

MORECAMBE TOWN COUNCIL

21st June 2018

Sir/Madam,

You are hereby summoned to attend the **Extraordinary Meeting** of the Morecambe Town Council to be held in the Town Hall, Morecambe on **Thursday 28th June 2018** commencing at **7.00 p.m.**

The following items will be discussed:

Agenda

1. **Apologies for Absence.**

2. **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.

3. **Minutes**

To approve the minutes of the Meetings of Council held on 17th May 2018 (pages 2 to 17 of the supporting papers pack).

MEETING TO ADJOURNED AT THIS POINT

4. **Public Participation**

Opportunity for members of the public to address Council regarding items on the Agenda for up to three minutes

MEETING RECONVENED

5. **Deprivation Grant Funding**

To consider the report of the Town Clerk (pages 18 to 19 of the supporting papers pack).

6. **Personnel Committee – 4th June 2018**

receive the minutes of the Personnel Committee from its meeting held on 4th June 2018 (pages 20 to 33 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 6 – review of Post of Assistant Clerk (pages 20 to 21 of supporting papers pack)
- (b) To consider the supplementary report of the Town Clerk (attached at pages 22 to 33).

7. Festival Funding 2018

To consider the report of the Town Clerk (attached at pages 34 to 35).

8. Remembrance Sunday 2018

To consider the report of the Town Clerk (attached at pages 36 to 37).

9. Morecambe Carnival Environmental Initiative

To consider the letter sent to the Council on 18th May 2018 by Oakstone Environmental Consulting requesting Council support towards the establishment of a Carnival Wildlife Woodland (pages 38 to 39 of the supporting papers pack).

10. Planning Development and Environment Committee – 18th June 2018

To receive the minutes of the Planning Development and Environment Committee from its meeting held on 18th June 2018 (pages 40 to 42 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 6 – Planning Applications (pages 41 to 42 of supporting papers pack)
- (b) Minute No. 7 – Consultation by LCC re Gypsy and Traveller, and Travelling Showpeople Site Allocations Development Plan Document (DPD) (page 42 of supporting papers pack)
- (c) Minute No. 8 – Morecambe in Bloom (page 42 of supporting papers pack)

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



David Croxall
Clerk to the Council
21st June 2018

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 28th June 2018 at 7.00 p.m. at Morecambe Town Hall

Present: Councillors: Janice Hanson (Vice Chairman – in the Chair), T. Anderson, June Ashworth, J. Bates, T. Brown, I. Clift, R. Cleet, G. Dennison, R. Dennison, P. Heath, John Hanson, T. Metcalfe, M. Pattison, L. Page, J. Pilling and D. Whitaker

Officers in Attendance:

D. Croxall (Town Clerk)

16. Freedom of Information Update

Prior to the commencement of the meeting, the Clerk made a statement to Council regarding a Freedom of Information request received in October 2017 from Mr Williams requesting a copy of former Councillor Barber's letter of resignation dated 15th March 2017.

The request had been refused on the grounds that it may breach Section 40(2) of the Data Protection Act. Mr Williams had appealed this decision to the Information Commissioner's Office (ICO).

The ICO had informed the Council that whilst it could understand the ruling made in respect of the request, it requested the Council to ask former Councillor Barber if she wished her resignation letter to be released to Mr Williams on the grounds that Mrs Barber had requested her original letter be read out in the Council meeting on 16th March 2017, which suggested she would be happy for the letter to be released into the public domain.

The Clerk advised the Council that he had written to Mrs Barber as requested by the ICO, and that Mrs Barber had confirmed in writing in an email dated 27th June, her permission to the letter being released. A copy of the letter would therefore be forwarded to Mr Williams with immediate effect.

The email from Mrs Barber had also asked that the resignation letter be read out at the Council meeting.

Councillor Hanson who chaired the meeting then read out in full the letter received from Mrs Barber dated 15th March 2017.

17. Apologies for Absence

Councillors Alex Ashworth, V. Boyd-Power, S. Burns, D. Clifford, C. Cozler, L. Davies, B. Hughes, D. Hutton and M. Ogden

18. Declarations of Interests

Councillor June Ashworth declared a personal interest in Minute No. 26 as she was a member of the Lancaster City Council Planning Committee.

Councillor Heath declared a personal interest in Minute No. 21 in so far as it related to funding applications by West End Impact.

Councillor Pattison declared a personal interest in Minute No. 21 in so far as it related to funding applications by Westgate School and West End Impact.

19. Minutes of Meetings held on 17TH May 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 17th May 2018 be signed as a correct record.

At this point the meeting adjourned to allow public participation

20. Public Participation

Mr Williams addressed the meeting and raised his concerns regarding the following:

- He thanked Councillors who voted to hold a Town Meeting in 2019 on a separate night to the Annual Meeting of Council;
- The Town Council had a limited budget and had too many officers and urged members to consider this when considering their recommendations of the Personnel Committee later in the meeting;
- The Council did not seem to appraise its staff effectively and he remained concerned at the absenteeism of the Town Clerk;
- The Council need to be more creative in all it did e.g. implement an annual festival of flowers on the promenade;
- Why did the Town Council not pursue generation of income through car parking; and
- The Council should be pursuing the inclusion of the whole of Morecambe Promenade within the conservation area in order to properly protect the Promenade from inappropriate development.

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

21. Deprivation Funding

The Council considered the following applications received in respect of its Deprivation Grant funding initiative:

The applications by West End Impact and Westgate School were considered first, and Councillors Pattison and Heath (West End Impact only) left the meeting during their considerations as they had declared an interest.

Name of Organisation	Proposed Project	Amount Applied for (£)	Brief Project Details
LGBT on The Bay	LGBT Over 50's Project	500.00	Support towards travelling costs of volunteers working with LGBT clients in the community
Friends of Westgate School	Linking lonely elderly people with the School	1,600.00	The project would assist local elderly people who are unable to leave their residences without transport being provided. The school indicate that evidence suggests social interaction with children and staff at school should have a positive impact on their wellbeing and quality of life. 8 residents would be transported to the school each week.
Morecambe Bay Foodbank	50% of the running costs of the organisation's Van	593.13	The grant applied for would be for a contribution towards the taxing and servicing of the organisation's van. The van is an integral part of the project, as without it, the Organisation indicate that the amount of food that can be collected and delivered would be limited.
West End Impact	Shop Sharing in the West End – contribution towards preparing shops for use	600.00	Project with local shop owners, to bring shops into use by renting to makers and artists in a shop sharing project. The shops would also be used for workshops etc..
Rainbow Centre	Chairs for the Cafe	2,079.00	To place more suitable chairs in our café. One with armrests - members use the café for meals and light refreshments during open times. Replacing the chairs would make it much easier for those less mobile to get in and out of the seating. The café is a social focus point and the Centre aim to make it comfortable for everyone.

