

MORECAMBE TOWN COUNCIL

11th January 2019

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 17th January 2019** 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 15th November 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. Community Engagement and Grants Committee – 8th January 2019

To receive the minutes of the Community Engagement and Grants Committee from its meeting held on 8th January 2019 (pages 8 to 11 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 12 – Community Grants (pages 8 to 11 of supporting papers pack)

6. Planning Development and Environment Committee –3rd December 2018 and 9th January 2019

To receive the minutes of the Planning Development and Environment Committee from its meetings held on 3rd December 2018 and 9th January 2019 and to consider recommendations made in respect of the following items:

3rd December 2018 (pages 12 to 16 of supporting papers pack)

- (a) Minute No. 37 – Planning Applications (pages 12 to 15 of supporting papers pack)
- (b) Minute No. 38 – Budget 2019/20 (page 15 of supporting papers pack)
- (c) Minute No. 39 – Morecambe in Bloom (page 16 of supporting papers pack)

9th January 2019 (pages 17 to 23 of supporting papers pack)

- (a) Minute No. 43 – Planning Applications (pages 17 to 19 of supporting papers pack)
- (b) Minute No. 44 – Morecambe in Bloom (pages 19 to 23 of supporting papers pack)

7. Finance and Management Committee – 7th January 2019

To receive the minutes of the Finance and Management Committee from its meeting held on 7th January 2019 (pages 24 to 47 of supporting papers pack) and to consider recommendations made in respect of the following items:

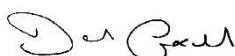
- (b) Minute No. 30 – Payment and Receipts schedule – 1st November to 31st December 2018 (pages 24 and 29 to 33 of supporting papers pack)
- (c) Minute No. 31 - Budget 2018/19 (pages 24 to 25 and 34 to 36 of supporting papers pack)
- (d) Minute No. 32 – Toilets (pages 25 to 26 of supporting papers pack)
- (e) Minute No. 33 – Deprivation Funding (pages 26 to 28 and pages 37 to 38 of supporting papers pack)
- (f) Minute No. 34 – Budget 2019/20 (page 28 and 39 to 47 of supporting papers pack)

8. Note of Motion – Eden Project

To consider the following Notice of Motion proposed by Councillor P. Heath and seconded by Councillor R. Dennison:

“That the Clerk be requested to write to the Eden project manager welcoming the proposed development in Morecambe and offering the Town Council’s support in this exciting project.”

9. Date of Next Meeting – Thursday 21st March 2019 at Morecambe Town Hall commencing at 7pm



David Croxall
Clerk to the Council
11th January 2019

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 17th January 2019 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, R. Cleet, I. Clift, R. Dennison, 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)

61. Apologies for Absence

Councillors T. Brown, S. Burns, C. Cozler, L. Davies and G. Dennison

62. Declarations of Interests

Councillor Janice Hanson declared a personal interest in Minute No. 65 in so far as it related to a Community Grant application from the Friends of Regent Park as she was a member.

Councillors June Ashworth and I. Clift declared a personal interest in Minute No. 66 in so far as it related to Planning Applications as they were both members of the Lancaster City Council Planning Committee.

Councillor T. Metcalfe declared a personal interest declared a personal interest in Minute No. 66 in so far as it related to a Planning Application on Glentworth Road West as she knew the applicant.

Councillors June Ashworth and R. Dennison declared a personal interest in Minute No. 67 in so far as it related to a Deprivation grant application by Sandylands School as they were both Governors at the School.

63. Minutes of Meeting held on 15th November 2018

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

Resolved:

That the minutes of the meeting of Council held on 15th November 2018 be signed as a correct record.

At this point the meeting adjourned to allow public participation

64. Public Participation

Mr Williams addressed the Council about the following matters:

- Regarding the budget for 2019/20 he requested there should be no increase in the precept and that if the Council wished to increase the precept it should not be undertaken without public consultation.

- Morecambe could not sustain an increase in the Town Council's precept
- The Town Council had significant reserves and therefore did not need to consider increasing its precept
- Councillors should respect the wishes of residents not to increase Council Tax
- He criticised the Town Council for its poor record of community engagement.

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

65. Community Engagement and Grants Committee

The Council received the minutes of the Community Engagement and Grants Committee from its meetings held on 3rd December 2018 and 9th January 2019 and considered its recommendations in respect of the following items:

(a) Community Grants

The Community Engagement and Grants Committee had considered applications from eight organisations. Each application had been assessed and scored by each member present at the Committee meeting in accordance with Council policy which stipulated that an application had to achieve an average score of 28 to be considered for funding.

There was currently a sum of £3,500 remaining within the 2018/19 Community Grant budget

Concern was expressed in the debate that the applications from organisations based in the West End of the town did not appear to have been supported by West End Millions.

Resolved:

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

Name of Organisation/Group	Amount to be Awarded (£)	Power Allowing Council to Fund
Friends of Regent Park	500	Local Government Act 1972 (section 137)
Galloways	487.50	Local Government Act 1972 (section 137)
Jubilee Bowling Club	500	Local Government Act 1972 (section 137)
Park Run	500	Local Government Act 1972 (section 137)
Wise Up Workshops	500	Local Government Act 1972 (section 137)
Total awarded	2,487.50	

- (2) That the applications from the Exchange Creative Community, Red Rose Ju-Jitsu and LGBT be reconsidered as part of the Deprivation Grant process as each organisation had also applied to that fund, and the Community Engagement and Grants Committee had been of the view that their average appraisal scores were substantially lower than the other applications and despite the good work undertaken by each organisation did not feel it could recommend an award from the Community Grants fund.
- (3) That the remaining £1,012.50 within the 2018/19 Community grants budget be ring fenced for future Community Grant applications.
- (4) That the Clerk writes to West End Millions to ascertain whether the organisations based in the West End had approached them for assistance and support.
- (5) That the organisers of the Park Run be encouraged to use the Town Council's fluorescent bibs for marshalling purposes at each event, to save purchasing new bibs.

Councillors June Ashworth and I. Clift left the meeting at this point as they had declared an interest in Minute No. 66 in so far as it related to Planning Applications

Councillor Metcalfe left the meeting during consideration of Planning Application No. 18/01476/CU in respect of 20 Glentworth Road West, Morecambe.

66. Planning Development and Environment Committee

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 3rd December 2018 and 9th January 2019 and considered its recommendations in respect of the following items:

3rd December 2018

- (a) Planning Applications
- (b) Budget 2019/20
- (c) Morecambe in Bloom

9th January 2019

- (a) Planning Applications
- (b) Morecambe in Bloom

Councillors June Ashworth and Clift returned to the meeting once consideration of Planning Applications had been concluded and took part in the debate regarding Morecambe in Bloom.

Resolved:

- (1) That Lancaster City Council be informed that in respect of Application No. 18/01498/FUL regarding Change of use of part of existing factory building (B2) to storage & distribution (B8) at Unit 1 Northgate Business Park, Northgate, White Lund Industrial Estate, Morecambe the City Council be informed whilst the Town Council did not object to the application it requests that the City Council ensures that there were safe delivery methods for HGV's in place if it was mindful to approve the application.

- (2) That Lancaster City Council be informed that in respect of Application No. 18/01491/FUL regarding the erection of a First Floor extension area at 92 South Road, Morecambe the City Council be informed whilst the Town Council did not object provided that the extension was not overlooking neighbouring properties.
- (3) That Lancaster City Council be informed that in respect of Application No. 18/01476/CU regarding the change of use of shop (A1) to hot food takeaway (A5) at 20 Glentworth Road West Morecambe the City Council be informed that the Town Council request conditions be applied to this application should it be approved to limit hours of opening and deliveries to ensure local residents were not further inconvenienced.
- (4) That Lancaster City Council be informed that in respect of Application No. 18/01479/FUL regarding the proposed Change of use of 2 flats (C3) to be incorporated into existing residential care home (C2) and creation of a 2 storey link extension at 1 Arnside Crescent, Morecambe the City Council be informed that the Town Council concurs with the advice and request of the Highway's Authority as submitted and that this be taken into account when considering the application and implemented if the application was to be approved.
- (5) That Lancaster City Council be informed that in respect of Application No. 18/01478/FUL regarding the erection of part two storey part single storey rear extension and construction of dormer extension to rear at 15 Sunnyfield Avenue, Morecambe the City Council be informed that the Town Council requests that should the application be approved then a condition be included to ensure that the extension was for a residential dwelling only.
- (6) That Lancaster City Council be informed that in respect of Application No. 18/01446/FUL regarding Change of use and conversion of dwelling into three 2-bed flats and installation of replacement windows at 48 Regent Road, Morecambe the Town Council was concerned at the apparent very small bedrooms proposed on the 1st and 3rd floors of the application, and request that this be reviewed before any Planning permission was granted.
- (7) That Lancaster City Council be informed that in respect of Application No. 18/01436/CU regarding change of use of bus shelter to young person's hang-out zone at the Bus Station on Central Drive, the Town Council did not object to the proposal, but request that CCTV cameras are adequately provided to aid effective enforcement and protection to all those using the facility, and that the area at the rear of the proposed site (labelled as Cleaner Store Room on the Plans) be either opened out or made secure to prevent an enclosed area being created which could be used and thus out of site from CCTV and passers-by.
- (8) That Lancaster City Council be informed that in respect of Application No. 18/01431/CU regarding the change of use ground floor from Amusement Arcade to Dance Studio (D2) at 101-102 Marine Road West Morecambe, that whilst the Town Council was not opposed to the creation of Dance Studio, it was concerned at the additional parking/drop off pressures that the proposal may create in the area, specifically on Highfield Crescent.

- (9) That Lancaster City Council be informed that in respect of Application No. 18/01428/VCN regarding the change of use of 2 units comprising the sales of motorcycles with workshop and store and sales of motor vehicles to 1 mixed use unit comprising motorcycle sales, workshop, sales of motorcycle parts and memorabilia, training facility and café (sui generis) (pursuant to the variation of condition 3 to allow hot food to be cooked and consumed on the premises) at Unit 1 And Unit 2, Irving House, Northgate, White Lund Industrial Estate, Morecambe the Town Council objects to the application on the grounds that car parking in this area was a continuous problem which was likely to be exasperated further by this proposal, and that the application should only be considered for approval if the appropriate authorities were prepared to enforce the parking regulations currently in force on Northgate.
- (10) That no comments be made in respect of any of the other Planning Applications considered by the Planning Development and Environment Committee at its meetings on 3rd December 2018 and 9th January 2019.
- (11) That with regard to Morecambe in Bloom 2019 the following be approved:
 - (a) The Presentation Evening to be held at Morecambe Football Club
 - (b) The Categories to be the same as 2018
 - (c) The Clerk to visit all schools in the area with a view to increasing entries and exploring measures which would assist the Schools in taking part in the Competition
 - (d) To request Lancaster City Council Gardening service to assist Schools in their entries
 - (e) To invite senior officers and the appropriate Cabinet member of Lancaster City Council to attend the next meeting of the Planning Development and Environment Committee to discuss the contents of Morecambe's Britain in Bloom report 2018 and how the respective organisations could work together to address the issues raised within the report.
 - (f) Any underspend in the Morecambe in Bloom budget 2018/19 be carried forward to 2019/20 and ring fenced for use on Morecambe in Bloom projects.

