

MORECAMBE TOWN COUNCIL

6th July 2018

Sir/Madam,

You are hereby summoned to attend the **Meeting** of the Morecambe Town Council to be held in the Town Hall, Morecambe on **Thursday 19th July 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 28th June 2018 (pages 2 to 9 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. Finance and Management Committee – 2nd July 2018

To receive the minutes of the Finance and Management Committee from its meeting held on 2nd July 2018 (pages 9 to 43 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 6 – Payment and Receipts schedule – 1st May to 26th June 2018 (pages 9 and 12 to 17 of supporting papers pack)
- (b) Minute No. 7 - Budget 2018/19 (pages 9 to 10 and 18 to 21 of supporting papers pack)
- (c) Minute No. 8 – GDPR (pages 10 to 11 and 22 to 43 of supporting papers pack)
- (d) Minute No. 9 – Toilets – Legionella Management (page 11 of supporting papers pack)

6. Community Engagement and Grants Committee – 4th July 2018

To receive the minutes of the Community Engagement and Grants Committee from its meeting held on 4th July 2018 (pages 44 to 48 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 6 - Community Grants Management (pages 44 to 45 of supporting papers pack)
- (b) Minute No. 7 - Community Award Nominations Management (pages 46 to 47 of supporting papers pack)
- (c) Minute No. 8 - Community Engagement – Carnival Float (page 48 of supporting papers pack)

7. Planning Applications

To consider the report of the Town Clerk (pages 49 to 50 of supporting papers pack)

8. Consultation by Carnforth Town Council

Carnforth Town Council are in the early stages of establishing a project locally for a 'touring cinema' and have written to all Town/Parish Councils in the area to gauge the level of interest amongst their neighbouring parishes/communities in participating in such a project.

The letter from Carnforth stated that:

“We know of a similar project that is working very successfully in Cumbria run by Eden Arts whereby portable equipment is set up in community halls showing a wide range of popular films.

We understand that the success of the project has been such that it is helping to break down social isolation and is building community cohesion - as well as being a great opportunity to generate income from ticket sales. There would be no up-front costs, insurance and equipment would be provided and local communities would have access to a range of the latest 80 + films.

Depending on the potential 'take-up' more detailed and technical information would be made available.”

The Council are requested to consider this consultation and determine how to respond.

9. Date of Next Meeting – Thursday 20th September 2018 at Morecambe Town Hall commencing at 7pm



David Croxall
Clerk to the Council
6th July 2018

MORECAMBE TOWN COUNCIL

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

Present: Councillors: D. Clifford (Chairman), Janice Hanson (Vice Chairman), T. Anderson, Alex Ashworth, June Ashworth, J. Bates, V. Boyd-Power, T. Brown, R. Cleet, I. Clift, R. Dennison, P. Heath, B. Hughes, L. Hughes, T. Metcalfe, M. Pattison, J. Pilling and D. Whitaker

Officers in Attendance:

D. Croxall (Town Clerk)

28. Apologies for Absence

Councillors S. Burns, C. Cozler, L. Davies, G. Dennison, John Hanson, D. Hutton and L. Page

29. Declarations of Interests

Councillors June Ashworth and I. Clift declared a personal interest in Minute No. 34 as they were both members of the Lancaster City Council Planning Committee.

Councillor Pattison declared a personal interest in Minute No. 33 in so far as it related to funding applications by Morecambe Homeless Acton Centre.

30. Minutes of Meetings held on 28th June 2018

The Council considered the Minutes of the Meeting of the Town Council held on 28th June 2018.

Resolved:

That the minutes of the meetings of Council held on 28th June 2018 be signed as a correct record.

At this point the meeting adjourned to allow public participation

31. Public Participation

Sian Johnson - Chair of the Venus and Cupid Arts Trust:

Sian Johnson addressed the Council regarding the recommendation of the Community Engagement and Grants Committee to refuse the application by the Venus and Cupid Arts Trust.

The Council were informed that the statue required the repairs stated in the Grant application due to its position near the sea and that the proposed repairs would protect the statue against the weather and that this type of work was of a special nature and therefore not a job that local arts enthusiasts could undertake. The statue could not go through another winter without these repairs and that such repairs were not covered by the Trust's insurance.

Dawn Latham – Secretary Venus and Cupid Arts Trust:

Dawn Latham read out a statement on behalf of the Trust containing comments left on Trip Advisor regarding the value and importance of the statue to Morecambe.

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

32. Finance and Management Committee

The Council received the minutes of the Finance and Management Committee from its meeting held on 2nd July 2018 and considered its recommendations in respect of the following items:

- (a) Payment and Receipts schedule – 1st May to 26th June 2018
- (b) Budget 2018/19
- (c) GDPR
- (d) Toilets – Legionella Management

Resolved:

- (1) That the Payment and Receipts report for the period 1st May to 26th June 2018 as submitted by the Committee be noted.
- (2) That the position regarding the Budget 2018/19 as submitted by the Committee be noted.
- (3) That a contribution of up to £2,000.00 be made towards the proposed Remembrance Sunday 2018 event and that this be funded from savings within the Salaries budget 2018/19.
- (4) That with regard to GDPR no further action be taken at this time regarding cyber security and to reconsider the matter following the GDPR audit to be undertaken by Yorkshire Internal Audit; and
- (5) That the following policy documents as submitted by the Committee be approved:
 - Email Contact Privacy Notice (Appendix D to these minutes)
 - Retention and Disposal Policy (Appendix E to these minutes)
 - List of Documents for Retention or Disposal (Appendix F to these minutes)
 - Information & Data Protection Policy (Appendix G to these minutes)
- (6) That the quotation from Maxigiene at a cost of £390 plus VAT for the legionella risk management and assessment for the next 12 months be approved and that the Clerk asks the Council's appointed cleaners if they would undertake the weekly wash through of the water pipes and insert the date that this took place in the log book to be kept on site.