Resolved:

That the following grants be awarded:

- (1) Westgate School - £1,600 subject to the school only contacting persons to attend who had been formerly referred by appropriate agencies and subject to evidence being submitted that the school had sought the most competitive rates for the taxi costs.
- (2) West End Impact - £600 to undertake the project detailed in the application
- (3) LGBT – the application be approved in principle, subject to the Clerk seeking additional information from the applicant on the grounds that the application form had not been adequately completed and there was a concern that the registered office was outside the Town Council's boundary and resubmitted to Council for further consideration.
- (4) Morecambe Foodbank - £593.13 subject to evidence being provided that this was not a retrospective application.
- (5) That the Council makes a donation of assets to the value of £2,079.00 to the Rainbow Centre.
- (6) That in respect of resolutions (1) to (4) the award of grants be subject to funding only being forwarded to the applicant upon receipt of invoices and evidence that the respective projects had taken place, including details of delivery and numbers of persons benefiting.

22. Personnel Committee

The Council received the minutes of the Personnel Committee from its meeting held on 4th June 2018 and considered its recommendations in respect of the following items:

- (a) Review of Post of Assistant Clerk

The Council also considered a supplementary report submitted by the Town Clerk which dealt with the salary for the Apprentice position, designating all posts as politically restricted and a draft social media policy.

Resolved:

- (1) That the Assistant Clerk's post be replaced with an Apprentice Administrator on a 12 month contract based on 30 hours per week and to request the Clerk to amend the job description and person specification as presented to the Committee, to ensure the documents were more applicable to an Apprenticeship post.
- (2) That the salary for the Apprentice be:

0-3 months	-	£5 per hour
3 -6 months	-	£6 per hour
6 – 12 months	-	£7.50 per hour

And that advancement to the next tier of this structure would be subject to satisfactory attendance and performance following quarterly reviews undertaken by the Town Clerk and the Chairman of the Personnel Committee.
- (3) That the Clerk arranges for the Post to be advertised using the bespoke service for recruitment of Apprentices managed by Lancaster and Morecambe College.
- (4) That the short listing be undertaken by the Personnel Committee.
- (5) That the final interviews be undertaken by the Chairman and Vice Chairman of the Personnel Committee and the Town Clerk, with the interview Panel being delegated authority to make an appointment.

- (6) That all posts within the Town Council's structure be designated as politically restricted under the provisions of the Local Government and Housing Act 1989.
- (7) That the Social Media policy submitted to the meeting be approved and implemented with immediate effect.

23. Festival Funding

The Council were informed that the NW Junior and Women's Cycling Tour had informed the Clerk that it could no longer accept the funding of £3,000 towards its proposed event in Morecambe, as Police constraints made it no longer possible to organise the event that was applied for.

The Clerk had also received a letter from Bare Businesses requesting funding for events to be held later in 2018. The letter was not considered as this would have contradicted decisions made at the last meeting regarding Festival Funding.

Resolved:

That the Council notes the notification from the NW Junior and Women's Cycling Tour and that the £3,000.00 grant be added to the Festivals budget for 2019/20.

24. Remembrance Sunday 2018

The Clerk updated the Council on the basic elements of Battles Over to take place on Sunday 11th November, and that at this stage there were no additional costs to the Council.

With regards to a possible appropriate event being held on the afternoon of 11th November i.e. between the traditional Remembrance Service and the evening Commemorations, there was an opportunity to obtain funding for 10 of the silhouette soldiers provided community groups agreed to organise a small community event.

It was suggested that an application be submitted for 10 silhouette soldiers and that a community event be organised in the War Memorial Hall or similar venue, which would involve local schools and groups to commemorate the centenary.

The silhouette soldiers would be incorporated into the event and into the Remembrance service in the morning in an appropriate manner. The silhouettes could also be offered and loaned to schools in the lead up to Remembrance Sunday to assist in any curricular activity taking place regarding the forthcoming centenary.

Resolved:

- (1) That the Clerk submits an application for ten silhouette soldiers.
- (2) That the Finance and Management Committee considers a budget for an appropriate event to be held in the War Memorial Hall on the afternoon of Remembrance Sunday 2018.

25. Morecambe Carnival Environmental initiative

The Council considered a letter from Oakstone Environmental Consulting requesting Council support towards the establishment of a Carnival Wildlife Woodland.

Resolved:

- (1) That the request be refused as it had not been received through a formal grant application and that the proposed woodland would be created outside the Town Council's area.
- (2) That the applicant be informed that if it was possible for the wildlife woodland to be created within the Town Council boundary consideration should be given to submitting a formal application via the next round of the Town Council's community grants programme.

26. Planning Development and Environment Committee

The Council received the minutes of the Planning Development and Environment Committee from its meeting held on 18th June 2018 and considered its recommendations in respect of the following items:

- (a) Planning Applications
- (b) Consultation by LCC re Gypsy and Traveller, and Travelling Showpeople Site Allocations Development Plan Document (DPD)
- (c) Morecambe in Bloom

Resolved:

- (1) That in respect of Application No. 18/00378/CU regarding the proposed Change of Use retail (A1) into Thai massage parlour (Sui Generis) at 92 Euston Road, Morecambe that the Town Council requests that conditions to approval should include:
 - Effective management plans being put in place
 - Control of hours of operation (i.e. 8 a.m. to 9 p.m.)
 - The establishment operates within the requirements of the regulatory authorities for this type of business.
- (2) That Lancaster City Council be informed that the Town Council remains concerned at the number of retrospective applications being submitted i.e. the application referred to in (1) above appeared to be already operating before the Change of Use application had been approved.
- (3) That no comments or objections in respect of any of the other Planning applications considered by the Planning Development and Environment Committee be made.
- (4) That Lancaster City Council be informed that the Town Council believes there were no suitable sites within the Morecambe Town Council area for designation as Gypsy and Traveller sites, and that if any were put forward these would be in contravention of both the emerging Local Plan and the emerging Morecambe Neighbourhood Plan.
- (5) That Lancaster City Council be informed that the Town Council would have no objection to sites being put forward as Showperson's sites within Morecambe, although it would request that it be further consulted on any suggested sites.

- (6) That the judging of the School's category within Morecambe in Bloom 2018 be undertaken by three members of the Planning Development and Environment Committee.
- (7) That the community garden budget be used to establish an edible community garden project between Morecambe Library and the Arndale Centre.

