

# MORECAMBE TOWN COUNCIL

13<sup>th</sup> September 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 20<sup>th</sup> September 2018** commencing at **7.30 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 19<sup>th</sup> July 2018 (pages 2 to 7 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. Planning Development and Environment Committee – 6<sup>th</sup> August and 3<sup>rd</sup> September 2018

To receive the minutes of the Planning Development and Environment Committee from its meetings held on 6<sup>th</sup> August and 3<sup>rd</sup> September 2018 (pages 8 to 14 of supporting papers pack) and to consider recommendations made in respect of the following items:

6<sup>th</sup> August (pages 8 to 10):

- (a) Minute No. 12 – Planning Applications (pages 8 to 9 of supporting papers pack)
- (b) Minute No. 13 – Draft Heritage Strategy (pages 9 to 10 of supporting papers pack)
- (c) Minute No. 14 – Morecambe in Bloom (page 10 of supporting papers pack)
- (d) Minute No. 15 – Allotment (page 10 of supporting papers pack)

3<sup>rd</sup> September (pages 11 to 14):

- (a) Minute No. 19 – Planning Applications (pages 11 to 13 of supporting papers pack)
- (b) Minute No. 20 – Draft Heritage Strategy (page 13 of supporting papers pack)
- (c) Minute No. 21 – Morecambe in Bloom (pages 13 to 14 of supporting papers pack)
- (d) Minute No. 22 – Allotments (page 14 of supporting papers pack)

**6. Community Safety Committee – 8<sup>th</sup> August 2018**

To receive the minutes of the Community Safety Committee from its meeting held on 8<sup>th</sup> August 2018 (pages 15 to 18 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 6 – Anti Social Behaviour (pages 15 to 16 of supporting papers pack)
- (b) Minute No. 7 – Issues raised by Councillors (page 16 of supporting papers pack)
- (c) Minute No. 8 – Environmental Enforcement Officer (page 17 of supporting papers pack)
- (d) Minute No. 9 – Public Defibrillators (pages 17 to 18 of supporting papers pack)

**7. Finance and Management Committee – 10<sup>th</sup> September 2018**

To receive the minutes of the Finance and Management Committee from its meeting held on 10<sup>th</sup> September 2018 (pages 19 to 32 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 14 – Payment and Receipts schedule – 27<sup>th</sup> June to 31<sup>st</sup> August 2018 (pages 19 and 24 to 29 of supporting papers pack)
- (b) Minute No. 15 - Budget 2018/19 (pages 19 to 21 and 30 to 32 of supporting papers pack)
- (c) Minute No. 16 – Internal Audit Report (page 21 of supporting papers pack)
- (d) Minute No. 17 – Insurance Renewal (page 22 of supporting papers pack)
- (e) Minute No. 18 – Deprivation Funding (pages 22 to 23 of supporting papers pack)

**8. Festivals and Events Committee – 11<sup>th</sup> September 2018**

To receive the minutes of the Festivals and Events Committee from its meeting held on 11<sup>th</sup> September 2018 (pages 33 to 35 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 6 – Festivals and Events Funding 2019-20 (pages 33 to 35 of supporting papers pack).

**9. Post of Assistant Clerk**

To consider the report of the Town Clerk (pages 36 to 39 of the supporting papers pack)

**10. Notice of Motion – Town Twinning**

To consider the Notice of Motion proposed by Councillor C. Cozler and seconded by Councillor T. Metcalfe:

“That Morecambe Town Council agrees to investigate the practicality and feasibility of twinning with one or more European partners.”

**11. Charging for Elections**

To consider the report of the Town Clerk (pages 41 to 42 of the supporting papers pack)

**12. Date of Next Meeting – Thursday 15<sup>th</sup> November 2018 at Morecambe Town Hall commencing at 7pm**



David Croxall  
Clerk to the Council  
13<sup>th</sup> September 2018

## **MORECAMBE TOWN COUNCIL**

### **Minutes of the Meeting of Morecambe Town Council held on Thursday 20<sup>TH</sup> September 2018 at 7.30 p.m. at Morecambe Town Hall**

**Present:** Councillors: D. Clifford (Chairman), Janice Hanson (Vice Chairman), June Ashworth, J. Bates, V. Boyd-Power, S. Burns, R. Cleet, I. Clift, C. Cozler, John Hanson, P. Heath, B. Hughes, L. Hughes, D. Hutton, T. Metcalfe, L. Page, M. Pattison, J. Pilling and D. Whitaker

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

D. Croxall (Town Clerk)

#### **37. Apologies for Absence**

Councillors Alex Ashworth, T. Brown, L. Davies, G. Dennison, R. Dennison

#### **38. Declarations of Interests**

Councillors June Ashworth and I. Clift declared a personal interest in Minute No. 41 as they were both members of the Lancaster City Council Planning Committee.

Councillor Pattison declared a personal interest in Minute No. 42 in so far as it related to the provision of a public defibrillator.

Councillor Hutton declared a personal interest in Minute No. 44 in so far as it related to the application by Morecambe Carnival Committee for Festival funding.

Councillor B. Hughes declared a pecuniary in Minute No. 44 in so far as it related to the application by Morecambe Carnival Committee for Festival funding.

#### **39. Minutes of Meetings held on 19<sup>th</sup> July 2018**

The Council considered the Minutes of the Meeting of the Town Council held on 19<sup>th</sup> July 2018.

#### **Resolved:**

That the minutes of the meetings of Council held on 19<sup>th</sup> July 2018 be signed as a correct record.

*At this point the meeting adjourned to allow public participation*

#### **40. Public Participation**

Mr Williams addressed the Council regarding the following matters:

- (a) Toilets – he asked whether a design and risk statement prepared prior to the refurbishment of the toilets in 2017 given the concerns of the Council now regarding security?
- (b) Staffing – he enquired as to how the savings made on the former Assistant Clerk's post been utilised?
- (c) Community Awards – he asked how recipients were chosen and suggested three alternative recipients.

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

*Councillors June Ashworth and Clift left the meeting as they had declared personal interests in respect of Minute No.41*

#### **41. Planning Development and Environment Committee**

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 6<sup>th</sup> August and 3<sup>rd</sup> September 2018 and considered its recommendations in respect of the following items:

##### 6<sup>th</sup> August:

- (a) Planning Applications
- (b) Draft Heritage Strategy
- (c) Morecambe in Bloom
- (d) Allotment

##### 3<sup>rd</sup> September:

- (a) Planning Applications
- (b) Draft Heritage Strategy
- (c) Morecambe in Bloom
- (d) Allotments

#### **Resolved:**

- (1) That Lancaster City Council be informed that in respect of Application No. 18/00601/CU regarding the proposed Change of Use of public pavement to seating area to the front elevation at JD Wetherspoon, The Eric Bartholomew, 10 - 18 Euston Road, Morecambe that the Town Council objects to the application for the following reasons:
  - Change of Use from public pavement to a seating area at this location was not appropriate and the applicant should be content with a street café licence for this area;
  - The proposed change of use could increase Anti Social Behaviour given the byelaws in place to prevent drinking of alcohol in public places; and
  - That the Town Council supports the objections raised by the County Highways Officer.
- (2) That Lancaster City Council be informed that in respect of Application No. 18/01058/FUL regarding the retrospective application for the retention of six spotlights at the rear entrance of Lancaster and Morecambe College, that the Town Council was concerned that the proposal was not entirely necessary in a well-lit area, would have a detrimental impact on nearby residents and requests that if the application was considered for approval, conditions be implemented and monitored to ensure that the latest time the lights were switched off would be 10 p.m. Monday to Friday, and not switched on at all on weekends.
- (3) That Lancaster City Council be informed that the Town Council remained extremely concerned at the number of retrospective applications being made and requests assurances that the City Council was doing all it could to minimise such applications.