33. Community Engagement and Grants Committee

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

- (a) Community Grants Management
- (b) Community Award Nominations Management
- (c) Community Engagement – Carnival Float

Resolved:

(1) That the following applications be approved as set out in the table below:

| Name of Organisation/Group | Reason for Application | Amount to be Awarded (£) | Power Allowing Council to Fund |
|--|--|---------------------------------|---|
| Morecambe Homeless Action | Contribution Towards rent of premises to be able to continue the Saturday drop in sessions at which food and support are provided. | 500.00 | Local Government Act 1972 (section 137) |
| Lancaster and District Conservation Volunteers | Funding towards a project linked to Greatwood School called: "A Growing Experience from seed to plate: Improving the local community environment." The project will work with reception class at Greatwood School to grow fruit and vegetables and create artwork for display at Bare Lane Station. | 500.00 | Local Government Act 1972 (section 137) |
| The Morecambe 1940's revival | Funding towards the Morecambe 1940's revival community event in Poulton during September 2018 | 500.00 | Local Government Act 1972 (section 137) |
| Total | | 1,500.00 | |

(2) That the application submitted by The Re Store be refused on the grounds that the application was an identical project to that funded by the Council under the Deprivation Grant funding

(3) That with regard to the application submitted by the Venus and Cupid Arts Trust;

- the application be referred back to the Community Engagement and Grants Committee for scoring and to consider further recommendations to the Council regarding this application;
- the Trust be requested to consider working with the Town Council to determine the most appropriate way forward to secure the long term future of the statue including management of future maintenance requirements; and

- the Trust be requested to continue fund raising towards the future management and maintenance of the statue
- (4) That the remaining funds of £3,500.00 within the Community Grants budget be advertised.
- (5) That Community Awards be made to the following persons/organisations in recognition of their work for Morecambe's community:
- Rodney Taylor
 - Peter McDermidd
 - Gary Butler
 - Betty and Barry Atack
 - The Re Store – Tracy Kohl and Emma Gregson
 - North West Blood Bikers
 - Organising Committee of a Splendid Day Out
 - Steve Trainor
- (6) That the Awards be presented on 20th September 2018 prior to the Council meeting scheduled for same date.
- (7) That in respect of the Council's float entry into Morecambe Carnival, the Carnival Committee be requested to allow a free entry for the Town Council, and that if this was not possible, a float could be entered provided the entry fee was not paid using Town Council funds.

34. Planning Applications

The Council considered the planning applications set out below which had been notified to the Town Council since the last meeting of the Planning Development and Environment Committee held on 18th June 2018.

The applications were brought directly to Council as the next meeting of the Planning Committee was not until 6th August 2018.

At the time of publication of this agenda, the following comments/objections had been made in respect of the following applications:

| Application Number | Proposal Details | Site Address | Consultation Expiry Date |
|---------------------------|--|--|---------------------------------|
| 18/00725/FUL | Construction of a canopy to the western elevation | Community Centre, Woodhill Lane, Morecambe | 25 July 2018 |
| 18/00824/FUL | Erection of a single storey rear/side extension | 407 Lancaster Road, Morecambe | 25 July 2018 |
| 18/00812/ADV | Advertising application for the display of an internally illuminated double sided digital screen | Bus Shelter Adjacent to Festival Market Car Park, Central Drive, Morecambe | 25 July 2018 |
| 18/00813/ADV | Advertising application for the display of an internally illuminated double sided digital screen | Bus Shelter Adjacent to Morecambe Library, Central Drive, Morecambe | 25 July 2018 |
| 18/00814/ADV | Advertising application for the display of an internally illuminated double sided digital screen | Bus Shelter Adjacent to the Clock Tower, Marine Road Central, Morecambe | 26 July 2018 |
| 18/00801/FUL | Raising of roof level, construction of hip to gable extensions and dormer to the rear elevation | 41 Hadrian Road, Morecambe | 25 July 2018 |
| 18/00839/FUL | Installation of replacement roof coverings | 94a Albert Road, Morecambe | 26 July 2018 |
| 18/00671/OUT | Outline application for erection of 17 dwellings (C3) | Land Off Hadrian Road, Morecambe | |

Resolved:

- (1) That Lancaster City Council be informed that in respect of Application No. 18/00671/OUT regarding the outline application for erection of 17 dwellings (C3), at land Off Hadrian Road, Morecambe that the Town Council objects to the application for the following reasons:
- The Council is extremely concerned that the development should it go ahead would be on very low lying land. The Council believes this matter must be addressed as since the construction of the Bay Gateway, it believes flooding issues have increased in this part of Morecambe.

- The Council urges that if permission were to be granted this should only take place with conditions attached to ensure the design of the scheme must include more than adequate provision for water collection i.e. underground water collection tanks and run off provision.
 - The Town Council also requests that the affordable houses within the proposed development should be appropriate to the current demand for affordable housing i.e. appropriate cost and design type.
- (2) Make no comments or objections in respect of any of the other applications set out above.

35. Consultation by Carnforth Town Council re Touring Cinema

Carnforth Town Council are in the early stages of establishing a project locally for a 'touring cinema' and have written to all Town/Parish Councils in the area to gauge the level of interest amongst their neighbouring parishes/communities in participating in such a project.