67. Finance and Management Committee

The Council received the minutes of the Finance and Management Committee from its meeting held on 7th January 2019 considered its recommendations in respect of the following items:

- (a) Payment and Receipts schedule – 1st November to 31st December 2018
- (b) Budget 2018/19
- (c) Toilets
- (d) Deprivation Funding – the Committee had considered six applications received through the application process together with a letter received from Lancaster City Council after the deadline for receipt of applications requesting financial support towards an initiative to establish a local intercepted food depot to store and distribute food to local clubs within the District.
- (e) Budget 2019/20

Prior to considering the content of the 2019/20 budget the Council considered the recommendation of the Finance and Management Committee not to increase the Council's precept for 2019/20 and maintain the precept at its current level of £19.59 per Band D property.

Following debate the Council voted on the recommendation of the Committee not to increase the Town Council's precept for 2019/20.

There were 17 votes for, 3 against and no abstentions whereupon the Chairman declared the recommendation to be agreed.

The Council adjourned for 10 minutes when considering the Budget 2019/20, to consider the three different proposed budgets submitted by Councillor Pilling, the Labour and MBI Groups which had been presented at the meeting for consideration.

The report of the Town Clerk and Responsible Finance Officer to the Finance and Management Committee had estimated that with reserves, projected underspend in 2018/19 and setting a nil percent increase in Council Tax, would result in an estimated sum of £307,800 being available to allocate in 2019/20.

When the Council reconvened, the Council considered the budget proposed by the MBI Group (Appendix A to these Minutes) proposed by Councillor R. Dennison and seconded by Councillor Heath. Following debate and questions to the proposer, the Council voted on the proposed MBI Budget.

There were 8 votes for, 12 against and no abstentions whereupon the proposal was declared lost by the Chairman.

The Council then considered the budget proposed by the Labour Group (Appendix B to these Minutes), as proposed by Councillor Clifford and seconded by Councillor Janice Hanson.

The budget proposed by Councillor Pilling (Appendix C to these Minutes), did not receive a seconder and was not considered.

Councillor Clifford accepted a friendly amendment by Councillor Pilling to increase the amount in the Labour budget 2019/20 for Toilets Management from £8,000.00 to £10,000.00.

Concern was expressed during the debate on the Labour budget that the West End Millions did not appear to be assisting organisations in the West End of Morecambe.

Concern was expressed by Councillor Bates that whilst the Town Council should be providing toilets as this was a priority the public had previously highlighted, it should be exploring more cost effective methods of delivering toilets rather than operating toilets via an old Lancaster City Council toilet block.

Following debate and questions to the proposer, the Council voted on the proposed Labour Group Budget including the accepted friendly amendment to increase the Toilet Management budget to £10,000.00.

There were 11 votes for, 9 against and no abstentions whereupon the proposal was declared carried by the Chairman.

The Council then considered the issue of the security of the toilets for 2019/20 following the decision taken at the last meeting of Council to keep the toilets open. The Clerk advised that further security works must be undertaken to minimise further damage and an adverse impact on the Council's insurance premium, and that such measures should include the installation of metal gates across the two entrance doors.

Resolved:

- (1) That the Payments schedule for the period 1st November to 31st December 2018 as submitted to Council be noted.
- (2) That the position with regard to the 2018/19 budget at 31st December 2019 as submitted to the Council be noted.
- (3) That the Neighbourhood Plan Steering Group's proposed use of the Neighbourhood Plan budget 2018/19 as reported by the Finance and Management Committee be noted.
- (4) That with regard to the applications submitted for funding from the Deprivation Grant budget, the following be approved:
 - (a) Refuse the request from Lancaster City Council on the basis that the request had not been received via the Council's Deprivation Funding Application procedure, and the Council's criteria permitted only one successful application per financial year and one the beneficiaries of the proposed project had received funding earlier in the year.
 - (b) Approve an amount of £750 towards the Sandylands School Project to fund the food and drink element of the project.
 - (c) Refuse the application from Homestart as the proposed date for the project i.e. Christmas had already passed.
 - (d) Defer consideration of the applications submitted by Wise Up Workshops, Red Rose Ju-Jitsu and LGBT on the Bay as they had also submitted applications to the Council's Community Grants Fund, and that the applications be further considered following consideration and recommendations made by the Community Engagement and Grants Committee at its meeting on 8th January 2019.
 - (e) Defer consideration of the application submitted by The Exchange Creative Community on the same basis as (d) above but also to request the Clerk to obtain further information regarding how the project would establish how to distribute the food tickets to the most appropriate persons.
- (5) That the Council agrees a nil percent increase in Council Tax for 2019/20 and Lancaster City Council be informed that the Town Council's precept for 2019/20 would be £189,593.58 representing a charge of £19.59 per Band D equivalent property.

(6) That the Council's budget for 2019/20 be:

Budget Head	(£)
<u>Staffing and Administration</u>	
Salaries	52,000.00
Town Council Office Rent	3,850.00
Photocopier Charges	1,400.00
Hire of Rooms (Meetings)	1,500.00
System Security	850.00
Telephone	400.00
Postage, Printing and Stationery	500.00
Accountancy and Audit	1,400.00
Insurance	1,200.00
Website	300.00
Legal Expenses	500.00
Training	1,500.00
<u>Grants:</u>	
Festivals –	55,000.00
Armed Forces Day	1,000.00
Community Grants	5,000.00
<u>Community Safety:</u>	
Anti Social Behaviour	14,000.00
Environmental Enforcement	12,500.00
CCTV Contribution	5,000.00
<u>Community Engagement:</u>	
Newsletter	3,000.00
Morecambe in Bloom	6,000.00
Community Awards	500.00
Christmas Lights	6,000.00
Remembrance Sunday	100.00
<u>Toilets:</u>	
Toilets Management	10,000.00

Budget Head	(£)
<u>Other:</u>	
War Memorial	10,000.00
<u>Reserves:</u>	
General Reserves	10,000.00
Asset Replacement Fund	9,000.00
Growth Reserve Fund	7,000.00
By-Election Fund	6,000.00
Community Centre and Town Council Office Funds	55,000.00
<u>Bank related costs:</u>	
Bank Interest	
Bank Charges	240.00
<u>Elections 2019</u>	
Election Costs	20,000.00
<u>Precept:</u>	
Annual Precept	
Totals	300,740.00

- (7) That the Clerk be authorised to implement additional security measures to the toilets prior to the 2019 season including the provision of metal gates across the entrance doors, and that this work to be funded using a maximum of £2,000.00 from the Growth Reserve Fund.
- (8) That the Clerk meets with West End Millions to discuss the Council's to discuss their plans for the use of the West End Millions funding and to explore how the two organisations could work together to assist the West End of Morecambe.
- (9) That the Clerk writes to the Eden Project to advise them of the Council's agreed proposals for the redevelopment of the War Memorial and Memorial Gardens, and request that the Eden Project consider the proposals when preparing their designs for the Eden Project in Morecambe.

68. Notice of Motion

To consider the following Notice of Motion proposed by Councillor P. Heath and seconded by Councillor R. Dennison:

"That the Clerk be requested to write to the Eden project manager welcoming the proposed development in Morecambe and offering the Town Council's support in this exciting project."

Resolved:

That the Clerk be requested to write to the Eden Project manager welcoming the proposed development in Morecambe and offering the Town Council's support in this exciting project.

69. Date of Next Meeting

Thursday 21st March 2019 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 9.15 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

25th January 2019

Appendix A Proposed MBI Group Budget

Budget Head	Draft MBI Budget 2019/20 (£)
<u>Staffing and Administration</u>	
Salaries 1	54,000.00
Town Council Office Rent	3,850.00
Photocopier Charges	1,400.00
Hire of Rooms (Meetings)	1,500.00
Subscriptions rename System Security	850.00
Telephone	400.00
Postage, Printing and Stationery	500.00
Accountancy and Audit	1,400.00
Insurance	1,200.00
Website	300.00
Legal Expenses	500.00
Training	1,500.00
Data Management	0
<u>Grants:</u>	
Festivals –	55,000.00
Armed Forces Day	1,000.00
Community Grants	3,000.00
Deprivation Grants	0
<u>Community Safety:</u>	
Anti Social Behaviour	14,000.00
PCSOs	11,500.00
Environmental Enforcement	12,500.00
CCTV Contribution	5,000.00
SpID	?
Joint Town Council/BID Initiative	8,000.00
Mobile CCTV	0
<u>Neighbourhood Plan</u>	
Neighbourhood Plan	2,000.00

Budget Head	Draft MBI Budget 2019/20 (£)
<u>Community Engagement:</u>	
Newsletter	2,600.00
Greening Morecambe Initiative (formerly MIB)	6,000.00
Community Events	0
Christmas Lights	5,500.00
<u>Toilets:</u>	
Toilets Management	?
War Memorial	10,000.00
<u>Section 137:</u>	
Section 137 Expenditure	100.00
<u>Reserves:</u>	
General Reserves	10,000.00
Asset Replacement Fund	9,000.00
By-Election Fund	6,000.00
Growth Reserve Fund	0
Community Centre and Town Council Office Funds	55,000.00
<u>Bank related costs:</u>	
Bank Interest	
Bank Charges	240.00
<u>Precept:</u>	
Annual Precept	
Totals	283,840.00

Appendix B Proposed Labour Group Budget

Budget Head	Draft LABOUR Budget (£)
<u>Staffing and Administration</u>	
Salaries	52,000.00
Town Council Office Rent	3,850.00
Photocopier Charges	1,400.00
Hire of Rooms (Meetings)	1,500.00
Subscriptions rename System Security	850.00
Telephone	400.00
Postage, Printing and Stationery	500.00
Accountancy and Audit	1,400.00
Insurance	1,200.00
Website	300.00
Legal Expenses	500.00
Training	1,500.00
<u>Grants:</u>	
Festivals –	55,000.00
Armed Forces Day	1,000.00
Community Grants	5,000.00
<u>Community Safety:</u>	
Anti Social Behaviour	14,000.00
Environmental Enforcement	12,500.00
CCTV Contribution	5,000.00
<u>Neighbourhood Plan</u>	
Neighbourhood Plan	0
<u>Community Engagement:</u>	
Newsletter	3,000.00
Morecambe in Bloom	6,000.00
Community Awards	500.00
Christmas Lights	6,000.00
Remembrance Sunday	100.00

Budget Head	Draft LABOUR Budget (£)
<u>Toilets:</u>	
Toilets Management	8,000.00
<u>Other:</u>	
War Memorial	10,000.00
<u>Reserves:</u>	
General Reserves	10,000.00
Asset Replacement Fund	9,000.00
Growth Reserve Fund	7,000.00
By-Election Fund	6,000.00
Community Centre and Town Council Office Funds	55,000.00
<u>Bank related costs:</u>	
Bank Interest	
Bank Charges	240.00
<u>Elections 2019</u>	
Election Costs	20,000.00
<u>Precept:</u>	
Annual Precept	
Totals	298,740.00