27. Date of Next Meeting

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

The meeting ended at 8.05 p.m.

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Chairman

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

3rd July 2018

MORECAMBE TOWN COUNCIL

28th June 2018

SUPPORTING PAPERS

CONTENTS

Agenda Item Number	Item Heading	Page Number
3	Draft Council Minutes – 17 th May 2018	2
5	Deprivation Grant Funding	18
6	Personnel Committee – 4 th June 2018	20
6	Personnel committee – Town Clerk’s supplementary report	22
7	Festival Funding	34
8	Remembrance Sunday 2018	36
9	Morecambe Carnival Environmental Initiative	38
10	Planning Development and Environment Committee – 18 th June 2018	40

MORECAMBE TOWN COUNCIL

Minutes of the Annual Meeting of Morecambe Town Council held on Thursday 17th March 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.”
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- (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.

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Chairman

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

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
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FULL COUNCIL – 28th June 2018

Item No: 5

Report of: Town Clerk

Deprivation Grant Funding

Introduction

The Council has included a sum of £8,000.00 within the 2018/19 towards projects which will assist with help to relieve deprivation in the town, particularly aimed at working with young and older persons.

Council on 17th May agreed the following:

“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.”

Applications received

As reported to the Finance and Management Committee on 9th May, seven expressions of interest were originally received.

Following the above decision of Council, the availability of funding was re-advertised with a revised application form. This included forwarding the application form to the seven organisations who had originally expressed an interest.

Subsequently the following five applications have been received by the closing date of Monday 18th June 2018:

Name of Organisation	Proposed Project	Estimated Cost (£)	Brief Project Details
LGBT on The Bay	LGBT Over 50's Project	500.00	Support towards travelling costs of volunteers working with LGBT clients in the community
Friends of Westgate School	Linking lonely elderly people with the School	1,600.00	The project would assist local elderly people who are unable to leave their residences without transport being provided. The school indicate that evidence suggests social interaction with children and staff at school should have a positive impact on their wellbeing and quality of life. 8 residents would be transported to the school each week.

Morecambe Bay Foodbank	50% of the running costs of the organisation's Van	593.13	The grant applied for would be for a contribution towards the taxing and servicing of the organisation's van. The van is an integral part of the project, as without it, the Organisation indicate that the amount of food that can be collected and delivered would be limited.
West End Impact	Shop Sharing in the West End – contribution towards preparing shops for use	600.00	Project with local shop owners, to bring shops into use by renting to makers and artists in a shop sharing project. The shops would also be used for workshops etc..
Rainbow Centre	Chairs for the Cafe	2,079.00	To place more suitable chairs in our café. One with armrests - members use the café for meals and light refreshments during open times. Replacing the chairs would make it much easier for those less mobile to get in and out of the seating. The café is a social focus point and the Centre aim to make it comfortable for everyone.

Only two of original organisations who submitted an expression of interest subsequently applied. Members of the Council have been forwarded the full applications separately.

The application forms stated:

“The Council agreed that it would consider funding Projects that were able to **demonstrate social need** which contributed to enhancing the lives of young and elderly persons within Morecambe. This may include activities to help people who are:

- disadvantaged in some way
- living in poverty
- lonely
- housebound
- disabled
- living without appropriate support

Evidence of the need must be provided with your application”

It is against this criteria that the Council should consider the above applications.

Actions Required:

To consider the five applications received and detailed above.

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of the **Personnel Committee** held on Monday 4th June 2018 at 7.00 p. m. in the Morecambe War Memorial Hall

Present: Councillors June Ashworth, S. Burns, Janice Hanson, P. Heath, D. Hutton and J. Pilling

Officer in Attendance: D. Croxall (Town Clerk)

1. Appointment of Chairman

Resolved:

That Councillor R. Dennison be appointed Chair of the Personnel Committee until the Annual Council Meeting in May 2019.

2. Appointment of Vice Chairman

That Councillor Janice Hanson be appointed Vice Chairman of the Personnel Committee until the Annual Council Meeting in May 2019.

3. Apologies for Absence

Councillors R. Dennison,

4. Declarations of Interest

There were no Declarations of Interest

5. Minutes of the Meeting of the Personnel Committee held on 16th May 2018

Resolved:

That the minutes of the meeting of the Personnel Committee held on 16th May 2018 be signed as a correct record.

6. Review of the Post of Assistant Clerk

Following the resignation of the Assistant Clerk in March 2018 and Council's decision on 19th April 2018, which said:

"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"

the purpose of the meeting was to consider the above issues and make recommendations to Council.

A copy of the current Job Description had been included in the report, together with a suggested Person Specification.

For the avoidance of doubt, the previous postholder was employed for 30 hours per week.

The 2018/19 salary budget had been calculated based on the previous postholder's contract of employment i.e. NJC Scale 3 Points 14-17 (currently £16,781 - £17,772) pro rata.

During the debate it was proposed by Councillor Burns that the Council should seek to appoint an Apprentice, as previously this had worked extremely well.

It was suggested at the meeting that if there was no Council meeting prior to 19th July, that to move progress, the Clerk seeks authorisation from members on the resolutions below from all members of the Council.

Resolved:

That Council be recommended to:

- (1) Replace the Assistant Clerk's post with an Apprentice Administrator on a 12 month contract based on 30 hours per week and to request the Clerk to amend the job description and person specification as presented to the Committee, to ensure the documents were more applicable to an Apprenticeship post.**
- (2) Request the Clerk to discuss the procedures and pay scales for an Apprentice with Lancaster and Morecambe College and report back to the Council regarding the process and salary rate.**
- (3) Request the Clerk to advertise the Post following agreement by the Council to the outcome of (1) and (2) above.**
- (4) Agree that the short listing be undertaken by the Personnel Committee**
- (5) Agree that the final interviews be undertaken by the Chairman and Vice Chairman of the Personnel Committee and the Town Clerk, with the interview Panel being delegated authority to make an appointment.**
- (6) Designate all posts within the Town Council's structure as politically restricted under the provisions of the Local Government and Housing Act 1989**
- (7) Request the Clerk to draft a Social Media policy for consideration which would apply to all staff employed the Council.**

----- Chairman

The meeting closed at 7.55 p.m.