Resolved:

That the Clerks informs Carnforth Town Council that the Town Council supports the proposed initiative in principle although it could not make an informed decision on the relevance and use of the project to Morecambe until it received further details concerning the several matters including the following:

- How would sites be determined?
- Cost implications to the Council?
- Ticket income – would this go to the Council and who would determine ticketing prices?
- How would the cinema be staffed?
- How would films be chosen?
- What times of year would the cinema be operating?
- Who would be responsible for marketing the cinema?

36. Date of Next Meeting

Thursday 20th September 2018 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 8.45 p.m.

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Chairman

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

31st July 2018

MORECAMBE TOWN COUNCIL

19th July 2018

SUPPORTING PAPERS

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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: T. Anderson, June Ashworth, J. Bates, T. Brown, I. Clift, R. Cleet, G. Dennison, R. Dennison, P. Heath, Janice Hanson, 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

Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Monday 2nd July 2018

Councillors Present: G. Dennison, R. Dennison, P. Heath, B. Hughes and J. Pilling

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

1. Appointment of Chairman

Resolved:

That Councillor Heath be appointed Chairman of the Finance and Management Committee until the Annual Council Meeting in May 2019.

2. Appointment of Vice Chairman

Resolved:

That Councillor B. Hughes be appointed Vice-Chairman of the Finance and Management Committee until the Annual Council Meeting in May 2019.

3. Apologies for Absence

Councillor Janice Hanson

4. Declarations of Interest

There were no Declarations of Interest

5. Minutes of Meeting of Finance and Management Committee held on 9th May 2018

Resolved:

That the minutes of the meeting of the Finance and Management Committee held on 9th May 2018 be signed as a correct record.

6. Payment and Receipts Schedule – 1st May to 26th June 2018

The Committee considered the Payment Schedule for the period from 1st May to 26th June 2018 (Appendix A to these minutes).

Resolved:

That Council be recommended to note the report

7. Budget 2018/19

The Clerk submitted a report which set out the position regarding the 2018/19 budget as at 26th June 2018.

The report included the following documents:

Appendix B to these minutes:- the current position regarding spend against each budget head to 26th June 2018.

Appendix C to these minutes: - the bank reconciliation undertaken on 26th June 2018 to demonstrate the Council's accounts were in order and balanced.

The table at Appendix A informed members of the position of the 2018/19 budget against each budget head as at 26th June 2018.

The figures below demonstrate that there were sufficient funds within the Council's Bank account to fund the Council's budget for 2018/19 even if all budget heads were to be fully spent.

| | |
|--------------------------------------|--------------------|
| Estimated total spend: | £310,647.45 |
| Less Actual spend to date: | <u>£ 51,437.08</u> |
| Funds required to fund whole budget: | <u>£259,210.37</u> |
| Amount in Bank at 26/06/2018: | £252,814.35 |
| Add VAT to be received from HMRC | <u>£ 9,217.60</u> |
| Funds available: | <u>£262,031.95</u> |

There are no serious issues arising within the Budget 2018/19 at the time of writing this report.

The Committee were asked to consider funding and budget head for the proposed Remembrance Sunday event.

Resolved:

That Council be recommended to:

- (1) Note the report and the contents of Appendices A, B and C.**
- (2) Approve a contribution up to £2,000.00 for the Remembrance Sunday event to be funded from savings within the Salaries budget.**

8. GDPR

The Council had requested that discussions take place with the Council's IT security provider (KTD) regarding whether or not the Council's IT systems complied with the GDPR requirements of ensuring cyber security. KTD had suggested that the Council undertakes their Cyber Essentials audit with a view to achieving accreditation at a cost of £1,045.00.

The Committee were of the view that the Council was at low risk due to the nature of current business and the types of data held. It was of the view that no further action was required at this time particularly as a previous resolution had authorised the undertaking of an audit by the Council's Internal Audit supplier (Yorkshire Internal Audit) at a cost of £300.00.

The Clerk submitted the following suggested policy documents which were required to ensure compliance with GDPR:

- Email Contact Privacy Notice
- Retention and Disposal Policy
- List of Documents for Retention or Disposal
- Information & Data Protection Policy

Resolved:

That Council be recommended to:

- (1) **Take no further action at this time regarding cyber security and to reconsider the matter following the audit to be undertaken by Yorkshire Internal Audit if necessary; and**
- (2) **To approve the following policy documents as submitted:**
 - **Email Contact Privacy Notice (Appendix D to these minutes)**
 - **Retention and Disposal Policy (Appendix E to these minutes)**
 - **List of Documents for Retention or Disposal (Appendix F to these minutes)**
 - **Information & Data Protection Policy (Appendix G to these minutes)**

9. Toilets

The Committee considered three quotes for the provision of legionella risk management and assessment in respect of the Dome Toilets. The Committee discussed whether the Town Clerk should be undertaking weekly wash through of the water pipes to minimise the likelihood of legionella occurring.

Resolved:

That Council be recommended to approve the quotation from Maxigiene at a cost of £390 plus VAT for the legionella risk management and assessment for the next 12 months and that the Clerk asks the Council's appointed cleaners if they would undertake the weekly wash through of the water pipes and insert the date that this took place in the log book to be kept on site.

----- Chairman

The meeting closed at 7.25 p.m.