Appendix C Councillor Pilling's proposed Budget

Lib Democrat - Cllr Pilling		
<u>EXPENDITURE</u>		
<u>STAFFING AND ADMIN</u>		
Salaries + Car Mileage	49150	
Rent	3850	
Photocopier	1400	
Room Hire (meetings)	1500	
Subscriptions	800	
Telephone	400	
Postage, Printing, Stationary	500	
Accountancy and Audit	1500	
Insurance	900	
Website	300	
Legal Expenses	500	
Training	1500	
Data Management	0	62300
<u>GRANTS</u>		
Festivals	55000	
Community Grants	5000	
Deprivation	9123.26	69123.26
<u>COMMUNITY SAFETY</u>		
ASB	14000	
Environmental Enforcement Officer	12500	
CCTV Contribution	5000	31500
<u>NEIGHBOURHOOD PLAN</u>		
Neighbourhood plan	3000	3000
<u>COMMUNITY ENGAGEMENT</u>		
Newsletter	3600	3600
<u>Morecambe in Bloom</u>	5000	5000
Christmas Lights	6000	6000
<u>TOILETS</u>		
Toilet Management	10000	10000
<u>War Memorial</u>		
War Memorial	10000	10000
<u>SECTION 137</u>		
Section 137 Expenditure	1300	1300
<u>RESERVES</u>		
General Reserves	9000	
Asset replacement Fund	9000	
By-election Fund	6000	
Growth Reserve fund	7000	
Community Centre and Town Hall Fund	55000	
Elections 2019 Fund	20000	106000
<u>BANK RELATED COSTS</u>		
Bank Charges	250	250

<u>TOTAL EXPENDITURE</u>	<u>308073.26</u>	
<u>INCOME</u>		
Annual Precept (5% rise)	199073.26	
Toilet Income	600	
Morecambe in Bloom	1800	
Bank Interest	600	
<u>TOTAL INCOME</u>	<u>202073.26</u>	
<u>TOTAL INCOME + RESERVES</u>	<u>308073.26</u>	

MORECAMBE TOWN COUNCIL

17th January 2019

SUPPORTING PAPERS

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MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 15th November 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, V. Boyd-Power, S. Burns, R. Cleet, I. Clift, L. Davies, R. Dennison, John Hanson, P. Heath, T. Metcalfe, L. Page, M. Pattison, J. Pilling and D. Whitaker

Officers in Attendance:

D. Croxall (Town Clerk)

54. Apologies for Absence

Councillors J. Bates, C. Cozler, G. Dennison, B. Hughes, L. Hughes and D. Hutton

55. Declarations of Interests

Councillor June Ashworth declared a personal interest in Minute No. 58 as she was a board Member at Morecambe Bay Partnership.

Councillors June Ashworth and I. Clift declared a personal interest in Minute No. 60 as they were both members of the Lancaster City Council Planning Committee.

56. Minutes of Meetings held on 20th September and 11th October 2018

The Council considered the Minutes of the Meeting of the Town Council held on 20th September and 11th October 2018.

Resolved:

That the minutes of the meetings of Council held on 20th September and 11th October 2018.

At this point the meeting adjourned to allow public participation

57. Public Participation

Mr Williams addressed the Council about the following matters:

- The toilets had cost £70,000 including officer time and this money could have been spent on projects more valuable to Morecambe. The project was a calamity and was further evidence that the Town Council added no value to Morecambe.
- The dangerous crossing at the bottom of York Bridge close to the junction of Euston Road, Lancaster Road and Thornton Road at which there had been a further accident and asked the Town Council what it proposed to do to alleviate this issue?
- The dangerous M6 Link road and asked the Town Council what it proposed to do to alleviate this issue?
- Enquired as to how the Town Council measured its performance when it had no Key Performance Indicators in place?

The Chairman advised Mr Williams to contact Lancashire County regarding his concerns in respect of the crossing at York Bridge and the M6 Link road and reminded Mr Williams that objections had been forwarded to the County Council regarding the York Bridge crossing during the consultation period.

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

58. Love my Beach: Improving Beaches and Bathing Waters Across the North West”

Hannah Barnes of Morecambe Bay Partnership gave an informative presentation concerning the work of the “Love My Beach” initiative around Morecambe Bay.

The presentation outlined the current state of the town’s beaches and main areas which the campaign sort to inform the community about. These were regarding the effects to the environment of litter, plastics, fat wastes being released into drains and dog faeces. These issues all effected the quality of bathing water.

The presentation also updated the Council on the progress of the United Utilities work on Schola Green Lane which would increase the size of detention tanks, which would increase flow and the release of cleaner waters into the Bay.

Resolved:

- (1) That Hannah be thanked for her informative presentation
- (2) That the Clerk explores methods of working with Morecambe Bay Partnership to increase the cleanliness of Morecambe’s beaches and bathing waters including campaigns to prevent Camper Van owners who park overnight on the Promenade from pouring their waste into the town’s drains.
- (3) That Morecambe Bay Partnership be requested to coordinate a visit to the Schola Green works for Town Councillors.

59. Finance and Management Committee

The Council received the minutes of the Finance and Management Committee from its meeting held on 5th November 2018 and considered its recommendations in respect of the following items:

- (a) Payment and Receipts schedule – 1st September to 31st October 2018
- (b) Budget 2018/19
- (c) External Audit Report
- (d) Review of Dome Toilets
- (e) Budget 2019/20 and Review of Strategic Vision

During the debate regarding the Committee’s recommendation in respect of the Dome Toilets which stated:

“Inform Lancaster City Council that it wished to terminate the lease for the Dome Toilets with immediate effect and hand the building back to the City Council; and request the Clerk to obtain estimates for bricking up the two entrances to make the building as secure as possible,”

During the ensuing debate on the above recommendation and in accordance with Standing Orders a recorded vote was requested by Councillors Pattison and Metcalfe.

On being put to the vote the votes recorded in respect of the recommendation were:

For the Proposal (7)

Councillors Anderson, June Ashworth, Alex Ashworth, Boyd-Power, Burns, R. Dennison and Heath,

Against the Proposal (8)

Councillors Clifford, Clift, Davies, Janice Hanson, John Hanson, Metcalfe, Pattison and Whitaker

Abstentions (3)

Councillors Cleet, Page and Pilling

The recommendation of the Finance and Management Committee regarding the toilets was therefore not agreed.

During the debate on the Committee's recommendations in respect of the preparation of the Budget 2019/20 and reviewing the Strategic Vision, and in accordance with Standing Orders a recorded vote was requested by Councillors Heath and R. Dennison regarding the recommendation to set a nil percent increase in the Council's Council Tax precept for 2019/20.

On being put to the vote the votes recorded in respect of the recommendation were:

For the Proposal (8)

Councillors Anderson, June Ashworth, Alex Ashworth, Boyd-Power, Burns, Cleet, R. Dennison and, Heath

Against the Proposal (10)

Councillors Clifford, Clift, Davies, Janice Hanson, John Hanson, Metcalfe, Page, Pattison, Pilling and Whitaker

Abstentions (0)

The recommendation of the Finance and Management Committee regarding setting a nil percent increase in Council Tax for 2019/20 was therefore not agreed.

Resolved:

- (1) That the Payments schedule for the period 1st September to 30th October 2018 as submitted to Council be noted.
- (2) That the position with regard to the 2018/19 budget at 31st October 2018 as submitted to the Council be noted.
- (3) That following receipt of the External Audit report and the comments of the External Auditor, the Council ensures that the Risk Management review was undertaken in March each year and that the Annual Return was signed by the RFO at the correct time in future years.
- (4) That with regard to the Dome Toilets, the Clerk reports back to the Finance and Management Committee on ensuring the security of the toilets.

- (5) That the Finance and Management Committee be requested to prepare a draft Budget for 2019/20 at its next meeting including recommendations on the level of the Council's precept.
- (6) That with regard to the preparation of the 2019/20 Budget, the Clerk to ask all Committees and members of the Council for their suggestions on items to be included in the 2019/20 Budget.
- (7) That the following amendments be made to the Town Council's Strategic Vision document for 2019/20:
- (a) Remove the following bullet points from paragraph 4.1 which said:
- Working with Schools and relevant Community Groups to undertake targeted litter picks and educational sessions regarding the problems caused by dog fouling and litter- a minimum of 4 per year.
 - Developing a Garden Sharing, or land sharing, scheme. This would allow residents with no garden, to 'borrow' other peoples (elderly mostly) land/garden to grow food, some of which would be given back to the land/garden owner.
- (b) Remove the following bullet point from paragraph 4.2 which said:
- Work with Lancaster City Council and other partners to reopen public toilets on Morecambe Promenade.
- (c) Amend the fifth and last bullet points of paragraph 4.2 to read:
- Work with local businesses and to lobby Lancaster City to secure more cost effective parking charges within Morecambe which encourages increased usage and visits.
 - To create regular dialogue with the Morecambe Business Improvement District, Bare Village Business Association and West End Community Partnership with a view to partnership working on projects which would assist the development of the local economy.
- (d) Remove the following bullet point from paragraph 4.4 which said:
- Working with Morecambe's secondary schools to establish a High School Council that met regularly in the Council Chamber and to be administered by the Town Clerk, with the aim of involving and listening to young people more widely in the decision making process.
- (e) To merge the third and fifth bullet points of paragraph 4.5 to read:
- Involvement in Community Events and where appropriate to hold a Community Award Scheme.
- (f) Remove the following bullet point from paragraph 4.5:
- Hold an annual Community Organisation evening to consult and develop lines of communication and develop appropriate partnership working.
- (g) Amend paragraph 6 to say producing 3 newsletters per annum and removing the final bullet point of paragraph 6 which said:

- Information stand at all Morecambe Festivals to promote the Council's work and offer an opportunity for members of the public to share ideas and concerns with staff and members.
- (h) To remove Priority Numbers 1, 9, 10, 12 and 16 from the Priority Table in Part 7 of Appendix E.
- (i) To amend the following priorities in Part 7 of Appendix E to read:

Priority Number	Issue	How Funded	Partners	Committee Responsible?
11	Involvement in community events in Morecambe	MTC	Community groups and businesses	Community Engagement
14	To support the Anti-Social Behaviour (ASB) Team administered by the City Council with a view to reducing ASB in Morecambe	MTC, Lancaster City Council, Lancashire Constabulary, Grants	Community, Lancashire Constabulary, Lancaster City Council	Police Liaison Group and Community Engagement

- (8) That the Community Engagement and Grants Committee be requested to review the criteria for the Community Award Scheme with the suggestion that the criteria preclude businesses from receiving awards.
- (9) That the Council reviews the Terms of Reference of the Community Safety Committee at the Annual Meeting in 2019 with a view to enhancing the purpose and role of the Committee.
- (10) That the Clerk writes to Lancaster City Council to ask what they were providing in terms of Christmas Lighting in Morecambe in 2019.