- (4) That in respect of the Draft Heritage Strategy, Lancaster City Council be informed that whilst the Town Council welcomed the Strategy:
- the document should include more detail about Morecambe's cultural heritage and celebrate Morecambe's heritage in greater detail; and
  - the Town Council requests that to complement the historical and important heritage content the document be proof read carefully to ensure all grammar was correct, to ensure the Strategy was as user friendly as possible.

*Councillors June Ashworth and Clift returned to the meeting.*

## **42. Community Safety Committee**

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

- (a) Anti Social Behaviour
- (b) Issues raised by Councillors
- (c) Environmental Enforcement Officer
- (d) Public Defibrillators

### **Resolved:**

- (1) That in respect of Anti Social Behaviour, progress to date be noted and Mr Tagg be thanked for his informative update to the Committee.
- (2) That the issue of non enforcement of parking issues be referred to the County Council and to investigate whether the Localism Act could be used to improve enforcement of parking within the town.
- (3) That with regard to issues raised by members at the meeting of the Committee, the Clerk to write to the Police regarding the matters that members had raised.
- (4) That Lancaster City Council be requested to consider the implementation of seagull proof refuse sacks for domestic use throughout the town.
- (5) That social media be used to inform the work of the Environmental Enforcement Officer.
- (6) That with regard to the provision of a defibrillator:
  - The Council agrees to purchase the casing and to fund this from the unspent balances in the Deprivation Fund;
  - The defibrillator to be sited on the outside wall of west End surgery and the casing to include the Town Council's logo; and
  - The Clerk to write to the Masonic Lodge on Graham Street to request that their defibrillator be placed on the outside of the building.

#### **43. Finance and Management Committee**

The Council received the minutes of the Finance and Management Committee from its meeting held on 10<sup>th</sup> September 2018 and considered its recommendations in respect of the following items:

- (a) Payment and Receipts schedule – 27<sup>th</sup> June to 31<sup>st</sup> August 2018
- (b) Budget 2018/19
- (c) Internal Audit Report
- (d) Insurance Renewal
- (e) Deprivation Funding

#### **Resolved:**

- (1) That the Payments schedule for the period 27<sup>th</sup> June to 31<sup>st</sup> August 2018 as submitted to Council be noted.
- (2) That the position with regard to the 2018/19 budget at 31<sup>st</sup> August 2018 as submitted to the Council be noted.
- (3) That a review of the management of the toilets be undertaken once all repair costs for 2018 were known.
- (4) That Lancaster City Council be requested to put the original security gates back onto the toilets and if these were no longer available to provide an estimate for the supply of new gates.
- (5) That a mobile CCTV camera be purchased with Townley Street being the first site targeted and the camera initially being deployed for one month at a time in each location.
- (6) That Lancaster City Council be requested for further details regarding the Burma Star memorial replacement and in particular why they required assistance from the Town Council.
- (7) That the 2017/18 annual Internal Audit report be welcomed and:
  - The Council notes the requirement to undertake a full risk management review in each financial year; and
  - Requests the Clerk to express the Council's concern to Yorkshire Internal Audit at the standard of the letter received in respect of the 2017/18 Internal Audit review.
- (8) That in respect of the Council's insurance for the period 28 September 2018 to 27 September 2019, the quotation of from Company D (Zurich) in the sum of £735.89 be accepted.
- (9) That with regard to Deprivation Funding:
  - the application submitted by LGBT be refused on the basis that the applicant did not meet the requirements of the criteria set for the Deprivation Grant Fund.
  - Request the Clerk to re-advertise the remaining funds and invite applications within the Deprivation Grant budget of £4,221.00.
  - Request the Clerk to advise LGBT that they could consider resubmitting an application in respect of a project that would take place solely within Morecambe and met the criteria of the Fund.

*Councillors B. Hughes and Hutton left the meeting as they had declared a pecuniary and personal interest respectively in the Minute No. 44 in so far as it related to Morecambe Carnival.*

#### **44. Festivals and Events Committee**

The Council received the minutes of the Festivals and Events Committee from its meeting held on 11<sup>th</sup> September 2018 and considered its recommendations in respect of the following items:

- (a) Festivals and Events Funding 2019-20

#### **Resolved:**

- (1) That the following applications had met the Council's mandatory criteria and the applicants be invited to present their application and answer any questions at a meeting of the Festivals and Events Committee to be held on 1<sup>st</sup> and 2<sup>nd</sup> October 2018:

Barefest and Christmas on the Crescent  
Catch the Wind  
Make my Day  
Morecambe 1940s Revival  
Morecambe Carnival  
Morecambe Pride  
Morecambe Vintage Bus Day 2019  
Nice n Sleazy  
Promenade Concert Orchestra  
Vintage by the Sea  
West End Festival  
West End Lantern Festival

- (2) That the application from Morecambe Comedy and Fringe Festivals be not considered as it had been received after the deadline of noon on 20<sup>th</sup> August and did not include a proposed budget.
- (3) That the application from Street Party be not considered as it was a commercial enterprise rather than a Festival.
- (4) That the applications set out in (1) above be considered by the Committee over two days (1<sup>st</sup> and 2<sup>nd</sup> October), to which applicants be invited to make a presentation and answer any questions, and that the Committee's recommendations be considered by an Extraordinary Meeting of Council to be held on Thursday 11<sup>th</sup> October 2018.
- (5) That when the Council reviews the criteria for Festival funding, consideration be given to a clause being included which would preclude festivals which were entirely commercially organised being considered and funded.

*Councillors B. Hughes and Hutton returned to the meeting*

#### **45. Post of Assistant Clerk**

The Council were informed that the Personnel Committee had been unable to make an appointment of an Apprentice Assistant Clerk. Twenty eight persons had applied, seven had been shortlisted, but unfortunately none of the shortlisted candidates were suitable.



The Council were asked to consider a way forward including consideration of the appointment of an interim (temporary) Assistant.

**Resolved:**

- (1) That the Personnel Committee be delegated authority to consider the process for and the recruitment of an Assistant Clerk on a 20 or 30 hour per week basis.
- (2) That the Clerk writes to Lancaster City Council to ascertain if any of their current staff, with suitable experience would be interested in the Assistant Clerk's position on a temporary basis, for 20 hours per week basis and on the current salary grading for the Post, to cover the period whilst the Council recruited a permanent Assistant Clerk.

**46. Notice of Motion – Twinning**

The Council considered the following Notice of Motion proposed by Councillor C. Cozler and seconded by Councillor T. Metcalfe:

“That Morecambe Town Council agrees to investigate the practicality and feasibility of twinning with one or more European partners.”

**Resolved:**

That Morecambe Town Council investigates the practicality and feasibility of twinning with one or more European partners, and that the Clerk be requested to report back to a future meeting.

**47. Date of Next Meeting**

Thursday 15<sup>th</sup> November at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 9 p.m.

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Chairman

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

15<sup>th</sup> October 2018

# **MORECAMBE TOWN COUNCIL**

**20<sup>th</sup> September 2018**

## **SUPPORTING PAPERS**

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## **MORECAMBE TOWN COUNCIL**

### **Minutes of the Meeting of Morecambe Town Council held on Thursday 19<sup>th</sup> 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 28<sup>th</sup> June 2018**

The Council considered the Minutes of the Meeting of the Town Council held on 28<sup>th</sup> June 2018.

#### **Resolved:**

That the minutes of the meetings of Council held on 28<sup>th</sup> 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 2<sup>nd</sup> July 2018 and considered its recommendations in respect of the following items:

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

#### **Resolved:**

- (1) That the Payment and Receipts report for the period 1<sup>st</sup> May to 26<sup>th</sup> 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 4<sup>th</sup> 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:

<b>Name of Organisation/Group</b>	<b>Reason for Application</b>	<b>Amount to be Awarded (£)</b>	<b>Power Allowing Council to Fund</b>
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)
<b>Total</b>		<b>1,500.00</b>	

(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 Attack
  - 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 20<sup>th</sup> 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 18<sup>th</sup> June 2018.