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

| Date | Cheque No | Description | Supplier | Net Amount (£) | VAT (£) | Gross Amount (£) |
|-------------|------------------|-----------------------------|------------------------|-----------------------|----------------|-------------------------|
| 02/05/2018 | Direct debit | Telephone Bill | Talk Talk Business | 30.66 | 6.13 | 36.79 |
| 16/05/2018 | 101281 | Car Mileage | Morecambe Town Council | 42.51 | 0.00 | 42.51 |
| 16/05/2018 | 101282 | Website Charges | Website Uk | 150.00 | 30.00 | 180.00 |
| 16/05/2018 | Debit Card | Postage | Post Office | 13.09 | 0.00 | 13.09 |
| 16/05/2018 | Debit Card | Postage | Post Office | 6.38 | 0.00 | 6.38 |
| 18/05/2018 | | Pension Contributions | Morecambe Town Council | 867.86 | 0.00 | 867.86 |
| 20/05/2018 | Direct debit | Bank Charges | Morecambe Town Council | 19.90 | 0.00 | 19.90 |
| 21/05/2018 | Direct debit | Salaries | Morecambe Town Council | 1,764.21 | 0.00 | 1,764.21 |
| 30/05/2018 | Direct debit | Photocopier Hire | Marine Scene Ltd | 22.00 | 4.40 | 26.40 |
| 04/06/2018 | 101288 | Office Rent | Lancaster City Council | 962.50 | 0.00 | 962.50 |
| 06/06/2018 | Direct debit | Telephone Bill | Talk Talk Business | 31.41 | 6.28 | 37.69 |
| 13/06/2018 | Debit Card | Book of 12 2nd Class Stamps | Bare Post Office | 6.96 | 0.00 | 6.96 |
| 19/06/2018 | Direct debit | Pension Contributions | Morecambe Town Council | 581.56 | 0.00 | 581.56 |
| 20/06/2018 | Direct debit | Bank Charges | Morecambe Town Council | 12.80 | 0.00 | 12.80 |
| 21/06/2018 | Direct Debit | Salaries | Morecambe Town Council | 1,764.21 | 0.00 | 1,764.21 |

| Date | Cheque No | Description | Supplier | Net Amount (£) | VAT (£) | Gross Amount (£) |
|--------------|------------------|-----------------------------|------------------------|-----------------------|----------------|-------------------------|
| 26/06/2018 | 101293 | Accounts Package | Scribe2000 | 385.00 | 77.00 | 462.00 |
| 26/06/2018 | 101295 | Room Hire | Lancaster City Council | 269.00 | 12.60 | 281.60 |
| 26/06/2018 | 101295 | Postage | Lancaster City Council | 8.47 | 0.00 | 8.47 |
| 26/06/2018 | 101295 | Room Hire NP Steering Group | Lancaster City Council | 173.60 | 11.52 | 185.12 |
| Total | | | | 7112.12 | 147.93 | 7260.05 |

Morecambe in Bloom

| Date | Cheque No | Description | Supplier | Net Amount (£) | VAT (£) | Gross Amount (£) |
|--------------|------------|---|-------------------------|----------------|-------------|------------------|
| 08/05/2018 | Debit Card | Purchase of plants for Morecambe in Bloom project | Larch Cottage Nurseries | 202.72 | 8.16 | 210.88 |
| 16/05/2018 | Debit Card | Purchase of poppies | Morecambe BID | 9.00 | 0.00 | 9.00 |
| Total | | | | 211.72 | 8.16 | 219.88 |

Anti Social Behaviour

| Date | Cheque No | Description | Supplier | Net Amount (£) | VAT (£) | Gross Amount (£) |
|--------------|-----------|------------------------------------|------------------------|------------------|-------------|------------------|
| 16/05/2018 | 101283 | Anti Social Behaviour contribution | Morecambe Town Council | 14,000.00 | 0.00 | 14,000.00 |
| Total | | | | 14,000.00 | 0.00 | 14,000.00 |

Festivals

| Date | Cheque No | Description | Supplier | Net Amount (£) | VAT (£) | Gross Amount (£) |
|--------------|-----------|--------------------------------------|-------------------|-----------------|-------------|------------------|
| 04/06/2018 | 101285 | Festival Advertising - Morecambe BID | Morecambe BID CIC | 2,000.00 | 0.00 | 2,000.00 |
| 04/06/2018 | 101290 | Nice & Sleazy Festival | Nice and Sleazy | 3,000.00 | 0.00 | 3,000.00 |
| 11/06/2018 | 101291 | Morecambe Fringe festivals | Morecambe Fringe | 2,000.00 | 0.00 | 2,000.00 |
| Total | | | | 7,000.00 | 0.00 | 7,000.00 |

Community Grants

| Date | Cheque No | Description | Supplier | Net Amount (£) | VAT (£) | Gross Amount (£) |
|--------------|-----------|---------------------|------------------------|----------------|-------------|------------------|
| 04/06/2018 | 101292 | More Together Grant | More Together Magazine | 496.25 | 0.00 | 496.25 |
| Total | | | | 496.25 | 0.00 | 496.25 |

Environmental Enforcement Officer

| Date | Cheque No | Description | Supplier | Net Amount (£) | VAT (£) | Gross Amount (£) |
|--------------|-----------|-----------------------------------|------------------------|------------------|-------------|------------------|
| 16/05/2018 | 101283 | Environmental Enforcement Funding | Morecambe Town Council | 12,500.00 | 0.00 | 12,500.00 |
| Total | | | | 12,500.00 | 0.00 | 12,500.00 |

Street Art Project – Victoria Street

| Date | Cheque No | Description | Supplier | Net Amount (£) | VAT (£) | Gross Amount (£) |
|--------------|-----------|-------------------------|---------------|-----------------|---------------|------------------|
| 04/06/2018 | 101284 | Street Art - Artist Fee | Deco Publique | 2,122.00 | 424.40 | 2,546.40 |
| Total | | | | 2,122.00 | 424.40 | 2,546.40 |