Councillors June Ashworth and I. Clift left the meeting at this point as they had declared an interest in Minute No. 59 in so far as it related to Planning Applications

60. Planning Development and Environment Committee

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 7th November 2018 and considered its recommendations in respect of the following items:

- (a) Planning Applications
- (b) Morecambe in Bloom

Resolved:

- (1) That Lancaster City Council be informed that in respect of Application No. 18/01367/OUT regarding the Outline application for erection of 13 dwellings on Hadrian Road, Morecambe the Town Council objected to the application for the following reasons:

- The proposed site was on land which was at significant risk of contamination due to its former uses;
 - The proposed site was on land which was poorly drained and maintained, which could increase the possibility of flooding to the proposed dwellings and neighbouring existing dwellings; and
 - The proposed development was in close proximity to unneighbourly business activities.
- (2) That Lancaster City Council be informed that in respect of Application No. 18/01324/CU regarding the retrospective application for the change of use from sandwich bar (A1) to a hot food takeaway (A5) at Asian Wok, Northgate, White Lund Industrial Estate, Morecambe the Town Council objected to the application on the grounds that car parking in this area was a continuous problem and that the application should only be considered for approval if the appropriate authorities were prepared to enforce the parking regulations currently in force on Northgate.
- (3) That Lancaster City Council be informed that in respect of Application No. 18/01417/FUL regarding the proposed erection of a detached garage at 3 Pemberton Place, the Town Council was not against the development, although it requests that permission be only granted with a condition to prevent the garage being used for commercial purposes.
- (4) That no comments be made in respect of any of the other Planning Applications considered by the Planning Development and Environment Committee at its meeting on 7th November.
- (5) That a thorough review of Morecambe in Bloom be undertaken following receipt of the Judging notes.

Councillors June Ashworth and Clift returned to the meeting.

60. Date of Next Meeting

Thursday 17th January 2019 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 8.40 p.m.

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Chairman

MORECAMBE TOWN COUNCIL

Minutes from the Community Engagement and Grants Committee Meeting held at 7.00 pm on Tuesday 8th January 2019

Councillors Present: J. Ashworth (Vice-Chair – in the Chair), A. Ashworth, G. Dennison and T. Metcalfe

Officers in attendance – D. Croxall (Clerk)

9. Apologies for Absence

Councillor T. Brown and C. Cozler

10. Declarations of Interest

There were no apologies for absence

11. Minutes of the Community Engagement and Grants Committee held on 4th July 2018

Resolved:

That the minutes of the meeting held on 4th July 2018 be agreed.

12. Community Grants

The Council set a budget of £5,000.00 towards the allocation of grants up to £500 for “Not for Profit” Organisations whose activities were of direct benefit to the residents of Morecambe. £1,500 was allocated from the fund in July 2018 leaving a balance of £3,500.

The fund was re-advertised in October by means of the local media, social media, Town Council website and notice boards. The Council received a total of eight applications as set out below.

The total amount applied for was £3,987.50.

Each member in attendance scored every application using the Council’s approved Grant appraisal form. The Council’s policy states that an application may not be considered unless it received an average score of at least 28.

The average score attained for each application following this process are also set out in the table below:

Number	Name of Organisation/Group	Reason for Application	Amount Requested (£)	Average score following appraisal process
1	Friends of Regent Park	Construction of a tranquil garden area with sensory plants and flowers plus seating	500	36.50
2	Galloways	To enable visually impaired people from Morecambe to socialise with a trip to Levens Hall – the trip would be for 15 people and the grant would pay for entrance fees and afternoon tea.	487.50	38.00
3	Jubilee Bowling Club	The grant would contribute tot eh overall Phase One scheme to secure the future of the Club including new fence, refurbishment of bowling shelter and equipment store.	500	34.00
4	LGBT Out in The Bay	To continue running Out in the Bays programme of support in Morecambe and the surrounding areas, those being the organisation's one to one casework and peer support groups	500	28.25
5	Park Run	Purchase of hardware and digital infrastructure to support the course, recruit and track volunteers and participants	500	39.50
6	Red Rose Ju-Jitsu Club	To expand the organisation's sports and fitness provision to activities outside which requires the purchase of Astro turf	500	29.00
7	The Exchange Creative Community CIC	<p>In April 2018 the CIC secured a license in association with East Street Arts and Morecambe Arndale for use of the former Argos unit in the Arndale centre to open up artist studios, which enabled the space to be sued to run a number of community workshops such as Mini- Illumination making, mosaic, mask and decoration craft.</p> <p>Building upon existing interest the CIC would like to use this money to support running open studio days in the Arndale studio offering the community and passing shoppers access to creative sessions. A number of these sessions are planned to include repair of a mosaic mural currently installed on The Exchange pub - participants will assist in repairs but there will also be opportunity to create brand new pieces that will be incorporated into the existing piece.</p>	500	28.75

8	Wise Up Workshops	To offer free places at the organisation's current after school provision using performance skills for young people of primary ages who are experiencing mental health issues	500	36.00
		Total amount requested	3,987.50	

Resolved:

That Council be recommended to agree:

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

Name of Organisation/Group	Amount to be Awarded (£)	Power Allowing Council to Fund
Friends of Regent Park	500	Local Government Act 1972 (section 137)
Galloways	487.50	Local Government Act 1972 (section 137)
Jubilee Bowling Club	500	Local Government Act 1972 (section 137)
Park Run	500	Local Government Act 1972 (section 137)
Wise Up Workshops	500	Local Government Act 1972 (section 137)
Total	2,487.50	

- (2) To reconsider the applications from the Exchange Creative Community, Red Rose Ju-Jitsu and LGBT as part of the Deprivation Grant process as each organisation had also applied to this fund, and the Committee were of the view that their average appraisal scores were substantially lower than the other applications and despite the good work undertaken by each organisation did not feel it could recommend an award from the Community Grants fund.**
- (3) To ring fence the remaining £1,012.50 within the 2018/19 Community grants budget for future Community Grant applications.**

- (4) To advise the Park Run organisers that they could use the Town Council's fluorescent bibs for marshalling purposes at each event, to save purchasing new bibs.**

Chairman

The meeting closed at 8:45 pm

David Croxall
Town Clerk
9th January 2019

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 3rd December 2018

Councillors Present: D. Whitaker (Chairman), R. Cleet, R. Dennison and D. Hutton

Officer in attendance – D. Croxall (Clerk)

34. Apologies for Absence

Councillors J. Bates, G. Dennison, John Hanson, P. Heath and L. Page

35. Declarations of Interest

There were no declarations of interest.

**36. Minutes of Meeting of Planning Development and Environment Committee held on
7th November 2018**

Resolved:

That the minutes of the Planning Development and Environment Committee held on 7th November 2018 be signed as a correct record.

37. 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 7th November 2018:

Application Number	Proposal Details	Site Address	Consultation Expiry Date
18/01497/VCN	Erection of three detached 2-storey dwellings, detached garage and associated access (Pursuant to the variation of condition 2 for the addition of a chimney on plots 2 and 3)	Development Land, Betony, Morecambe	19 th December 2018
18/01498/FUL	Change of use of part of existing factory building (B2) to storage & distribution (B8)	Unit 1 Northgate Business Park, Northgate, White Lund Industrial Estate, Morecambe	17 th December 2018
18/01491/FUL	Erection of a First Floor extension area	92 South Road, Morecambe	14 th December 2018
18/01476/CU	Change of use of shop (A1) to hot food takeaway (A5)	20 Glentworth Road West Morecambe	12 th December 2018
18/01479/FUL	Change of use of 2 flats (C3) to be incorporated into existing residential care home (C2) and creation of a 2 storey link extension	1 Arnside Crescent, Morecambe	12 th December 2018
18/01474/FUL	Erection of two storey side extension and single storey rear extension	84 Hadrian Road, Morecambe	12 th December 2018
18/01478/FUL	Erection of part two storey part single storey rear extension and construction of dormer extension to rear	15 Sunnyfield Avenue, Morecambe	12 th December 2018
18/01423/VCN	Change of existing supermarket, bowling alley and retail units and erection of a replacement supermarket with associated car parking and hard and soft landscaping (Pursuant to the variation of condition 17 to allow for unrestricted servicing hours)	Aldi, Marine Road, Morecambe	11 th December 2018
18/01446/FUL	Change of use and conversion of dwelling into three 2-bed flats and installation of replacement windows	48 Regent Road, Morecambe	5 th December 2018
18/01436/CU	Change of use of bus shelter to young person's hang-out zone	Bus Station, Central Drive, Morecambe	3 rd December 2018

Application Number	Proposal Details	Site Address	Consultation Expiry Date
18/01431/CU	Change of use ground floor from Amusement Arcade to Dance Studio (D2)	101-102 Marine Road West, Morecambe	30 th November 2018
18/01428/VCN	Change of use of 2 units comprising the sales of motorcycles with workshop and store and sales of motor vehicles to 1 mixed use unit comprising motorcycle sales, workshop, sales of motorcycle parts and memorabilia, training facility and café (sui generis) (pursuant to the variation of condition 3 to allow hot food to be cooked and consumed on the premises)	Unit 1 And Unit 2, Irving House, Northgate, White Lund Industrial Estate, Morecambe	29 th November 2018

Resolved:

That Council be recommended to:

- (1) Inform Lancaster City Council that in respect of Application No. 18/01498/FUL regarding Change of use of part of existing factory building (B2) to storage & distribution (B8) at Unit 1 Northgate Business Park, Northgate, White Lund Industrial Estate, Morecambe the City Council be informed whilst the Town Council did not object to the application it requests that the City Council ensures that there were safe delivery methods for HGV's in place if it was mindful to approve the application.
- (2) Inform Lancaster City Council that in respect of Application No. 18/01491/FUL regarding the erection of a First Floor extension area at 92 South Road, Morecambe the City Council be informed whilst the Town Council did not object provided that the extension was not overlooking neighbouring properties.
- (3) Inform Lancaster City Council that in respect of Application No. 18/01476/CU regarding the change of use of shop (A1) to hot food takeaway (A5) at 20 Glentworth Road West Morecambe the City Council be informed that the Town Council request conditions be applied to this application should it be approved to limit hours of opening and deliveries to ensure local residents were not further inconvenienced.
- (4) Inform Lancaster City Council that in respect of Application No. 18/01479/FUL regarding the proposed Change of use of 2 flats (C3) to be incorporated into existing residential care home (C2) and creation of a 2 storey link extension at 1 Arnside Crescent, Morecambe the City Council be informed that the Town Council concurs with the advice and request of the Highway's Authority as submitted and that this be taken into account when considering the application and implemented if the application was to be approved.
- (5) Inform Lancaster City Council that in respect of Application No. 18/01478/FUL regarding the erection of part two storey part single storey rear extension and construction of dormer extension to rear at 15 Sunnyfield Avenue, Morecambe the City Council be informed that the Town Council requests that should the application be

approved then a condition be included to ensure that the extension was for a residential dwelling only.