Supplementary report re Recommendations made by the Personnel Committee

Introduction

The Personnel Committee have recommended the following:

- “(1) Replace the Assistant Clerk’s post with an Apprentice Administrator on a 12 month contract based on 30 hours per week and to request the Clerk to amend the job description and person specification as presented to the Committee, to ensure the documents were more applicable to an Apprenticeship post.
- (2) Request the Clerk to discuss the procedures and pay scales for an Apprentice with Lancaster and Morecambe College and report back to the Council regarding the process and salary rate.
- (3) Request the Clerk to advertise the Post following agreement by the Council to the outcome of (1) and (2) above.
- (4) Agree that the short listing be undertaken by the Personnel Committee
- (5) Agree that the final interviews be undertaken by the Chairman and Vice Chairman of the Personnel Committee and the Town Clerk, with the interview Panel being delegated authority to make an appointment.
- (6) Designate all posts within the Town Council’s structure as politically restricted under the provisions of the Local Government and Housing Act 1989
- (7) Request the Clerk to draft a Social Media policy for consideration which would apply to all staff employed the Council.”

This deals with the following issues should Council wish to confirm the recommendations of the Personnel Committee:

- Advertising process for the Apprentice position
- Salary for the Apprentice position
- Job Description and Person Specification
- Politically restricted Posts
- Social Media Policy

Appointment of an Apprentice

Advertising

Lancaster and Morecambe College offer a bespoke recruitment process. The Council would forward the job description and person specification and the College would arrange for advertising the position including advertising on the National Apprenticeship database

The College would forward copies of CV’s from interested persons whom best matched the job description and person specification. It would then be up to the Council which candidates to interview.

The only cost payable to the College would be £200 to cover the training element of the Apprenticeship.

The Apprentice would receive training support from the College for their Key Skills, which would include monthly visits by an Assessor to the Council's office. The training would be undertaken on the Job i.e. there would be no College attendance.

Salary and Terms of Employment

The Apprenticeship scheme requires the Apprentice to be employed on a 12 month contract.

The Council can employ based on 30 hours per week as recommended by the Personnel Committee.

The minimum salary that an Apprentice must be paid is £3.70 per hour. However, most organisations offer a greater rate of pay than the national minimum figure set by the Government.

The Clerk suggests the following pay structure over the 12 month period of the Apprenticeship:

0-3 months	-	£5 per hour
3 -6 months	-	£6 per hour
6 – 12 months	-	£7.50 per hour (i.e. national minimum wage)

Advancement to the next tier of this structure would be subject to satisfactory attendance and performance following quarterly reviews undertaken by the Town Clerk and reported to the Chairman of the Personnel Committee and Council.

The current National Minimum wage rates in the UK are:

National Minimum Wage (NMW) rates from 1st April 2018

Age Group	April 2018
National Living Wage (25+)	£7.83 p.h.
NMW (21-24)	£7.38 p.h.
NMW (18-20)	£5.90 p.h.
NMW (16-17)	£4.20 p.h.

This type of structure could assist in recruiting the most appropriate person to the position.

Job Description and Person Specification

Set out at Appendix A are the proposed job description And Person specification for Council's consideration.

This document has been prepared in discussions at the Personnel Committee on 4th June and with the representative of Lancaster and Morecambe College whom the Clerk met with on 8th June.

The college representative recommended that as the Council was seeking an apprentice that much of the detail contained within the job description and person specification should be removed, as usually apprentices will not have wide ranging experience and knowledge.

Specific issues and abilities could then be explored during the interview process.

Politically Restricted Posts

Assuming the Council confirms the recommendation to make all posts within the Council politically restricted, the statement set out at Appendix B would be added to all staff contracts.

Social Media Policy

The Personnel Committee have recommended that the Council adopts a social media policy which must be adhered to by all employees.

A suggested Draft policy is set out at Appendix C for consideration.

Actions required:

- (1) To consider all the recommendations of the Personnel Committee**
- (2) To consider the Apprentice salary**
- (3) To consider the Job Description and Person specification**
- (4) To consider the Draft Social Media Policy**
- (5) To consider designating all posts as Politically restricted and attaching the texts et out in Appendix B to all employee contracts**

Appendix A

MORECAMBE TOWN COUNCIL

JOB DESCRIPTION

Job Title:	Apprentice Administrator
Accountable to:	Town Clerk
Salary:	
Nature of Contract:	12 months (with a view to becoming permanent)
Full Time/Part Time:	Part Time (30 hours per week)

JOB PURPOSE

To assist in the provision of clerical and administrative support to the Town Council and Town Clerk

KEY TASKS

1. To receive, dispatch and distribute both internal and external mail.
2. To file documentation in manual and computerised filing systems.
3. To undertake photocopying, shredding, laminating and other similar duties.
4. To assist in ensuring that sufficient stock of stationery and/or other office supplies are available and re-ordered as required.
5. To assist in the input of information onto computerised systems and maintaining other record systems as required, both manual and computerised.
6. To assist in the maintenance of the Council's Accounting system and complete the quarterly VAT claim.
7. To answer telephone enquiries and relay messages as appropriate.
8. To use word processing and other computerised packages e.g. word, excel, PowerPoint, outlook and in-house systems.
9. To assist in the administrative arrangements in relation to meetings and attend meetings where agreed with the Town Clerk.
10. To attend evening meetings as agreed with the Town Clerk.
11. To assist with the development and management of projects undertaken by the Council as agreed and directed with/by the Clerk.
12. To assist with the maintenance of up to date information on the Council's website and social media sites.
13. To undertake such other duties as may, from time to time, be required commensurate with the grade of the post.

Person Specification

Competency

Essential Requirement

Qualifications

Minimum 5 GCSE's at Grade C including English and Maths

Communications and Related Skills

A confident communicator both verbally and in writing.

Able to maintain confidentiality always

Inter-personal

Good communication skills.

Information Technology

Good IT Skills

Flexible Working

Able to work flexible hours including some evenings and weekends
Good Timekeeping

Appendix B

Politically Restricted Posts

As the Town Council is a political organisation all posts within the Town Council are politically restricted under the provisions of the Local Government and Housing Act 1989.

This means that employees cannot:

- Become (whether by election or otherwise) or remain a member of a local authority (Council);
- Announce or cause, authorise or permit anyone else to announce he/she is, or intends to be, a candidate for election as a member of the House of Commons, the European Parliament or a local authority (Council);
- Act as an election agent or sub-agent in a parliamentary or local authority election
- Be an officer of a political party or of any branch of such a party or a member of any committee or sub-committee of such a party if his duties as such an officer or member would be likely to require him/her:
 - to participate in the general management of the party or the branch; or
 - to act on behalf of the party or branch in dealings with persons other than members of the party or members of another political party associated with the party
- canvass on behalf of a political party or on behalf of a person who is, or proposes to be, a candidate for election to the House of Commons, the European Parliament or a local authority (Council).