Newsletter

| Date | Cheque No | Description | Supplier | Net Amount (£) | VAT (£) | Gross Amount (£) |
|--------------|-----------|------------------------------------|----------------------|----------------|--------------|------------------|
| 04/06/2018 | 101287 | Royal Mail licence | Royal Mail Group Ltd | 97.00 | 19.40 | 116.40 |
| 26/06/2018 | 101294 | Newsletter 2 nd Edition | Bucket and Spade | 300.00 | 60.00 | 360.00 |
| Total | | | | 397.00 | 79.40 | 476.40 |

Toilets Management

| Date | Cheque No | Description | Supplier | Net Amount (£) | VAT (£) | Gross Amount (£) |
|--------------|------------|---|--------------|----------------|--------------|------------------|
| 04/06/2018 | 101286 | Toilets - Coin Box reinstatement | SR Brown LTD | 218.84 | 43.77 | 262.61 |
| 19/06/2018 | Debit Card | Replacement Toilet Keys for Canon Hygiene | Timpsons | 13.00 | 0.00 | 13.00 |
| Total | | | | 231.84 | 43.77 | 275.61 |

Receipts (1st May to 26th June 2018)

| Date | Description | Amount (£) |
|-------------|--|-------------------|
| 01/05/2018 | Repayment from Lancaster City Council | 359.90 |
| 09/05/2018 | Promenade Concert Orchestra Festival | 149.76 |
| 09/05/2018 | Centenary Flower Bed Donation | 200.00 |
| 09/05/2018 | Centenary Flower Bed Donation | 100.00 |
| 09/05/2018 | Centenary Flower Bed Donation | 250.00 |
| 16/05/2018 | West End Millions Contribution for hanging baskets | 500.00 |
| 18/05/2018 | Act Now Training refund | 837.60 |
| 26/05/2018 | Bank Interest | 67.89 |
| 08/06/2018 | Centenary Flower Bed Donation | 250.00 |
| 26/06/2018 | Bank Interest | 64.38 |
| 26/06/2018 | Toilet Income | 59.40 |
| | Total | 2,838.93 |

Appendix B: Budget 2018/19 – Position as at 26TH June 2018

| Budget Head | Income (£) | Budget (£) | Expenditure (£) |
|------------------------------------|-------------------|-------------------|------------------------|
| <u>Staffing and Administration</u> | | | |
| Salaries | 0 | 55,300.00 | 8,686.68 |
| Town Council Office Rent | 0 | 3,850.00 | 962.50 |
| Photocopier Charges | 0 | 1,500.00 | 291.20 |
| Hire of Rooms (Meetings) | 349.10 | 2,450.00 | 269.00 |
| Subscriptions | 0 | 730.00 | 0 |
| Telephone | 0 | 420.00 | 93.24 |
| Postage, Printing and Stationery | 0 | 550.00 | 34.90 |
| Accountancy and Audit | 0 | 1,400.00 | 385.00 |
| Insurance | 0 | 800.00 | 0 |
| Website | 0 | 300.00 | 300.00 |
| Legal Expenses | 0 | 500.00 | 0 |
| Training | 698.00 | 2,000.00 | 0 |
| Data Management | 0 | 300.00 | 0 |
| <u>Grants:</u> | | | |
| Festivals | 149.76 | 56,700.00 | 7,395.00 |
| Community Grants | 0 | 5,000.00 | 0 |
| Deprivation | 0 | 9,000.00 | 0 |
| <u>Community Safety:</u> | | | |
| Anti Social Behaviour | 0 | 14,000.00 | 14,000.00 |
| Environmental Enforcement Officer | 0 | 12,500.00 | 12,500.00 |
| CCTV Contribution | 0 | 5,000.00 | 0 |

| Budget Head | Income (£) | Budget (£) | Expenditure (£) |
|-------------------------------|-------------------|-------------------|------------------------|
| SpID | 0 | 2,507.42 | 0 |
| Mobile CCTV | 0 | 3,000.00 | 0 |
| <u>Neighbourhood Plan</u> | | | |
| Neighbourhood Plan | 0 | 4,000.00 | 270.60 |
| <u>Community Engagement:</u> | | | |
| Newsletter | 0 | 4,000.00 | 300.00 |
| Morecambe in Bloom | 500.00 | 4,500.00 | 59.00 |
| Community Garden | 800.00 | 7,000.00 | 0 |
| Poulton Neighbourhood Council | 0 | 171.97 | 202.72 |
| Station Grant | 0 | 377.78 | 0 |
| Community Events | 0 | 300.00 | 0 |
| Christmas Lights | 0 | 6,000.00 | 0 |
| <u>Toilets:</u> | | | |
| Toilets Management | 59.40 | 7,000.00 | 3,008.59 |
| War Memorial | 0 | 9,928.28 | 0 |
| Street Art Grant | 0 | 2,122.00 | 2,122.00 |
| <u>Section 137:</u> | | | |
| Section 137 Expenditure | 0 | 1,200.00 | 496.25 |
| <u>Reserves:</u> | | | |
| General Reserves | 0 | 9,000.00 | 0 |
| Asset Replacement Fund | 0 | 9,000.00 | 0 |
| By-Election Fund | 0 | 6,000.00 | 0 |
| Growth Reserve Fund | 0 | 7,000.00 | 0 |

| Budget Head | Income (£) | Budget (£) | Expenditure (£) |
|--|-------------------|-------------------|------------------------|
| Community Centre and Town Council Office Funds | 0 | 55,000.00 | 0 |
| <u>Bank related costs:</u> | | | |
| Bank Interest | 175.71 | | |
| Bank Charges | | 240.00 | 60.40 |
| <u>Precept:</u> | | | |
| Annual Precept | 188,141.38 | | |
| Totals | 190,873.35 | 310,647.45 | 51,437.08 |

**Appendix C: Bank Reconciliation produced by the Council's (Scribe)
Accounting System as at 26th June 2018 and produced on 26th June 2018**

