 p.m. on Monday 25th June 2018

Application forms, along with supporting documents may be submitted by post or email.

If you would like to discuss your application prior to submission, please do not hesitate to contact David Croxall, clerk@morecambe.gov.uk or by telephone on (01524) 422929.

If you are having difficulty filling in this application form or need some advice about the documentation required e.g. constitution, setting up a bank account etc. Please contact Lancaster District CVS by Telephone: (01524) 555900

Opening Hours: Tuesday-Thursday, 10.00am-4.00pm

MORECAMBE TOWN COUNCIL

Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Wednesday 9th May 2018

Councillors Present: B. Hughes (Chairman), Janice Hanson (Vice Chairman), J. Ashworth, D. Clifford, R. Dennison, P. Heath and J. Pilling

Officers in attendance – D. Croxall (Clerk and RFO)

47. Apologies for Absence

Councillors G. Dennison

48. Declarations of Interest

There were no Declarations of Interest

49. Minutes of Meeting of Finance and Management Committee held on 5th March 2018

Resolved:

That the minutes of the meeting of the Finance and Management Committee held on 5th March 2018 be signed as a correct record.

50. Payment and Receipts Schedule – 1st March to 30th April 2018

The Committee considered the Payment Schedule for the period from 1st March to 30th April 2018 (Appendix A to these minutes).

Resolved:

That Council be recommended to note the report

51. Budget 2017/18, Annual Governance Return 2017/18 and Statement of Accounts 2017/18

The Clerk submitted a detailed report regarding the 2017/18 accounts including the following documents:

- (a) The year end position 2017/18 regarding spend against each budget at 31st March 2018 - Appendix B to these minutes
- (b) Bank Reconciliation Statement produced via the Council's Accounting software on 31st March 2018 which demonstrated that the Council's Accounts balanced against funds held in the Bank - Appendix C to these minutes
- (c) Draft Accounts Booklet 2017/18 - Appendix D to these minutes
- (d) Asset Register as at 31st March 2018 - Appendix E to these minutes

- (e) MTC Budget 2017/18 – Agreed by Council 18th January 2018 - Appendix F to these minutes

There was an overspend in the Salaries budget which was reported to the Committee in January 2018.

There was an overspend in the room hire budget. However, £359.90 of this would be refunded by Lancaster City Council due to an invoicing error. Moving forwards this budget was being challenged due to the number of meetings and funding the Neighbourhood Plan Steering Group meetings room hire. The Council currently does not have a budget to support Neighbourhood Planning although a funding bid was being submitted.

Items could only be carried forward with Council approval and the report set out the following issues where consideration was required regarding carry forwards to 2018/19:

Grants 2017/18

The Council awarded grants totalling £3,500.00 to seven organisations. All 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:

The expenditure on these grants was shown within s137 expenditure rather than the Community Grants Budget within the Statement of Accounts at Appendix D and the Income and Expenditure accounts at Appendix C.

Three grants had not yet been fully claimed totalling £1,200.00.

Portas Street Art Project

Whilst the final art work had now been put in place, invoices had yet to be received for the final parts of the project. £2,122.00 remained in the Street Art Grant budget (which was funding obtained from the Arts Council)

Morecambe in Bloom

The Morecambe in Bloom budget had £1,523.00 remaining as unspent. The budget agreed by Council for 2018/19 assumed a carry forward of £1,500.00 from 2017/18 to 2018/19.

Festivals

Festivals Grants totalling £1,700.00 had yet to be paid as final invoices were still awaited. It was suggested that this be carried forward to 2018/19.

Effect on 2018/19 Budget and Carry forwards required

The agreed 2018/19 Budget required total funds of £299,125.00 to fund it.

The precept totalled (received on 10th April) £188,141.38

The Year End position was as follows:

Balance in Bank at 31st March,2018 (available to carry forward): **£114,490.16**

Less funds required for commitments and suggested carry forwards:

Community Grants (see above)	£ 1,200.00
Unspent element of the Arts Council Grant towards Street Art	<u>£ 2,122.00</u>
Morecambe in Bloom	£ 1,500.00
Festivals	£ 1,700.00
Station Grant	£ 377.78
Poulton Residents Fund	£ 171.97
Total	£ 7,071.75

Actual amount in Bank Account available to carry forward to fund 2018/19 budget was:

(114,490.16 – 7,071.75) = £107,418.41

In addition, the Council had £9,217.60 of VAT recoverable which had been claimed. Once this had been received this would give a sum of £116,636.01

When these amounts were added to the precept it gave funds available to spend in 2017/18 of £304,777.39 which equated to a predicted surplus of £5,652.39.

The Council would need to consider the allocation of this surplus amount within the 2018/19 budget at the earliest opportunity.

Annual Governance and Accountability Return

The Council was required to consider and formally approve the approve the Annual Governance and Accountability Return to the External Auditor at a Council Meeting prior to formally considering the Annual Statement of Accounts.

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).

The Clerk presented the Annual Return to the meeting which had been signed by the Internal Auditor on 4th May 2018.

Statement of Accounts 2017/18

The Council was required to approve the Financial Statement to 31st March,2018 (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 were now PKF Littlejohn LLP who are appointed by the Government) by 11th June 2018:

- Approve the Annual Governance and Accountability Return for 2017/18

- Approve the Annual Statement of Accounts at a Council Meeting (decisions must be minuted)
- The Annual Internal Audit inspection had taken place on 4th May (see Minute 52 below).
- Display a Public Notice between 4th June and 13th July 2018 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 4th June and 13th July 2018 inclusive for inspection at the Town Council's Office
- Publish audited accounts on completion of External Audit and no later than 30th September, 2018.

The 2017/18 Accounting Statements

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

These were completed for the Internal Audit inspection. Members should remember that it is not the duty of the Internal Auditor to prepare these documents. This is the role of the Responsible Finance Officer. The Internal Auditor's role is to check procedures, processes, management of risk and compliance with Governance requirements.

The Council's Income and Expenditure Account for 2017/18 and Balance Sheet for 2017/18 are attached at Appendix "D"

In preparing the 2017/18 end of year position and accounts a Bank Reconciliation was carried out on 10th April 2018 - Appendix C to these minutes.

Resolved:

That Council be recommended to:

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

Community Grants (see above)	£ 1,200.00
Unspent element of the Arts Council Grant towards Street Art	£ 2,122.00
Morecambe in Bloom	£ 1,500.00
Festivals	£ 1,700.00
Station Grant	£ 377.78
Poulton Residents Fund	£ 171.97
Total	£ 7,071.75

- (2) **Note how the year end carry forward items above effect the 2018/19 Budget and to approve the distribution of the surplus totaling £5,652.00 as follows:**

- **£4,000 towards Neighbourhood Planning**
- **£1,350 to the Room Hire Budget**
- **£300 towards an audit of the Council's Data management procedures by the Council's Internal Audit providers, Yorkshire Internal Audit.**

- (3) **Approve the Annual Governance and Accountability Return 2017/18 as signed by the Internal Auditor and submitted to the Committee.**
- (4) **Approve the Annual Statement of Accounts (Balance Sheet and Income & Expenditure Account) for 2017/18 and Asset Register (Appendices D and E).**

52. Internal Audit Inspection 2017/18

The Clerk updated the Committee on the Internal Audit visit which took place on Friday 4th May. The Internal Auditor appeared to be happy with the state of the accounts and systems in place to manage the Council's risk.

