

MORECAMBE TOWN COUNCIL

15th March 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 21st March 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 17th January 2019 (pages 2 to 17 of the supporting papers pack).

MEETING TO ADJOURNED AT THIS POINT

4. Public Participation

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

MEETING RECONVENED

5. Planning Development and Environment Committee – 4th February and 4th March 2019

To receive the minutes of the Planning Development and Environment Committee from its meetings held on 4th February and 4th March 2019 and to consider recommendations made in respect of the following items:

4th February 2019 (pages 18 to 24 of supporting papers pack)

- (a) Minute No. 43 – Morecambe in Bloom (pages 18 to 19 of supporting papers pack)
- (b) Minute No. 44 – Allotment Update (pages 19 to 20 of supporting papers pack)
- (c) Minute No. 45 – Planning Applications (pages 20 to 21 of supporting papers pack)
- (d) Minute No. 46 – Lancaster District Local Plan (pages 22 to 23 of supporting papers pack)
- (e) Minute No. 47 – Consultation by Lancashire County Council re opening hours for Household Waste Recycling Centres (pages 23 to 24 of supporting papers pack)

4th March 2019 (pages 25 to 32 of supporting papers pack)

- (a) Minute No. 51 – Planning Applications (pages 25 to 27 of supporting papers pack)
- (b) Minute No. 52 – Consultation re Air Quality (pages 28 to 30 of supporting papers pack)
- (c) Minute No. 53 – Allotment Update (pages 30 to 31 of supporting papers pack)
- (d) Minute No. 54 – Morecambe in Bloom (pages 31 to 32 of supporting papers pack)

6. Community Safety Committee – 12th February 2019

To receive the minutes of the Community Safety Committee from its meeting held on 12th February 2019 (pages 33 to 36 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 13 – Anti Social Behaviour (pages 33 to 34 of supporting papers pack)
- (b) Minute No. 14 – Environmental Enforcement Officer (pages 34 to 35 of supporting papers pack)
- (c) Minute No. 15 – Police Update (pages 35 to 36 of supporting papers pack)

7. Finance and Management Committee – 11th March 2019

To receive the minutes of the Finance and Management Committee from its meeting held on 11th March 2019 (pages 37 to 63 of supporting papers pack) and to consider recommendations made in respect of the following items:

- (a) Minute No. 38 – Payment and Receipts schedule – 1st January to 28th February 2019 (pages 37 and 41 to 45 of supporting papers pack)
- (b) Minute No. 39 - Budget 2018/19 (pages 37 to 38 and 46 to 48 of supporting papers pack)
- (c) Minute No. 40 – Internal Audit Report and Review of Internal Audit (pages 38 to 39 of and pages 49 to 53 supporting papers pack)
- (d) Minute No. 41 – Review of Risk Management (page 39 and pages 54 to 61 of supporting papers pack)
- (e) Minute No. 42 – Meeting Calendar 2019/20 (pages 39 to 40 and 62 of supporting papers pack)

8. Quotations for Cleaning and Sanitary Waste collection for the Dome Toilets 2019

The last date for the submission of quotations for undertaking the cleaning and sanitary waste collection of the Dome Toilets in 2019 is Friday 15th March at 5 p.m. Should quotations be received the Clerk will submit these to the meeting for consideration.

9. Town Clerk's Appraisal

To receive a report from the Appraisal Panel regarding the Town Clerk's Appraisal undertaken on 26th February 2019 (page 63 of supporting papers pack).

10. Date of Next Meeting – Thursday 16th May 2019 at Morecambe Town Hall commencing at 7pm



David Croxall
Clerk to the Council
15th March 2019

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of Morecambe Town Council held on Thursday 21st March 2019 at 7.00 p.m. at Morecambe Town Hall

Present: Councillors: D. Clifford (Chairman), Janice Hanson (Vice Chairman), T. Anderson, June Ashworth, J. Bates, V. Boyd-Power, T. Brown, S. Burns, R. Cleet, I. Clift, C. Cozler, R. Dennison, John Hanson, T. Metcalfe, M. Pattison, J. Pilling and D. Whitaker

Officers in Attendance:

D. Croxall (Town Clerk) and N. Kitchen (Assistant Clerk)

70. Apologies for Absence

Councillors Alex Ashworth, L. Davies, G. Dennison, P. Heath, B. Hughes, L. Hughes, D. Hutton, L. Page,

71. Declarations of Interests

Councillors June Ashworth and I. Clift declared a personal interest in Minute No. 74 in so far as it related to Planning Applications as they were both members of the Lancaster City Council Planning Committee.

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.

72. Minutes of Meeting held on 17th January 2019

The Council considered the Minutes of the Meeting of the Town Council held on 17th January 2019.

Resolved:

That the minutes of the meeting of Council held on 17th January 2019 be signed as a correct record.

At this point the meeting adjourned to allow public participation

73. Public Participation

Mr Williams addressed the Council about the following matters:

- The Town Council's letter to the Eden project agreed at the meeting on 17th January and details of the responses received
- Town Clerk's Appraisal and pay. Why had the Clerk not been paid correct amount and how would this be budgeted?
- The Town Council website being offline for several days and whether this meeting should proceed as the public could not access the agenda documents

The Chairman and Councillor Dennison responded to Mr Williams.

Councillor Dennison explained that the issue regarding the Clerk's pay was not the fault of the Clerk and the funds were contained in the current year's budget.

The Chairman explained that Eden had responded positively to the Council's letter of support and would be meeting with Town Council representatives following the May 2019 Elections. The Chairman read a statement to explain the situation regarding the website. The Company hosting the website could not explain why the site had gone down and were investigating the matter, but this did not prohibit this meeting from going ahead as the meeting had been properly convened.

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

Councillors June Ashworth and Clift left the meeting at this point as they had declared an interest in Minute No. 74 in so far as it related to Planning Applications

74. Planning Development and Environment Committee

The Council received the minutes of the Planning Development and Environment Committee from its meetings held on 4th February and 4th March 2019 and considered its recommendations in respect of the following items:

- (a) Morecambe in Bloom
- (b) Allotment Update
- (c) Planning Applications
- (d) Lancaster District Local Plan
- (e) Consultation by Lancashire County Council re opening hours for Household Waste Recycling Centres
- (f) Consultation re Air Quality

Councillors June Ashworth and Clift returned to the meeting once consideration of Planning Applications had been concluded.

Resolved:

- (1) That in respect of Planning Applications Lancaster City Council be informed:
 - (a) That Lancaster City Council be informed that in respect of Application No. 18/01393/FUL regarding land fronting Gotts Foods, 76 Westgate, Morecambe, that the Town Council was concerned that this was a retrospective application and to request that should the City Council be mindful to approve the application, that a condition be applied to control and limit the spray of water to neighbouring properties, due to a previously noted complaint regarding planning conditions.
 - (b) That in respect of 19/00209/FUL, 10 Thornton Road, Morecambe, the Town Council expressed concern regarding potential traffic management and potential lack of litter bins, given the close proximity to Morecambe High School.
 - (c) That in respect of Application No. 19/00210/VCN, Aldi, Marine Road West, Morecambe, the Town Council had no comments to make as the details provided were vague.

- (c) That in respect of Application No. 18/01585/FUL, 48 Albert Road, Morecambe, the Town Council considered the objection raised by a member of the public which related to the shape of the window and requests that should the application be considered for approval the Planning Authority should ensure that the development avoids overlooking into neighbouring properties.
 - (d) That in respect of Application No. LCC/2019/0010 Westgate Primary School, Langridge Way, Morecambe, the Town Council suggested a condition that if floodlights were to be installed, suitable screening to the surrounding residents should be considered and also that there should be a stipulation that the floodlights should be switched off at a reasonable time of the day and preferably no later than 10 p.m.
 - (e) That in respect of Application No. 19/00147/FUL 42 Woodhill Lane, Morecambe, the Town Council suggested a condition that windows which overlooked onto adjoining properties should be of obscure glass.
- (2) That in respect of Morecambe in Bloom:
- (a) Note that Lancaster City Council were seeking to improve the quality of the flower beds in 2019, including the procurement of 110 tonnes of A1 superior quality top soil which would both raise the height of the flower beds, and also encourage more glorious displays due to the high nutrient content within the soil, and that the City Council would be seeking to creative more imaginative displays and creations in 2019.
 - (b) Note that Lancaster City Council planned designs and purchases for plants made 12 months in advance, and it was therefore too late for the Town Council or Community to have any major input with the 2019 displays, although the City Council would actively encourage involvement with Morecambe Town Council and the Morecambe Bloomers for 2020 displays.
 - (c) Inform Lancaster City of any specific issues or problem areas with litter cleansing and weeds before judging takes place for the 2019 NW in Bloom competition to allow the Cleansing Team to take appropriate action.
 - (d) Note that the strength of weed killers which the City Council were permitted to use were somewhat limited due to licence regulations, although the City Council were awaiting a response from Lancaster University who had conducted research regarding weed killers and that the City Council had agreed to inform the Council of the conclusions of the research.
 - (e) Note that the Clerk would meet with Lancaster City Council's Cleansing Team to discuss Morecambe's street cleansing rotas and operations, with a view to having a closer relationship with Lancaster City Council for the benefit of keeping Morecambe cleaner and tidier.
 - (f) Agree that the Morecambe in Bloom theme for 2019 be "The Life of Morecambe Bay".