- (6) Inform Lancaster City Council that in respect of Application No. 18/01446/FUL regrading Change of use and conversion of dwelling into three 2-bed flats and installation of replacement windows at 48 Regent Road, Morecambe the Town Council was concerned at the apparent very small bedrooms proposed on the 1st and 3rd floors of the application, and request that this be reviewed before any Planning permission was granted.
- (7) Inform Lancaster City Council that in respect of Application No. 18/01436/CU regarding change of use of bus shelter to young person's hang-out zone at the Bus Station on Central Drive, the Town Council did not object to the proposal, but request that CCTV cameras are adequately provided to aid effective enforcement and protection to all those using the facility, and that the area at the rear of the proposed site (labelled as Cleaner Store Room on the Plans) be either opened out or made secure to prevent an enclosed area being created which could be used and thus out of site from CCTV and passers-by.
- (8) Inform Lancaster City Council that in respect of Application No. 18/01431/CU regarding the change of use ground floor from Amusement Arcade to Dance Studio (D2) at 101-102 Marine Road West Morecambe, that whilst the Town Council was not opposed to the creation of Dance Studio, it was concerned at the additional parking/drop off pressures that the proposal may create in the area, specifically on Highfield Crescent.
- (9) Inform Lancaster City Council that in respect of Application No. 18/01428/VCN regarding the change of use of 2 units comprising the sales of motorcycles with workshop and store and sales of motor vehicles to 1 mixed use unit comprising motorcycle sales, workshop, sales of motorcycle parts and memorabilia, training facility and café (sui generis) (pursuant to the variation of condition 3 to allow hot food to be cooked and consumed on the premises) at Unit 1 And Unit 2, Irving House, Northgate, White Lund Industrial Estate, Morecambe the Town Council objects to the application on the grounds that car parking in this area was a continuous problem which was likely to be exasperated further by this proposal, and that the application should only be considered for approval if the appropriate authorities were prepared to enforce the parking regulations currently in force on Northgate.
- (10) Make no comments in respect of any of the other Planning Applications listed above.

38. Budget 2019/20

The Committee discussed whether it wished to request the Council to included items in the 2019/20 budget.

Resolved:

That the Finance and Management Committee be requested to include the following in the draft budget which they would be preparing for consideration by Council on 17th January 2019:

Neighbourhood Plan - £3,000.00

Morecambe in Bloom £3,000.00 plus any carry forward from the 2018/19 budget in respect of MIB

39. Morecambe in Bloom

Whilst the committee wished to commence a review of Morecambe in Bloom 2018 and begin planning for 2019, the judges report for 2018 had still not been received which made it difficult to commence the review.

Resolved:

That a thorough review of Morecambe in Bloom be deferred until receipt of the Judge's report for 2018.

Chairman

The meeting closed at 7.45 p.m.

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Wednesday 9th January 2019

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

Officer in attendance – D. Croxall (Clerk)

40. Apologies for Absence

Councillors R. Cleet, John Hanson, P. Heath and L. Page

41. Declarations of Interest

Councillor Hutton declared a personal interest in Minute No. 43 in so far as it related to Planning Application No. 18/01477/FUL - 78 Schola Green Lane.

42. Minutes of Meeting of Planning Development and Environment Committee held on 3rd December 2018

Resolved:

That the minutes of the Planning Development and Environment Committee held on 3rd December 2018 be signed as a correct record.

43. 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 3rd December 2018:

Application Number	Proposal Details	Site Address
19/00016/FUL	Erection of a two storey extension	2 Mount Avenue, Morecambe
19/00006/FUL	Replacement of existing aluminium/timber windows with powder coated aluminium windows on front, side and rear elevations	Heron House, 67 Queen Street, Morecambe
18/01637/CU	Change of use of residential care home (C2) into one 2-bed maisonette and three 2-bed flats (C3) with various alterations including demolition of three storey building to the rear, demolition of two storey building to the front with extension to bay windows, replacement windows and doors	Everglades Residential Care Home, 394 Marine Road East, Morecambe
18/01477/FUL	Erection of a two storey side extension and single storey extension to existing outbuilding	78 Schola Green Lane, Morecambe
18/01576/FUL	Installation of a replacement shopfront, a new door, glazing and relocation of ATM and erection of a gate and fence to the rear	Santander, 42 - 46 Euston Road, Morecambe
18/01577/ADV	Advertisement application for the display of an externally illuminated fascia sign, 2 internally illuminated projecting signs, an internally illuminated ATM panel, internally illuminated poster sign and 2 display screens	Santander, 42 - 46 Euston Road, Morecambe
18/01610/FUL	Erection of a single storey rear extension	68 Buckingham Road, Morecambe
18/01582/FUL	Erection of a single storey side and rear extension and construction of a dormer extension to the rear elevation	71 Stanhope Avenue, Morecambe
18/01573/FUL	Erection of detached garage	220 Lancaster Road, Morecambe
18/01571/FUL	Erection of retail unit	Morrisons, Hilmore Way, Morecambe
18/01553/FUL	Demolition of attached garage and chimney and erection of a single storey side and rear extension	28 Russell Drive, Morecambe
18/01450/FUL	Erection of two canopies and siting of storage containers	Morrisons, Hilmore Way, Morecambe

Resolved:

That Council be recommended to advise Lancaster City Council that it had no comments to make in respect of any of the above Planning Applications.

44. Morecambe in Bloom

The judges report regarding the Town's achievement in winning silver gilt in Britain in Bloom in 2018 had now been received (attached at Appendix A). The result was disappointing particularly considering the increase in the amount of community projects and community groups being involved, and the very favourable comments received in the judges report regarding the community work.

The local competition expanded once again and yet despite all this the town achieved silver gilt as opposed to gold in 2017.

The Clerk suggested that the judge's report should form the basis for moving forward with Morecambe in Bloom 2019. There were two aspects to the review and planning for 2019, namely:

- (a) Arrangements for the local Morecambe in Bloom competition which was managed by the Town Council; and
- (b) Arrangements and coordination of the town's entry in the North West in Bloom competition for 2019

Resolved:

That Council be recommended to agree:

- (1) **The following arrangements regarding the Morecambe in Bloom Competition 2019:**
 - **The Presentation Evening to be held at Morecambe Football Club**
 - **The Categories to be the same as 2018**
 - **The Clerk to visit all schools in the area with a view to increasing entries and exploring measures which would assist the Schools in taking part in the Competition**
 - **To requesting Lancaster City Council Gardening service to assist Schools in their entries**
- (2) **Invite senior officers and the appropriate Cabinet member of Lancaster City Council to attend the next meeting of the Committee to discuss the contents of Morecambe's Britain in Bloom report 2018 and how the respective organisations can work together to address the issues raised within the report.**
- (3) **That any underspend in the Morecambe in Bloom budget 2018/19 be carried forward to 2019/20 and ring fenced for use on Morecambe in Bloom projects.**

Chairman

The meeting closed at 8. 20 p.m.

Appendix A – Britain in Bloom Judging Report re Morecambe 2018



BRITAIN IN BLOOM NORTH WEST - JUDGES REPORT

Name of Entry: Morecambe in Bloom		Category: Large Coastal	
Judge(s): Jim Leak, Linda Riess and Adam Nagy		Date of Judging: 25/07/2018	
Introduction:			
The judges thoroughly enjoyed meeting the many people involved in Morecambe's submission. It was great to see them all together for the presentation at the start of the day and was a great way to illustrate how many people it takes to achieve what the group have in the past year.			
A big thank you to David and the Bloomers for arranging the day, the judges enjoyed meeting all involved and commend the hours of work they have put in to improve Morecambe and make it an even better place to live!			
SECTION A – Horticultural Achievement			
Assessing year-round horticultural achievement including conservation and natural areas			
		Maximum Points	Actual Marks
A1	Impact – design, colours, appropriate choice of plants, special features, presentation, innovation	20	16.5
A2	Horticultural practice – cultivation and maintenance, quality of plants, sustainability, new planting	20	15.5
A3	Residential and Community Gardening – residential, communal areas, allotments, public buildings (grounds of churches, schools etc.), car parks	20	17.5
A4	Business Areas and Premises – retail and shopping areas, leisure sites, transport terminals, car parks, farms, rural businesses, pubs, post offices, tourist areas/attractions, offices, estate agents etc.	20	17
A5	Green Spaces – verges, parks and open public spaces	20	16.5
TOTAL POINTS AWARDED FOR SECTION A 50% of maximum points		100	83
Areas of Achievement			
There were many areas of horticultural achievement this year. Notable were:			
Morecambe and Bare Lane Train Stations – both groups experienced difficulties this year, not least irrigation at Morecambe Station, but the efforts made to overcome these problems have resulted in two very pleasant looking stations.			
Victoria St/Edward St Junction - the work the group have done in this part of the town has resulted turning an area of hard standing into an attractively planter seating area at a prominent junction. The salvaged storm boards are not only a fantastic use of available materials but also ensure that the feature is in keeping with its locality.			
More Music – this was a great example of working with a group (Princes Trust, on this occasion) to tidy up a neglected area. Hopefully this can spread further to ensure future improvements in this part of the			

town.

Callum's Garden – the judges were extremely impressed with Callum's efforts and his gardens (front and back) were certainly one of the highlights of the day! His use of materials to produce his choice of theme were inspired and showed a real flair for design. The poppy webbing in the front garden and 'tea bag bunkers' in the back garden are just two examples of many that were fantastic!! To have achieved this at 10 is very impressive – well done Callum! The cakes were great, too...

Promenade Carpet Bedding Displays – the two beds are an excellent addition to the promenade and an excellent way to mark the centenary of the end of the World War. When added to the other features in the town commemorating this event, they make a very fitting feature.

Regent Park – this community park is certainly that. It was full of families and other users on the day we visited. Most impressive though is the café and community space overlooking the bowling green. The judges were impressed to see this example of partnership working between the local authority and an excellent community group. With the support of the local authority, the group have turned a disused building into a community space fronted by floral displays and a seating area constructed out of pallets and packing foam – an excellent use of materials. The group even help with the maintenance of the park's bowling green – well done!

Poultton Park – another fantastic community park improved by the community! The local residents have worked together, and in partnership with the local authority, to reduce overgrown vegetation and remove large amounts of litter from the site's boundary. This has resulted in exposing the attractive boundary fence and provided a much more welcoming space. Following this work, the residents have also cleared shrub beds, ameliorated the soil and planted bedding plants to brighten up a once dark corner of the site. The judges look forward to returning next year to see further improvements.

Library Project – the bloomers have identified this area as one in need of improvement and have already gone a long way to achieving this. They have removed a lot of weeds from the area, constructed raised planters and are in the process of planting these up. The judges thought that planting edibles in some of the planters was an excellent idea – we look forward to seeing them as they further establish in the coming seasons.

Poppy Scatter – this scheme clearly shows the power of civic pride and a desire to remember those who made a sacrifice for us. The carpet bedding on the promenade, Callum's Gardens and the commemorative bed in Happy Mount Park all added to this great scheme.