However, in completing the Annual Governance Statement, the Auditor noticed that the annual review of the Risk Management Policy had not taken place in March. This had been included on the agenda for this meeting but in future it should be undertaken once during each financial year.

The Internal Auditor would be submitting a full report in due course which would be submitted to the Committee for consideration and action if necessary.

With regard to payment by BACS, the Clerk advised that the Internal Auditor was agreeable to this taking place as many Parish Councils were now making some payments by BACS.

However, given that the Council's current bankers did not permit more than one person to sign off a payment on line, the implementation of an efficient system was difficult.

It was therefore suggested that the Council continues making payments via cheque as this would be just as quick, with the proviso that all recipients of grant funds etc. be advised that payment would take place within 2-3 weeks.

Resolved:

That Council be recommended to:

- (a) **Note and welcome the initial feedback from the Internal Audit visit on 4th May;**
- (b) **Continue to pay invoices by cheque and that all grant recipients etc. be advised that payments could take up to 2-3 weeks to process.**

53. Risk Management Review

The Council was required to review its Risk Management and Internal Audit procedures annually.

The following documents were submitted to the Committee for review:

- Scope of Internal Audit
- Approach to Internal Audit Testing
- Continuity of Business Policy
- Risk Management Log

The Council was required to undertake an effective Internal Audit to evaluate the effectiveness of its risk management, control and governance processes taking into account Internal Auditing guidance for smaller authorities in accordance with the Accounts and Audit Regulations 2015.

The Council must operate an overall system of internal control appropriate to the Council's expenditure and activity. As part of its system of internal control, the Council arranges for an Internal Audit where someone, (other than the RFO and acting independently of the Council), scrutinises the Council's financial systems.

The findings of internal controls are reported to the Council, so, together with regular feedback from the RFO on the accounts, all Councillors should be aware of the Council's financial position.

The Council should review its Internal Audit Controls annually to ensure they are satisfactory.

The current Scope of Internal Audit and Approach to internal Audit documents were considered and the RFO advised that these were appropriate and effective to protect the Council.

These guide and determine the work of the Council's appointed Internal Auditor.

The RFO advised that the Risk Management Log should be updated to include a reference to the General Data Protection Regulations (GDPR).

Resolved:

That Council be recommended to:

- (1) **Approve the following documents as set out at Appendix "G"**
 - **Scope of Internal Audit**
 - **Approach to Internal Audit Testing**
 - **Continuity of Business Policy (this includes some minor amendments to Policies 6 and 7, and the rewording of Section 2 (part 2))**
- (2) **Update the Risk Management Log with the removal of wording in Policy R16 that was no longer applicable and the inclusion of a new Policy R19 regarding GDPR (Appendix H)**

54. Deprivation Funding

The Committee were reminded that the Council had included a sum of £9,000 within the 2018/19 budget to undertake a project or projects to help relieve deprivation in the town, particularly aimed at working with young and older persons.

At Council on 15th March 2018, the following resolution was made in respect of this funding (Minute No.77(1) refers:

“That in respect of the proposed funding for a Deprivation Projects the following be agreed:

(a) the Clerk be requested to contact organisations throughout Morecambe who were currently involved in the delivery of projects to help young and older persons to ascertain their views on how the Council could help them add value to the work they currently did within the town.

(b) That following completion of (1) above the Committee to consider the information received and to draw up objectives for the use of the budget. This would be based on the key driver being where community need existed for additional support.

(c) That following (2) above the Committee to consider the process for awarding funding to organisations and make recommendations to Council on the objectives for the budget and the process to be followed in allocating funding.”

The Clerk had circulated an Expression of Interest form to targeted organisations that fitted the criteria in the above minute i.e. working with young and elderly persons who may be vulnerable and disadvantaged.

To date seven responses had been received.

The Committee were asked for guidance on how to proceed. The Clerk advised that the meeting should not consider making allocations, as the process had been simply to ascertain if there were potential projects to fund and their type. The process had not been opened generally and the awarding criteria had yet to be finalised.

The Committee were of the view that the Expression of Interest form should be amended into an application form for funding with additional information and that this should then be advertised widely with a view to the Council being in a position to award funding prior to the main summer season 2018.

Resolved:

That the Clerk produces an Application form for consideration by Council on 17th May embracing the comments made by members of the Committee and Council be recommended to consider this with a view to the application process being opened immediately after the Council meeting.

55. General Data Protection Regulations

The General Data Protection Regulation (GDPR) was the new data protection framework for the EU and will apply in the UK from 25 May 2018. It replaced all current data protection legislation, including the Data Protection Act 1998 (DPA), although the data protection principles within the GDPR are like those in the DPA.

The DPA was due to be repealed by 25 May 2018.

GDPR retained the existing legal principles of the DPA but updated it to consider digital technology and current global working practices.

There were still some questions as to how the GDPR would apply in the UK on leaving the EU but the advice of the Information Commissioners Office (ICO) was that this should not

distract from the important task of compliance with the GDPR. The important point is that the UK will be subject to the GDPR, regardless of Brexit.

GDPR retains key definitions used in the Data Protection Act

- Data Controller – this meant the Council in the context of Local Government
- Data Processor – responsible for processing data on behalf of the controller – the officers
- Personal data – any information that directly or indirectly identifies individuals

The General Data Protection Regulation required all public authorities to appoint a Data Protection Officer from 25 May 2018. However, advice received via NALC and the Clerk's Professional Body suggested that the Government would be repealing the requirement for Parish Council's to appoint a Data Protection Officer.

The report set out the actions required to ensure the Council was compliant with the legislation and these had been discussed with the Internal Auditor at the annual audit inspection on 4th May, with the Internal Auditor agreeing the proposed course of action.

Resolved:

That Council be recommended to:

- (a) Request the Clerk to check with the Council's IT provider that the cyber security on the Council's systems is compliant with GDPR.**
- (b) Request the Clerk to prepare a Draft Data Protection Policy for consideration at the next meeting of the Committee with a view to this being implemented no later than 31st July 2018**
- (c) Request the Clerk to notify all elected members and staff of the impact of GDPR on the data that the Council holds in respect them.**
- (d) Request the Clerk to ensure that all staff emails contain a suitable clause at the end of the email relating to GDPR and to write to all contacts held within the Council's email systems to ascertain if they still wished their details to be held in such a manner.**
- (e) Appoint Yorkshire Internal Audit, the Council's current Internal Auditors to undertake an Audit of the Council's arrangements for managing GDPR once the policy referred to in (b) above had been adopted at a cost of £300, to be funded from the surplus funds carried forward from 2017/18 (see Minute No. 51(2) above).**

56. Standing Orders and Financial Regulations Review

The Annual Meeting of Council was required to undertake a review of Standing Orders and Financial Regulations. This would take place at the Annual Meeting on 17th May 2018. The Committee were asked to consider any amendments to these two documents that should be recommended to Council for consideration.