- (g) To thank Lancaster City Council for their offer of watering the projects of Morecambe Bloomers.
 - (h) Request the Clerk to contact all Town Council Members to request that if Councillors were governors at schools, that they could raise Schools in Bloom at Governor's meetings.
- (3) That in respect of issues at the Allotment site:
- (a) The Allotment Association be recommended to seek advice from the Citizen's Advice Bureau, and the instruction issued by the Town Council to remove the chimney by 15th March be suspended until technical issues were clarified.
 - (b) That the Clerk arranges an urgent meeting on site with the City Council Planning Enforcement Officer and the Allotment Association to explain the reasons for the City Council's decision relating to planning permission for the wood burner and chimney.
 - (c) The Allotment Association reminds all its members to be mindful and respectful to nearby residents at all times, and to re-familiarise themselves on the rules and regulations regarding the use of fires on site.
 - (d) The neighbour requesting permission to build a fence on the party wall be informed that the Town Council was of the view that permission should not be granted, due to the wall's condition and that it was not be appropriate for a resident to build a fence on the Allotment side of the boundary wall.
 - (e) The resident be advised that the Town Council would have no objection to the fence being built on the resident's side of the wall.
 - (f) Request the Clerk to seek legal clarification as to whether the Allotment Association or the Town Council were responsible for maintenance of the boundary fence.
- (4) That in respect of the Air Quality Plan consultation Lancaster City Council be informed that:
- (a) The arrangement of the modifications to junction 33 should be designed in such a manner that they did not reduce the problems of North bound traffic but cause problems for south bound traffic and requests that an additional junction be considered.
 - (b) The Town Council remained concerned that adequate facilities were not being provided for lorries and their trailers which would prevent parking overnight on Morecambe Promenade, which the Town Council deemed to be inappropriate in a visitor destination and which increased air pollution in an area heavily populated by visitors.
 - (c) Concern that in smoke control areas, how was the City Council proposing to monitor nuisance from bonfires and odours effectively.

- (5) That in respect of the Local Plan consultation Lancaster City Council be informed that the Town Council wished to restate its objection to the proposals within the Local Plan for the re-designation of green belt to countryside East of Torrisholme as set out in the preamble to Minute 46 of the Planning Development and Environment Committee from its meeting held on 4th February.
- (6) That in respect of Lancashire County Council's consultation regarding the County's proposals to reduce the opening hours at the Household Recycling Centres may result in, the Clerk be requested to forward the following comments to the County Council:
 - (a) The proposals were likely to cause an increase in the amount of fly tipping and illegal dumping;
 - (b) Residents who worked regular working days (i.e. 9 a.m. to 5 p.m.) may have access problems with reduced opening hours;
 - (c) There were likely to be increased traffic implications with reduced opening hours, on the basis that the traffic queues were often considerable with the current longer opening times.

75. Community Safety Committee

The Council received the minutes of the Community Safety Committee from its meeting held on 12th February 2019 and considered its recommendations in respect of the following items:

- (a) Anti Social Behaviour
- (b) Environmental Enforcement Officer
- (c) Police Update

Resolved:

- (1) That in respect of the report by the Anti Social Behaviour Team:
 - (a) To note the progress being made and to thank Mr. Tagg for attending and the update report.
 - (b) To note that the Youth Shelter was near to completion, which would allow for a designated and fit for purpose area for youths, this would serve to reduce the extent of ASB in and around the town.
 - (c) To note that CPW's and letters to residents about fly tipping had been issued which had resulted in suspects being identified.
 - (d) To note that the ASB team had addressed the fenced boundary issues at Frontierland, and to be advised by the team when this is to be reinstated.
 - (e) To consider at future meetings ways in which bureaucratic procedures can be streamlined in order for the team to do more in and around the town.
- (2) That in respect of the report by the Police:
 - (a) Council notes that although begging was a criminal offence, it was very difficult to enforce.

- (b) The Police and ASB Team to work together to raise a licensing query and visit establishments to discuss drinking outside of premises.
- (3) That in respect of Environmental Enforcement:
- (a) To note the current situation regarding the extent of dog fouling, and to consider ways in which the post of the Enforcement Officer be amended in order to secure best value for money.
 - (b) To request the Clerk to contact City Council as the employers of the Enforcement Officer, to discuss ways in which procedures can be amended in order to maximise the time the Enforcement Officer spends patrolling the streets and consider ways in which the role of the Enforcement Officer could contribute to reducing the prevalence of dog fouling.
 - (c) To note that Morecambe residents were provided with additional resources through the Town Council's funding of the Enforcement Officer and request the Clerk to contact Lancaster City Council's Environmental Health Department to ascertain the work undertaken by the City Council's other dog wardens in Morecambe.
 - (d) To note that the Clerk advised the Committee that further resident meetings regarding dog fouling, litter and fly tipping were planned in other wards around the town in addition to those which had already taken place in Bare and the West End, with a view to establishing positive communication with residents in order to work together to tackle these issues.
 - (e) To note that the Town Council would be working more closely with Lancaster City Council's Cleansing Team to identify ways in which to address and respond more effectively to dog fouling and litter.

76. Finance and Management Committee

The Council received the minutes of the Finance and Management Committee from its meeting held on 11th March 2019 considered its recommendations in respect of the following items:

- (a) Payment and Receipts schedule – 1st January to 28th February 2019
- (b) Budget 2018/19
- (c) Internal Audit Report and Review of Internal Audit
- (d) Review of Risk Management
- (e) Meeting Calendar 2019/20

Resolved:

- (1) That the Payments schedule for the period 1st January to 28th February 2019 as submitted to Council be noted.
- (2) That the position with regard to the 2018/19 budget at 28th February as submitted to the Council be noted.
- (3) That in respect of the of Internal Audit the following documents submitted by the Committee be approved:
 - Scope of Internal Audit

- Approach to Internal Audit Testing
- (4) That the Internal Audit report as presented be noted and the Clerk be requested to invite tenders for the Council's Internal Audit 2019/20.
- (5) That in respect of the Review of Risk Management Council the following documents as presented by the Committee be approved:
- Continuity of Business Policy
 - Risk Management Log
- (6) That the Meeting Calendar for 2019/20 as presented by the Committee be approved.

77. Quotations for Cleaning and Sanitary Waste collection for the Dome Toilets 2019

The Clerk presented quotations received in respect of the toilet block cleaning and appropriate Sanitary waste disposal and Baby Changing and Nappy Waste Disposal contracts for 2019.

Regarding the Sanitary Waste disposal and Baby Changing and Nappy Waste Disposal contract, quotations were invited from five companies.

Only one quotation had been received from Canon Hygiene which was the Company who have undertaken the work for last two years. in the sum of £650 plus VAT. In 2018 the amount paid for this service had been £620 plus VAT.

Regarding the toilet cleaning contract had been invited from five companies as well as the contract being advertised online,

Danfo
 LCD Windows and Support Services - Morecambe
 The Bay Cleaning Services - Lancaster
 Simply Clean North West - Morecambe
 RB Cleaning Service – Morecambe

Quotations had been received from one company only and this had not been from Danfo who undertook the work in 2017 and 2018. Danfo had informed the Council that they were unable to quote for this work without significant increase in costs as they would have to employ additional staff to undertake this work, which would incur additional weekend working rates.

Danfo were awarded the work in 2018 at a cost of £3,300 plus VAT.

The quotation received was in the sum of £7,746.60.

The Clerk advised that whilst the Company could undertake the work and meet the Council's requirements the quotation presented the following issues to the Council:

- (a) This would be a more than doubling of the costs incurred in 2018 against a total toilet management budget set for 2019/20 of £10,000.00

- (b) This amount would be above the Council's threshold for inviting tenders which is £5,000.00. In this instance quotations were invited and not tenders. This was based on previous year's costs, although the requirement of the Financial Regulations was met in terms of at least three quotations being invited.