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

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

<b>Application Number</b>	<b>Proposal Details</b>	<b>Site Address</b>	<b>Consultation Expiry Date</b>
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 20<sup>th</sup> 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](mailto:clerk@morecambe.gov.uk)

31<sup>st</sup> July 2018



## **MORECAMBE TOWN COUNCIL**

### **Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 6<sup>th</sup> August 2018**

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

**Officers in attendance** – David Croxall (Clerk)

#### **9. Apologies for Absence**

Councillors John Hanson, P. Heath and D. Hutton

#### **10. Declarations of Interest**

There were no declarations of interest

#### **11. Minutes of Meeting of Planning Development and Environment Committee held on 18<sup>th</sup> June 2018**

##### **Resolved:**

That the minutes of the Planning Development and Environment Committee held on 18<sup>th</sup> June 2018 be signed as a correct record.

#### **12. Planning Applications**

The Committee considered the Planning Applications set out below which had been notified to the Town Council since the last meeting of Council held on 19<sup>th</sup> July 2018:

<b>Application Number</b>	<b>Proposal Details</b>	<b>Site Address</b>	<b>Consultation Expiry Date</b>
18/00601/CU	Change of use of public pavement to seating area to the front elevation	JD Wetherspoon, The Eric Bartholomew, 10 - 18 Euston Road, Morecambe	14 August 2018
18/00915/FUL	Demolition of existing rear extension and erection of a single storey side and rear extension	1 Warley Avenue, Morecambe	16 August 2018
18/01011/FUL	Proposed demolition of existing garage and erection of single storey extension with new garage	47 South Road, Morecambe	24 <sup>th</sup> August 2018

**Resolved:**

**That Council be recommended to:**

- (1) **Inform Lancaster City Council that in respect of Application No. 18/00601/CU regarding the proposed Change of Use of public pavement to seating area to the front elevation at JD Wetherspoon, The Eric Bartholomew, 10 - 18 Euston Road, Morecambe that the Town Council objects to the application for the following reasons:**
  - **Change of Use from public pavement to a seating area at this location was not appropriate and the applicant should be content with a street café licence for this area;**
  - **The proposed change of use could increase Anti Social Behaviour given the byelaws in place to prevent drinking of alcohol in public places; and**
  - **That the Town Council supports the objections raised by the County Highways Officer**
- (2) **Make no comments or objections in respect of any of the other applications set out above.**

**13. Consultation by Lancaster City Council re Draft Heritage Strategy**

A draft Heritage Strategy for the district had been produced by Lancaster City Council, and a six-week public consultation period would run from 30 July until 10 September 2018. The document set out a positive strategy for managing the conservation and enhancement of the district's historic environment, which will help inform the City Council's emerging Local Plan.

The district's archaeology, historic buildings and landscapes are of national and international importance. The Strategy tries to help articulate why they are valued, looks at the ways in which they are vulnerable, as well as the opportunities for maximizing their value. The document makes a series of recommendations for taking the Strategy forward.

**Resolved:**

**That consideration of the Draft Heritage Strategy be deferred until the next meeting of the Committee to be held on 3<sup>rd</sup> September, and to allow members to effectively consider the lengthy consultation document, the Clerk supplies printed copies of the Strategy for each member of the Committee.**

**14. Morecambe in Bloom**

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

The Committee were advised that the judging of Morecambe's entry in NW in Bloom had taken place on 25<sup>th</sup> July. The outcome would not be known until the end of October and it was suggested that following this and receipt of the judge's report, a full review of the Council's involvement in Morecambe in Bloom be undertaken.

**Resolved:**

**That Council be recommended to note the report.**

**15. Allotment Update**

The Clerk updated the Committee on his attendance at the Allotment Association August meeting on 1<sup>st</sup> August. There were no issues arising that required action by the Council.

**Resolved:**

**That Council be recommended to note the report.**

-----  
Chairman

The meeting closed at 7.35 p.m.

## **MORECAMBE TOWN COUNCIL**

### **Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 3<sup>rd</sup> September 2018**

**Councillors Present:** D. Whitaker (Chairman), J. Bates (Vice Chairman), R. Cleet, G. Dennison and D. Hutton

**Officers in attendance** – David Croxall (Clerk)

#### **16. Apologies for Absence**

Councillors John Hanson, P. Heath and L. Page

#### **17. Declarations of Interest**

There were no declarations of interest

#### **18. Minutes of Meeting of Planning Development and Environment Committee held on 6<sup>th</sup> August 2018**

##### **Resolved:**

That the minutes of the Planning Development and Environment Committee held on 6<sup>th</sup> August 2018 be signed as a correct record.

#### **19. Planning Applications**

The Committee considered the Planning Applications set out below which had been notified to the Town Council since the last meeting of Committee held on 6<sup>th</sup> August 2018:

<b>Application Number</b>	<b>Proposal Details</b>	<b>Site Address</b>
18/00895/ADV	Advertising application for the display of 2 externally illuminated fascia signs, 1 internally illuminated fascia sign, 1 non illuminated fascia sign and an externally illuminated double-sided totem sign	Gala Club, Marine Road East, Morecambe
18/01058/FUL	Retrospective application for retention of six spotlights	Lancaster And Morecambe College, Morecambe Road, Lancaster
18/00899/FUL	Change of use of dwelling to 2 self-contained 1-bed flats	14 Altham Walk, Morecambe
18/01041/ADV	Advertisement application for the display of four externally illuminated fascia signs, two internally illuminated fascia signs, one internally illuminated hanging sign, three non illuminated amenity boards, three internally illuminated menu display boards	Kings Arms Hotel, 248 Marine Road Central, Morecambe
18/01071/FUL	Creation of an area of hardstanding for off-road parking to the front of the dwelling, to include a dropped kerb.	13 Deanpoint, Morecambe
18/01072/FUL	Creation of an area of hardstanding for off-road parking to the front of the dwelling, to include a dropped kerb.	15 Deanpoint, Morecambe
18/01085/FUL	Erection of single storey rear extension.	68 Buckingham Road, Morecambe
18/00996/FUL	Change of use from a taxi office (Sui Generis) to a residential dwelling (C3), removal of shop frontage, erection of a single storey front extension and single storey rear extension	253A Lancaster Road, Morecambe
18/00991/FUL	Installation of replacement windows to front elevation	39 West End Road, Morecambe
18/01037/FUL	Erection of single storey rear extension	Ground Floor Flat, 64 Balmoral Road, Morecambe
18/01049/FUL	Erection of detached garage	14 South Avenue, Morecambe

**Resolved:**

**That Council be recommended to:**

- (3) Inform Lancaster City Council that in respect of Application No. 18/01058/FUL regarding the retrospective application for the retention of six spotlights at the rear entrance of Lancaster and Morecambe College, that the Town Council was concerned that the proposal was not entirely necessary in a well-lit area, would have a detrimental impact on nearby residents and requests that if the application was considered for approval, conditions be implemented and monitored to ensure that the latest time the lights were switched off would be 10 p.m. Monday to Friday, and not switched on at all on weekends.**
- (4) Inform Lancaster City Council that the Town Council remains extremely concerned at the number of retrospective applications being made and requests assurances that the City Council was doing all it could to minimise such applications.**
- (5) Make no comments or objections in respect of any of the other applications set out above.**

## **20. Consultation by Lancaster City Council re Draft Heritage Strategy**

Lancaster City Council were preparing a Draft Heritage Strategy which had the intention of setting out a strategy for managing the conservation and enhancement of the District's historic environment and would inform the City Council's emerging Local Plan.