Areas for Improvement:

The judges felt that the town's bedding displays were a little flat. It is clear that it has been an extremely testing season and a lack of rain has resulted in difficult growing conditions and this has been taken into account. Maybe the introduction of perennial, herbaceous and annual feature and dot plants into the beds would increase interest and reduce the reliance on bedding plants. Bedding displays are a feature of coastal resorts and the judges commend the local authority's continued use of budget to provide these (and their nurseries) and look forward to seeing future displays.

The judges viewed some of the town's In Bloom competition's category winners on the Town Council's website and it is obviously well run and contested. The judges would love to meet with some of the category winners and see some of their winning gardens as part of future judging events.

SECTION B – Environmental Responsibility			
Assessing year-round activities improving environmental responsibility			
		Maximum Points	Actual Marks
B1	Conservation and biodiversity – <i>wildlife areas, natural habitat</i>	10	5.5
B2	Resource management – <i>recycling, minimising demand placed on natural resources and any harmful impact on the environment</i>	10	7.5
B3	Local heritage – <i>management and development of local heritage and/or identity, inclusive of natural heritage</i>	10	8
B4	Local environmental quality – <i>management of vacant premises and plots, litter, graffiti, fly-posting, dog fouling etc.</i>	10	7.5
B5	Pride of place – <i>management of street furniture, signage, art in the landscape and hard landscaping</i>	10	7.5
TOTAL POINTS AWARDED FOR SECTION B <i>25% of maximum points</i>		50	36
Areas of Achievement <p>As previously mentioned, the use of storm boards following sea defence works in the town is an excellent way to reuse a great asset and enhance an area.</p> <p>The composting facilities at Bare Lane Train Station to reduce the amount of green waste removed from the site and improve the condition of the beds for future displays was great to see.</p> <p>The knitted barrier baskets were a great looking addition to Morecambe Train Station – the judges are certain that this was also a welcome asset as it required no irrigation!</p>			
Areas for Improvement <p>The judges were interested to hear about the research the Local Authority and Lancaster University is carrying out into reducing reliance on herbicide for weed management in the town. The Judges look forward to seeing the results of these studies in future seasons.</p> <p>Some areas of the town seemed to have an issue with weeds and litter. This was especially disappointing to see in the areas around the promenade adjacent to and behind the new carpet bedding displays.</p>			

SECTION C – Community Participation			
Assessing year-round community participation			
		Maximum Points	Actual Marks
C1	Development and continuity - <i>Development and sustainability of the local bloom initiative and evidence of on-going projects</i>	10	9
C2	Communication and education – <i>community awareness and understanding, engagement with schools and young people and/or other community groups, press coverage, publicity materials</i>	10	8
C3	Community participation – <i>community involvement is representative of the community's size and diversity</i>	10	9
C4	Year-round involvement – <i>schedules of events and supporting evidence of year-round activity (primary evidence to be presented in 15 minute presentation)</i>	10	7
C5	Funding and Support – <i>initiatives to secure on-going support for the local bloom campaign including local business support</i>	10	7
TOTAL POINTS AWARDED FOR SECTION C <i>25% of maximum points</i>		50	42
Areas of Achievement: <p>The relatively newly formed Bloomers are certainly achieving big things in the town and deserve a huge amount of credit for the improvements they have made so far. Their passion and commitment was clear to see! Their use of social media to promote their work was excellent – a great way to reach areas of the community.</p> <p>The raffle is a great way to raise both funding and the profile of the bloomers!</p> <p>The town's 'In Bloom' competition appears to be very well contested.</p> <p>The presentation video put together showing the town's efforts was excellent. It showed a broad range of groups and illustrated the improvements their efforts have made.</p>			
Areas for Improvement: <p>It would be great to see the presentation video be made available online and promoted through social media – a great way to show the local community what has been achieved in their town.</p>			
GRAND TOTAL POINTS AWARDED 200(max)			161
MEDAL AWARDED			Silver Gilt

MORECAMBE TOWN COUNCIL

Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Monday 7th January 2019

Councillors Present: P. Heath (Chairman), G. Dennison, R. Dennison and J. Pilling

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

27. Apologies for Absence

Councillor Janice Hanson

28. Declarations of Interest

Councillor R. Dennison declared a personal interest in Minute No. 33 in so far as it related to the application by Sandylands School as he was a Governor at the School and left the meeting during consideration of the application.

29. Minutes of Meeting of Finance and Management Committee held on 5TH November 2018

Resolved:

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

30. Payment and Receipts Schedule – 1st November to 31st December 2018

The Committee considered the Payment Schedule for the period from 1st November to 31st December 2018 (Appendix A to these minutes).

Resolved:

That Council be recommended to note the report and the contents of Appendix A attached to these minutes.

31. Budget 2018/19

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

The table at Appendix B to the minutes sets out the position of the 2018/19 budget against each budget head as at 31st December 2018. Appendix C to these minutes sets out a copy of the Bank reconciliation undertaken on 27th December 2018.

The figures below demonstrated 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:	£114,248.13
Funds required to fund whole budget:	<u>£196,399.32</u>
Amount in Bank at 31/12/2018:	<u>£196,708.41</u>

The Council was owed £8,226.00 of VAT refunds from HMRC. The claims had been submitted. Once the refunds were received there would be a surplus of £8,534 i.e. uncommitted funds even if the Council spent its whole budget for 2018/19 by the year end.

The Clerk advised the Committee that the Neighbourhood Plan Steering Group intended to utilise some of the Neighbourhood Plan budget to appoint Planning Consultants who would assist the Group in preparing the Plan, particularly the development of the technical part of the Plan i.e. planning policies, analysing planning evidence. The cost would be £1,350 with the remainder of funding required for the technical support for the Neighbourhood Plan coming from Grant aid.

Resolved:

- (1) That Council be recommended to note the report and the contents of Appendices B and C attached to these minutes.**
- (2) That Council be recommended to note that the Neighbourhood Plan Steering Group's proposed use of the Neighbourhood Plan budget.**

32. Toilets

Following a review of the toilet provision by the Committee at its meeting on 5th November 2018, Council on 15th November did not agree this Committee's recommendations to "close" the Dome Toilets and terminate the lease with Lancaster City Council and instead agreed the following:

"That with regard to the Dome Toilets, the Clerk reports back to the Finance and Management Committee on ensuring the security of the toilets."

The Clerk advised that the following issues should now be considered:

Based on experiences of the current year, if the toilets were to remain operational for 60 days per year, additional security was required.

Primarily metal gates were required at the two entrance points. These can be closed over the doors when the toilets were closed and this would minimise the likelihood of the toilets being broken into.

Estimates had been sought and the estimated cost of providing two metal gates in galvanised steel would be £890 plus VAT.

The current budget for toilet maintenance was £7,000.00.

To date a net amount of £4,826.59 had been spent.

Danfo had not yet invoiced for their contracted amount of £3,300 for cleaning the toilets twice per day for 60 days.

This would take the net spend to £8,126.59.

Therefore, purchasing the gates would take spend on this budget to £9,016.59.

The Council's insurers had agreed to pay out on the Council's claim in respect of the two recently stolen coin boxes subject to the £100 excess charge as per the Council's insurance policy.

The opportunity to remove this again in the future would still exist and making these more secure would require further consideration. A metal box could be placed around both coin boxes. This would result in the budget being further overspent. The Insurers had advised that their underwriters would advise the Council on the impact of the two claims made this year on future insurance premiums and whether they required further security putting in place.

The area may also benefit from CCTV coverage. This was potentially impracticable for the Council given the current spend on the Toilet budget.

Resolved:

That following the poor attendance at the Finance Committee no recommendations be made to Council other than requesting Council to consider the issues raised in the Clerk's report regarding the future security of the toilets and the potential overspend in the current year's budget for Toilet maintenance.

33. Deprivation Funding

The Council had included a sum of £9,000.00 within the 2018/19 budget towards projects which would assist in relieving deprivation in the town, particularly those projects aimed at working with young and older persons.

Earlier in the year funding totalling £5,637.08 had been agreed from the fund, and the remaining £3,362.92 had been advertised, and six applications had been received as set out below:

Name of Organisation	Proposed Project	Amount applied for (£)	Brief Project Details	Previous Applications
Sandylands School	Supporting Children's education beyond the classroom	4,000.00	To assist children aged 7 -11 years with the provision of snacks. Drinks plus the provision of additional tuition for those that need support. This would include the provision of a school bag containing the necessary tools to enable them to undertake their work.	None
Homestart	Christmas sacks for supported families	500.00	Supporting 25 families with Christmas provisions containing healthy food alternatives and games and presents to help reduce social isolation.	None from this Fund – application to – previously supported through Community Grants
Name of Organisation	Proposed Project	Amount applied for (£)	Brief Project Details	Previous Applications

Wise Up Workshops	Chill Chat and Create Project	1,375.00	To continue to offer workshops to young people for free or at a reduced cost, providing emotional support through the provision of providing a safe space to chill, chat and relax and to create drama at the same time.	None from this Fund – application to Community Grants to be considered 8/1/18 to enable free places to be offered at the current after-school provision using performance skills for young people who are experiencing mental health issues
Red Rose Ju Jitsu Club	Offering 24 x free sessions	1,050.00	Supporting children and adults on low incomes to allow access to health and fitness classes	None from this Fund – application to Community Grants to be considered 8/1/18 to enable purchase of astro turf to enable expansion of current provision to activities outside
LGBT on The Bay	Creation of an LGBT Group/Coffee afternoon in Morecambe	500.00	Assist LGBT and its allies to launch the first opportunity for Morecambe's LGBT community to meet in Morecambe rather than travelling out of town.	None from this Fund – application to – previously supported through Community Grants plus – application to Community Grants to be considered 8/1/18 to enable the continuation of the running of the Out in the Bays programme of support in Morecambe
The Exchange Creative Community	The Good Things Cafe	From 516 to 3,096 depending on model supported	Project to offer meal tickets over 50 days of trading to those in need of warm food and rinks	None from this Fund – application to – previously supported through Community Grants plus – application to Community Grants to be considered 8/1/18 to enable the running of Open Studio days in the Arndale Centre offering the community and passing shoppers access to creative sessions.
Total applied for (£)		7,541 – 10,521		

The Committee were also advised that a letter had recently been received from Lancaster City Council requesting financial support towards an initiative to establish a local intercepted food depot to store and distribute food to local clubs within the District requesting a contribution towards the first year's rent of a unit which would be set up as a depot for the

storage and redistribution of intercepted food to local food clubs. The full letter was set out at Appendix D to these minutes.

Resolved:

That Council be recommended to:

- (1) Refuse the request from Lancaster City Council on the basis that the request had not been received via the Council's Deprivation Funding Application procedure, and the Council's criteria permitted only one successful application per financial year and one the beneficiaries of the proposed project had received funding earlier in the year.**
- (2) Approve an amount of £750 towards the Sandylands School Project to fund the food and drink element of the project.**
- (3) Refuse the application from Homestart as the proposed date for the project i.e. Christmas had already passed.**
- (4) Defer consideration of the applications submitted by Wise Up Workshops, Red Rose Ju-Jitsu and LGBT on the Bay as they had also submitted applications to the Council's Community Grants Fund, and that the applications be further considered following consideration and recommendations made by the Community Engagement and Grants Committee at its meeting on 8th January 2019.**
- (5) Defer consideration of the application submitted by The Exchange Creative Community on the same basis as (4) above but also to request the Clerk to obtain further information regarding how the project would establish how to distribute the food tickets to the most appropriate persons.**

34. Budget 2019/20

The Committee considered a detailed report prepared by the Responsible Finance Officer regarding the content of and determination of the Council's budget for 2019/20. A copy of the full report is set out at Appendix E to these minutes.