Resolved:

- (1) That Council delegates to the Clerk to explore all options for letting of the cleaning contract at a price which would represent value for money to the Council, and in doing so to explore the following:
- Request Lancaster City Council to undertake the work
 - Re tender the contract
 - Re tender with some days only being cleaned once per day
 - The Council to employ its own operative.
- (2) That the Clerk aims to achieve (1) above to open the toilets over the Easter weekend 2019, but that it be recognised that if a cost effective solution could not be found, then Council recognises that the Clerk would not be able to let the contract and the matter would be reconsidered by the Council at its meeting on 16th May 2019.

78. Town Clerk's Appraisal

The Town Clerk's appraisal was undertaken on 26th February 2019 by the Appraisal Panel consisting of Councillors:

R. Dennison (Chairman), D. Hutton and J. Pilling.

A copy of the paperwork has been circulated to members separately.

The Appraisal Panel agreed that in accordance with the Clerk's contract of employment, the Clerk be advanced to the next increment point on his scale with effect from 1st April 2019.

The Panel advised the Council that the Town Clerk had not been paid appropriately during 2018/19. This had been highlighted by the Council's Auditors. The new income tax threshold had not been factored into his pay from April 2018, nor had the Local Government pay award which came into effect from 1st April 2018.

The pay award had been agreed by the National Joint Council (NJC) and this Council agreed the following on 15th September 2011 (Minute 56 (5) refers):

"That Council adopts the National Agreement on Pay and Conditions of Service as set out by the National Joint Council for Local Government Services".

Given that this decision was made in 2011, the Panel were of the view that Council should reconfirm this decision formally.

Resolved:

- (1) That the Appraisal Panel's decision to advance the Town Clerk one increment point on the pay scale in accordance with the pay scales set out in his contract of employment be noted.

- (2) That as underpayments had been made on 2018/19 on the Clerk's salary, to note that the Appraisal Panel authorised these to be rectified within the March 2019 salary payment.
- (3) That this Council reconfirms its policy to abide by the National Agreement on Pay and Conditions of Service as set out by the National Joint Council for Local Government Services.

79. Date of Next Meeting

Thursday 16th May 2019 at Morecambe Town Hall commencing at 7 p.m.

The meeting ended at 8.30 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

29th March 2019

MORECAMBE TOWN COUNCIL

21st March 2019

SUPPORTING PAPERS

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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

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 4th February 2019

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

Officers in attendance – D. Croxall (Clerk) and N. Kitchen (Assistant Clerk)

Mr W. Griffith (Lancaster City Council) – Minutes 45 to 48

Councillor Whitaker welcomed Nicola Kitchen, Morecambe Town Council's recently appointed Assistant Clerk to the meeting.

40. Apologies for Absence

Councillors, D. Hutton and L. Page

41. Declarations of Interest

All councillors present declared a personal interest in the Morecambe Bloomers Group.

42. Minutes of Meeting of Planning Development and Environment Committee held on 9th January 2019

Resolved:

That the minutes of the Planning Development and Environment Committee held on 9th January 2019 be signed as a correct record.

43. Morecambe in Bloom

Mr W Griffith, Public Realm Manager from Lancaster City Council, was welcomed to the meeting. Mr Griffith acknowledged the recommendations made by the North West in Bloom 2018 judges report and assured the Committee that all recommendations had duly been considered and would be acted upon by the City Council.

Whilst the Committee expressed disappointment that the award in 2018 was Silver Gilt, compared to Gold in 2017, Mr Griffith expressed that this was perhaps partly a consequence of Morecambe being assigned to the large coastal town category in 2018, instead of the small coastal town category in 2017. However, Mr Griffith assured the Committee that he and his team would be striving for Gold in this year's competition.

The report suggested that the 2018 flower beds were flat and lacked imagination and consequently their aesthetic appearance was somewhat dull. Mr Griffith acknowledged this but explained that last year brought significant difficulties with maintaining the beds due to the extremely dry drought conditions.

The Committee suggested that all Local Authority floral displays should be impressive, and it was mooted that the gardens outside Morecambe Town Hall should be especially prestigious to reflect the importance of the building. The Committee expressed that they and Morecambe Bloomers would like to be more involved with the planning and designing process for Local Authority garden areas.

The Committee informed Mr Griffith that running alongside Morecambe in Bloom, Morecambe Town Council were striving to improve the general appearance of Morecambe and were actively seeking to reduce levels of dog fouling and litter. Weed control was also discussed, and it was generally agreed that this was an ongoing issue, with unfortunately, no easy answer.

Resolved:

That Council be recommended to:

- (1) Note that Lancaster City Council were seeking to improve the quality of the flower beds in 2019, including the procurement of 110 tonnes of A1 superior quality top soil which would both raise the height of the flower beds, and also encourage more glorious displays due to the high nutrient content within the soil, and that the City Council would be seeking to creative more imaginative displays and creations in 2019.**
- (2) Note that Lancaster City Council plans for designs and purchases for plants were made 12 months in advance, and it was therefore too late for the Committee or the Bloomers to have any major input with the 2019 displays, although the City Council would actively encourage involvement with Morecambe Town Council and the Morecambe Bloomers for 2020 displays.**
- (3) Inform Lancaster City of any specific issues or problem areas with litter cleansing and weeds before judging takes place for the 2019 NW in Bloom competition to allow the Cleansing Team to take appropriate action.**
- (4) Note that the strength of weed killers which the City Council were permitted to use were somewhat limited due to licence regulations, although the City Council were awaiting a response from Lancaster University who had conducted research regarding weed killers and that the City Council had agreed to inform the Council of the conclusions of the research.**
- (5) Note that the Clerk would meet with Lancaster City Council's Cleansing Team to discuss Morecambe's street cleansing rotas and operations, with a view to having a closer relationship with Lancaster City Council for the benefit of keeping Morecambe cleaner and tidier.**

The Chair expressed thanks to Mr Griffith for attending the meeting.

44. Allotment Update

Members of the West End and Heysham North Allotment Association were welcomed to the meeting. The Clerk provided the Committee with some background knowledge as to why he had written to the Allotment Association. The Association had constructed a chimney / wood

burning stove within its community building, which a neighbouring resident had complained that fumes from the chimney were entering his house.

The Clerk had taken advice from Lancaster City Council who had advised that the chimney should have been subject to a planning application. The Allotment Association were advised that whilst this could be applied for retrospectively, the City Council had also advised that Planning Permission was unlikely to be granted. The Clerk explained that as Morecambe Town Council were the landowners, any enforcement made by Lancaster City Council would be made against the Town Council not the Allotment Association, and had therefore written to the Association on 29th January, instructing that the chimney and wood burning stove be removed no later than 15th March 2019.

The Allotment Association advised that they had sought advice from HETAS, which was the national organisation for consumer safety and the wider public interest in safe, efficient and the environmentally responsible use of biomass and other solid fuels. HETAS had advised that as the allotment was not a dwelling, no building control was required, which they considered was at odds with the decision made by Lancaster City Council's planning department.

The Clerk also informed the Committee that he had received a complaint about the quantity of fires being lit on the Allotment site, which was the first complaint received by the Council since the Town Council became landlords of the site in 2011.

Resolved:

- (1) That the Allotment Association be recommended to seek advice from the Citizen's Advice Bureau, and the instruction issued by the Town Council to remove the chimney by 15th March be suspended until technical issues were clarified.**
- (2) That the Clerk arranges an urgent meeting on site with the City Council Planning Enforcement Officer and the Allotment Association to explain the reasons for the City Council's decision relating to planning permission for the wood burner and chimney.**
- (3) That the Allotment Association reminds all its members to be mindful and respectful to nearby residents at all times, and to refamiliarize themselves on the rules and regulations regarding the use of fires on site.**

45. 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:

The Clerk advised the Committee that since the publication of the Agenda, Application No. 19/00056/FUL regarding 41 Thornton Road, Morecambe had been removed by Lancaster City Council as they have had deemed it an invalid application.

Application Number	Proposal Details	Site Address
19/00056/FUL	Change of use and conversion of dwelling to one 1-bed flat, two 2-bed flats and one 3-bed flat and installation of windows to the side elevation	41 Thornton Road, Morecambe
19/00086/FUL	Erection of a single storey side and rear extension, construction of a hip to gable extension with a dormer to the rear elevation	17 Lonsdale Avenue, Morecambe
19/00042/LB	Listed building application for construction of a dormer extension to the rear elevation, installation of rooflight to the rear roof, replacement of windows and internal alterations to partition walls, reconfiguration of staircase and installation of new staircase	9 Torrisholme Square, Morecambe
19/00041/FUL	Construction of a dormer extension to the rear elevation, installation of rooflight to the rear roof and replacement of windows	9 Torrisholme Square, Morecambe
18/01393/FUL	Retrospective application for change of use of a car park used in association with office accommodation (B1) to a car wash (sui generis) and retention of a steel framed canopy, boundary fencing and gates.	Land fronting Gotts Foods, 76 Westgate, Morecambe
18/ 01580/CU	Change of use of HMO (C4) to 1 dwelling, 1 two-bed apartment and 1 three-bed apartment (C3)	33-35 Westminster Road, Morecambe

Resolved:

- (1) That Lancaster City Council be advised that the Town Council had no comments to make in respect of any of the following Planning Applications.
- 19/00086/FUL 17 Lonsdale Avenue, Morecambe.
- 19/00042/LB 9 Torrisholme Square, Morecambe.
- 19/00041/FUL 9 Torrisholme Square, Morecambe.
- (2) That Lancaster City Council be informed that in respect of Application No. 18/01393/FUL regarding land fronting Gotts Foods, 76 Westgate, Morecambe, that the Town Council was concerned that this was a retrospective application and to request that should the City Council be mindful to approve the application, that a condition be applied to control and limit the spray of water to neighbouring properties, due to a previously noted complaint regarding planning conditions.