Resolved:

That Council be recommended to review and amend the Standing Orders and Financial Regulations as follows:

Standing Orders

(j) Amend Standing Order 1 (d) to read:

“Subject to Standing Order 1 (c) above, members of the public are permitted to make representations regarding items on the agenda only although other issues could be raised if written notice of the question/matter were submitted to the Clerk 10 working days prior to the meeting”.

(This suggested amendment was to bring this standing order in line with the Council's agreed public participation policy which was reviewed and updated on 17th July 2014)

(k) Amend Standing Order 1 (x) to read:

“No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be:

- In the case of a Council Meeting – not less than 9 members**
- In the case of a Committee Meeting – not less than 3 members.”**

(l) Amend Standing Order 1 (z) to read:

“Committee Meetings shall not exceed a period of 2 hours, unless the Committee agrees to suspend Standing Orders.

(m) Amend Standing Order 2 (xii) to read:

“Confirmation of arrangements for insurance cover in respect of all insured risks”

(This suggested amendment is to bring this standing order in line with the Council's Insurance policy running annually from September to September each year and therefore a review of insurance arrangements at the Annual Meeting would not be the most appropriate time.)

(n) Add a new Standing Order 2 (xviii) to read:

“The Council's Risk Management Policies to be reviewed annually in March.”

(o) Remove the following wording from Standing Order 15 (iv) as this was now out of date:

“the substitute Councillor need not be from the same ward as the Councillor for whom they are acting as substitute.”

(p) Amend Standing Order 19 (b) to read:

“The Responsible Financial Officer shall supply to each Councillor at each meeting of the Finance and Management Committee with a statement summarising the Council's income and expenditure for each quarter and the

balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.”

- (q) Remove all references to Personnel Sub-Committee within Standing Orders and replace with Personnel Committee.
- (r) Add a new Standing Order 27 (c) to read:

“The Council shall implement and review annually a Policy for handling data in accordance with the General Data Protection Regulations.”

Financial Regulations

- (d) Amend Regulation 5.2 to read (the amended wording is underlined):

“A schedule of the payments required, forming part of the Agenda for each Finance and Management Committee Meeting shall be prepared by the RFO and be reported to the Committee. If the schedule is in order it shall be recommended by the Committee for acceptance by Council and shall be initialled by the Chairman of the Finance and Management Committee. If more appropriate the detail may be shown in the Minutes of the Meeting.”

- (e) Amend regulation 6.1 to read:

“All payments shall be effected by cheque, debit card or by BACS on the Council’s bankers.

- (f) Add a new Regulation 6.6 to read:

“The Council will not honour Grants awarded if the funds are not claimed within 12 months of the date of the Grant being awarded.”

57. Toilets Update

The Clerk updated the Committee on the following issues:

- (a) The Council’s insurers had finally agreed to pay out for the coin box which was stolen from the Ladies side of the toilets in the winter. The coin box had been ordered and should be installed prior to the May Bank Holiday. This was the main reason why the toilets had not been opened for the first May bank holiday weekend.
- (b) The City Council had informed the Clerk that the replacement of the roof (at their expense) should take place prior to the end of May after a contractor had finally been appointed.
- (c) Aqua Engineering had informed the Clerk that they were no longer willing to undertake the Legionella Risk Management in respect of the Dome Toilets on behalf of the Council.
- (d) Discussions were ongoing with the City Council for the original metal outer gates to each entrance to be reinstalled to offer greater security when the toilets were closed.

Resolved:

That Council be recommended to:

- (1) Agree that the toilets should not be opened for the 2018 season until the coin box had been installed, the roof replacement works completed, and the outer security gates reinstalled.**
- (2) Request the Clerk to obtain quotations from appropriate Companies for the Legionella risk management contract.**

----- Chairman

The meeting closed at 8.50 p.m.

Appendix A – Schedule of Payments and Receipts (1st March to 30th April 2018)

Staffing and Administration Budget

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
07/03/2018	Direct Debit	Telephone Bill	Talk Talk Business	27.89	5.58	33.47
07/03/2018	101255	Office Rent	Lancaster City Council	962.50	0.00	962.50
06/03/2018	101255	CCTV Contribution	Lancaster City Council	5,000.00	0.00	5,000.00
12/03/2018	101259	HMRC Quarterly Contributions	Morecambe Town Council	2,573.88	0.00	2,573.88
19/03/2018	101265	Website Hosting	Website Uk	150.00	30.00	180.00
23/03/2018	101267	Hire of Meeting Room	War Memorial Hall	240.00	0.00	240.00
28/03/2018	101271	Hire of Meeting Room	Lancaster City Council	344.00	10.80	354.80
28/03/2018	101271	Postage and Community Event	Lancaster City Council	5.10	0.00	5.10
21/03/2018	Direct Debit	Salaries	Morecambe Town Council	2,798.47	0.00	2,798.47
19/03/2018	Direct Debit	Pension Contributions	Morecambe Town Council	867.86	0.00	867.86
21/03/2018	Direct Debit	Bank Charges	Morecambe Town Council	13.50	0.00	13.50
29/03/2018	Direct Debit	Photocopier Hire	MB Digital	22.00	4.40	26.40
31/03/2018	101274	Room Hire Repayment	Lancaster City Council	343.70	10.80	354.50
31/03/2018	101274	Postal Charges	Lancaster City Council	5.40	0.00	5.40

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
31/03/2018	101276	Computer security	KTD	69.00	13.80	82.80
04/04/2018	Direct Debit	Telephone Bill	Talk Talk Business	31.17	6.23	37.40
05/04/2018	Direct Debit	Photocopier Hire	Grenkeleasing	247.20	49.44	296.64
17/04/2018	101280	Website GDPR Update	Website Uk	150.00	30.00	180.00
30/04/2018	Direct Debit	Photocopier Hire	MB Digital	22.00	4.40	26.40
19/04/2018	Direct Debit	Pension Contributions	Morecambe Town Council	867.86	0.00	867.86
21/04/2018	Direct Debit	Salaries	Morecambe Town Council	2,798.47	0.00	2,798.47
23/04/2018	Direct Debit	Bank Charges	Morecambe Town Council	15.00	0.00	15.00
Total				17555	165.45	17720.45

Morecambe in Bloom

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
12/03/2018	101260	MIB Gaming Permit for Morecambe Bloomers Raffle	Morecambe Town Council	40.00	0.00	40.00
19/03/2018	101261	Banner for Promoting MIB	Ezstckers	35.00	0.00	35.00
20/03/2018	101266	Plants for Poulton Park Friends	Lancaster City Council Platform Hire	100.00	20.00	120.00
04/04/2018	101272	Morecambe in Bloom Presentation Evening	Mark McKenna	50.00	0.00	50.00
Total				225.00	20.00	245.00