Resolved:

- (1) That Council be recommended to set a precept of £19.59 per Band D property which would raise £189,593.58 and equate to a nil percent increase in Council Tax.**
- (2) That following the poor attendance at the Finance Committee no recommendations be made to Council regarding the details of the Budget for 2019/20 and Council be requested to consider the Responsible Finance Officer's report set out at Appendix E and determine a budget taking into account the recommendation set out at (1) above.**
- (3) That Council requests the Clerk to write to the Eden Project requesting support in the project to redevelop the War Memorial and surrounding Gardens.**

----- Chairman

The meeting closed at 8.10 p.m.

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

Staffing and Administration Budget

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
06/11/2018	Direct Debit	Telephone Bill	Talk Talk Business	23.45	4.69	28.14
21/11/2018	Direct Debit	Pension Contributions	Morecambe Town Council	581.56	0.00	581.56
21/11/2018	Direct Debit	Bank Charges	Morecambe Town Council	23.72	0.00	23.72
21/11/2018	Direct Debit	Salaries	Morecambe Town Council	1,764.21	0.00	1,764.21
03/12/2018	Direct Debit	Photocopier Hire	MB Digital	22.00	4.40	26.40
05/12/2018	Direct Debit	Telephone Bill	Talk Talk Business	23.45	4.69	28.14
13/12/2018	101342	Office Rent	Lancaster City Council	962.50	0.00	962.50
17/12/2018	Debit Card	HMRC 3 rd Quarter Tax and National Insurance Contributions	Morecambe Town Council	2,032.53	0.00	2,032.53
17/12/2018	Debit Card	Annual Data Protection Fee	Information Commissioners Office	40.00	0.00	40.00
19/12/2018	Direct Debit	Pension Contributions	Morecambe Town Council	581.56	0.00	581.56
20/12/2018	Direct Debit	Bank Charges	Morecambe Town Council	15.10	0.00	15.10
21/12/2018	Direct Debit	Salaries	Morecambe Town Council	1,764.21	0.00	1,764.21
Total				7834.29	13.78	7848.07

Community Grants

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
14/12/2018	101341	Community Grant to Morecambe 1940s Revival Event	Morecambe 1940s Revival Group	500.00	0.00	500.00
Total				500.00	0.00	500.00

Christmas Lights

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
29/11/2018	101339	Christmas Lighting	Morecambe BID CIC	6,000.00	1,200.00	7,200.00
Total				6,000.00	1,200.00	7,200.00

Training

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
23/11/2018	Debit Card	Rail ticket to Manchester	Northern Rail	25.20	0.00	25.20
Total				25.20	0.00	25.20

Section 137

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
15/11/2018	101333	Poppy Wreath	Royal British Legion	100.00	0.00	100.00
Total				100.00	0.00	100.00

Centenary Remembrance Event

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
12/11/2018	Debit Card	Remembrance weekend van hire	Marshalls Self Drive Ltd.	233.33	46.67	280.00
12/11/2018	Debit Card	Remembrance weekend van hire petrol	Bowling Green Petrol Station, Lancaster	8.75	1.75	10.50
15/11/2018	101334	Remembrance weekend community entertainment	Wise Up Workshops	100.00	0.00	100.00
15/11/2018	101335	Remembrance weekend community entertainment	The Gadabouts Band	300.00	0.00	300.00
21/11/2018	101340	Beacon for Remembrance Sunday	J and P Gates	1,940.00	0.00	1,940.00
17/12/2018	101344	Remembrance Sunday Piper	Poppyscatter	50.00	0.00	50.00
Total				2632.08	48.42	2680.50

Neighbourhood Plan

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
20/11/2018	Debit Card	Placechangers Subscription	Place Changer Ltd	70.00	14.00	84.00
12/12/2018	Debit Card	Placechangers Subscription	Place Changer Ltd	35.00	7.00	42.00
Total				105.00	21.00	126.00

Deprivation Grant Fund

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
07/11/2018	101331	Purchase of Defibrillator Casing	WEL Medical Ltd	494.95	98.99	593.94
14/12/2018	101343	Deprivation Grant	Friends of Westgate School	84.16	0.00	84.16
Total				578.11	98.99	678.10

Toilets Management

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
07/11/2018	101332	Legionella monitoring	Maxigiene Environmental Services Ltd	60.00	12.00	72.00
Total				60.00	12.00	72.00

Festivals

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
21/11/2018	101337	Morecambe Visitor Guide Advertisement	Zest Publications	395.00	79.00	474.00
21/11/2018	101338	Fringe Festival Grant	Laissez Faire Ltd	5,025.00	0.00	5,025.00
Total				5,420.00	79.00	5,499.99

Receipts (1st November to 31st December 2018)

Date	Description	Amount (£)
26/11/2018	Morecambe in Bloom – Refund from Morecambe FC re Presentation Evening	39.50
26/11/2018	Bank Interest	77.94
27/12/2018	Bank Interest	69.30
	Total	186.74

Appendix B: Budget 2018/19 – Position as at 31st December 2018

Budget Head	Income (£)	Budget (£)	Expenditure (£)
<u>Staffing and Administration</u>			
Salaries	0	52,450.00	29,016.18
Town Council Office Rent	0	3,850.00	2,887.50
Photocopier Charges	0	1,500.00	959.76
Hire of Rooms (Meetings)	349.10	2,450.00	410.00
Subscriptions	0	730.00	746.00
Telephone	0	420.00	256.33
Postage, Printing and Stationery	0	550.00	135.81
Accountancy and Audit	0	1,400.00	715.00
Insurance	0	800.00	735.89
Website	0	300.00	300.00
Legal Expenses	0	500.00	0
Training	698.00	2,000.00	25.20
Data Management	0	300.00	0
<u>Grants:</u>			
Festivals	149.76	56,700.00	24,845.00
Community Grants	0	4,500.00	496.40
Deprivation	0	9,000.00	2,390.91
<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	681.75
<u>Community Engagement:</u>			
Newsletter	0	4,000.00	1,900.00
Morecambe in Bloom	1,774.12	4,500.00	2,590.78

Budget Head	Income (£)	Budget (£)	Expenditure (£)
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	6,000.00
Centenary Remembrance Event	0	2,850.00	2,812.08
<u>Toilets:</u>			
Toilets Management	1,827.94	7,000.00	4,826.59
War Memorial	0	9,928.28	0
Street Art Grant	0	2,122.00	2,122.00
<u>Section 137:</u>			
Section 137 Expenditure	24.45	1,700.00	2,155.40
<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
Community Centre and Town Council Office Funds	0	55,000.00	0
<u>Bank related costs:</u>			
Bank Interest	559.06		
Bank Charges		240.00	158.51
<u>Precept:</u>			
Annual Precept	188,141.38		
Totals	194,206.37	310,647.45	114,248.13

Appendix C: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 27th December prepared on 27th December 2018

Bank Reconciliation at 27/12/2018

Cash in Hand 01/04/2018			114,490.16
ADD			
Receipts 01/04/2018 - 27/12/2018			200,027.23
			314,517.39
SUBTRACT			
Payments 01/04/2018 - 27/12/2018			118,905.64
A	Cash in Hand 27/12/2018		195,611.75
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Cash	27/12/2018	0.00
	HSBC main	27/12/2018	196,708.41
			196,708.41
	Less unrepresented cheques		
	As attached		1,096.66
			195,611.75
	Plus unrepresented receipts		
	As attached		0.00
B	Adjusted Bank Balance		195,611.75

A = B Checks out OK

Appendix D - Letter from Lancaster City Council

On the 7th December, the following letter via email was received from Lancaster City Council:

“Good afternoon,

I am employed as the Public Health & Protection Manager within the Communities & Environment Directorate of Lancaster City Council. I have recently become involved in work to tackle food poverty within the district and I now lead the Lancaster & Morecambe Food Poverty Working Group, which includes representation from the Morecambe Bay Foodbank, County Council, the North Lancashire Food Club Alliance, CVS, CAB, Morecambe Bay Poverty Truth Commission, school representatives along with peer support from Together Lancashire and academic support from the Operational Research Society.

Poverty is a bigger issue locally than many people might think. Almost 20% of our over 60 year old residents live below the poverty line. Approximately 25% of local children live in poverty. In 2017/18, the Morecambe Bay Food Bank gave out 5947 3-day emergency food parcels, helped 1229 families with children and distributed 49 tonnes of donated food. There are 11 food clubs in the district, all of which are at full capacity. Lancaster district is in the worst 20% for fuel poverty in England. Along with Wyre, Lancaster had the highest number of Winter Fuel Payments in the Lancashire-12 area. The Department for Energy & Climate Change estimates that fuel poverty affects approximately 7000 people in Lancaster.

Attached is a map produced by Southampton University. It shows the percentage of people in each MSOA that are at a higher demographic risk of poverty – single pensioners or people on a low income with dependent children. As you can see, residents in Morecambe and Heysham are in the higher risk bands.

Presently, volunteers from each local food club drive to the nearest FareShare depot in Preston several times a week to collect stock for their clubs. There is an initiative to establish a local intercepted food depot to store and distribute food to local clubs. FareShare have agreed to deliver to a local depot and that stock would be supplemented with additional stock intercepted from local food retailers.

Funding has already been secured from a range of sources (such as Awards for All and the Walney Trust) to cover a depot vehicle, a depot manager, driver, equipment etc. The one essential element that has not been covered is a premise from which to operate. Myself and a colleague at County have exhausted enquiries with our respective property/estates people and there are no council-owned premises which would be suitable. So, we have had to resort to looking at commercial units, which obviously come at a commercial rate. There are units available in the Lansil estate for as little as £8.5K a year.

So...my question to your respective organisations is this: - **might you consider financially supporting the initiative by contributing towards the first year's rent of a unit to set up a depot for the storage and redistribution of intercepted food to local food clubs?**

We are confident that once up and running we will be able to attract funding to cover future costs.

I look forward to hearing from you.

Kind regards,

Richard Walsh
**Public Health &
Protection Manager”**

Appendix E

Finance and Management Committee – 7th January 2019

Item No: 8

Report of: Responsible Finance Officer

Budget 2019/20

1. Introduction

The Council must set a budget no later than 1st February 2019 and therefore needs to finalise a budget at the Council meeting to be held on 17th January 2019.

2. Localised Council Tax Scheme

The City Council has informed the Council that the Council's Tax Base for 2019/20 will be 9,678.08. Against a nil percent increase this would give a precept of $9678.08 \times 19.59 =$ **£189,593.58**.

In 2018/19, the precept was £188,141.38 and this therefore represents a small increase of £1,452.20) due to the tax base increasing from 9,603.95 in 2017/18.