46. Lancaster District Local Plan.

In May 2018 Lancaster City Council submitted the Lancaster District Local Plan 2011-2031 to the Government. An Inspector had been appointed to independently examine the 'soundness' and legal compliance of the submitted plan. The Local Plan documents and evidence were published for consultation in February 2018.

Lancaster City Council had published additional evidence and information to support the submitted Local Plan. The town Council had been invited to consider the additional evidence and information and to make representations on the soundness of the plan, its legal compliance and conformity with duty to cooperate requirements by 5pm on Friday 15 February 2019.

The period for making representations closes at 5pm on Friday 15 February 2019.

The Council had raised concerns about the proposals to remove an area of land off Fulwood Drive from Green belt to Countryside managed land. The Committee remained concerned that there did not appear to be sufficient evidence in the Landscape and Visual Field Survey Report Review within the current consultation to support the proposals.

The proposed Local Plan states:

"The Green Belt boundary to the east of Torrisholme has been amended to provide a more definable Green Belt boundary making use of the West Coast Mainline. This provided a more robust and permanent boundary that will not be vulnerable to future encroachment. The land that has been removed from the Green Belt will not be identified for development purposes but will be identified as open countryside. The land at Torrisholme Barrow will be protected as an area of open space and as a Scheduled Ancient Monument due to its recreational and historical importance "

The Committee were of the view that Policy EN6 of the Local Plan was inappropriate in so far as it related to land to the East of Torrisholme. The Policy was proposing that the land be transferred from Green Belt to Countryside managed land.

The reasons for the Committee's views were:

Paragraph 133 of the National Planning Policy Framework stated unequivocally *"The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and their permanence."*

Paragraph 134a of the National Policy Planning Policy Framework listed as the first of five purposes of Green Belt *"to check the unrestricted sprawl of large built up areas;"*

Paragraph 134c gave the third purpose as *"to assist in safeguarding the countryside from encroachment."*

Paragraph 136 was clear that *"Green Belt Boundaries should only be altered where exceptional circumstances are fully evidenced and justified through the preparation or updating of plans"*

Lancaster City Council had taken the fact of preparation of a new Plan as providing an exceptional circumstance in itself but as can clearly be seen, Paragraph 136 went on to indicate that the need for change should be established through strategic policies. Since there was no intention to incorporate the land released from Green Belt into any strategic land use the need for change was not established.

Paragraph 137 referred to the need for the strategic policy making authority to indicate that all other reasonable options for development had been considered and the supporting sub paragraphs a, b and c clarified and underpinned the need for such assessment.

The Committee were of the view that the NPPF clearly intended that exceptional circumstances envisaged in the Framework related to the removal of Green Belt protection from development.

The City Council gave as its only justification for moving the Boundary of the Green Belt the opinion that a railway line exists as a more permanent feature and thus could serve as a more permanent boundary.

The Committee were of the view that the existing Town Boundary serves as a more appropriate boundary to the Green Belt and that it is no less permanent than the railway line which could, at some future period, be removed, however unlikely that may seem at the present time. The moving of a railway line was not under the control of a Local Authority but under the control of the organisation which owned the line. The boundary of a town, village or even a city cannot be moved on the mere whim of a commercial or private interest. It was therefore clear to the Committee that the existing boundary would always serve as a greater safeguard against "encroachment and unrestricted sprawl" than a railway line with no guaranteed degree of permanence, and permanence was clearly laid down as a required feature of a Green Belt Boundary.

Whilst the Town Council welcomed the findings in the Key Urban Landscapes Review to retain Torrisholme Barrow as a Key Urban Landscape and protect it from future development given its historical importance and an important area of local amenity, the Committee concluded that there was no new evidence to support Policy EN6 within the proposed Local Plan for the change of designation of land to the east of Torrisholme from Green Belt to Countryside and therefore that this part of the proposed Lancaster District Local Plan was not sound.

Resolved:

That the Clerk writes to Lancaster City Council restating the Council's objection to the proposals within the Local Plan for the redesignation of green belt to countryside East of Torrisholme as set out in the preamble to the minute above.

47. Consultation by Lancashire County Council re opening hours for Household Waste Recycling Centres.

Lancashire County Council had invited the Council to respond to its consultation regarding the future opening hours of the Household Recycling Centres.

The consultation proposed that the opening hours for all household waste recycling centres be amended to 9am-5pm for the entire year. The current opening hours were:

- Summer opening hours (1st April to 30th September): 8am to 7pm
- Winter opening hours (1st October to 31st March): 8am to 5pm.

The closing date for submitting responses was 25th March 2019

Resolved:

That Council be recommended to request the Clerk to inform the County Council that to consider a reduction in opening hours at the Household Recycling Centres may result in:

- (1) An increased amount of fly tipping and illegal dumping;**
- (2) Residents who work regular working days (i.e. 9 a.m. to 5 p.m.) may have access problems with reduced opening hours;**
- (3) Increased traffic implications which were likely to increase with reduced opening hours, on the basis that the traffic queues were often considerable with the current longer opening times.**

Chairman

The meeting closed at 8. 40 p.m.

MORECAMBE TOWN COUNCIL

Minutes from the Planning, Development and Environment Committee Meeting held at 7.00 pm on Monday 4th March 2019

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

Officers in attendance – D. Croxall (Clerk) and N. Kitchen (Assistant Clerk)

48. Apologies for Absence

Councillors J. Bates, J. Hanson, P. Heath and L. Page

49. Declarations of Interest

David Whitaker declared a personal interest in Minute No 51 in so far as it related to Planning Application No. 19/00147/FUL – 42 Woodhill Lane, Morecambe.

50. Minutes of Meeting of Planning Development and Environment Committee held on 4th February 2019

Resolved:

That the minutes of the meeting of the Planning Development and Environment Committee held on 4th February 2019 be signed as a correct record.

51. 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 4th February 2019.

Application Number	Proposal Details	Site Address
19/00209/FUL	Change of use of ground floor from property management and sales (A2) to mixed use sandwich shop and cafe (A1, A3)	Purple Property Group, 10 Thornton Road, Morecambe
19/00210/VCN	Demolition 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 1 on application 18/01423/VCN to amend the approved plans and also to delete condition 2c to remove the requirement for the removal of street furniture)	Aldi, Marine Road West, Morecambe
18/01585/FUL	Change of use of ground floor shop (A1) to a 2-bed maisonette (C3), replacement of shop front with new frontage, installation of a window and door to the side elevation and construction of a boundary wall	48 Albert Road Morecambe
LCC/2019/0010	Provision of multi games area with 3m high ball stop fencing and gates	Westgate Primary School, Langridge Way, Morecambe
19/00197/FUL	Erection of Outbuilding	220 Lancaster Road, Morecambe
18/01654/FUL	Change of use from trade counter and stores to gymnasium (D2)	20 Westgate, Morecambe
18/01624/FUL	Installation of a new door at the Second floor	4 Townley Street, Morecambe
19/00156/FUL	Erection of a single storey side and rear extension	72 Broadway, Morecambe
19/00147/FUL	Erection of a single storey rear extension	42 Woodhill Lane, Morecambe

Resolved:

- (3) That Lancaster City Council be advised that in respect of 19/00209/FUL, 10 Thornton Road, Morecambe, the Town Council expressed concern regarding potential traffic management and potential lack of litter bins, given the close proximity to Morecambe High School.**
- (4) That Lancaster City Council be informed that in respect of Application No. 19/00210/VCN, Aldi, Marine Road West, Morecambe, the Town Council had no comments to make as the details provided were vague.**
- (5) That Lancaster City Council be advised that in respect of Application No. 18/01585/FUL, 48 Albert Road, Morecambe, the Town Council considered the objection raised by a member of the public which related to the shape of the window and requests that should the application be considered for approval the Planning Authority should ensure that the development avoids overlooking into neighbouring properties.**
- (6) That Lancashire County Council be advised that in respect of Application No. LCC/2019/0010 Westgate Primary School, Langridge Way, Morecambe, the Town Council suggested a condition that if floodlights were to be installed, suitable screening to the surrounding residents should be considered and also that there should be a stipulation that the floodlights should be switched off at a reasonable time of the day and preferably no later than 10 p.m.**
- (7) That Lancaster City Council be advised that in respect of Application No. 19/00197/FUL 220 Lancaster Road, Morecambe, the Town Council had no comments to make.**
- (8) That Lancaster City Council be advised that in respect of Application No. 18/01654/FUL 20 Westgate, Morecambe, the Town Council had no comments to make.**
- (9) That Lancaster City Council be advised that in respect of Application No. 18/01624/FUL 4 Townley Street, Morecambe, the Town Council had no comments to make.**
- (10) That Lancaster City Council be advised that in respect of Application No. 19/00156/FUL 72 Broadway, Morecambe, the Town Council had no comments to make.**
- (11) That Lancaster City Council be advised that in respect of Application No. 19/00147/FUL 42 Woodhill Lane, Morecambe, the Town Council suggested a condition that windows which overlooked onto adjoining properties should be of obscure glass.**

52. Consultation by Lancaster City Council re Air Quality Action Plan

Lancaster City Council were producing a new Air Quality Action Plan for the Lancaster district, with particular focus on its three designated Air Quality Management Areas, in Lancaster, Carnforth and Galgate.

The City Council had requested views and any suggestions from all stakeholders within their District regarding air quality actions that they may consider and potentially include within the new Air Quality Action Plan for the Lancaster district.

The plan would include actions to address air quality issues within the three designated Air Quality Management Areas (AQMAs) in Lancaster, Carnforth and Galgate and apply to the district as a whole.

Air pollution was an environmental concern for many communities in the UK. The City Council currently monitored, assessed and coordinated control over local air pollution. Their activities included:

- Coordinating action in Lancaster, Carnforth and Galgate air quality management areas
- Carrying out district-wide review and assessment of air quality
- Measuring and monitoring air pollution levels
- Maintaining Smoke Control Areas (where only smokeless fuels may be burned)
- Investigating air pollution complaints about:
 - garden bonfires
 - dark smoke and potentially toxic fumes from burning of unsuitable materials
 - nuisance dusts – building sites, mineral works, etc.
 - nuisance odours – e.g. farming and industrial smells
 - smoky diesel vehicles – supporting the Vehicle Licensing Inspectorate’s work
- Inspecting industrial sources of air pollution that are prescribed for ‘permitting’ controls
- Advising the local planning authority on the air quality impacts of new proposals and appropriate controls/mitigation

As air quality issues within the three designated AQMAs in Lancaster relate to impacts from road traffic, the action plan is being developed alongside the Lancaster District Highways and Transport Masterplan (prepared and managed by Lancashire County Council).

The County Council’s Lancaster District Highways and Transport Masterplan outlined ambitious new plans to see the city centre and towns of Morecambe, Carnforth, Heysham, transformed over coming decades.

The masterplan outlined a range of improvements to be developed by 2031, including a vision for a city centre less dominated by traffic, with more people using sustainable transport such as buses and cycling.

The masterplan was approved by the County Council's Cabinet on Thursday 6 October 2016 and will see multi-million pound investment in the transport infrastructure in the Lancaster City Council area.

The masterplan aimed to tackle problems with congestion and air pollution and create an environment which will make the district a particularly attractive place to live, work and visit.

The completion of the Bay Gateway fundamentally changed traffic patterns in the district and presents major opportunities to transform travel that are captured in the masterplan.

The plan contained a range of improvements. Central to the vision of how the Lancaster District could look by 2031 were proposals to:

- Position Caton Road as the main gateway into Lancaster from the M6, from both north and south. This will allow us to manage the city centre network more closely, with a focus on improving the environment by identifying options to support public transport, cycling and walking and limit unnecessary HGV movements.
- Reconfigure M6 Junction 33 to support the development of South Lancaster around Lancaster University. In a change to the draft masterplan, it is now proposed to relocate part of the junction further to the north so that people travelling from south Lancaster can access the motorway without having to travel through the city centre or Galgate. The south-facing slip roads would remain where they are so that traffic accessing the M6 south would not need to pass through Galgate.
- Develop the 'Lancaster Reach' bus rapid transit network, incorporating the Park and Ride service from M6 Junction 34 to Lancaster city centre to create a 'Y'-shaped network of two routes, one linking Heysham and Morecambe to South Lancaster via the city centre, the other linking M6 Junction 34 to Lancaster University. This is linked into a wider route management plan for the A6 corridor between the A6 and South Lancaster, to create a sustainable transport corridor, supporting alternatives to the car for local journeys to reduce congestion and support development in the area.
- Work with Lancaster City Council to put in place the transport elements needed to make the Morecambe Area Action Plan a reality. A range of measures would aim to improve gateways into the town centre and fully integrate the seafront with the town to make it more attractive to spend time in a Morecambe less dominated by cars.
- Carry out a Morecambe Bay Connectivity Study to explore the business case for better connections around the whole bay area for all modes of transport. This will also take into account journeys to Cumbria, particularly from Carnforth, to benefit from economic growth potential at the Sellafield and GlaxoSmithKline sites.
- Improve how Carnforth town centre works, making it a more attractive place for visitors to spend time, and more user-friendly for pedestrians and cyclists.
- Look at long-term sustainable alternatives to conventional public transport for rural areas, and whether solutions from elsewhere in the UK could be applied to Lancaster.

- A comprehensive plan to develop an integrated multi-use/cycling network for the district, which will support the wider Cycling and Walking Strategy for Lancashire.
- Make Lancaster central to a countywide programme of support for Ultra Low Emission Vehicles.

Noting the outline measures put forward in the Transport Masterplan, the City Council had requested stakeholder views and any suggestions on air quality actions that may be considered by the City Council for inclusion within the new Air Quality Action Plan for the Lancaster district.

The City Council's consultation must be completed online survey with the four questions set out below being asked:

- a) What actions would you suggest need to be taken to improve air quality across the Lancaster District?
- b) Are there any specific actions you would suggest for the Carnforth, Galgate or Lancaster City Centre Air Quality Management Areas? Please specify which area your comments refer to.
- c) Do you have any suggestions on what could be done to help reduce people's exposure to air pollution? Please specify which area(s) this is needed.
- d) Do you have any further comments on air quality in the Lancaster District?

Smoke control areas. How is this monitored and measured? Nuisance odours such as farms and crops are inevitable.

Resolved:

That the Council be recommended to inform the City Council that:

- (a) The arrangement of the modifications to junction 33 should be designed in such a manner that it did not reduce the problems of North bound traffic but cause problems for south bound traffic and requests that an additional junction be considered.**
- (b) The Town Council remained concerned that adequate facilities were not being provided for lorries and their trailers which would prevent parking overnight on Morecambe Promenade, which the Town Council deemed to be inappropriate in a visitor destination and which increased air pollution in an area heavily populated by visitors.**
- (c) Concern that in smoke control areas, how was the City Council proposing to monitor nuisance from bonfires and odours effectively.**

53. Allotment Update

The Clerk provided a detailed update and informed the Committee that Lancaster City Council's Planning and Enforcement Officer had visited the Allotment Association to explain to the Association their decision relating to planning permission for the wood burner and chimney.

The Clerk explained that the Association queried whether the necessity for planning permission would be removed if they relocated the building / hut at the site. City Council

advised that although the associated problems would be reduced, they could not guarantee nor speculate on what the final decision would be.

The Clerk advised the Committee the boundary wall between the Allotment and Buckingham Road was in disrepair and the Allotment Association had erected metal fences as a temporary solution. A neighbouring resident had contacted the Clerk and requested permission to build a robust fence along the top of the party wall between the Allotment and the end of Buckingham Road.

The Clerk advised that as landlords of the Association's site, Morecambe Town Council should have proper involvement with decisions that require formal approvals.

The Clerk updated the Committee regarding fires on the site and advised the Committee that further complaints had been made to Lancaster City's Environmental Health Department who were dealing with this issue.

Resolved:

- (1) That the neighbour requesting permission to build a fence on the party wall be informed that the Town Council was of the view that permission should not be granted, due to the wall's condition and that it was not be appropriate for a resident to build a fence on the Allotment side of the boundary wall.**
- (2) That the resident be advise that the Town Council would have no objection to the fence being built on the resident's side of the wall.**
- (3) That the Clerk seeks legal clarification as to whether the Allotment Association or the Town Council were responsible for maintenance of the boundary fence.**

54. Morecambe in Bloom

The Clerk advised the Committee that Morecambe in Bloom would be launched before the next Committee meeting and proposed a closing date for entries of the 21st June 2019. The Clerk advised the Committee that no theme had been decided for this year's competition.