Morecambe Station Grant from Norther Rail to Morecambe Bloomers

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
28/03/2018	101269	Plants for Station	Louise Clague	74.50	0.00	74.50
28/03/2018	101270	Artwork Printing for Station	Alpha Engraving Ltd	147.67	29.53	177.20
Total				222.17	29.53	251.70

Elections 2017-18

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
31/03/2018	101273	By Election recharges 2017-18	Lancaster City Council	11,443.24	2,221.90	13,665.14
Total				11,443.24	2,221.90	13,665.14

Festivals

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
16/03/2018	101258	Contribution towards Lantern Festival 2017	More Music	1,500.00	0.00	1,500.00
19/03/2018	101262	Advertising - Things to do in Morecambe & Eden – Festivals promotion	Bucket & Spade Marketing - Half Payment	700.00	140.00	840.00
19/03/2018	101268	Festival Advertising – Local Choice - Festivals publicity in each of the 4 Local Choice Magazines	Zest Publications	700.00	140.00	840.00
31/03/2018	101273	Promenade Concert Orchestra Festival	Lancaster City Council	537.44	107.49	644.93
31/03/2018	101275	Festivals Advertising - Things to do in Lancaster	Bucket & Spade Marketing	250.00	50.00	300.00
Total				3,687.44	437.49	4124.93

War Memorial

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
06/03/2018	101256	War Memorial Design	MA Brooks Ltd	75.00	15.00	90.00
19/03/2018	101264	Advice re War Memorial	Peacock Design	110.00	0.00	110.00
Total				185.00	15.00	200.00

Newsletter

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
31/3/18	101263	Newsletter 2 nd Edition	Bucket and Spade Marketing	1300.00	260.00	1560.00
Total				1300.00	260.00	1560.00

Community Grants

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
31/03/2018	101278	North Lancs Down Syndrome	Morecambe Town Council	328.03	0.00	328.03
Total				328.03	0.00	328.03

Toilets Management

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
16/04/2018	101277	Toilets – replacement coin box for Ladies side of toilets	Speeder Limited	1,250.00	250.00	1,500.00
25/04/2018	Debit Card	Toilet Roll holders and soap dispensers	Direct 365	686.75	137.35	824.10
25/04/2018	Debit Card	NNDR Toilets	Morecambe Town Council	828.00	0.00	828.00
Total				2,764.75	387.35	3152.1

Poulton Residents Association Contribution

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
16/03/2018	101257	North West In Bloom Signs for Shrimp roundabout and Coastal Road	Signs Express	355.70	71.14	426.84
Total				355.70	71.14	426.84

Receipts (1st March to 30th April 2018)

Date	Description	Amount (£)
10/4/2018	Annual Precept	188,141.38
26/3/2018	Bank Interest	31.50
26/4/2018	Bank Interest	43.44
	Total	188,216.32

Appendix B: Budget 2017/18 – Year End position as at 31st March 2018

Budget Head	Income (£)	Budget 2017/18 (£)	Actual Expenditure (31/03/2018) (£)	Net Position (£)
Salaries	0	50,800.00	53,178.77	3,178.77
Town Council Office Rent	0	3,850.00	3,850.00	=
Photocopier Charges	0	1,500.00	1,323.85	(176.15)
Hire of Rooms (Meetings)	0	1,100.00	1,979.20	869.20
Subscriptions	0	700.00	1,264.80	564.80
Telephone	0	460.00	377.51	(82.49)
Postage, Printing and Stationery	0	600.00	505.84	(94.96)
Accountancy and Audit	0	1,500.00	1,260.00	(240.00)
Insurance	0	700.00	727.74	27.74
Website	0	300.00	300.00	=
Legal Expenses	0	500.00	75.00	(425.00)
Training	0	1,000.00	1,266.99	266.99
<u>Grants:</u>				
Festivals	399.76	55,000.00	52,135.38	(2,864.62)
Community Grants	333.00	6,496.25	3,069.25*	(3,427.00)
<u>Community Safety:</u>				
Anti Social Behaviour	0	14,000.00	14,000.00	=
Environmental Enforcement Officer	0	12,000.00	10,013.61	(1,986.39)
CCTV Contribution	0	5,000.00	5,000.00	=
SplD	0	3,750.00	2,742.58	(1,007.42)
School Parking	0	3,000.00	0	(3,000.00)
<u>Community Engagement:</u>				
Newsletter	0	4,000.00	2,600.00	(1,400.00)
Morecambe in Bloom	1,730.10	3,000.00	3,207.10	(1,523.00)

Poulton Neighbourhood Council	527.67	527.67	355.70	(171.97)
Station Grant	3,245.00	3,245.00	2,867.22	(377.78)
Community Events	0	300.00	0	(300.00)
Youth Council	0	1,000.00	0	(1,000.00)
Christmas Lights	0	7,000.00	7,012.47	12.47
<u>Toilets:</u>				
Toilets Refurbishment	0	12,844.50	12,836.97	(7.53)
Toilets Management	1,029.90	9,000.00	7,008.40	(3,021.50)
War Memorial	0	11,548.28	1,805.00	(9,743.28)
Portas Town Team	117.00	0	234.00	117.00
Street Art Grant	0	4,571.84	2,450.00	(2,121.84)
<u>Section 137:</u>				
Section 137 Expenditure	0	1,800.00**	1,177.83	(522.17)
<u>Reserves:</u>				
General Reserves	0	9,000.00	0	(9,000.00)
Town Council Reserves	0			
Asset Replacement Fund	0	9,000.00	0	(9,000.00)
By-Election Fund	0	12,000.00	11,443.24	(556.76)
Community Centre and Town Council Office Funds	0	55,000.00	0	(55,000.00)
<u>Bank related costs:</u>				
Bank Interest	446.98	500.00		
Bank Charges		240.00	193.30	(46.70)
<u>Precept:</u>				
Annual Precept	186,415.69			
Totals	194,245.10	325,333.54	206,260.95	(119,072.59)

**Appendix C: Bank Reconciliation produced by the Council's (Scribe)
Accounting System as at 31st March 2018 and produced on 10th April 2018**

Bank Reconciliation at 31/03/2018

	Cash in Hand 01/04/2017			128,334.29
	ADD			
	Receipts 01/04/2017 - 31/03/2018			<u>203,820.72</u>
				332,155.01
	SUBTRACT			
	Payments 01/04/2017 - 31/03/2018			<u>217,664.85</u>
A	Cash in Hand 31/03/2018			114,490.16
	(per Cash Book)			
	Cash in hand per Bank Statements			
	Cash	31/03/2018	0.00	
	HSBC main	31/03/2018	137,341.55	
				137,341.55
	Less unpresented cheques			
	As attached			22,851.39
				114,490.16
	Plus unpresented receipts			0.00
B	Adjusted Bank Balance			114,490.16

A = B Checks out OK

Appendix D

MORECAMBE TOWN COUNCIL

STATEMENT OF FINANCIAL ACCOUNTS 2017/18

The Town Council's financial accounts for the year ending 31st March 2018 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 ????, 2018