Appendix C

Morecambe Town Council - Draft Social Media Policy

Contents

- 1 Introduction
- 2 Who is covered by the policy
- 3 Scope and purpose of the policy
- 4 Compliance with Related Policies and Agreements
- 5 Personal use of Social Media
- 6 Monitoring
- 7 Responsible Use of Social Media

1.0 Introduction

1.1 The Council recognises that the Internet provides unique opportunities to participate in interactive discussions and share information on topics using a wide variety of social media, such as Facebook, Twitter, blogs and wikis. However, employees use of social media can pose risks to the Council's confidential, proprietary information and reputation. It can also jeopardise the Council's compliance with legal obligations and requirements.

1.2 We expect employees to adhere to this policy to reduce these risks; to avoid loss of productivity and to ensure that the Council's IT resources and communications systems are used only for appropriate business purposes.

1.3 This policy does not form part of employee's contracts of employment and could be amended at any time.

2.0 Who is covered by the Policy?

2.1 This policy covers all individuals working at all levels and grades within the Council.

This includes all Town Council employees, consultants and contractors employed by the Town Council

2.2 Third parties who have access to the Council's electronic communication systems and equipment are also required to comply with this policy.

3.0. Scope and Purpose of the Policy

3.1 This policy deals with the use of all forms of social media, including

- Facebook
- LinkedIn
- Twitter

- You Tube
- Wikipedia

And, all other social networking sites, blogs or other internet postings.

3.2 This policy applies to the use of social media for both Council business and personal purposes, whether during office hours. It applies regardless of whether the social media is accessed using the Council's IT facilities and equipment or equipment belonging to employees.

3.3 Breach of this policy may result in disciplinary action up to and including dismissal.

Disciplinary action may be taken regardless of whether or not the breach is committed during working hours and regardless of whether the Council's equipment or facilities are used. Any member of employees suspected of committing a breach of this policy will be required to co-operate with the Council's actions.

3.4 Employees may be required to remove internet postings which are deemed to breach this policy. Failure to comply with such a request may in itself result in disciplinary action.

4.0 Compliance with Related Policies and Agreements

4.1 Social media should never be used in a way that breaches any of the Council's other policies. If an Internet post should breach any of the Council's policies in another forum, which employees are prohibited from using social media, such as:

- (a) breaching the Council's Disciplinary Rules;
- (b) harassing or bullying other employees in any way;
- (c) discriminating against other employees or third parties;
- (d) breaching the Council's Data protection policy (for example, never disclose personal information about a colleague online etc.);
- (e) breaching any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements).

4.2 Employees should never provide references for other individuals on social or professional networking sites. Such references, positive and negative, can be attributed to the Council and create legal liability for both the author of the reference and the organisation.

4.3 Employees who breach any of the above policies will be subject to disciplinary action, up to and including dismissal.

5.0. Personal use of Social Media

5.1 Personal use of social media is never permitted during working time.

5.2 We recognise that our employees occasionally may desire to use social media for personal activities at work or by means of the Council's computers, networks, other IT resources and

communications systems. We authorise such occasional use provided it does not take place during working time. While using social media at work, circulating chain letters or other spam is never permitted. Circulating or posting commercial, personal, religious or political solicitations, or promotion of outside organisations unrelated to the Council's business is also prohibited.

5.3 The above arrangements also apply to the use of privately owned Personal Electronic Devices (Mobile phones, Laptops, Tablets, Smart phones etc) as they do to Council owned equipment.

Note: The times when occasional use is authorised are; during lunchtime; before or after the working day or when “logged out” of the flexitime system.

6.0 Responsible Use of Social Media

6.1 The following sections of the policy provide employees with common-sense guidelines and recommendations for using social media responsibly and safely.

6.1.1 Protecting the Council’s reputation:

(a) Employees must not post disparaging or defamatory statements about:

- (i) the Council
- (ii) the Council's elected Members and employees;
- (iii) the Council's service users;
- (iv) suppliers and vendors; and
- (v) other affiliates and stakeholders

Employees should also avoid social media communications that might be misconstrued in a way that could damage the Council’s reputation indirectly e.g. communicating with elected members etc.

(b) Employees should make it clear in social media postings that they are speaking on their own behalf. Write in the first person and use a personal e-mail address when communicating via social media.

(c) Employees are personally responsible for what they communicate in social media. Tread carefully! Remember that what you publish might be read generally (including the Council itself, future employers and social acquaintances) for a long time. Keep this in mind before posting content.

(d) If you disclose your affiliation as an employee of the Council, you must also state that your views do not represent those of the Council. For example, you could state, "the views in this posting do not represent the views of Morecambe Town Council". You should also ensure that your profile and any content you post are consistent with the professional image you present to service users and colleagues.

(e) Avoid posting comments about sensitive Council business. Even if you make it clear that your views on such topics do not represent those of the Council, your comments could still damage the Council's and your own reputation.

(f) If you are uncertain or concerned about any statement or posting, refrain from making it until you have discussed it with your manager.

(g) If you see content in social media that damages or reflects poorly on the Council or the Council's stakeholders, you should contact your manager. All employees are responsible for protecting the Council's reputation.

6.1.2 Respecting intellectual property and confidential information:

(a) Employees should not do anything to jeopardise the Council's confidential information and intellectual property through the use of social media.

(b) Employees should also avoid misappropriating or infringing the intellectual property of other companies and individuals. This can create liability for the Council, as well as yourself.

(c) Do not use the Council's logos, or post any of the Council's confidential or proprietary information without prior written permission.

6.1.3 The contact details of business contacts made during the course of your employment are regarded as the Council's confidential information. As such you will be required to delete all such details from your personal social networking accounts, such as Facebook or LinkedIn on termination of employment.

6.1.4 Respecting colleagues, elected Members, clients, partners and suppliers:

(a) Do not post anything that your colleagues or the Council's elected Members, service users, business partners, suppliers, vendors or other stakeholders might find offensive. This includes discriminatory comments, insults or obscenity.

(b) Do not post anything related to your colleagues or elected Members, or service users, business partners, suppliers, vendors or other stakeholders without their written permission.

7.0 Monitoring

7.1 As with any Internet and e-mail use (including personal e-mail), the use of social media sites may be monitored or recorded by the Council at any time without notice or consent for the following purposes only:

- **To establish the existence of facts relevant to Council business**

e.g. keeping records of transactions and other communications in cases where it is necessary or desirable to know the specific facts of the conversation.