Whilst the Committee welcomed the proposed Strategy and the useful information contained within it, there were concerns that Morecambe's heritage was under represented and the standard of grammar within the document was poor.

The proposed Strategy would help to inform the emerging Morecambe Neighbourhood Development Plan within which it was intended to designate heritage assets in Morecambe. However there was concern that many of Morecambe's buildings which could fall into this category were not included or mentioned in the Strategy.

**Resolved:**

**That Council be recommended to inform Lancaster City Council that whilst the Town Council welcomed the Strategy:**

- the document should include more detail about Morecambe's cultural heritage and celebrate Morecambe's heritage in greater detail; and**
- the Town Council requests that to compliment the historical and important heritage content the document be proof read carefully to ensure all grammar was correct which would help to ensure the Strategy was as user friendly as possible.**

## **21. Morecambe in Bloom**

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

The Morecambe in Bloom Presentation Evening would be held on 5<sup>th</sup> October at Morecambe Football Club and all entrants had now been invited. The Committee discussed the award of the Chairman's Trophy at the Presentation evening to be held on 5<sup>th</sup> October. It was suggested that the award be made to a person or community group/organisation who had demonstrated excellence and innovation in helping Morecambe's environment and appearance. It was suggested that a shortlist be compiled with a decision being made at the next meeting of the Committee on 1<sup>st</sup> October 2018.

The Committee discussed the arrangements for the Schools Presentation. The Clerk advised that he was consulting the schools on two potential dates; 9<sup>th</sup> or 16<sup>th</sup> October during the morning. The five schools who had entered would be invited with ten students from each school being invited to attend. The Committee discussed the format of the event which would include the presentation of the winner and runner up trophy. The Committee were of the view that the event should be fun and informative with rewards for each student attending.

**Resolved:**

**That Council be recommended to note the report and that all members be requested to submit nominations for the Chairman's Trophy.**

**22. Allotment Update**

The Clerk updated the Committee on issues arising at the Allotment site. The Clerk had recently attended the August plot inspections and assisted the Association in dealing with a dispute between two tenants.

**Resolved:**

**That Council be recommended to note the report.**

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Chairman

The meeting closed at 8.15 p.m.

## **MORECAMBE TOWN COUNCIL**

Minutes of the Meeting of the **Community Safety Committee** held on Wednesday  
8<sup>th</sup> August 2018 at 7.00pm at War Memorial Hall Café, Morecambe

**Present:** Councillors John Hanson (Chairman), M. Pattison (Vice Chairman), T. Anderson, J. Bates, T. Brown, L. Davies, and D. Whitaker

### **Officers in Attendance:**

Town Council: D. Croxall (Clerk)

Lancaster City Council: G. Tagg (ASB Officer)

### **1. Appointment of Chairman**

#### **Resolved:**

That Councillor John Hanson be appointed Chairman of the Community Safety Committee until the Annual Council Meeting in May 2019.

### **2. Appointment of Vice Chairman**

#### **Resolved:**

That Councillor M. Pattison be appointed Vice-Chairman of the Community Safety Committee until the Annual Council Meeting in May 2019.

### **3. Apologies for Absence**

Inspector Martin – Lancashire Constabulary

### **4. Declarations of Interest**

There were no declarations of interest.

### **5. Minutes of Meeting of Community Safety Committee held on 2<sup>nd</sup> May 2018**

#### **Resolved:**

That the minutes of the Community Safety Committee held on 2<sup>nd</sup> May 2018, be signed as a correct record.

### **6. Anti Social Behaviour (ASB)**

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

The team now included a joint officer with the Police and this had enabled different working methods to be adopted which had already resulted in greater numbers of persons causing ASB being identified.

Whilst there were still problems to deal with the number of complaints regarding large groups causing ASB in Morecambe had reduced compared to 2017.

The Team were currently working with the Police regarding how to manage and deal with increased complaints concerning aggressive begging within the town.

The majority of issues being tackled fell within the West Ends and Poulton areas.



Positive work had continued with landlords and letting agencies which it would appear had begun to reduce issues arising.

The Team had investigated whether it could deal with illegally parked cars on White Lund Estate, where parking patrols were not operating. This had not proved possible given the powers available to the ASB Team and consequently the matter had been referred back once again to the County council.

**Resolved:**

**That Council be recommended to:**

- (a) **Note the progress being made and to thank Mr. Tagg for attending and the update report; and**
- (b) **Refer the issue of non enforcement of parking issues to the County Council and to investigate whether the Localism Act could be used to improve enforcement of parking within the town.**

**7. Issues Raised by Councillors**

Councillors had requested that the following matters be considered:

- Speeding on Woodlands Road
- Emergency Sirens – the following email from a resident has been referred to the Clerk by a Councillor:

*“We live in Lancaster road opposite Sainsburys and have notice the significant increase in the number of Emergency police cars and Ambulances using their sirens we counted 19 in one day. We understand when traffic is heavy the need but often the traffics is very light. We have them on a Sunday morning at 7.30 when the road is empty of traffic. we have spoken to the police and they say we are responding to an emergency my question is how many real emergencies do we have in a day. Something needs to me done as many people are complaining I am the first to make contact with yourself but there we be others.”*

- Drug dealing in the back streets of Morecambe and the fact that needles are being found is causing concern for residents.

The matters raised were for Police consideration and as the Police were unable to attend the above matters could not properly be dealt with.

Mr Tagg indicated he had spoken to the Police re the complaint concerning sirens. The general rule was that at night the use of sirens was at the discretion of the officer driving the vehicle.

With regard to the drug dealing issues Mr. Tagg indicated that the Police would be reforming the Target Team in the near future. The ASB team work closely with the Police in relation to drug dealing and can assist with things such as the closure of premises.

this was a matter for the Police and advised the Committee that the Police had recently reformed their Target team which it was envisaged would improve work in this area.

**Resolved:**

**That Council be recommended to note the report and to request the Clerk to write to the Police regarding the matters that members had raised.**

## **8. Environmental Enforcement Officer**

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

The Officer now worked closely with Lancaster City Council to tackle fly tipping issues within the town.

The Clerk advised members that the more referrals that could be made by members of the problem and grot spot areas the more impact the Officer would potentially have, as the work would become more targeted.

There were problems in some parts of the town particularly Poulton regarding litter on refuse collection days, when refuse sacks were attacked by seagulls. Councillor Bates advised the Committee that Morecambe BID were currently working with the City Council to introduce seagull proof sacks for businesses and suggested that perhaps the Town Council could request the City Council to consider this for domestic premises in known problem areas.

### **Resolved:**

**That Council be recommended to:**

- (1) Note the report;**
- (2) Request Lancaster City Council to consider the implementation of seagull proof refuse sacks for domestic use in known problems areas of the town.**
- (3) Use social media further to inform the work of the Environmental Enforcement Officer**

## **9. Public Defibrillators**

At the request of Councillor Pattison, the Committee considered the placement of a defibrillator on the Promenade in an appropriate position.

The North West Ambulance Service were running a scheme to site more defibrillators in public places and had funding to provide the defibrillators (£800 + VAT).

The Ambulance Service were requesting the Town Council to consider funding the defibrillator casing at a cost of £495 and to consider an appropriate position on the Promenade. The Council would also be subject to the running costs of the defibrillator which are approximately £2 per year once installed.

Consultation would be required with the City Council as landowners. The Clerk had written to the City Council to seek their views on this matter.

Currently the Town Council has no budget to support the purchase of the defibrillator casing.

The approach by the Ambulance Service was based on the machine being placed on Sandylands Promenade. The Council's boundary ends just after the Battery and therefore the majority of Sandylands Promenade was not within the Town Council's boundary.