David Croxall
Clerk to the Council and Responsible Financial Officer
4th May 2018

INTERNAL AND EXTERNAL AUDIT

Internal Audit

Independent Internal Audit is contracted on an annual basis to Yorkshire Internal Audit 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 4th May 2018 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 (1st April 2017 to 31st March 2018)

Year Ended 31/3/2017 **Year Ended 31/3/2018**

		Income	
805.20	Morecambe in Bloom	1,730.10	
346.78	Staffing and Administration	0.00	
1,384.91	Festivals	399.76	
40.00	Community Events	0.00	
65.00	Section 137 Expenditure	0.00	
456.83	Bank Interest Income	446.98	
183,348.49	Annual Precept	186,415.69	
26,197.82	Portas Town Team	117.00	
0.00	Miscellaneous Grants	333.00	
0.00	Toilets	1,029.90	
0.00	Poulton Neighbourhood Management	527.67	
0.00	Station Grant	3,245.00	
£212,645.03		£194,245.10	
		Expenses	
0.00	By Election Fund	11,443.24	
260.46	Community Events	0.00	
0.00	Street Art - Arts Council Grant	2,450.00	
0.00	CCTV	5,000.00	
0.00	SpID	2,742.58	
0.00	Anti Social Behaviour Officer	14,000.00	
0.00	Poulton Neighbourhood Management	355.70	
0.00	Station Grant	2,867.22	
0.00	Newsletter	2,600.00	
4,384.00	Healthy Streets	0.00	
3,709.98	Neighbourhood Plan	0.00	
22,155.50	Toilets Refurbishment	12,836.97	
96.03	Toilets Management	7,008.40	
541.63	Asset Replacement Fund	0.00	
11,000.00	Environmental Enforcement Officer	10,013.61	
1,375.00	War Memorial	1,805.00	
2,000.00	Bandstand Design Contract	0.00	
58,285.51	Staffing and Administration	65,035.21	
527.90	Training	1,266.99	
62,358.59	Festivals	52,135.38	
1,790.00	Community Grants	0.00	
33,804.00	PCSOs	0.00	
2,609.00	Section 137 Expenditure	4,247.08	
29,514.56	Portas Town Team	234.00	
4,508.91	Christmas Lights	7,012.47	
1,140.81	Morecambe in Bloom	3,207.10	
£240,061.88		£206,260.95	
		General Fund	
108,140.46	Balance at 01 Apr 2017	80,723.61	
212,645.03	ADD Total Income	194,245.10	
320,785.49		274,968.71	
240,061.88	DEDUCT Total Expenditure	206,260.95	
80,723.61		68,707.76	
0.00	Transfer to/from Reserves	19,000.00	
£80,723.61	Balance at 31 March 2018	£49,707.76	

Morecambe Town Council

Balance Sheet

As at 31st March 2018

*(Last) Year Ended
31 Mar 2017*

*(Current) Year Ended
31 Mar 2018*

£		£
	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
7,389.32	VAT Recoverable	9,217.60
0.00	Temporary lendings (investments)	0.00
128,334.29	Cash in hand	114,490.16
135,723.61	TOTAL ASSETS	123,707.76
	CURRENT LIABILITIES	
0.00	Creditors	0.00
0.00	Temporary borrowing	0.00
<u>135,723.61</u>	NET ASSETS	<u>123,707.76</u>
	Represented by:	
80,723.61	General fund Balance	49,707.76
	Reserves:	
0.00	Capital	0.00
55,000.00	Earmarked	74,000.00
0.00	Adjustments	0.00
<u>135,723.61</u>		<u>123,707.76</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 totalling £4,247.08 is made up as follows– this includes:
 - a) Remembrance Day Wreath of £50;
 - b) Payments of Community Grants - £3,069.25 (where no direct power to fund the approved application existed of the s137 expenditure related to Community Grants). This was originally budgeted for in the Community Grants budget and the funding was transferred across to S137 expenditure.
 - c) Carnival Float entry - £31.55 (originally budgeted in Community Events budget)
 - d) Community Awards Certificates and Frames - £91.29
 - e) Christmas Tree Festival 2017 - £4.99 (originally budgeted in Community Events budget)
 - f) Contribution to Armed Forces Day 2017 - £1,000.00
3. The Arts Council street art grant is additional funding obtained towards the Portas Street Art project.
4. The Station Grant was funding obtained from Northern Rail to assist with the Morecambe in Bloom work.

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 2017/18 (i.e. January to March 2018) 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 and the Growth Reserves Fund created in 2017/18.

David Croxall
Responsible Finance Officer
3rd May 2018

Appendix E
MTC Asset Register as at 31st March 2018

Item	Date purchased	Serial No. (If appropriate)	Where Held/Stored/ Sited	Value (£)
Computer and Accessories	3/11/2015	2 x Intel i5 4460 3.2/4G Computers	Town Council Office	2000.85
	3/11/2015	2 x Benq 24" adj monitors	Town Council Office	
	2011	Laptop – 7M370-JY6WB	Town Council Office	
Office Furniture and Equipment	2011		Town Council Office	681.52
	17/9/2012	1 x meeting table	Town Council Office	159.00
	27/7/2012	8 x chairs		60.00
	27/7/2012	Laminator		18.00
	12/03/2014	2 x Office Chairs		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	
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

Item	Date purchased	Serial No. (If appropriate)	Where Held/Stored/ Sited	Value (£)
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	WE7K6900769	Town Council Office	329.99
Speed Indication Device	5/9/2017 and 26/10/17		Town Council office when not in use around the current 7 sites in the town	2,584.00
3.85m Mukti Position Telescopic loader for used with SpID	11/10/2017	EN131	Town Council office	83.33
Kneeling Chair (necessary after risk assessment for staff member)	11/10/2017	Model: H2 G1 re supplied by DTG dynamic trade	Town Council office	49.28
4 x Full Bloom Rail Mounting Planters	27/02/2018	Supplied by Glasdon UK	Morecambe Station	400.05
2 X North West in Bloom signs	16/3/2018		Shrimp Roundabout and Welcome to Morecambe Sign at Venus and Cupid statue on Coastal Road	355.70
TOTAL				32,843.34

Prepared by:

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

Date: 31st March 2018

Appendix F: MTC Budget 2018/19 (Agreed by Council on 18th January, 2018)