- **To assess compliance with regulatory or self-regulatory practices or procedures relevant to Council business**

e.g. monitoring to check that the Council is complying with regulatory or self-regulatory rules or guidelines.

- **To ascertain or demonstrate standards which are or ought to be received by persons using the telecoms system**

e.g. monitoring for purposes of quality control or employees training.

- **To prevent or detect crime**

e.g. monitoring or recording to detect fraud or corruption.

- **To investigate or detect the unauthorised use of the telecoms systems**

e.g. monitoring to ensure that users do not breach Council rules regarding use of the telecoms systems.

- **To ensure the effective operation of the system**

e.g. monitoring for viruses or other threats to the system; automated processes such as caching or load distribution.

7.2 The Council may also monitor (but not record) communications without notice or consent in order:

- **To check whether communications are relevant to Council business**

e.g. checking e-mail accounts to access Council business communications in employee's absence.

7.3 The Council, however, will not use personal information collected for purposes other than for which the monitoring was carried out, unless the information is such that no reasonable employer can ignore i.e. it reveals criminal activity or gross misconduct.

7.4 The Council will limit monitoring and carry out spot checks or audit rather than continuous monitoring, unless this becomes ineffective or circumstances justify additional intrusion.

7.5 If the data traffic record alone is not sufficient to achieve the business purpose use of the Council, the Council will ensure that any further monitoring is, as far as possible, limited and targeted.

8.0 Other related documents

The Council's Information Management Group (**IMG**), has developed a range of policies. This policy should be read **together** with any existing **IMG** policies and protocols which may be amended from time to time. These can be accessed via the **Council's** intranet "ELSIE".

Social Media Policy – Glossary of Terms

What do we mean by: -

Social media?

Social media includes web-based and mobile-based technologies used to turn communication into interactive dialogue among organisations, communities, and individuals.

Social media policy?

The document which describes the Council's statement of intent, principles and rules regarding the use of social media within or outside Council activities and business.

“Jeopardise the Council's compliance with legal obligations and requirements”?

Leave the Council open to legal action, prosecution, fines, etc., by disclosing confidential information required by law, such as the Data Protection Act or the Health and Safety at Work Act (HASWA).

Legal liability?

As above with regard to prosecution, fines, etc.

Third party?

Persons or organisations that work in partnership with the Council, such as the Citizen's Advice Bureau or Housing Associations.

Harassing and Bullying?

This includes verbal as well as physical contact with another person or persons.

Discrimination?

Prejudice against a person or group of persons with regard to gender, race, religion, sexual orientation, age, disability, etc...

Intellectual property?

Includes such things as copyright, logos, brand names, inventions, images, music, etc., owned by organisations normally within the private sector, but can also apply to other sectors, such as voluntary or public sectors.

David Croxall

Town Clerk

Version 1 – June 2018

Festival Funding 2018

The Council will recall that a grant of £3,000.00 was awarded to the NW Youth and Junior Women's Cycling Tour to enable 2 days of cycling competition to take place in Morecambe.

For your information, on 17th May, the applicant informed the Clerk via email that:

"It is with regret that we will have to decline the Councils kind offer of funding for our event.

The route that we had planned along with our Traffic Management contractors in front of the Winter Gardens and around a short circuit along the dual carriage way near Morrison's was recommended for refusal by the Police on the grounds that the proposed diversion routes would add too much time to their response times. We looked hard at finding another circuit in town but because of various factors none could be found. It's a real shame as this would have been the last day of the event and would have made a great finale. LCC advised it was pointless applying for a TTRO without the Polices endorsement.

We will still be doing the Time Trial in Morecambe along the prom on the opening day 25th August, and I'm just in the process of sorting out applications for that.

I appreciate this will come as a disappointment to the Council, but we won't rule out trying to find somewhere again in Morecambe as it's a great venue if we can just find a suitable route".

The original date for the event at the time of the application as 26-28 May 2018.

Since receiving this the Clerk has also received the attached letter from Bare Community Association requesting funding support during 2018.

Regarding the Bare Community Association's request, there would be funds available in the budget given the above notification regarding the cycling event. However, the Council would need to consider whether it appropriate to allocate funds without giving other organisers the opportunity of applying for the funds that have now become available and whether approving this request would invite further requests against a budget which had already been allocated.

Actions Required:

To consider the notification from the NW Youth and Junior Women's Cycling Tour and the request from the Bare Community Association

BARE COMMUNITY ASSOCIATION

[formerly Bare Village Business Association]

Chairman :~ Chris Reed

Deputy Chairman :~ Amanda Henderson

Mr David Croxhall
Morecambe Town Council
Morecambe Town Hall

25 May 2018

Dear Mr Croxhall

At a meeting of Businesses and Residents of Bare it was unanimously agreed to change the name of the group to Bare Community Association to reflect the wider membership

We are in the process of changing the name of the bank account so that once again events can be organised in Princes Crescent, the heart of the village, starting with 10th November when a soldier statue will be unveiled to honour the men of Bare who perished in the First World War

The main event for 2018 will be a Revival of "Christmas on the Crescent" with Christmas Trees, Lights & Music

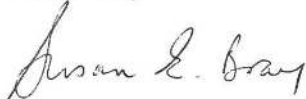
In the past, Morecambe Town Council have been generous in giving a grant towards the cost of the trees & lights, we hope that this year will be no exception

Next year will see the return of BareFest in June/July

Unfortunately the previous Secretary of BVBA has left the district therefore we do not have minutes of previous meetings / decisions which makes it difficult to fully complete the grant application form

However we do know that the cost of Christmas on the Crescent will be approximately £700.

Yours sincerely



Susan Bray

Hon. Secretary, Bare Community Association

Please reply to the secretary

FULL COUNCIL – 28th June 2018

Item No: 8

Report of: Town Clerk

Remembrance Sunday 2018

Introduction

Members will recall that Minute 79 of Council on 15th March stated:

“The City Council had contacted the Town Council regarding the commemoration of 100 years since the end of World War One on Remembrance Day 2018.

A nationwide tribute entitled “Battle’s Over - A Nation’s Tribute and WWI Beacons of Light” was being coordinated on Remembrance Sunday, which this year fell on Armistice Day itself - Sunday 11th November 2018.

The City Council had advised the Clerk that Lancaster Castle and Lancaster Priory Church are lighting beacons, Lancaster City Council would be lighting up the Aston Memorial although as far as the City Council were aware nothing additional had been planned or organised in Morecambe for this important date.

The Clerk had contacted the Morecambe Branch of the British Legion who had responded:

“This is the first we have heard about it but would certainly be interested in a similar event in Morecambe.”