The Clerk informed the Committee that Will Griffith, Public Realm Manager from Lancaster City Council had attended a Morecambe Bloomers meeting and had offered to water all the Morecambe Bloomers projects.

The Clerk and Assistant Clerk advised that despite various methods, they had encountered difficulties encouraging and persuading schools to enter Schools in Bloom. However, there had been more success with nurseries and pre-schools, and the Committee were advised that 4 pre-schools had agreed to enter.

The Clerk advised the Committee that a community beach clean / litter pick had been organised for Sunday the 10th March 2019 (10am – 11.30am).

The Clerk advised that the Committee that the Morecambe Business Improvement District had approached the Council to implement a scheme to create 40 planters on the promenade on a partnership basis. The Clerk advised that there were sufficient funds remaining within the Morecambe in Bloom budget 2018/19 to fund this project and that he had requested a licence from the County Council as the Highways Authority to determine if the project was possible..

Resolved:

That Council be recommended to:

- (1) Agree that the Morecambe in Bloom scheme for 2019 be “The Life of Morecambe Bay”.**
- (2) Thank Lancaster City Council for their offer of watering the projects of Morecambe Bloomers.**
- (3) The Clerk to contact all Town Council Members to request that if Councillors were governors at schools, that they could raise Schools in Bloom at Governor’s meetings.**

Chairman

The meeting closed at 8. 50 p.m.

MORECAMBE TOWN COUNCIL

Minutes of the Meeting of the **Community Safety Committee** held on Tuesday 12^h February 2019 at 7.00pm at War Memorial Hall Café, Morecambe

Present: Councillors John Hanson (Chairman), R. Dennison, and D. Whitaker

Town Council Officers in Attendance:

Town Council: D. Croxall (Clerk) N Kitchen (Assistant Clerk)

Lancaster City Council: G. Tagg (ASB Officer)

Lancashire Constabulary:

Sergeant L. Brown

10. Apologies for Absence

Councillors J. Bates, L. Davies

11. Declarations of Interest

There were no declarations of interest.

12. Minutes of Meeting of Community Safety Committee held on 8th August 2018

Resolved:

That the minutes of the Community Safety Committee held on 8th August 2018, be signed as a correct record.

13. Anti Social Behaviour (ASB)

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

Most issues tackled, fell within the Harbour and Poulton wards, Morecambe Central and Happy Mount Park area.

In conjunction with Lancashire Police and Police Community Support Officers (PCSO), Community Protection Warnings (CPW) and Community Protection Notices (CPN) for ASB had been successfully issued. Ringleaders had also been identified and the team's PCSO had conducted positive work with many young people through engagement with schools. Young people had collectively informed PCSO's that a specific area for them to congregate would be beneficial.

Mr Tagg advised the Committee that the establishment of the Youth Shelter had been a lengthy process because there had been unexpected delays regarding planning applications, the wireless internet connections and the CCTV camera.

The Team had worked with Lancaster City Council's Environment Officers regarding fly tipping in and around the town. Positive work had continued and there had been successful communications with landlords and letting agencies.

The Team had investigated the removal of the fenced boundary at the old Frontierland area site which belonged to Morrisons. Mr Tagg advised the Committee that by law, waste land must be cordoned off.

Mr Tagg informed the Committee that administrative process and procedures took considerable time and consequently reduced the time actively addressing ASB within the town.

Resolved:

That Council be recommended to:

- (a) **Note the progress being made and to thank Mr. Tagg for attending and the update report.**
- (b) **Note that the Youth Shelter was near to completion, which would allow for a designated and fit for purpose area for youths which would serve to reduce the extent of ASB in and around the town.**
- (c) **Note that CPW's and letters to residents about fly tipping had been issued which had resulted in suspects being identified.**
- (d) **Note that the team had addressed the fenced boundary issues at Frontierland, and to be advised by the team when this is to be reinstated.**
- (e) **Consider ways in which bureaucratic procedures can be streamlined in order for the team to do more in and around the town.**

14. Environmental Enforcement Officer

The Clerk provided some background information to the Committee for the role of the Enforcement Officer. The Committee had requested (minute 24, 2nd May 2018), this should be a standing item at meetings.

The Clerk advised the Committee that social media had been utilised to convey messages to residents about the role of the Enforcement Officer, and the legal obligation for dog walkers to clean up after their dog. The response Morecambe Town Council Officers had received was overwhelmingly positive in the sense that residents had expressed support in the Town Council's efforts at addressing this issue. However, the feedback received by the Town Council's officers had also been disappointing because residents were citing dog fouling as a significant and increasing problem in and around the town.

The Clerk advised that the Assistant Clerk and the Enforcement Officer had attended a Bare Community Association Meeting and spoken to residents and business owners about dog fouling. The Association informed the Officers that there was a significant problem in and around Bare.

The Clerk informed the Committee that it was extremely difficult to catch offenders in order to issue fixed penalty notices and had tried various changes to the way the Enforcement Officer worked. The Clerk advised the Committee that dog fouling had not reduced since the last meeting, and if anything, was worse. This was a matter that had been confirmed by colleagues within other Local Authority Departments, and from residents via the social media campaign.

The Clerk and Assistant had a successful meeting with senior officers within the Public Realm and Cleansing team at Lancaster City Council in which dog fouling and litter was discussed.

It was raised and discussed about the nature of the existence of the role of the Enforcement Officer. It was considered that Morecambe residents were fortunate in that they had an **additional** service in and around the town given that they received statutory services from Lancaster City Council. It was mooted that it was therefore disappointing that the levels of dog

fouling remained so high. It was suggested that if dog fouling was neither being enforced nor reduced, it would perhaps be more fruitful to address the issue from a cleansing viewpoint.

Committee suggested that it would prove helpful if detailed operational practices from Lancaster City Council were obtained in order to identify exactly how much involvement City Council's team had in and around the town.

Resolved: That Council be recommended to:

- (a) Note the current situation regarding the extent of dog fouling, and to consider ways in which the post of the Enforcement Officer be amended in order to secure best value for money.**
- (b) Request the Clerk to contact City Council as the employers of the Enforcement Officer, to discuss ways in which procedures can be amended in order to maximise the time the Enforcement Officer spends patrolling the streets and consider ways in which the role of the Enforcement Officer could contribute to reducing the prevalence of dog fouling.**
- (c) Note that Morecambe residents are provided with additional resources through the Town Council's funding of the Enforcement Officer and request the Clerk to contact Lancaster City Council's Environmental Health Department to ascertain the work undertaken by the dog wardens in Morecambe.**
- (d) Note that the Clerk advised the Committee that it was planned that meetings in other wards around the town were to be arranged.**
- (e) Note that the outcome was for the Town Council to work much more closely with City Council's Cleansing Team to identify ways in which to address and respond more effectively to dog fouling and litter.**

15. Police Update

Sergeant Brown detailed to the Committee an update on the Neighbourhood Policing Team and advised that there had been a restructure effective from January 2019. Sergeant Brown advised that it would be premature to comment on the effectiveness of the new procedures until they had been operational for a longer period.

Councillors had requested that Sergeant Brown report back to the Committee about complaints regarding emergency sirens. Sergeant Brown advised the Committee that emergency sirens and lights are utilised because they enhance safety for both the public and emergency service staff.

Resolved:

- (a) That the Committee note the update provided by Sergeant Brown and to thank Sergeant Brown for his attendance.**
- (b) To continue the positive relationship with Lancashire Police.**

16. Issues Raised by Councillors

Councillors had requested that the following matters be considered:

- (a) Begging in and around the town
- (b) Drinking on the streets outside public houses in the West End

Resolved:

- (a) **That the Committee note that although begging is a criminal offence, it is very difficult to enforce.**
- (b) **Mr Tagg to raise a licensing query and visit establishments to discuss drinking outside of premises.**

Chairman

The meeting closed at 8.30 p.m.

19th February 2019

MORECAMBE TOWN COUNCIL

Minutes from the Finance and Management Committee Meeting held at 7.00 pm on Monday 11TH March 2019

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

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

35. Apologies for Absence

Councillor G. Dennison and J. Pilling

36. Declarations of Interest

There were no Declarations of Interest.

37. Minutes of Meeting of Finance and Management Committee held on 7th January 2019

Resolved:

That the minutes of the meeting of the Finance and Management Committee held on 7th January 2019 be signed as a correct record.

38. Payment and Receipts Schedule – 1st January to 28th February 2019

The Committee considered the Payment Schedule for the period from 1st January to 28th February (Appendix A to these minutes).

Resolved:

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

39. Budget 2018/19

The Clerk submitted a report which set out the position regarding the 2018/19 budget as at 28th February 2019.