Morecambe Town Council Budget Revenue Budget 2018/19 RECURRING ITEMS (to be funded from the 2018/19 precept)	
EXPENDITURE	£
Staffing and Administration	66,690.00
Training	2,000.00
Festivals	55,000.00
Community Grants	5,000.00
Section 137 Expenditure (Remembrance Day Wreath, Community Awards and Armed Forces Grant of £1000)	1,200.00
Christmas Lights	6,000.00
Morecambe in Bloom	3,000.00
Community Events	300.00
Toilets Management	7,000.00
Environmental Enforcement Officer	12,500.00
Anti-Social Behaviour Officer	14,000.00
Newsletter	4,000.00
CCTV	5,000.00
By Election Fund	6,000.00
Totals	187,690.00

and

Morecambe Town Council Budget Capital Expenditure and One Off Projects Budget 2018/19	
Projects	£
War Memorial Fund	9,928.28
Community Garden Fund	7,000.00
Mobile CCTV Cameras – taken from the Growth Reserve Fund	3,000.00
Project to help tackle Social deprivation/social isolation – to be delivered over 2 years via service level agreements and aimed at families and the elderly – to be funded using powers available to the Council under Section 137 of the Local Government Act 1972, with the funds being taken from the Growth Reserve Fund	9,000.00
Purchase of second SpID and mounting plates to enable the SpID to be positioned on both sides of each targeted road	2,507.42
Reserves	
Office Fund	55,000.00
Asset replacement Fund	9,000.00
General Reserves	9,000.00
Growth Reserve Fund	7,000.00
Totals	111,435.70

Note: Total projected spend (including Reserves) would be **£299,125.70**

Appendix G

Morecambe Town Council

Approach to Internal Audit testing

- 1 The Council will determine the scope and coverage of the work to be carried out by Internal Audit in accordance with proper practices guidance. Internal Audit testing of internal controls will be sufficient for the proper completion of the annual Internal Audit report. The annual Internal Audit report should provide an adequate level of assurance for the Council to complete assertions 2 and 6 in its annual governance statement.
- 2 In completing the annual report at section 4 of the annual return, Internal Audit will have planned and carried out the work necessary to give the assurances called for.
- 3 Internal Audit work always requires the application of judgement and should only be carried out following risk assessment. The scope and frequency of testing should reflect that assessment, and therefore should always be in proportion to the likelihood of fraud, error or misstatement that could occur. It should be directly related to the size and level of business activity of the Council.
- 4 The following table sets out the Council's approach for the appointed Internal Auditor to test key internal controls to provide assurance that the minimum level of coverage has been met.

Internal Control	Suggested testing
Proper bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced?
a) Standing orders and Financial Regulations adopted and applied; and b) Payments controls	<ul style="list-style-type: none"> • Has the Council formally adopted standing orders and financial regulations? • Has a Responsible Finance Officer been appointed with specific duties? • Have items or services above the de minimus amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised and minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is s137 expenditure separately recorded and within statutory limits?
Risk Management arrangements	<ul style="list-style-type: none"> • Does a review of the minutes identify any unusual financial activity? • Do minutes record the Council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate? • Are internal financial controls documented and regularly reviewed?

Budgetary Controls	<ul style="list-style-type: none"> • Has the Council prepared an annual budget in support of its precept? • Is actual expenditure against the budget regularly reported to the Council? • Are there any significant unexplained variances from budget?
Income Controls	<ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Does the precept recorded agree to the Council Tax authority's notification? • Are security controls over cash and near-cash adequate and effective?
Petty cash procedures	<ul style="list-style-type: none"> • Is all petty cash spent recorded and supported by VAT invoices/receipts? • Is petty cash expenditure reported to each Council meeting? • Is petty cash reimbursement carried out regularly?
Member and Officer Training and Knowledge	<ul style="list-style-type: none"> • Is a Training Strategy in place? • What training has taken place? • Have decisions been made which could be better informed with further training?

Morecambe Town Council

CONTINUITY OF BUSINESS POLICY

Section 1: Short –term absence of Clerk

1. The Town Clerk's Assistant will be designated as 'Deputy Clerk' to provide essential cover.
2. Post – this will be dealt with by the Assistant Clerk in the Clerk's absence.
3. Emails – the Clerk's email will be checked daily during the Clerk's absence by the Assistant Clerk.
4. The Assistant Clerk will be fully trained to manage payments during the Clerk's absence and maintain the Accounting system
5. The Clerk will maintain a composite diary within the office in consultation which the Assistant Clerk will take responsibility for during the Clerk's absence.
6. The Clerk will hand over any urgent pending items to the Assistant Clerk during any absences.
7. The Clerk and Assistant Clerk will not take Annual Leave at the same time.
8. If the Clerk is absent through illness and the Assistant Clerk on leave, and this is likely to be more than one week, the Chairman will organise for email accounts, diary and post to be opened and checked by a suitable person.

Section 2: Long term absence of Clerk

1. The Assistant Clerk will work as outlined above and undertake the role of the Town Clerk.
2. The Council would consider a suitable ex-gratia payment to the Assistant Clerk if the unplanned absence of the Town Clerk was for more than one month.

Section 3: Damage to Town Council Office/Equipment

In the event of the Council's office and/or equipment being damaged making use impossible, the Council will provide basic service at another temporary office utilising Contingency Fund funds. If the damage could be repaired in a period of no more two weeks, staff to be authorised to work from home to save office hire costs, reporting daily to the Chairman/Vice Chairman of the Council and accessing email accounts and the Council's website from their home computers.

It may be necessary to purchase replacement equipment. However, all Town Council equipment is fully insured and would be replaced as quickly as possible in consultation with the Insurance Company.

Section 4: Absence of Chairman

The Vice Chairman will take over all duties of the Chairman.

David Croxall

Town Clerk

March, 2013

Adoption date	Council 14 th March 2013 – Minute No. 112 (7)
Review Date 1	Council 16 th January 2014 – Minute No.89 (9)
Review Date 2	Council 15 th January 2015 – Minute No.79
Review Date 3	Council 17 th March 2016 – Minute No.82
Review Date 4	Council 16 th March 2017 – Minute No. 87
Review Date 5	
Review Date 6	

Appendix H

MORECAMBE TOWN COUNCIL RISK MANAGEMENT LOG



Author: David Croxall, Responsible Finance Officer

Risk No:	Allocate a unique number to each risk			
Description of Risk:	Provide a brief description of the risk. Risk can be defined as uncertainty of outcome. Any event that could positively or negatively affect the Council or its activities. These relate to incidents that could theoretically occur.			
Controls in Place/Mitigation:	What procedures and practices are already in place that reduces the likelihood or impact of each risk materialising?			
Risk Score:	<p>What is the risk score taking into account the 'Controls in Place'. Risk to be categorised into three categories as follows:</p> <table><tr><td>High</td></tr><tr><td>Medium</td></tr><tr><td>Low</td></tr></table>	High	Medium	Low
High				
Medium				
Low				
Actions Planned:	Consider the full range of options available to deal with each risk. Priority should be given to those with the highest risk ratings. The costs/benefits of each option should be considered and the favoured option agreed for implementation.			
Responsibility:	Who is responsible for the risk and for ensuring that the actions planned are carried out?			