### **Resolved:**

**That Council be recommended to:**

- (1) Agree to purchase a defibrillator casing;**
- (2) Consider an appropriate budget heading where one off funding for the casing could be taken from within the Council's budget;**
- (3) Undertake further research regarding the most suitable place on the Promenade for the defibrillator to be sited; and**
- (4) Write to the Masonic Lodge on Graham Street to request that their defibrillator be placed on the outside of the building.**

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Chairman

The meeting closed at 8.15 p.m.

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

9<sup>th</sup> August 2018

## **MORECAMBE TOWN COUNCIL**

### **Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Monday 10<sup>th</sup> September 2018**

**Councillors Present:** June Ashworth, V. Boyd-Power, D. Clifford, R. Dennison, Janice Hanson, and J. Pilling

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

#### **10. Appointment of Chairman**

In the absence of both the Chairman and Vice Chairman, Councillor June Ashworth was appointed Chairman for the meeting.

#### **11. Apologies for Absence**

Councillors P. Heath, B. Hughes and G. Dennison

#### **12. Declarations of Interest**

There were no Declarations of Interest

#### **13. Minutes of Meeting of Finance and Management Committee held on 2<sup>nd</sup> July 2018**

##### **Resolved:**

That the minutes of the meeting of the Finance and Management Committee held on 2<sup>nd</sup> July 2018 be signed as a correct record.

#### **14. Payment and Receipts Schedule – 27<sup>th</sup> June to 31<sup>st</sup> August 2018**

The Committee considered the Payment Schedule for the period from 27<sup>th</sup> June to 31<sup>st</sup> August 2018 (Appendix A to these minutes).

##### **Resolved:**

**That Council be recommended to note the report.**

#### **15. Budget 2018/19**

The Clerk submitted a report which set out the position regarding the 2018/19 budget as at 31<sup>st</sup> August 2018.

The report included the following documents:

Appendix A - the current position regarding spend against each budget head to 31<sup>st</sup> August 2018.

Appendix B sets out the bank reconciliation undertaken on 31<sup>st</sup> August to demonstrate the Council's accounts are in order and balance.

##### **Budget Position as at 31<sup>st</sup> August 2018**

The table at Appendix A informed members the position with regard to the 2018/19 budget against each budget head as at 31<sup>st</sup> August 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>£ 69,298.71</u>
Funds required to fund whole budget:	<u>£241,348.74</u>

Amount in Bank at 31/08/2018:	£237,849.53
Add VAT to be received from HMRC	<u>£ 9,217.60</u>
Funds available:	<u>£247,067.13</u>

The following issues arising within the Budget 2018/19 required consideration.

#### Mobile CCTV:

The Council included a sum of £3,000.00 within the current year's budget towards the purchase of mobile CCTV cameras. The second edition of the Council's Newsletter had asked residents for their views on sites that would benefit from this.

Three responses were received as follows:

- Back Morecambe Street
- Marine Road West
- Townley Street

These sites had initially been referred to Vodafone, who supplied the cameras purchased by Lancaster City Council, to ascertain if any of these sites would be suitable for their equipment. The Clerk advised that the Town Council should consider purchasing its mobile CCTV camera(s) from Vodafone, as this would enable the cameras to be compatible with and managed by Lancaster City Council thus saving the Town Council additional expenditure. The Town Council would be able to view footage from its camera if required. The City Council had agreed to this and would action any incidents recorded on camera.

The Committee were requested to consider how to proceed and if there were additional sites they would wish to be considered for use by the mobile CCTV camera(s).

#### Toilets:

The cost of repairing the coin box had been refunded via the Council's insurance.

This summer there has been much more damage caused to the toilets than in 2017.

Invoices were awaited for the repair to the entrance doors. These had been damaged on three occasions. Orders had been placed for repairs to:

Gents - Hand drier not working

Ladies - Flush broken in ladies' cubicle and Ladies door opening mechanism.

At the next meeting of the Committee it was suggested that a review of the future management and use of the toilets was undertaken when all these costs and exact income from 2018 were known. The Clerk remained concerned at the ever increasing costs of maintaining the toilets in a location which were vulnerable to vandalism etc. due to their isolated position on the Promenade and lack of CCTV.

### War Memorial

Whilst work was continuing to put together a suitable and realistic funding bid for the upgrade of the War Memorial Area, the City Council as landowners had commissioned a local artist to design and produce a replacement Burma Star Memorial. This would be designed with a view to it fitting into the refurbished War Memorial and hopefully being in place for the 2018 Remembrance commemorations.

The City Council had estimated that the design and production of the new Burma Star memorial would be £5,000.00 and had written to the Town Council requesting a contribution towards it.

The Committee considered whether to make a contribution to the City Council in respect of the replacement of the Burma Star memorial.

#### **Resolved:**

#### **That Council be recommended to:**

- (1) Note the report and the contents of Appendices A, B and C.**
- (2) Undertake a review of the management of the toilets once all repair costs were known.**
- (3) Request Lancaster City Council to put the original security gates back onto the toilets and if these were no longer available to provide an estimate for the supply of new gates.**
- (4) To proceed with the purchase of the mobile CCTV camera via Vodafone with Townley Street being the first site targeted and the camera initially being deployed for one month at a time in each location.**
- (5) Request Lancaster City Council for further details regarding the Burma Star memorial replacement and in particular why they required assistance from the Town Council.**

#### **16. Internal Audit Report 2017/18**

The Committee considered the Internal Audit report for 2017/18 as prepared by Yorkshire Internal Audit following their visit to the Town Council offices on 4th May 2018.

The report raised no areas of concern although the Clerk advised that the reference to Risk Management in the letter referred to a technical issue, whereby the Council must review its risk management procedures in each accounting year. This had not occurred in 2017/18. Risk Management was reviewed in March 2017 and May 2018. The Council must therefore review its risk management procedures prior to the end of the current financial year i.e. 31<sup>st</sup> March 2019.

The Committee expressed concern at the standard of the letter i.e. the Clerk's name was badly misspelt and there was no advice to support the comments regarding Risk Management.

#### **Resolved:**

#### **That Council be recommended to:**

- (1) Welcome the Internal Audit report;**
- (2) Note the requirement to undertake a full risk management review in each financial year; and**
- (3) Request the Clerk to express the Council's concern to Yorkshire Internal Audit at the standard of the letter received in respect of the 2017/18 Internal Audit review.**

## **17. Insurance Renewal**

The Town Council currently held insurance to cover all aspects of its work. The current policy with Zurich cost £727.74 which included all items on the Asset Register.

The current policy expired at the end of September 2018.

There was a budget of £800 set aside for Insurance in the 2018/19.

The Clerk had sought renewal quotations from four companies who provided insurance for Parish and Town Councils as set out below:

Company A – £1,679.08.

Company B – wrote back to indicate that they could not supply a competitive quotation

Company C - quotation still awaited.

Company D - £735.89

### **Resolved:**

**That Council be recommended to**

**Approve the quotation of from Company D (Zurich) in the sum of £735.89 unless Company C provided a quotation of better value and equal cover to that of the quotation from Zurich.**

## **18. Deprivation Funding**

The Committee were reminded that this Committee had made recommendations to Council in respect of funding from the Council's Deprivation Grant budget.

The Council had considered the recommendations at its meeting on 28<sup>th</sup> June 2018 and in respect of the application from LGBT made the following decision:

*"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."*

Following notification of the above decision, the applicant had resubmitted their application.

The resubmitted application was presented to the Committee and it was noted that it confirmed that the organisation's registered office was situated within the Town Council's area.