3. Budget Strategy 2019/20

The starting point for preparing the budget should be factoring into a draft budget the cost for undertaking the priority issues agreed in the Council's Strategy at its meeting on 15th November 2018. These are set out at Appendix A to this report.

Once this cost is achieved, if the amount required is more than the current precept, Council would need to determine whether to increase the precept to accommodate the costs, consider alternative funding or remove some priorities from the budget.

Table 1 sets out the draft Staffing and Administration budget for 2019/20 for consideration. Below Table 1 are notes to explain issues within the Staffing and Administration budget.

Table 2 sets out the position with regard to the current year's budget and forecast out turn at the end of the current year i.e. 31st March 2019.

Based on the figures in Table 2, the following projections may be made in respect of the year end position at 31st March:

Current year budget (including reserves):	310,647.45
Estimated outturn at 31 st March 2019 against the above Budget	195,665.87
LESS Actual spend to 31/12/2018	114,248.13
Funds required to fund estimated year end out turn	81,417.74
Amount in Bank Account available to spend at 31/12/2018	196,708.41
LESS Funds required to fund estimated year end out turn	81,417.74
Estimated funds available to carry forward to 2019/20	115,290.67
PLUS Precept	189,593.58
PLUS projected income (see Table 2)	3,000.00
Projected available funds for 2019/20	307,884.25
LESS	
War Memorial Fund projected balance at year end	9,928.28
Community Centre and Town Council Office Fund	55,000.00
Asset Replacement fund projected balance at year end	9,000.00
General Reserves Fund projected balance at year end	9,000.00
Growth Reserve Fund	7,000.00
By-Election Reserve Fund	6,000.00
Morecambe in Bloom funds remaining after taking into income from presentation night	1,500.00
Festivals	1,670.00
Neighbourhood Plan	2,000.00
Provision for Elections 2019	20,000.00
Staffing and Admin	61,050.00
Provisional Festivals Budget	55,000.00
Funds remaining to allocate	70,735.97

Note:

The amount at the bottom of the above table need to fund current items in the budget e.g.

Toilets

Training

Morecambe in Bloom

Community Grants

Neighbourhood Plan

CCTV

Environmental Enforcement

ASB Contribution

Newsletter

Christmas Lights

S137 (includes Community Award Scheme, Remembrance Sunday wreath and Armed Forces Grant of £1,000).

PLUS any other items/projects the Council wished to undertake in 2019/20.

In the draft budget set out in Table 2, the above items total £64,900.00.

The final column of Table 2 sets out a suggested draft budget from which to begin the process of determining the 2019/20 budget.

The committed/necessary funds within the draft 2019/20 budget are:

Festivals A provisional budget of £55,000.00 was set by Council and this has been allocated, including an amount for publicity.

Staffing/Administration See draft budget in Table 1

Toilet Management £8,000.00 based on previous decisions to open toilets 60 days per year and experience gained from costs/income in 2018/19 and therefore it is suggested this is increased by £1,000.00 from the 2018/19 figure of £7,000.00.

With regards to Morecambe in Bloom it is suggested that the Council policy must be to ensure that the Presentation Night breaks even, and that the funds within the budget are utilised in association with the community to enhance Morecambe's appearance e.g. an annual planting type project. The town achieved a gold standard should be maintained.

In considering the draft budget against the priorities set out at Appendix A, members should remember that the funds available above the precept i.e. £115,290.67 are not recurring funds, and careful consideration should be given to their use, in order that the community's expectations are not raised as to year on year service delivery that could not be realistically achieved and also any recurring revenue costs created by projects.

The Council should ensure revenue items in the budget do not amount to more than the precept, particularly if the Council wishes to maintain its stance of not increasing the precept this year or in the future.

4. Requests from other Committees

The Planning Development and Environment Committee requested the following at its meeting held on 3rd December 2018:

“That the Finance and Management Committee be requested to include the following in the draft budget which they would be preparing for consideration by Council on 17th January 2019:

Neighbourhood Plan - £3,000.00

*Morecambe in Bloom £3,000.00 plus any carry forward from the 2018/19
budget in respect of MIB”*

Actions Required

- (a) To consider the Council’s budget for 2019/20 and to make recommendations to Council; and**
- (b) To make recommendations to Council regarding the Council’s precept for 2019/20**

Table 1 – Draft Staffing and Administration Budget 2019/20

ITEM	2018/19 Budget	2018/19 Forecast outturn at year end	2019/20 Draft Budget
Staffing (see Note 1)	55,300.00	44,000.00	49,000.00
Staff Travel Expenses (See Note 2)	0	0	150.00
Town Council Office Rent (See Note 3)	3,850.00	3,850.00	3,850.00
Photocopier Charges	1,500.00	1,400.00	1,400.00
Hire of Rooms (meetings)	1,100.00	1,500.00	1,500.00
Subscriptions (See Note 4)	730.00	800.00	800.00
Telephone	420.00	400.00	400.00
Postage, Printing and Stationery	550.00	500.00	500.00
Accountancy and Audit (See Note 5)	1,400.00	1,400.00	1,500.00
Insurance (See Note 6)	800.00	735.89	900.00
Council Tax	0	0	0
Website (see Note 8)	300.00	300.00	300.00
Legal Expenses (See Note 9)	500.00	0	500.00
Bank Charges	240.00	210.00	250.00
TOTAL	66,690.00	55,095.89	61,050.00

Note 1: Staff are currently on Local Government standard contracts and paid using the Local Government pay scales. Both contracts are on a scale, which allows an annual increment through a pay scale until the top of the scale is reached. The salaries figure in Table 1 for 2019/20 are based on both staff's current scale points and no estimate has been included for a local Government pay award. The clerk has not advanced from his current pay scale point for two years and is currently on point 32. The clerk's contract is for points 29-34. The figure also includes the employer's National Insurance and any pension contributions.

Note 2: The Council has an agreed scheme, and any claims are currently funded from within the Salaries budget.

Note 3: The Town Council office rent was reviewed by our landlord, the City Council and set at £3,850 until May 2018. The current lease ends in May 2018 and continued use of the current office space will then be subject to negotiation with the City Council.

Note 4: This budget also includes the cost of all the security measures for the Council's computers. The budget also funds the costs of maintaining the licenses protection and back up systems for the Council's computers as well as the annual GDPR Registration fee.

Note 5: Audit and Accountancy pays for the annual external and internal audit costs which are a legal requirement and includes the costs of the Council's Accounting system.

Note 6: The draft suggests an increase to the current budget level, as it is likely that additional projects will require additions to our current Insurance Policy, particularly re damage to the toilets given the experiences of the current year.

Note 7: The costs are for the annual hosting fee of £150 and a small additional amount to protect the Council's position for any repairs required or additions required that staff are not trained or skilled to undertake.

Note 8: It would be prudent to maintain this small budget as the Clerk is not a qualified lawyer, and although legal advice if required may be obtained from the Clerk's professional body, internal audit advice remains that this would be prudent in helping to minimise the risks to the Council.

Table 2

	2018-19	2018-19	2018-19	2019-2020
Morecambe Town Council Budget 2018/19 and <u>DRAFT</u> Revenue Budget 2019/20	Budget	Spend to Date (31/12/2018)	Forecast outturn at year end (31/3/2019)	Draft Budget
EXPENDITURE	£	£		
<u>Staffing and Administration</u>				
Salaries + Car Mileage	52,450.00	29,016.18	44,000.00	49,150.00
Town Council Office Rent	3,850.00	2,887.50	3,850.00	3,850.00
Photocopier Charges	1,500.00	959.76	1,400.00	1,400.00
Hire of Rooms (Meetings)	2,450.00	410.00	1,500.00	1,500.00
Subscriptions	730.00	746.00	800.00	800.00
Telephone	420.00	256.33	400.00	400.00
Postage, Printing and Stationery	550.00	135.81	500.00	500.00
Accountancy and Audit	1,400.00	715.00	1,400.00	1,500.00
Insurance	800.00	735.89	735.89	900.00
Website	300.00	300.00	300.00	300.00
Legal Expenses	500.00	0	0	500.00
Training	2,000.00	25.20	500.00	1,500.00
Data Management	300.00	0	300.00	0
<u>Grants:</u>				
Festivals	56,700.00	24,845.00	55,000.00	55,000.00
Community Grants	4,500.00	496.40	4,500.00	5,000.00
Deprivation	9,000.00	2,390.91	9,000.00	
<u>Community Safety:</u>				
Anti Social Behaviour	14,000.00	14,000.00	14,000.00	14,000.00
Environmental Enforcement Officer	12,500.00	12,500.00	12,500.00	12,500.00
CCTV Contribution	5,000.00	0	5,000.00	5,000.00
SpID	2,507.42	0	2,600.00	0
Mobile CCTV	3,000.00	0	3,000.00	0

	Budget 2018/19	Spend to Date (31/12/2018)	Forecast outturn at year end (31/3/2019)	Draft Budget
<u>Neighbourhood Plan</u>				
Neighbourhood Plan	4,000.00	681.75	2,000.00	3,000.00
<u>Community Engagement:</u>				
Newsletter	4,000.00	1,900.00	3,000.00	3,600.00
Morecambe in Bloom	4,500.00	2,590.78	3,000.00	5,000.00
Community Garden	7,000.00	314.32	3,000.00	0
Poulton Neighbourhood Council	171.97	202.72	202.72	0
Station Grant	377.78	64.00	377.78	0
Community Events	300.00	0	0	0
Christmas Lights	6,000.00	6,000.00	6,000.00	6,000.00
Centenary Remembrance Event	2,850.00	2,812.08	2,812.08	0
<u>Toilets:</u>				
Toilets Management	7,000.00	4,826.59	9,500.00	8,000.00
War Memorial	9,928.28	0	0	10,000.00
Street Art Grant	2,122.00	2,122.00	2,122.00	0
<u>Section 137:</u>				
Section 137 Expenditure	1,700.00	2,155.40	2,155.40	1,300.00
<u>Reserves:</u>				
General Reserves	9,000.00	0	0	9,000.00
Asset Replacement Fund	9,000.00	0	0	9,000.00
By-Election Fund	6,000.00	0	0	6,000.00
Growth Reserve Fund	7,000.00	0	0	7,000.00
Community Centre and Town Council Office Funds	55,000.00	0	0	55,000.00
Election 2019 Costs	0	0	0	20,000.00
<u>Bank related costs:</u>				
Bank Charges	240.00	158.51	210.00	250.00
Totals	310,647.45	114,248.13	195,665.87	296,955.00

INCOME	2018/19 Estimate	2018/19 to 31/12/2018	2018/19 forecast as at 31/3/2019	2019/20
Annual Precept	188,141.38	188,141.38	188,141.38	189,593.58
Toilet Income		1,827.94	1,827.94	600.00
Morecambe in Bloom		1,774.12	1,774.12	1,800.00
Bank Interest		559.06	700.00	600.00
Sundries		2,021.31	2,021.31	0
Totals		194,206.37	194,206.37	192,593.58