Risk No.	Description of Risk	Controls in Place/Mitigation	Risk Score	Actions Planned/Taken	Responsibility
R1.	Personal injury/damage to members of the public or their property arising from defects on the Council's property	Low risk as property comprises of fixed installations. Undertake regular maintenance and prompt repair to any damage. Periodically review insurance cover and timely renewal to avoid compensation claims	L	Continue to maintain equipment/assets owned/provided by the Council	Clerk
R2.	Damage to Council property by third party	Medium risk as some property is intended for public use. Maintain property in good condition and ensure adequate insurance cover	M	Insurance cover appropriate to assets of the Council	Clerk
R3.	Compensation claim by employee or contractor in respect of injury sustained in the cause of his/her employment/engagement	Low risk given the nature of Clerk and other staff's work. Maintain adequate insurance cover to avoid compensation claims and associated costs	L	Insurance cover adequate to cover such occasions	Clerk
R4.	Compensation claim resulting from (alleged) negligent act or accidental error or omission by the Council or its employee(s)	Low/Medium risk given the current activities of Council. Maintain adequate insurance cover and ensure Council decisions are based on full information including professional advice where necessary	L/ M	Check adequacy of insurance cover particularly fidelity guarantee annually	Clerk
R5.	Actions against the Council for libel or slander	Low risk - meetings are conducted in accordance with standing orders etc.	L	None required	Clerk/ Chairman
R6.	Loss of cheques/cash held on behalf of Council	Low risk as income by cash/cheque is infrequent. Such losses are covered by insurance. Receipts are banked promptly and precept/VAT reimbursement directly paid into bank account. All cheque books to be kept within a secure safe and any cheques/cash received to be kept within a secure safe until banked.	L	None required	Clerk
R7.	Financial loss due to banking error	Low risk as bank statements are scrutinised by Clerk upon receipt. Review banking arrangements periodically to secure best possible terms and conditions	L	Review banking arrangements periodically to secure best possible terms and conditions	Clerk

Risk No.	Description of Risk	Controls in Place/Mitigation	Risk Score	Actions Planned/Taken	Responsibility
R8.	Loss of monies due to fraudulent action by employee(s)	Low risk as all cheques are signed by two Councillors and checked against invoices. All expenditure is approved by the Council and accounts subject to scrutiny by Council and auditors.	L	Fidelity guarantee to be set at level within Insurance Policy to be above the maximum amount each year which could be within the Council's bank balances at any time and reviewed annually – minimum £500,000.00	Clerk/Chairman
R9.	Order for precept not submitted or paid by local authority/is adequate or incorrect	Low risk. Precept considered in every January meeting of Council and the amount of precept required is built into quarterly review of budget against actual. Receipt of precept checked by clerk	L	Consider arrangements to plan for precept in advance based on capital expenditure plans	Clerk
R10.	VAT incorrect/not reimbursed/not properly accounted for	Low risk. VAT analysed in cash book maintained by Clerk. VAT returns submitted agreed and submitted annually	L	VAT details to be included in monthly reports to Finance and Management Committee and reclaimed on a six monthly basis	Clerk
R11.	Financial records inadequately/incorrectly maintained	Low/Medium risk as Clerk is qualified with ACIS	L	Clerk completed NALC Finance Course and CILCA Qualification by March 2013	Clerk
R12.	Unidentified/inadequate general and/or earmarked reserves	Medium/High risk. Considered in Minutes and budget setting/review of annual accounts. If reserves not set at sufficient level the Council could be faced with expenditure with no budget resulting in cut to existing items in the budget	M	The Clerk to submit half yearly reviews to Council regarding the level of reserves required to meet budget requirements and likely risks	Clerk
R13.	Loss of funds due to Grant awarded not being used for manner for which it was given	Medium risk. Contracts/Statement of exact reasons grant awarded to be issued to all grant recipients and payments to be made following the guidance of Internal Audit as agreed by Council on 19 th January.	M	To review annually the policy with regard to funding organisations and to ensure appropriate clauses in contracts to ensure the Council's funds are used for the purpose they were awarded.	Clerk
R14.	Minutes are inaccurate/illegal	Low risk. Minutes are approved by Council at each meeting. Clerk qualified with ACIS	L	Clerk completed CILCA Qualification by March 2013	Clerk/Chairman
R15.	The Council undertakes/makes a payment that is illegal/outside its powers	Medium/High risk as Council could be found to be acting ultra vires if made illegal payments. Clerk has advised Council of its legal powers and is completing CILCA training and has undertaken training with	M / H	Ensure Councillors are aware and kept up-to-date on the legal powers of parish Councils. Training Plan to be considered and agreed by Council no later than 31 st May, 2017	Clerk

Risk No.	Description of Risk	Controls in Place/Mitigation	Risk Score	Actions Planned/Taken	Responsibility
		members of the Council re the Council's legal powers			
R16.	Failure to represent community interest adequately in relation to matters likely to impact significantly on the town	Medium/High risk as consultation arrangements currently limited. Council is recognised by other agencies for consultation/information dissemination etc.	H	Expand on consultations arrangements with the Local Community Website to be continually updated AND appropriate articles to be included in the Council's newsletter	Council/ Clerk
R17.	Employee(s) performance is inadequate/underdeveloped	Low/Medium risk. Council has agreed to introduction of annual performance/development appraisal.	L/ M	Clerk is member of the Society for Local Council Clerks	Chairman/ Clerk
R18.	Loss of key personnel (Clerk) through long term illness/early resignation etc	Low/Medium risk – Clerk in good health and committed to work as demonstrated by undergoing training. Monitor risk and manage as necessary	L/ M	Six monthly appraisal reviews which would highlight any issues e.g. stress/job issues from the Clerk which could then be addressed. Town Clerk's Assistant to receive practical; training and other training where appropriate to allow the post holder to become more pro active in leading and managing meetings and project work.	Chairman of Personnel Clerk
R19.	Failure to comply with the General Data Protection Regulations		M / H	The Council to undertake an audit of its Data Protection Policies and to complete this by 31 st July 2018 Following the completion of the above to employ the Yorkshire Internal Audit to undertake an independent audit/assessment of the robustness of the Council's procedures and policies re GDPR.	Clerk/ Finance and Management Committee

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Thursday 10th May 2018

Councillors Present: D. Whitaker (Chairman), J. Bates (Vice Chairman), R. Cleet, R. Dennison, John Hanson and L. Page

Also in attendance: Councillor L. Davies

Officers in attendance – David Croxall (Clerk)

69. Apologies for Absence

Councillors G. Dennison, P. Heath and D. Hutton

70. Declarations of Interest

There were no declarations of interest

71. Minutes of Meeting of Planning Development and Environment Committee held on 6th March 2018

Resolved:

That the minutes of the Planning Development and Environment Committee held on 6th March 2018 be signed as a correct record.