### **Resolved:**

**That Council be recommended to:**

- (1) Refuse the application on the basis that the applicant did not meet the requirements of the criteria set for the Deprivation Grant Fund.**
- (2) Agree to re-advertise the remaining funds and invite applications within the Deprivation Grant budget of £4,721.00.**

- (3) **Request the Clerk to advise LGBT that they could consider resubmitting an application in respect of a project that would take place solely within Morecambe and met the criteria of the Fund.**

----- Chairman

The meeting closed at 7.25 p.m.



# **Appendix A – Schedule of Payments and Receipts (27<sup>th</sup> June to 31<sup>st</sup> August 2018)**

## **Staffing and Administration Budget**

<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net Amount (£)</b>	<b>VAT (£)</b>	<b>Gross Amount (£)</b>
19/07/2018	101299	HMRC Quarterly Contributions for Staff tax and NI	Morecambe Town Council	2,189.62	0.00	2,189.62
04/07/2018	Direct Debit	Photocopier Hire – 2 <sup>nd</sup> quarter equipment rental payment	Grenkeleasing	247.20	49.44	296.64
09/07/2018	Direct Debit	Telephone Bill	Talk Talk Business	29.45	5.89	35.34
29/06/2018	Direct Debit	Photocopier Hire	MB Digital	22.00	4.40	26.40
19/07/2018	Direct Debit	Pension Contributions	Morecambe Town Council	581.56	0.00	581.56
21/07/2018	Direct Debit	Salaries	Morecambe Town Council	1,764.21	0.00	1,764.21
31/07/2018	Direct Debit	Photocopier Hire	MB Digital	47.32	9.46	56.78
01/08/2018	Debit Card	Stationery	GLS Educational Supplies	65.64	13.13	78.77
20/07/2018	Direct Debit	Bank Charges	Morecambe Town Council	14.84	0.00	14.84
01/08/2018	Debit Card	Stationery	Rymans	19.95	3.99	23.94
02/08/2018	Direct Debit	Telephone Bill	Talk Talk Business	34.67	6.93	41.60
09/08/2018	101309	Internal Audit	Yorkshire Internal Audit Services	330.00	0.00	330.00

<b>Date</b>	<b>Cheque No</b>	<b>Description</b>	<b>Supplier</b>	<b>Net Amount (£)</b>	<b>VAT (£)</b>	<b>Gross Amount (£)</b>
15/08/2018	101310	Room Hire and Postage	Torrisholme Church	25.00	0.00	25.00
17/08/2018	Direct Debit	Pension Contributions	Morecambe Town Council	581.56	0.00	581.56
19/08/2018	Direct Debit	Bank Charges	Morecambe Town Council	12.40	0.00	12.40
21/08/2018	Direct Debit	Salaries	Morecambe Town Council	1,764.21	0.00	1,764.21
16/08/2018	Debit Card	Book of 2 <sup>nd</sup> Class Postage stamps	Post Office	6.96	0.00	6.96
22/08/2018	101312	Room Hire Costs	Lancaster City Council	116.00	0.00	116.00
<b>Total</b>				<b>7,852.59</b>	<b>93.24</b>	<b>7,945.83</b>

### Morecambe in Bloom

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
27/06/2018	Debit Card	Poppies for Morecambe Platform	Morecambe BID CIC	25.00	0.00	25.00
28/06/2018	101297	Deposit for MIB Presentation evening 2018	Morecambe FC	208.33	41.67	250.00
06/07/2018	Debit Card	Wood for Library Planters	Travis Perkins	342.58	68.51	411.09
06/07/2018	Debit Card	Fixtures and fittings for planters at Library	Screwfix	63.69	12.73	76.42
19/07/2018	Debit Card	Fixtures and fittings for Library Planters	Travis Perkins	124.88	24.98	149.86
02/08/2018	101303	Plants for Library project	Homebase	14.32	1.66	15.98
22/08/2018	101312	Room Hire and refreshments for North West in Bloom judging day	Lancaster City Council	56.00	5.40	61.40
<b>Total</b>				<b>834.80</b>	<b>154.95</b>	<b>989.75</b>

### Community Garden

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
02/08/2018	101304	Silent soldiers for Flower Bed Displays	Poppyscatter	300.00	0.00	300.00
<b>Total</b>				<b>300.00</b>	<b>0.00</b>	<b>300.00</b>

### Newsletter

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
19/07/2018	101300	Newsletter 2nd Edition	Bucket & Spade Marketing -	300.00	60.00	360.00
<b>Total</b>				<b>300.00</b>	<b>60.00</b>	<b>360.00</b>

### Station Grant

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
02/08/2018	101307	Station Artwork	Hannah Holmes	50.00	0.00	50.00
15/08/2018	101311	Additional plants for Station planters	Pétalos Garden Design & Maintenance	14.00	0.00	14.00
<b>Total</b>				<b>64.00</b>	<b>0.00</b>	<b>64.00</b>

### Neighbourhood Plan

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
09/08/2018	101308	Postal Charges - Neighbourhood Plan Consultation	Royal Mail Group Ltd	44.84	8.97	53.81
22/08/2018	101312	Room Hire and refreshments for Steering Group meetings -April to July	Lancaster City Council	258.60	16.92	275.52
<b>Total</b>				<b>303.44</b>	<b>25.89</b>	<b>329.33</b>

### Festivals

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
04/07/2018	101298	Armed Forces Day 2018	Lancaster Military Heritage Group	1,000.00	0.00	1,000.00
02/08/2018	101306	Fringe Festival Grant – 25% upfront payment as per current contracts	Morecambe Fringe	3,025.00	0.00	3,025.00
<b>Total</b>				<b>4,025.00</b>	<b>0.00</b>	<b>4,025.00</b>

### Deprivation Grant Funding

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
05/07/2018	Debit Card	Chairs for Rainbow Centre	Dayex Ltd	1,811.80	362.36	2,174.16
<b>Total</b>				<b>1,811.80</b>	<b>362.36</b>	<b>2,174.16</b>

### Toilets Management

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
29/06/2018	Debit Card	Toilet Cleaning – Sanitary Collection charges	Cannon Hygiene	35.00	7.00	42.00
31/07/2018	Direct Debit	Toilet Cleaning– Sanitary Collection charges	Cannon Hygiene	585.00	117.00	702.00
02/08/2018	101305	Supply and installation of new lock for ladies toilet outer door	Bay Camera and Communications Ltd	250.00	50.00	300.00
<b>Total</b>				<b>870.00</b>	<b>174.00</b>	<b>1,044.00</b>

### Receipts (27<sup>th</sup> June to 31<sup>st</sup> August 2018)

Date	Description	Amount (£)
10/07/2018	Refund for Poppies purchased for Platform	25.00
19/07/2018	Refund for goods returned and not used – Travis Perkins	61.82
20/07/2018	Toilet Insurance refund for replacement coin box	1,368.84
31/07/2018	Toilet Income	77.20
26/07/2018	Bank Interest	60.27
06/08/2018	Toilet Income	50.30
15/08/2018	Toilet Income	108.00
26/08/2018	Bank Interest	79.49
23/08/2018	Toilet Income	57.00
	<b>Total</b>	<b>1,887.92</b>

## Appendix B: Budget 2018/19 – Position as at 31<sup>st</sup> August 2018

Budget Head	Income (£)	Budget (£)	Expenditure (£)
<u>Staffing and Administration</u>			
Salaries	0	55,300.00	15,567.84
Town Council Office Rent	0	3,850.00	962.50
Photocopier Charges	0	1,500.00	607.72
Hire of Rooms (Meetings)	349.10	2,450.00	410.00
Subscriptions	0	730.00	0
Telephone	0	420.00	157.36
Postage, Printing and Stationery	0	550.00	127.45
Accountancy and Audit	0	1,400.00	715.00
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	11,920.00
Community Grants	0	5,000.00	0
Deprivation	0	9,000.00	1,811.80
<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
SpID	0	2,507.42	0
Mobile CCTV	0	3,000.00	0
<u>Neighbourhood Plan</u>			
Neighbourhood Plan	0	4,000.00	574.04