Battle’s Over was a coordinated event whereby Community’s and organisations were being encouraged to mark this special occasion in a nationwide event.

The Guide to Taking Part breaks down the event into four elements relating to ‘Battle’s Over’ on 11th November 2018.

- (1) 6.00 a.m. - Sleep in peace, now the battle’s over – a Retreat March played by a Piper
- (2) 6.55 p.m. - Battle’s Over - The Last Post
- (3) 7.00 p.m. - WWI Beacons of Light
- (4) 7.05 p.m. - Battle’s Over - Ringing out for peace – Church bells ringing out.

The Clerk asked the Council to consider whether an afternoon commemorative event should be organised in partnership with the City Council, Morecambe BID and community Groups between the normal Remembrance Parade and the evening activities of Battle’s Over if the Council wished to become involved.

Resolved:

- (1) That the Council works in partnership with the City Council, Morecambe BID and the British Legion to organise the basic four elements of Battle’s Over on 11th November 2018.
- (2) That the Chairman of the Council discusses the feasibility of an afternoon event in keeping with the occasion and attends the next meeting of the Group

developing the Commemorative Flower bed project, as this contained representatives of the British Legion and various service representatives.

- (3) That the Clerk submits a report to the next meeting of Council outlining the estimated costs of (1) above and options for an appropriate afternoon event following the Chairman meeting with Lancaster City Council and attending the meeting of the community Group as outlined in (2) above.”

Update

Arrangements have been made with the British Legion, Local community groups and the City Council for all the basic elements of Battles Over to take place on Sunday 11th November, and at this stage there are no additional costs to the Council.

With regards to a possible appropriate event being held on the afternoon of 11th November i.e. between the traditional Remembrance Service and the evening Commemorations.

There is an opportunity to obtain funding for 10 of the silhouette soldiers provide community groups agree to organise a small community event.

It is suggested that an application be submitted for 10 silhouette soldiers and that a community event be organised in the War Memorial Hall or similar venue, which would involve local schools and groups to commemorate the centenary.

The silhouette soldiers would be incorporated into the event and into the Remembrance service in the morning in an appropriate manner. The silhouettes could also be offered and loaned to schools in the lead up to Remembrance Sunday to assist in any curricular activity taking place regarding the forthcoming centenary.

Actions Required:

The Council is asked for guidance on whether to proceed and to agree a maximum budget for the proposed event.

Item No. 9

All Councillors
Morecambe Town Council
Town Hall
Marine Road (E)
Morecambe. LA4 5AF

Friday 18th May 2018

Dear Councillors

Re: Morecambe Carnival Environmental Initiative

As you are all aware Morecambe as a seaside town thrives on visitors coming to the area throughout the year and the many great festivals and events that are growing both in number and popularity are real assets for achieving this.

With the Carnival now established and attracting tens of thousands of visitors over an August weekend the organisers have agreed, wisely, that we should now start looking at ameliorating the environmental footprint of the event.

Oakstone Environmental Consulting Ltd., is proud to be driving this as a sponsor and partner on a pro bono basis and has devised a theme of 'Trees 'n' Bees' as a vehicle to offset some of the emissions. We will this year be conducting an Initial Environmental Review (IER) to establish benchmarks for the levels of emissions, energy usage, water usage and waste/recycling from which we can measure future events and aim for year on year improvement, i.e. reducing the impacts.



Beginning this year is a drive to start creating a legacy Carnival Wildlife Woodland somewhere in the locale (possibly Bowland/Lune Valley) that will grow each year to eventually develop into a significant forested area soaking up carbon, helping to lessen flooding and boosting the biodiversity of North Lancashire.

We are also engaging with schools in the area for a photo competition (trees and bees theme) and a writing project for children to write a short piece on why bees (and pollinators generally) are important. The winning photos will be enlarged and displayed at the Carnival along with a wall of written pieces for people to read.

"The Trees 'n' Bees concept is already proving to be very popular with people, businesses, community organisations and schools in the Town and beyond, and we would like to add Morecambe Town Council to our list of published supporters"

LCC's 2017 Air Quality Annual Status Report (AQASR) illustrates the need to do more as levels of pollution are still too high in our area... "There is some way to go before pollution levels meet air quality objectives" (LCC AQASR 2017). It is incumbent upon us all, therefore, to do more towards improving the quality of our environment in this very special area.

How Can Morecambe Town Council Contribute?

The money we collect to buy trees will be just that - for trees, but there are logistical costs associated with tree planting and, indeed, promoting the initiative itself. Please see the following page with a view to potentially contributing something towards the costs.

PTO

Oakstone
ENVIRONMENTAL CONSULTING

for all of your sustainability requirements



Ian Hughes
BSc, MSc (Hons) Natural Sciences
Dip. Environmental Management
C&G Legionella Risk Management
www.oakstoneec.com | info@oakstoneec.com
T: 01524 409606 | M: 07775 903934

Below is a table showing some of the logistical requirements for the Trees 'n' Bees initiative, please consider contributing to this effort to help clean up the air we all breathe where we live.

Also attached is a personal pledge sheet for individuals (as townfolk without your Council hat on) to commit to buying trees that will add to a legacy wildlife woodland for the community. Trees are £1 each, there is no minimum or maximum number of trees you can pledge to buy. THANK YOU!

Tree planting in England, especially mixed native species, is recognised widely as a priority for better air quality (carbon sequestration - oxygen production), to help ameliorate flooding, to bind the soil preventing erosion, to improve biodiversity and for aesthetic well-being, it has a value to the economy in terms of ecosystem services provided for humans (natural capital). Remarkably the North of England is one of the least well covered areas in the country for trees, yet the Great North Forest plan for 50 million trees planted from west to east coasts completely misses out our area (see map below table).

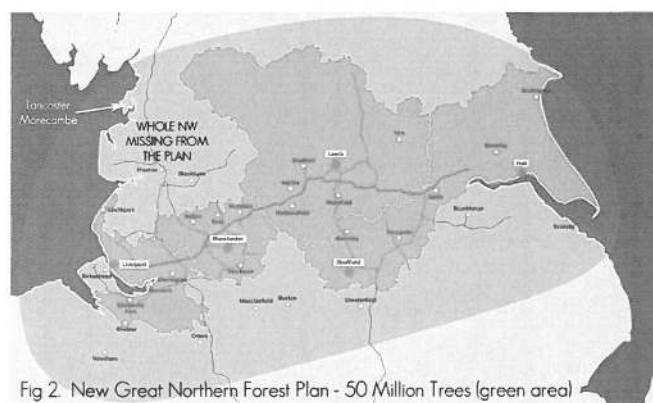
Thank you in anticipation of your generous support, both as a Council and as individual citizens.