The table at Appendix B to the minutes sets out the position of the 2018/19 budget against each budget head as at 28th February 2019. Appendix C to these minutes sets out a copy of the Bank reconciliation undertaken on 4th March 2019.

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:	£134,907.77
Funds required to fund whole budget:	<u>£175,739.68</u>
 Amount in Bank at 28/02/2019:	 <u>£176,518.18</u>

The Clerk updated the Committee on the reasons for the CCTV and SpID budgets not being utilised to date and suggested that these be addressed by the new Council, when the outcomes of further testing on suitable mobile CCTV cameras had been undertaken by

Lancaster City Council and the County Council had advised on suitable SpID machines to replace the previous models which were now no longer in production.

Resolved:

That Council be recommended to note the report and the contents of Appendices B and C attached to these minutes.

40. Internal Audit Report and Review of Internal Audit

The Council was required to review its Internal Audit procedures annually to ensure they were satisfactory as these guide and determine the work of the Council's appointed Internal Auditor.

The following documents were submitted for review:

- Scope of Internal Audit
- Approach to Internal Audit Testing

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

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

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

The Internal Auditor was an independent and competent person appointed by the Council to carry out checks on its system of internal control. The independent Internal Auditor cannot be involved in any business of the Council and cannot, therefore, be a serving member of the Council. Another clerk or an accountant could be suitable (but reciprocal arrangements between Councils were not permitted). The Internal Auditor carries out tests focusing on areas of risk and after reporting to the Council, signs a report on the annual return (required by law) to confirm that the Council's system of controls was in place and operating.

The Council's current Internal Auditors were Yorkshire Internal Audit.

The current fee was £660 per year.

The Internal Auditor visits the Council twice per year and undertakes the tests agreed by Council.

The Internal Audit report (dated 13th January 2019) from the visit in November 2018 was also submitted for consideration.

Resolved:

That Council be recommended to:

- (1) Approve the following documents as set out at Appendix D to these minutes:**
 - **Scope of Internal Audit**
 - **Approach to Internal Audit Testing**
- (2) Request the Clerk to invite tenders for the Council's Internal Audit 2019/20.**

41. Review of Risk Management

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

The following documents were submitted to the Committee for review:

- Continuity of Business Policy
- Risk Management Log

Resolved:

That Council be recommended to approve the following documents as set out at Appendix E:

- **Continuity of Business Policy**
- **Risk Management Log**

42. Meeting Timetable 2019/20

The Clerk advised the Committee that the Council agreed annually a timetable of meetings and therefore presented a suggested draft timetable for 2019/20.

The Draft Timetable set out at Appendix "D" had been prepared based on the current Committee Structure:

Council – Bi monthly – Council meets the third Thursday in the respective month.

Finance and Management – bi-monthly in week prior to each Council meeting – 6 meetings were programmed.

Planning and Development – monthly – 12 meetings were programmed.

Meetings for the Finance and Planning Committees have not been included in early May due to the Elections being held on 2nd May, and therefore the makeup of the Committees not being known until after the Annual Council Meeting on 16th May.

Community Engagement and Grants meets as required.

Festivals and Events – meets as required – 2 meetings suggested to fit into a timetable of Council considering Festival Grants for 2020/21 at the September Council meeting.

Community Safety – meets quarterly - 4 programmed.

Personnel and Complaints – meet as required.

Neighbourhood Plan Steering Group – whilst this was not purely a Town Council meeting as it involves community members, it was an important meeting including 5 councillors and meets the first Thursday of each month as shown on the timetable

With regards to the annual Town Meeting, a Parish Council must hold this meeting between 31st March and 31st May each year. On the draft it was programmed to take place at 7 p.m. on 23rd May. Last year the meeting was held immediately prior to the Annual Council Meeting. However, this year it must be held on a sperate night as this was a minuted decision of last year's Annual Town Meeting.

Resolved:

That Council be recommended to approve the Draft Meeting Calendar as set out in Appendix F to these minutes.

----- Chairman

The meeting closed at 7.20 p.m.

Appendix A – Schedule of Payments and Receipts (1st January to 28th February 2019)

Payments (1st January to 28th February 2019)

Staffing and Administration Budget

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
02/01/2019	Debit Card	Stationary	Home Bargains	7.60	1.52	9.12
03/01/2019	Direct Debit	Telephone Bill	Talk Talk Business	23.60	4.72	28.32
04/01/2019	Debit Card	Id Badges	ID card Ltd	6.00	0.00	6.00
07/01/2019	Direct Debit	Photocopier Hire	Grenkeleasing	247.20	49.44	296.64
18/01/2019	101347	Room Hire and Postage	Lancaster City Council	871.15	57.63	928.78
18/01/2019	Direct Debit	Pension Contributions	Morecambe Town Council	581.56	0.00	581.56
19/01/2019	Direct Debit	Bank Charges	Morecambe Town Council	11.10	0.00	11.10
21/01/2019	Direct Debit	Salaries	Morecambe Town Council	2,470.19	0.00	2,470.19
31/01/2019	Direct Debit	Photocopier Hire	MB Digital	22.00	4.40	26.40
05/02/2019	Direct Debit	Telephone Bill	Talk Talk Business	23.58	4.72	28.30
11/02/2019	101351	Internal Audit	Yorkshire Internal Audit Services	330.00	0.00	330.00
11/02/2019	101355	Room Hire and Postage	Lancaster City Council	58.00	0.00	58.00
11/02/2019	101355	Room Hire and refreshments	Lancaster City Council	85.00	5.40	90.40
12/02/2019	101357	Website Annual SSL Certificate	Website UK	150.00	30.00	180.00

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
12/02/2019	101358	External Audit	PKF Littlejohn	600.00	120.00	720.00
19/02/2019	Direct Debit	Pension Contributions	Morecambe Town Council	581.56	0.00	581.56
19/02/2019	Direct Debit	Bank Charges	Morecambe Town Council	11.90	0.00	11.90
22/02/2019	Direct Debit	Salaries	Morecambe Town Council	2,470.19	0.00	2,470.19
22/02/2019	Debit Card	Postage stamps	Post Office	6.96	0.00	6.96
22/02/2019	Debit Card	Paper & Envelopes	GLS Educational Supplies	60.54	12.11	72.65
28/02/2019	Direct Debit	Photocopier Hire	MB Digital	29.17	5.84	35.01
Total				8647.30	295.78	8943.08

Community Garden – Commemorative Garden

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
11/02/2019	101353	Commemorative Flower Beds	Lancaster City Council	3,755.00	751.00	4,506.00
Total				3,755.00	751.00	4,506.00

Morecambe in Bloom

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
11/02/2019	101353	Morecambe in Bloom – Hanging baskets (businesses, floral displays at Presentation evening and schools vouchers)	Lancaster City Council	1,498.33	299.67	1,798.00
11/02/2019	101352	North West in Bloom Entry 2019	North West in Bloom	200.00	0.00	200.00
Total				1,698.33	299.67	1,998.00

Newsletter

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
11/02/2019	101349	Newsletter 3rd Edition	Bucket and Spade	1,300.00	260.00	1,560.00
Total					1,300.00	260.00

Section 137

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
11/02/2019	101356	North Lancs Down Syndrome Community Grant	See and Learn Resources	171.97	0.00	171.97
Total				171.97	0.00	171.97

Centenary Remembrance Event

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
08/01/2019	101346	Remembrance Sunday refreshments	Asda	16.37	0.00	16.37
Total				16.37	0.00	16.37

Neighbourhood Plan

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
03/01/2019	Debit Card	Neighbourhood Planning	PlaceChanger Ltd	35.00	7.00	42.00
Total				35.00	7.00	42.00

Deprivation Grant Fund

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
11/02/2019	101354	Deprivation Grant	Friends of Westgate School	71.28	0.00	71.28
Total				71.28	0.00	71.28

Toilets Management

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
11/02/2019	101348	Toilet Repairs	Lancaster City Council	56.34	11.27	67.61
21/02/2019	Debit Card	Purchase of Dummy Cameras	TLC (Southern) Ltd	10.90	2.18	13.08
Total				67.24	13.45	80.69

Festivals

Date	Cheque No	Description	Supplier	Net Amount (£)	VAT (£)	Gross Amount (£)
11/02/2019	101345	Fringe Festival Grant	Decimal Places	3,000.00	0.00	3,000.00
17/01/2019	101350	Lantern Festival grant	More Music	1,500.00	0.00	1,500.00
Total				4,500.00	0.00	4,500.00

Receipts (1st January to 28th February 2019)

Date	Description	Amount (£)
26/01/2019	Bank Interest	69.12
09/01/2019	VAT Refund	3,041.96
24/02/2019	Salary Refund	25.87
28/02/2019	Bank Interest	65.62
	Total	3,202.57