<b>Budget Head</b>	<b>Income (£)</b>	<b>Budget (£)</b>	<b>Expenditure (£)</b>
<u>Community Engagement:</u>			
Newsletter	0	4,000.00	600.00
Morecambe in Bloom	576.52	4,500.00	879.48
Community Garden	800.00	7,000.00	314.32
Poulton Neighbourhood Council	0	171.97	202.72
Station Grant	0	377.78	64.00
Community Events	0	300.00	0
Christmas Lights	0	6,000.00	0
<u>Toilets:</u>			
Toilets Management	1,720.74	7,000.00	3,878.59
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	1,496.25
<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	
Community Centre and Town Council Office Funds	0	55,000.00	0
<u>Bank related costs:</u>			
Bank Interest	315.47		
Bank Charges		240.00	87.64
<u>Precept:</u>			
Annual Precept	188,141.38		
<b>Totals</b>	<b>192,750.97</b>	<b>310,647.45</b>	<b>69,298.71</b>



**Appendix B: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 31<sup>st</sup> August prepared on 31<sup>st</sup> August 2018**

**Bank Reconciliation at 31/08/2018**

Cash in Hand 01/04/2018			114,490.16
<b>ADD</b>			
Receipts 01/04/2018 – 31/08/2018			192,911.67
			307,401.83
<b>SUBTRACT</b>			
Payments 01/04/2018 – 31/08/2018			71,731.63
<b>A</b>	<b>Cash in Hand 31/08/2018</b>		<b>235,670.20</b>
	(per Cash Book)		
Cash in hand per Bank Statements			
	Cash	31/08/2018	0.00
	HSBC main	31/08/2018	237,849.53
			<b>237,849.53</b>
	Less unrepresented cheques		
	As attached		2,179.33
			235,670.20
	Plus unrepresented receipts		
	As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>235,670.20</b>

**A = B Checks out OK**

## **MORECAMBE TOWN COUNCIL**

### **Minutes from the Festivals and Events Committee Meeting held at 10.30 a.m. on Tuesday 11<sup>th</sup> September 2018**

**Councillors Present:** June Ashworth, V. Boyd-Power, I. Clift, C. Cozler, G. Dennison, T. Metcalfe and J. Pilling

Also in attendance:

Councillor D. Whitaker

D. Croxall (Town Clerk)

#### **1. Appointment of Chairman**

##### **Resolved:**

That Councillor Metcalfe be appointed Chairman of the Festivals and Events Committee until the Annual Council Meeting in May 2019.

#### **2. Appointment of Vice Chairman**

##### **Resolved:**

That Councillor Cozler be appointed Vice-Chairman of the Festivals and Events 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 Meeting of Festivals and Events Committee held on 23<sup>rd</sup> April 2018**

##### **Resolved:**

That the minutes of the meeting of the Festivals and Events Committee held on 23<sup>rd</sup> April 2018 be signed as a correct record.

#### **6. Festivals Funding 2019/20**

Following the decisions made by Council on 17th May (Minute No. 9 refers), applications had been invited for funding towards Festivals and Events taking place in the Morecambe Town Council area between 1st April 2019 and 31st March 2020.

The closing date for the receipt of applications was noon on Monday 20th August 2018.

Fourteen applications were duly received as set out below.

<b>Festival</b>	<b>Amount requested (£)</b>	<b>Proposed Date</b>	<b>Amount awarded 2018/19 (£)</b>
Barefest and Christmas on the Crescent	2,000.00	June and November 2019	Did not apply
Catch the Wind	8,000.00	29-30 June 2019	4,000.00
Make my Day	4,000.00	4 <sup>th</sup> August 2019	3,000.00
Morecambe 1940's Revival	4,000.00	3-4 August 2019	Did not apply
Morecambe Carnival	10,000.00	TBC – Probably 2 <sup>nd</sup> weekend August 2019	Did not apply
Morecambe Comedy and Fringe Festivals	16,500.00	5 weeks in 2019	16,500.00
Morecambe Pride	25,000.00	TBC – Probably July 2019	Did not apply
Morecambe Vintage Bus Day 2019	3,000.00	26 <sup>th</sup> May 2018	Did not apply
Nice n Sleazy	4,000.00	23-26 May 2019	3,000.00
Promenade Concert Orchestra	1,400.00	19 May 2019 24 Nov 2019 26 Jan 2020 22 March 2020	0
Street Party	3,500.00	27 <sup>th</sup> July 2019	Did not apply
Vintage by the Sea	16,000.00	31 <sup>st</sup> August – 1 <sup>st</sup> September 2019	16,000.00
West End Festival	3,000.00	13 <sup>th</sup> July 2019	2,500.00
West End Lantern Festival	4,000.00	27 <sup>th</sup> November 2019	2,000.00
<b>Total amount applied</b>	<b>104,400.00</b>		

The Clerk reminded the Committee that the Council had set a provisional budget of £55,000 towards Festivals and Events in 2019/20. This included a sum of up to £5,000 for marketing and publicity.

This would leave £50,000 available to award plus an amount of £3,000 from the current year, following the return of funding offered to the NW Junior Cycling Tour. It should be remembered that any funding awards would be subject to the Council agreeing to include the provisional amount of £55,000 within the 2019/20 budget when the precept and budget were set in January 2019.

At Council on 17th May 2018 the following resolution was agreed:

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

The original intention was for this meeting to receive presentations from applicants and then to give an opportunity for the Committee to ask appropriate questions before making recommendations to Council.

However, given the above decision of Council, the number of applications received, and initial views being received from members regarding many of the applications, the purpose of the

meeting was to consider each application against the Council's criteria and make recommendations to Council on which applications should go forward to be considered.

Following this and after the next meeting of Council, applicants in respect of those applications agreed to be considered would be invited to a meeting of the Committee to present their application and answer any questions, prior to funding recommendations being made to a future meeting of Council.

**Resolved:**

**That Council be recommended to approve:**

- (1) That the following applications had met the Council's mandatory criteria and the applicants be invited to present their application and answer any questions at a meeting of this Committee to be held on 1<sup>st</sup> and 2<sup>nd</sup> October 2018:**

**Barefest and Christmas on the Crescent**

**Catch the Wind**

**Make my Day**

**Morecambe 1940s Revival**

**Morecambe Carnival**

**Morecambe Pride**

**Morecambe Vintage Bus Day 2019**

**Nice n Sleazy**

**Promenade Concert Orchestra**

**Vintage by the Sea**

**West End Festival**

**West End Lantern Festival**

- (2) That the application from Morecambe Comedy and Fringe Festivals be not considered as it had been received after the deadline of noon on 20<sup>th</sup> August and did not include a proposed budget.**
- (3) That the application from Street Party be not considered as it was a commercial enterprise rather than a Festival.**
- (4) That the applications set out in (1) above be considered by the Committee over two days (1<sup>st</sup> and 2<sup>nd</sup> October), to which applicants be invited to make a presentation and answer any questions, and that the Committee's recommendations be considered by an Extraordinary Meeting of Council to be held on Thursday 11<sup>th</sup> October 2018.**

-----  
Chairman

The meeting closed at 12.20 p.m.

David Croxall

Town Clerk

11<sup>th</sup> September 2018

**Item No: 9**

**Report of: Town Clerk**

**Post of Assistant Clerk**

1. Introduction

At Council on 28<sup>th</sup> June 2018, Minute No. 22 refers, it was agreed to replace the former Assistant Clerk with an Apprentice as set out below:

- (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.

2. Update on Appointment of Apprentice

In conjunction with Lancaster and Morecambe College, the position was duly advertised, including advertisement on the Council's website and the Government's national apprenticeship website at: <https://www.gov.uk/apply-apprenticeship>

Twenty eight persons applied for the position.