26 June 2018 (2018-2019)

Morecambe Town Council

Bank Reconciliation at 26/06/2018

| | | | | |
|----------------------------------|----------------------------------|------------|------------|-------------------|
| Cash in Hand 01/04/2018 | | | | 114,490.16 |
| ADD | | | | |
| Receipts 01/04/2018 - 26/06/2018 | | | | 191,023.75 |
| | | | | 305,513.91 |
| SUBTRACT | | | | |
| Payments 01/04/2018 - 26/06/2018 | | | | 52,699.56 |
| A | Cash in Hand 26/06/2018 | | | 252,814.35 |
| | (per Cash Book) | | | |
| | Cash in hand per Bank Statements | | | |
| | Cash | 26/06/2018 | 0.00 | |
| | HSBC main | 26/06/2018 | 254,989.74 | |
| | | | | 254,989.74 |
| | Less unrepresented cheques | | | |
| | As attached | | | 2,234.79 |
| | | | | 252,754.95 |
| | Plus unrepresented receipts | | | |
| | As attached | | | 59.40 |
| B | Adjusted Bank Balance | | | 252,814.35 |

A = B Checks out OK

Appendix D - Morecambe Town Council Email Contact Privacy Notice

Council Name: Morecambe Town Council

Council Address: Town Hall, Marine Road, Morecambe LA4 5AF

Email Address: clerk@morecambe.gov.uk

Telephone numbers: 01524 422929

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Morecambe Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Morecambe Town Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Town Clerk, clerk@morecambe.gov.uk
Tel: 01524 422929

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Town Clerk, clerk@morecambe.gov.uk Tel: 01524 422929 to request this.

Information Deletion

If you wish Morecambe Town Council to delete the information about you please contact: the Town Clerk, clerk@morecambe.gov.uk Tel: 01524 422929

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk to object.

Rights Related to Automated Decision Making and Profiling

Morecambe Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Morecambe Town Councils Data Information Officer: (Town Clerk, clerk@morecambe.gov.uk Tel: 01524 422929) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Appendix E - Retention and Disposal Policy

1. Introduction

1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.

1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.

1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

2.1 The aim of this document is to provide a working framework to determine which documents are:

- Retained – and for how long; or
- Disposed of – and if so by what method.

2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- 'With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Council business.

- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

4.3 To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or

b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents 7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 9th edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234

- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements

David Croxall

Town Clerk

Morecambe Town Council

June 2018

Appendix F - Morecambe Town Council Appendix A: List of Documents for Retention or Disposal

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|---------------------------|------------------|---|--|
| Minutes | Indefinite | Archive | Locked cabinet All minutes since implementation of Council in 2009 on website. | Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority |
| Agendas | 5 years | Management | All agenda for last 5 years to be retained on the Council's website | Bin (shred confidential waste) |
| Accident/incident reports | 20 years | Potential claims | Locked Cabinet | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Scales of fees and charges | 6 years | Management | Locked cabinet | Bin |
| Receipt and payment accounts | Indefinite | Archive | Locked cabinet | N/A |
| Receipt books of all kinds | 6 years | VAT | Locked cabinet | Bin |
| Bank statements including deposit/savings accounts | Last completed audit year | Audit | Locked cabinet | Confidential waste |
| Bank paying-in books | Last completed audit year | Audit | Locked cabinet | Confidential waste |
| Cheque book stubs | Last completed audit year | Audit | Locked cabinet | Confidential waste |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|--|--|--------------------------|---|
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) | Locked cabinet | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Paid invoices | 6 years | VAT | Locked cabinet | Confidential waste |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) | Locked cabinet | Confidential waste |
| VAT records | 6 years generally but 20 years for VAT on rents | VAT | Locked cabinet | Confidential waste |
| Timesheets | Last completed audit year 3 years | Audit (requirement) Personal injury (best practice) | Office | Bin |
| Payroll | 12 years | Superannuation | Locked cabinet | Confidential waste |
| Insurance policies | While valid (but see next two items below) | Management | Office | Bin |
| Insurance company names and policy numbers | Indefinite | Management | Office | N/A |
| Certificates for insurance against liability for employees | 40 years from date on which insurance commenced or was renewed | The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management | Office | Bin |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management | Locked cabinet | N/A |
| Information from other bodies e.g. circulars from county associations, NALC, principal authorities | Retained for as long as it is useful and relevant | | Office | Bin |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|------------------------------|---|--|--------------------------|-------------------|
| Local/historical information | Indefinite – to be securely kept for benefit of the Parish | Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information). | Office | N/A |
| Magazines and journals | Council may wish to keep its own publications For others retain for as long as they are useful and relevant. | The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds. | Office | Bin if applicable |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|--|------------|-------------------|---|
| | Record-keeping | | | |
| <p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names | <p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.</p> | Management | Locked cabinet | <p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p> |
| General correspondence | <p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.</p> <p>Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.</p> | Management | Locked cabinet | <p>Bin (shred confidential waste)</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p> |

| Correspondence relating to staff | If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years | After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council. | Locked cabinet | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations |
|---|--|--|-------------------|---|
| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
| Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods. | | | | |
| Negligence | 6 years | n/a | n/a | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Defamation | 1 year | n/a | n/a | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Contract | 6 years | | Locked cabinet | Confidential waste. A list will be kept of those documents disposed of |

| | | | | |
|-----------------------------|----------------------------------|---------------------|--------------------------|---|
| | | | | to meet the requirements of the GDPR regulations. |
| Leases | 12 years | | Locked cabinet | Confidential waste. |
| Sums recoverable by statute | 6 years | n/a | n/a | Confidential waste. |
| Personal injury | 3 years | n/a | n/a | Confidential waste. |
| To recover land | 12 years | n/a | n/a | Confidential waste. |
| Rent | 6 years | n/a | n/a | Confidential waste. |
| Breach of trust | None | n/a | n/a | Confidential waste. |
| Trust deeds | Indefinite | n/a | n/a | N/A |
| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
| For Allotments | | | | |
| Lease and plans | Indefinite | Audit, Management | Locked cabinet | N/A |
| Legal papers | Indefinite | Audit, Management | Locked cabinet | N/A |
| Planning Papers | | | | |
| Town/Neighbourhood Plans | Indefinite – final adopted plans | Historical purposes | | N/A |