72. Planning Applications

The Committee considered the Planning Applications set out below which had been notified to the Town Council since the last meeting of Council held on 19th April:

Application Number	Proposal Details	Site Address
18/00379/FUL	Change of Use of dwelling (C3) to a laundry with associated storage (B1)	2 Back Green Street, Morecambe
18/00438/FUL	Retention of ATM to the front elevation	42 - 44 Queen Street, Morecambe
18/00439/ADV	Advertisement application for the retained display of an internally illuminated fascia sign to surround ATM	42 - 44 Queen Street, Morecambe
18/00402/FUL	Installation of a replacement roof	63 Victoria Street, Morecambe
18/00323/CU	Retrospective change of use of ambulance storage garages (B8) to three 3-bed dwellings (C3) with associated parking and landscaping	Hillcroft Nursing Homes Ltd, 1 - 3 Poulton Mews, Morecambe
18/00401/FUL	Change of use of ground floor shop (A1) to a 2-bed maisonette (C3), replacement of shop front with a wall and 2 windows, installation of a door in an existing window opening to the side and construction of a garden wall to the front and side	48 Albert Road, Morecambe
18/00415/FUL	Demolition of single storey side extension, erection of a single storey side extension with installation of a canopy, installation of replacement windows to the first floor, installation of a door to the front and side elevation, raising height of boundary wall and erection of a boundary wall	223 Marine Road Central, Morecambe
17/01396/ADV	Advertisement application for a three panel freestanding non-illuminating board	Lancaster and Morecambe College
18/00480/FUL	Demolition of part single storey rear extension, erection of a single storey rear extension and a conservatory to the rear.	23 Ellis Drive, Morecambe
18/00499/FUL	Erection of a single storey rear extension and conversion of garage into habitable room.	3 Clifton Drive, Morecambe
18/00530/FUL	Unit 1, Irving House, Northgate, White Lund Industrial Estate, Morecambe	Change of use from automotive part sales (B1) to motorcycle sales (Sui Generis) and cafe (A3)
18/00010/REF	Appeal against refusal of Planning Permission by Lancaster City Council of a retrospective application for the installation of a roller shutter	7 West End Road, Morecambe

Resolved:

That Council be recommended to:

- (a) Advise Lancaster City Council that in respect of Application No. 18/00379/FUL re 2 Back Green Street:**
 - that the recommendations of the County Highways Officer and Fire Service be included in conditions should the application be approved.;
 - that the Town Council remains concerned about potential noise from the site and that conditions should be imposed to control any noise pollution and vibration; and
 - that the Town Council requests that the opening hours be restricted as far as Planning Conditions allow i.e. 9 a.m. to 8 p.m. Monday to Saturday with more limited hours on a Sunday as the proposed development was within a residential area as well as a business area.
- (b) Advise Lancaster City Council that in respect of Application No. 18/00323/CU submitted by Hillcroft Nursing Home that whilst the Town Council had no formal objections it remained concerned at the number of retrospective planning applications that continued to be submitted and approved.**
- (c) Advise Lancaster City Council that in respect of Application No. 18/00415/FUL regarding 223 Marine Road the Town Council requests that the recommendations of the County Highways Officer be included in conditions should the application be approved.**
- (d) Advise Lancaster City Council that in respect of Application No. 18/00401/FUL regarding 48 Albert Road, that the Town Council welcomes and supports this application.**
- (e) Advise Lancaster City Council that in respect of Application No. 18/00499/FUL regarding 3 Clifton Drive, that whilst the Town Council has no objections, it requests that the future use of the proposed development be limited to domestic residential use only.**
- (f) Make no comments in respect of any of the other Planning applications set out above.**

Resolved:

That Council be recommended to agree to make no comments in respect of the above Planning Applications.

73. Consultation by Lancaster City Council on the updated Statement of Community Involvement

Lancaster City Council's Statement of Community Involvement (SCI) had been updated to take account of changes to Neighbourhood Planning legislation and development management (planning application) practice over the past 18 months together with several other clarifications being made.

The City Council were consulting on this update to the SCI at this stage because it was important to update it when the City Council submitted its Local Plan to the Government in May 2018.

Resolved:

That Council be recommended to advise Lancaster City Council that whilst the Town Council had no objections to the proposed statement of community involvement, it once again remained very concerned at the poor grammar contained within the document which often led to misleading and potentially contradictory statements being made and request that the City Council undertakes a thorough rewrite and check of the proposed document prior to forwarding it to the Government with the Local Plan e.g.

- **Page 5, paragraph 2.2 – the word “varied” should say “various”**
- **Page 8 – paragraph 4.11 – the Town Council suggests the first sentence is incorrect and for greater clarity should read as follows:
“All comments and representations made to the City Council in response to consultations will be published on the City Council website.”**

74. Allotment Site Update

The Clerk advised the Committee that there were currently no issues arising for consideration from the Council’s allotment site.

The Clerk reminded the Committee that the site was managed by the West End and Heysham Allotment Association by a devolved management agreement and that they were holding an Open Day on Saturday 2nd June between 11 a.m. and 2 p.m. to which all members were invited. The Open Day had been arranged primarily to formally open the new area constructed within the site for use by persons with disabilities. This followed the Association obtaining funding from the National Lottery.

That Council be recommended to note the report.

75. Morecambe in Bloom

The Clerk updated the Committee on progress with Morecambe in Bloom.

The 2018 local competition was up and running and would be continued to be promoted.

The Council continued to support Morecambe Bloomers who were undertaking additional projects on Lord Street in 2018, and had undertaken excellent work on the Station and Victoria Street including the securing of sponsorship to cover all the proposed planting for the next 12 months. The Bloomers had hoped to commence an additional project adjacent to Morecambe Library, an edible sharing project. Unfortunately, the funding application to Greggs had been refused and the Bloomers had decided that due to this and their current resources that they could not take the project forward in 2018.

The Clerk advised that the Council currently had funds within its Community Garden fund which could be utilised to fund the materials for the Library project. The Bloomers had been informed of this but remained concerned about their current resources. The Clerk had spoken to the Library who were keen to proceed and commit resources to maintain the site through the Library staff and community groups who used the Library.

Resolved:

That Council be recommended to note the report and request the Clerk to take the Library project forward after first consulting further with Morecambe Bloomers regarding the issue.

Chairman

The meeting closed at 8.20 p.m.

David Croxall

Town Clerk

11th May 2018

FULL COUNCIL 17th May 2018

Item No: 14

Report of: Town Clerk

Community Governance Review

Earlier this year Lancaster City Council launched the first stage of a full district community governance review to establish the issues that residents wanted to be considered.

The Town Council considered the initial consultation at its meeting held on 18th January 2018 and views were submitted to the City Council following the decision of Council.

Following receipt of a number of responses, the City Council have now published the Terms of Reference and three proposals to be taken forward for further consultation following consideration of all the responses received.

The three proposals are:

- The creation of a parish council for Heysham
- The merging of Yealand Conyers and Yealand Redmayne Parish Councils
- The change of name of Thurnham Parish Council

The proposal to establish a Parish Council in Heysham would not affect the existing boundaries of Morecambe Town Council.

To establish the views of the residents of Heysham, the City Council are currently undertaking a door to door consultation exercise in Heysham. This process will end on or before Monday 28 May.

Any person or organisation can have their say on the review and the City Council welcomes all comments.

Further Information is available on the City Council's website and a copy of the Terms of Reference can be viewed at:

<http://www.lancaster.gov.uk/the-council-and-democracy/community-governance-review>.

The deadline for comments is 31st May 2018.

Actions Required:

The Council to consider the further consultation by Lancaster City Council regarding the three proposals to be taken forward in the Community Governance Review and determine if it wishes to submit any comments by 31st May 2018.