As set out above, the Personnel Committee had been delegated authority to deal with the appointment and shortlisted 7 persons plus a reserve list of three at its meeting held on 13<sup>th</sup> August 2018.

From the shortlisted candidates plus reserves only three candidates accepted the invitation to attend for interview.

Interviews took place on 30<sup>th</sup> August and were undertaken by Councilors Roger Dennison and Janice Hanson together with the Town Clerk.

Unfortunately, the Panel agreed that none of the three candidates were suitable for the position.

3. Option's for going forward

The Interview Panel are of the view that the following options are open to the Council;

Option 1:

To re-advertise the position as an Apprenticeship as per Minute No. 22 set out above.

Option 2:

To advertise the position as held by the former Assistant Clerk i.e. 30 hours per week and on the current grade (included within the current year's budget) of Scale 14-17 (pro rata).

The current job description is attached at Appendix A for consideration if the Council wished to follow this option.

Option 3:

To advertise the position as held by the former Assistant Clerk but on the basis of 20 hours per week and on the current grade (included within the current year's budget) of Scale 14-17 (pro rata).

Option 4:

Not to fill the position.

4. Note re Option 2

If Options 2 or 3 are approved, the Interview Panel were of the view that the Council should consider seeking a suitable temporary person to fulfill the role whilst recruitment to the position was taking place on the basis that assistance is required particularly in respect of taking forward projects such as the Neighbourhood Plan and War Memorial. If this option was followed, the Interview Panel would recommend a temporary contract for 3 months based on 20 hours per week.

This could be undertaken via a recruitment agency and the Clerk met with representatives of Hays Recruitment based in Lancaster on 13<sup>th</sup> September. The Agency would provide CVs of persons who met the job description for the post.

In this way the position would not be advertised, and a traditional shortlist would not be prepared. The Council would consider the CVs forwarded and interview the persons it felt met the Council's needs. The temporary appointment would be for a maximum of three months whilst a suitable person was recruited in the normal manner.

In terms of salary for a temporary position, Hays would employ the person not the Town Council and would charge an hourly rate for the successful person. This would include the officer's salary, their costs, National Insurance costs, holiday pay etc. The cost to the Council would therefore be more than the eventual cost of the permanent position which would be recruited during the three month temporary contract period.

Hays advise that persons who would meet the current job description requirements would cost the Council between £13.50 and £14.50 per hour in total.

### **Actions Required**

**To consider the way forward for filling the Post of Assistant Clerk**

## Appendix A

### Job Description POST TITLE:

Assistant to Town Clerk and Responsible  
Finance Officer (Politically Restricted)

### GRADE:

NJC Scale 3 Points 14-17 pro rata

### HOURS:

30 hours per

### RESPONSIBLE TO:

Town Clerk

### JOB PURPOSE

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

### KEY TASKS

1. To receive, dispatch and distribute both internal and external mail.
2. To file documentation in manual and computerised filing systems.
3. To undertake photocopying, shredding, laminating and other similar duties.
4. To assist in ensuring that sufficient stock of stationery and/or other office supplies are available and re-ordered as required.
5. To assist in the input of information onto computerised systems and maintaining other record systems as required, both manual and computerised.
6. To maintain the Scribe Accounting system and complete the quarterly VAT claim.
7. To answer telephone enquiries and relay messages as appropriate.
8. To use word processing and other computerised packages e.g. word, excel, powerpoint, outlook and in-house systems.
9. To assist in the administrative arrangements in relation to meetings and attend meetings where agreed with the Town Clerk. (meetings are often in the evening – this postholder would not be expected to attend more than one evening meeting per week).
10. To attend no more than one evening meeting per week as agreed.
11. To assist with the various projects undertaken by the Town Council e.g. preparation of the Council's tri-annual newsletter, managing the Morecambe in Bloom Competition and community engagement work etc. as agreed and directed with/by the Clerk.
12. To lead on the maintenance of up to date information on the Council's website and social media sites.
13. To undertake such other duties as may, from time to time, be required commensurate with the grade of the post.



## Person Specification

Competency	Essential Requirement	Desirable Level
Qualifications	Educated to A level standard Minimum 5 GCSE's at Grade C including English and Maths	A recognised financial or public sector administrative qualification
Experience/ Knowledge	Bookkeeping - ability to take accounts to trial balance; VAT returns. Administrative Experience	A working level of knowledge of Local Government administrative and financial processes.
Communications and Related Skills	A confident communicator both verbally and in writing.	Evidence of excellent verbal, written and reporting skills.
Inter-personal	Fair, firm, friendly and approachable.  Evidence of an ability to establish and maintain excellent relationships with councillors, staff and public.	Evidence of good team working. A flexible and adaptable individual who is willing to learn and attend appropriate training courses.
Information Technology	Good Working knowledge of relevant software packages – Word, Excel and PowerPoint  Previous experience and evidence of website and social media management and updating	User of Scribe Accounting System for Parish and Town Councils or similar
Flexible Working	Able to work flexible hours. There will also be a requirement to work in evenings and weekends but not more than one evening per week	

***Item No: 11***

***Report of: Responsible Finance***

**Charging for Town Council Elections**

Lancaster City Council have written to all Parish and Town Councils regarding a change to the City Council's policy in respect of how Parish Elections are charged.

Currently, the City Council only charges the Town Council for By-Elections between the four yearly Elections.

However, this is to change as set out in the letter at Appendix A, which was received by the Clerk on Friday 14<sup>th</sup> September 2018.

As Responsible Finance Officer, I am of the view that this is likely to have a significant impact on the Town Council's budget every four years and have included this matter on the agenda to give the Council as much notice as possible.

Since receiving the letter, the RFO has requested the City Council to calculate estimates for the costs the Town Council are likely to face in respect of the 2019 Elections. Clarification has been sought as to how the recharges will be calculated as the Town Council and City Council Elections will be held on the same day using the same Polling Stations and Staff etc.

**Actions Required:**

- (a) To consider the letter received from Lancaster City Council regarding the change in policy in respect of charging for Elections; and**
- (b) To refer the matter to the Finance and Management Committee to considered once a response has been received from the City Council regarding the estimated costs of the 2019 Election.**

## Appendix A

To Clerks of Parish and Town Councils in  
the Lancaster District

**FOR THE ATTENTION OF THE CLERK  
AND THE CHAIRMAN**

14<sup>th</sup> September 2018

Dear Clerk and Chairman

**Charging for Town Council/Parish Council Elections**

As many of you will already be aware Lancaster City Council has taken the decision to charge Town and Parish Councils for the cost of their ordinary four yearly elections, starting with the next scheduled elections in 2019. This will only have a significant impact on very few Parish/Town councils, as most do not have contested elections.

The City Council currently seeks reimbursement for the whole costs for Town and Parish Council by-elections, but please be assured that the charge levied for four yearly elections will not be whole costs.

To give you some idea of the sums involved for the four yearly elections, the City Council will charge you a nominal figure of £120 for producing nomination packs and dealing with your nominations (or for the nominations for each ward in larger, warded parishes). Further costs will only be incurred if seats are contested and an election is necessary. Election costs will be restricted to the costs of printing ballot papers and postal ballot packs, so these will relate to your electorate size. There will be no charge for staffing polling stations or for building or room hire, as the polling stations would be in use anyway for the City Council elections which are always held at the same time.

I appreciate the elections are not imminent, however I thought it would be helpful to inform you of likely costs at this early stage to assist your future financial planning. If you have any queries, please do not hesitate to contact me on the number or email above and I will do my best to assist.

Yours sincerely

Debbie Chambers

**Democratic Services Manager/Deputy Monitoring Officer**