Appendix G

Information & Data Protection Policy

Introduction

In order to conduct its business, services and duties, Morecambe Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Morecambe Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information Morecambe Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will like the Data Protection Act 1998 before it, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller and Data processor - in relation to personal data, means the Town Clerk.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Morecambe Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes

- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: clerk@morecambe.gov.uk
- Phone: 01524 422929
- Correspondence: The Town Clerk, Town Hall, Marine Road, Morecambe LA4 5AF

Diversity Monitoring

Morecambe Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Morecambe Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk or Data Protection Officer:

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk or Data Protection Officer.

The Town Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, Data Protection Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in March/May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council meetings. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure

Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These Councils will be exempt from the requirement to have an external audit from April 2017. Morecambe Town Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

MORECAMBE TOWN COUNCIL

Minutes from the Community Engagement and Grants Committee Meeting held at 7.00 pm on Wednesday 4th July 2018

Councillors Present: A. Ashworth, J. Ashworth, T. Brown, C. Cozler, G. Dennison and T. Metcalfe

Officers in attendance – D. Croxall (Clerk)

1. Appointment of Chairman

Resolved:

That Councillor Brown be appointed Chairman of the Finance and Management Committee until the Annual Council Meeting in May 2019.

Councillor Brown took the Chair

2. Appointment of Vice Chairman

Resolved:

That Councillor J. Ashworth be appointed Vice-Chairman of the Finance and Management Committee until the Annual Council Meeting in May 2019.

3. Apologies for Absence

There were no apologies for absence

4. Declarations of Interest

There were no Declarations of Interest

5. Minutes of the Community Engagement and Grants Committee held on 8th May 2018

Resolved:

That the minutes of the meeting held on 8th May 2018 be agreed.

6. Community Grants

The Council set aside £5,000.00 from its 2018/19 budget for the allocation of grants up to £500 for “Not for Profit” Organisations whose activities were of direct benefit to the Morecambe’ s residents. The funds were advertised in May and the closing date was 25th June.

The Council received a total of five applications. The total amount applied for was £2,500.

The applications for The Re Store and Venus and Cupid Arts Trust applications were removed prior to scoring. The Re Store application was removed as it was an identical project to that funded by the Council under the Deprivation Grant funding. The Venus and Cupid Arts Trust

was removed on the grounds that the Committee believed the proposed repair works to the statue could be undertaken by local arts groups.

Resolved:

That Council be recommended to agree:

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

| Name of Organisation/Group | Reason for Application | Amount to be Awarded (£) | Power Allowing Council to Fund |
|--|--|---------------------------------|---|
| Morecambe Homeless Action | Contribution Towards rent of premises to be able to continue the Saturday drop in sessions at which food and support are provided. | 500.00 | Local Government Act 1972 (section 137) |
| Lancaster and District Conservation Volunteers | Funding towards a project linked to Greatwood School called: "A Growing Experience from seed to plate: Improving the local community environment." The project will work with reception class at Greatwood School to grow fruit and vegetables and create artwork for display at Bare Lane Station. | 500.00 | Local Government Act 1972 (section 137) |
| The Morecambe 1940's revival | Funding towards the Morecambe 1940's revival community event in Poulton during September 2018 | 500.00 | Local Government Act 1972 (section 137) |
| Total | | 1,500.00 | |

(2) To refuse the following applications:

- **The Re Store on the grounds that the application was an identical project to that funded by the Council under the Deprivation Grant funding**
- **Venus and Cupid Arts Trust on the grounds that the Committee believed the proposed repair works to the statue could be undertaken by local arts groups**

(3) To advertise the remaining funds of £3,500.00 of the budget.

7. Community Awards 2018

At its meeting on the 17th May 2018 Council agreed to present an Annual Community Award to:

A person or group of people that have:

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

Nominations had subsequently been invited from members of the Council. In total six nominations were received as set out below. The Committee were reminded that there had been no limit put in place for how many awards could be presented.

| Name/Organisation | Reason given by nominating member |
|-----------------------|--|
| Mr Rodney Taylor | <p>For Services to the community, charity, business, tourism and the care sector.. Mr Taylor is the proprietor of the Morecambe Hotel which through significant investment and innovation has become one of the premier hotel-restaurants in north Lancashire. It is transformed from previous years and is now lauded by locals, visitors and a regular array of celebrities who regularly visit. With the efforts of his family run team he enables Morecambe to be seen nationally in a positive light.</p> <p>Mr Taylor is also the proprietor of 3 local nursing homes having dedicated his entire adult life to nursing and the service of the most vulnerable in or society. He is especially at the forefront of quality care for those who suffer from long term, enduring mental health issues. Moreover, on hearing that a nearby care home had been put in special measures and earmarked for closure by the County Council, Mr Taylor stepped in and volunteered to do what he could to turn it around. This must have been especially challenging but done in the knowledge that when a resident is moved unexpectedly from a care home to another 50% pass away within 6 months. Mr Taylor's actions are not only a credit to his dedication and professionalism, they probably saved lives.</p> <p>Furthermore, during a time when the off the field events at Morecambe Football Club have been especially challenging, Rod has been at the forefront of ensuring staff were supported, fans informed and has been a steady, calm and trusted voice throughout. This in the best traditions of Morecambe as a town, but also the best traditions of JB Christie himself.</p> <p>Rod Taylor is then an entrepreneur, an advocate for Morecambe and most importantly a provider of the highest levels of care to the most vulnerable in our town. He is quite simply "Mr Morecambe"</p> |
| Barry and Betty Atack | For over 20 years of service to the Poulton Community via the Poulton neighbourhood Council and in recent years through the Morecambe Bloomers Group |