Kind regards

Ian Hughes BSc, MSc (Hons) Natural Sciences, Dip. Environmental Management
Consultant/MD
Oakstone Environmental Consulting Ltd.
Morecambe Carnival Sponsor & Partner

www.oakstoneec.com
info@oakstoneec.com

Morecambe Carnival Wildlife Woodland Sponsoring Opportunities			
A) At the Carnival			
item	Requirement	can you offer?	how much (£)
1.	Gazebo and dressing	YES / NO	Donated
2.	Printing - signage, window stickers, lapel stickers for visitors purchasing trees	YES / NO	
3.	Payment machine hire - taking card or mobile phone payments at the event	YES / NO	
4.	Professional stilt-walkers dressed as trees	YES / NO	
5.	Schools photo competition prizes - theme 'Trees 'n' Bees', enlarging/printing and mounting of prize winning images to be displayed at the event.	YES / NO	
B) The Tree Planting			
6.	Coach hire (min 2 days, max 4 days) - volunteer planters to/from site	YES / NO	
7.	Small/Med marquee hire, seating, tables, heaters	YES / NO	
8.	Food and drink - soup, sandwiches, fruit, cake (assortment)	YES / NO	
9.	Portaloos hire x 2 cubicles	YES / NO	
C) General Sponsorship			
10.	General Donation Amount	YES / NO	



MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 18th June 2018

Councillors Present: R. Cleet, G. Dennison, R. Dennison, John Hanson, L. Page and D. Whitaker

Also in attendance: Councillor L. Davies

Officers in attendance – David Croxall (Clerk)

1. Appointment of Chairman

Resolved:

That Councillor D. Whitaker be appointed Chairman of the Planning Development and Environment Committee until the Annual Council Meeting in May 2019.

2. Appointment of Vice Chairman

Resolved:

That Councillor J. Bates be appointed Vice-Chairman of the Planning Development and Environment Committee until the Annual Council Meeting in May 2019.

3. Apologies for Absence

Councillors J. Bates, P. Heath and D. Hutton

4. Declarations of Interest

There were no declarations of interest

5. Minutes of Meeting of Planning Development and Environment Committee held on 10th May 2018

Resolved:

That the minutes of the Planning Development and Environment Committee held on 10th May 2018 be signed as a correct record.

6. 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 10th May 2018:

Application Number	Proposal Details	Site Address	Consultation Expiry Date	Determined by City or County Council
18/00649/FUL	Erection of two storey side extension	2 Denis Grove Morecambe LA4 4NT	19 th June 2018	N
18/00378/CU	Change of use of retail (A1) into Thai massage parlour (Sui Generis)	92 Euston Road, Morecambe	21 st June 2018	N
18/00698/FUL	Erection of a single storey side and rear extension	4 St. Cecilia's Way Morecambe	29 th June 2018	N
18/00703/FUL	Conversion of existing garage in habitable room including raised roof	19 Leyster Street Morecambe	29 th June 2018	N
18/00587/FUL	Change of use of land to domestic garden area and erection of a new boundary fence	14 Hyndburn Close, Morecambe	29 th June 2018	N
18/00530/FUL	Change of use of 2 units comprising the sales of motorcycles with workshop and store and sales of motor vehicles to 1 mixed use unit comprising motorcycle sales, workshop, sales of motorcycle parts and memorabilia, training facility and café (sui generis)	Unit 1 And Unit 2, Irving House, Northgate, White Lund Industrial Estate, Morecambe	29 th June 2018	N

Resolved:

That Council be recommended to:

- (1) **Inform Lancaster City Council that in respect of Application No. 18/00378/CU regarding the proposed Change of Use retail (A1) into Thai massage parlour (Sui Generis) at 92 Euston Road, Morecambe that the Town Council requests that conditions to approval should include:**
 - **Effective management plans being put in place**
 - **Control of hours of operation (i.e. 8 a.m. to 9 p.m.)**
 - **The establishment operates within the requirements of the regulatory authorities for this type of business.**
- (2) **Inform Lancaster City Council that the Town Council remains concerned at the number of retrospective applications being submitted i.e. the application referred to in (1) above appeared to be already operating before the Change of Use application had been approved.**
- (3) **Make no comments or objections in respect of any of the other applications set out above.**

- (4) **Inform Lancaster City Council that in respect of Application No. 18/00010/REF regarding the installation of a roller shutter at 7 West End Road considered at the last meeting, the Town Council whilst recognising the need for business owners to secure their premises, remains concerned at the type of shutters put onto the property within a Conservation Area despite Planning Permission being refused.**

7. Consultation by Lancaster City Council re Gypsy and Traveller, and Travelling Showpeople Site Allocations Development Plan Document (DPD)

Lancaster City Council were preparing a Gypsy and Traveller and Travelling Showpeople Site Allocations Development Plan Document (DPD) that would identify land to accommodate Gypsy and Travellers and Travelling Showpeople in the District.

As part of this process, the City Council were undertaking a 'Call for Sites' which provided an opportunity for individuals and organisations to suggest any sites that they considered might be suitable for allocation as a Gypsy and Traveller or Travelling Showperson site. Proposals could be for either new sites or an expansion or intensification of an existing site. Proposals had been invited for permanent residential sites or transit sites / temporary stopping places.

Resolved:

- (1) **That Lancaster City Council be informed that the Town Council believes there are no suitable sites within the Morecambe Town Council area for designation as Gypsy and Traveller sites, and that if any were put forward these would be in contravention of both the emerging Local Plan and the emerging Morecambe Neighbourhood Plan.**
- (2) **That Lancaster City Council be informed that the Town Council would have no objection to sites being put forward as Showperson's sites within Morecambe, although it would request that it be further consulted on suggested sites.**

8. Morecambe in Bloom

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

The Committee were advised that the judging of Morecambe's entry in NW in Bloom would take place on 25th July.

The Clerk requested feedback on the use of the Council's community garden budget and updated the Committee on the progress of the planting of the Commemorative flower beds. These would be planted during week commencing 25th June and would be in place for Armed Forces Day on 30th June, when they would be consecrated.

Resolved:

That Council be recommended to:

- (1) **Approve that the judging of the School's category within Morecambe in Bloom be undertaken by three members of the Planning Development and Environment Committee.**
- (2) **Approve that the community garden budget be used to establish an edible community garden project between Morecambe Library and the Arndale Centre.**

Chairman

The meeting closed at 7.45 p.m.