| Name/Organisation | Reason given by nominating member |
|---|---|
| Peter McDermidd | For all his many years of voluntary work at Trimpell Cricket Club |
| Gary Butler | For community charity raising |
| The Re Store, Tracy Kohl and Emma Gregson | Tracy and Emma; not only do they do a tremendous amount of charitable work for West End Impact, but The Re Store enterprise they have set up and manage is contributing in so many ways to the local community and beyond. Both West End Impact and The Re Store can be checked out on Facebook. |
| North West Blood Bikers | This Group of volunteers carry out vital work supplying urgently needed blood and medical products to the NHS using their own vehicles and time. Recent tragic events show that these individuals are at risk when carrying out their vital work. An award to this organisation would show the respect and public appreciation of the work they carry out on behalf of us all. |
| The organising Committee of A Splendid Day Out Festival | This Group of volunteers have dealt with many adversities including personal health problems and overcome these to organise a festival for the benefit of the town and its visitors which has continued to grow each year and contribute to the economy of the town. |

Resolved:

That Council be recommended to make Community recognition awards be to:

- **Rodney Taylor**
- **Peter McDermidd**
- **Gary Butler**
- **Betty and Barry Attack**
- **The Re Store – Tracy Kohl and Emma Gregson**
- **North West Blood Bikers**
- **Organising Committee of a Splendid Day Out**

for the reasons set out above and that the recipients be invited to the Council meeting on 20th September 2018 to receive their Recognition Award Certificate subject to further details being provided in respect of the nominations in respect of Peter McDermidd and Gary Butler.

8. Carnival Float

The Committee discussed the arrangements for the Council's float entry into Morecambe Carnival 2018.

Resolved:

That Council be recommended to agree that:

- (1) To enter a float in the Carnival provided the Council does not have to pay the entry fee:**
- (2) The Clerk writes to members to ascertain who wished to take part in the construction of the float, the making of costumes and to take part of the day itself;**
- (3) The Clerk writes to members seeking two volunteers to be stewards for the float; and**
- (4) The Clerk sources a lorry at no cost similar in size to that used in 2017 for use as a float.**

Chairman

The meeting closed at 8:15 pm

David Croxall
Town Clerk
5th July 2018

Council – 19th July 2018

Item No: 7

Report of: Clerk to the Council

Planning Applications

The Planning Applications set out below have been notified to the Town Council since the last meeting. The applications forwarded to all Members on a weekly basis via email as per our usual policy.

The applications are being brought directly to Council as the next meeting of the Planning Committee is not until 6th August 2018.

The Council may wish to make comments that the Town Council could submit to the City Council on any of these applications

Full details of the Applications may be viewed at:

<https://planning.lancaster.gov.uk/online-applications/>

In commenting on planning applications, it is important that the Council considers planning issues. These include:

- consistency with the development plan for the area
- traffic and highway safety issues
- overlooking, loss of privacy and loss of light
- scale of the development
- design, appearance, layout and material
- loss of important open space or physical features
- noise, disturbance or smells
- local knowledge of drainage or other possible problems with the surface
- impact on the surroundings, effect on listed building and conservation area.

Issues that are not relevant include:

- Effect on private property values
- Loss of a view across somebody else's land
- Personal issues with the applicant
- Moral arguments (e.g. betting shops or casinos encouraging gambling)
- Disturbance during construction
- Private rights of way
- Land ownership or boundary disputes
- Matters covered under other legislation (e.g. opening hours covered by premises licences, littering)

| Application Number | Proposal Details | Site Address | Consultation Expiry Date | Determined by City or County Council |
|---------------------------|--|--|---------------------------------|---|
| 18/00725/FUL | Construction of a canopy to the western elevation | Community Centre, Woodhill Lane, Morecambe | 25 July 2018 | N |
| 18/00824/FUL | Erection of a single storey rear/side extension | 407 Lancaster Road, Morecambe | 25 July 2018 | N |
| 18/00812/ADV | Advertising application for the display of an internally illuminated double sided digital screen | Bus Shelter Adjacent to Festival Market Car Park, Central Drive, Morecambe | 25 July 2018 | N |
| 18/00813/ADV | Advertising application for the display of an internally illuminated double sided digital screen | Bus Shelter Adjacent to Morecambe Library, Central Drive, Morecambe | 25 July 2018 | N |
| 18/00814/ADV | Advertising application for the display of an internally illuminated double sided digital screen | Bus Shelter Adjacent to the Clock Tower, Marine Road Central, Morecambe | 26 July 2018 | n |
| 18/00801/FUL | Raising of roof level, construction of hip to gable extensions and dormer to the rear elevation | 41 Hadrian Road, Morecambe | 25 July 2018 | N |
| 18/00839/FUL | Installation of replacement roof coverings | 94a Albert Road, Morecambe | 26 July 2018 | N |

At the time of publication of this agenda, the following comments/objections had been made in respect of the following applications:

Comments made against above applications at time of publication of the Agenda:

At the time of compiling the agenda no objections had been made to Lancaster City Council regarding any of the above Planning Applications.