Appendix B: Budget 2018/19 – Position as at 28th February 2019

Budget Head	Income (£)	Budget (£)	Expenditure (£)
<u>Staffing and Administration</u>			
Salaries	25.87	52,450.00	35,119.68
Town Council Office Rent	0	3,850.00	2,887.50
Photocopier Charges	0	1,500.00	1,280.13
Hire of Rooms (Meetings)	349.10	2,450.00	1,339.15
Subscriptions	0	730.00	746.00
Telephone	0	420.00	303.51
Postage, Printing and Stationery	0	550.00	242.88
Accountancy and Audit	0	1,400.00	1,645.00
Insurance	0	800.00	735.89
Website	0	300.00	450.00
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	29,345.00
Community Grants	0	4,500.00	496.40
Deprivation	0	9,000.00	2,462.19
<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	801.75
<u>Community Engagement:</u>			
Newsletter	0	4,000.00	3,200.00
Morecambe in Bloom	1,774.12	4,500.00	4,638.29

Budget Head	Income (£)	Budget (£)	Expenditure (£)
Community Garden	800.00	7,000.00	4,069.32
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	2,828.45
<u>Toilets:</u>			
Toilets Management	1,827.94	7,000.00	4,893.83
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	2,327.37
<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	763.10		
Bank Charges		240.00	181.51
<u>Precept:</u>			
Annual Precept	188,141.38		
Totals	194,553.72		134,907.77

Appendix C: Bank Reconciliation produced by the Council's (Scribe) Accounting System as at 28TH February prepwered on 4th March 2019

Bank Reconciliation at 04/03/2019

Cash in Hand 01/04/2018			114,490.16
ADD			
Receipts 01/04/2018 - 04/03/2019			203,229.80
			317,719.96
SUBTRACT			
Payments 01/04/2018 - 04/03/2019			141,201.78
A Cash in Hand 04/03/2019			176,518.18
(per Cash Book)			
Cash in hand per Bank Statements			
Cash	04/03/2019	0.00	
HSBC main	04/03/2019	176,969.46	
			176,969.46
Less unrepresented cheques			451.28
			176,518.18
Plus unrepresented receipts			
As attached			0.00
B Adjusted Bank Balance			176,518.18

A = B Checks out OK

Appendix D

YORKSHIRE INTERNAL AUDIT SERVICES
26 STOCKWELL ROAD, KNARESBOROUGH,
NORTH YORKSHIRE. HG5 OJZ
TELEPHONE 01423 79781

Mr D Croxhall,
Clerk to Morcambe Town Council,
Town Hall,
Marine Road,
Morcambe.
LA4 4AF

13th January 2019

Dear Mr Croxhall,

To the Mayor and Members of Morcambe Town Council,
Internal Audit of Accounts for the Financial Year ending
31 March 2019, first visit.

I am pleased to inform you that my interim account audit of Morcambe Town Council is complete. There are no significant issues to report.

The following tests and checks were carried out at audit:-

Receipts and Payments and Bookkeeping

- Receipts and payments received in the year were tested into the cash book and bank to ensure that the accounting system was working correctly. Invoices were checked for authenticity and approval for payment. A full audit trail through to the cash book and bank statement was evident. Bank statement entries were cleared into the cash book and the cash book was reconciled to the bank. All tests were satisfactory.

VAT

- the VAT claims were checked and agreed.

Annual Governance and Accountability Return 2017/2018

-the External Auditor signed the Return without comment.

Issues Discussed

- General Data Protection Review

it was agreed that such a review is outside the scope of the normal audit process and that the Council would seek independent specialist advice for a review of its GDPR policies.

- Salaries and Wages

there is a minor difference between the Councils' Salaries and Wages records and those of the HMRC programme. This is being looked into.

Internal Controls

I confirm I have carried out appropriate tests and checks on the accounts and systems of internal control, selected from our YIAS Internal Audit Plan and found them to be satisfactory.

Yours sincerely,



PP H Miller

PARTNERS :- K C Stephenson Tel:- 0113 2585610
R F Entwistle Tel:- 01423 797817
Email – yias2002@gmail.com

MORECAMBE TOWN COUNCIL – SCOPE OF INTERNAL CONTROLS

The Council should ensure that its internal controls include the following:

Financial:

- ✓ Ensuring the robustness of insurance providers.
- ✓ Arrangements to detect and deter fraud and/or corruption.
- ✓ Regular bank reconciliation, independently reviewed.
- ✓ Regular scrutiny of financial records and proper arrangements for the approval of expenditure.
- ✓ Procedures for dealing with and monitoring grants or loans made or received.
- ✓ Quarterly returns to HM Revenue and Customs; contracts of employment for all staff, annually reviewed by the Council, systems of updating records for any changes in relevant legislation.
- ✓ Six monthly returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary.
- ✓ Regular budget monitoring statements.
- ✓ Adoption of and adherence to codes of practice for procurement and investment.

Assets:

- ✓ An up to date register of assets and investments.
- ✓ Regular maintenance arrangements for physical assets.

Risk and Insurance:

- ✓ Annual review of risk and the adequacy of cover.

Procedures:

- ✓ Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment.
- ✓ Annual review of contracts.
- ✓ Recording in the minutes the precise powers under which expenditure is being approved.
- ✓ Developing systems of performance measurement.
- ✓ Minutes properly numbered and paginated with a master copy kept in safekeeping.
- ✓ Documented procedures to deal with enquiries from the public.
- ✓ Documented procedures to deal with responses to consultation requests.
- ✓ Monitoring arrangements by the Council regarding Quality Council status.
- ✓ Documented procedures for document receipt, circulation, response, handling and filing.
- ✓ Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received.
- ✓ Adoption of codes of conduct for members and employees.
- ✓ Training Strategy in place for members and officers to ensure appropriate knowledge

Morecambe Town Council

Approach to Internal Audit testing

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

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

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

Appendix E

Morecambe Town Council

CONTINUITY OF BUSINESS POLICY

Section 1: Short –term absence of Clerk

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

Section 2: Long term absence of Clerk

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

Section 3: Damage to Town Council Office/Equipment

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

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

Section 4: Absence of Chairman

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

David Croxall

Town Clerk

May 2018

Adoption date	Council 14 th March, 2013 – Minute No. 112 (7)
Review Date 1	Council 16 th January, 2014 – Minute No. 89 (9)
Review Date 2	Council 15 th January, 2015 – Minute No. 79 (11)
Review Date 3	Council 17 th March, 2016 – Minute No.82
Review Date 4	Council 16 th March 2017 – Minute No. 87
Review Date 5	Council 17 th May 2018 – Minute No. 12(7)
Review Date 6	

Appendix E

MORECAMBE TOWN COUNCIL RISK MANAGEMENT LOG



Author: David Croxall, Responsible Finance Officer

Risk No:	Allocate a unique number to each risk			
Description of Risk:	Provide a brief description of the risk. Risk can be defined as uncertainty of outcome. Any event that could positively or negatively affect the Council or its activities. These relate to incidents that could theoretically occur.			
Controls in Place/Mitigation:	What procedures and practices are already in place that reduces the likelihood or impact of each risk materialising?			
Risk Score:	What is the risk score taking into account the 'Controls in Place'. Risk to be categorised into three categories as follows: <table border="1" data-bbox="864 818 1025 1021"><tr><td>High</td></tr><tr><td>Medium</td></tr><tr><td>Low</td></tr></table>	High	Medium	Low
High				
Medium				
Low				
Actions Planned:	Consider the full range of options available to deal with each risk. Priority should be given to those with the highest risk ratings. The costs/benefits of each option should be considered and the favoured option agreed for implementation.			
Responsibility:	Who is responsible for the risk and for ensuring that the actions planned are carried out?			

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

Risk No.	Description of Risk	Controls in Place/Mitigation	Risk Score	Actions Planned/Taken	Responsibility
R7.	Financial loss due to banking error	Low risk as bank statements are scrutinised by Clerk upon receipt. Review banking arrangements periodically to secure best possible terms and conditions	L	Review banking arrangements periodically to secure best possible terms and conditions	Clerk
R8.	Loss of monies due to fraudulent action by employee(s)	Low risk as all cheques are signed by two councillors and checked against invoices. All expenditure is approved by the Council and accounts subject to scrutiny by Council and auditors.	L	Fidelity guarantee to be set at level within Insurance Policy to be above the maximum amount each year which could be within the Council's bank balances at any time and reviewed annually – minimum £500,000.00	Clerk/Chairman
R9.	Order for precept not submitted or paid by local authority/is adequate or incorrect	Low risk. Precept considered in every January meeting of council and the amount of precept required is built into quarterly review of budget against actual. Receipt of precept checked by clerk	L	Consider arrangements to plan for precept in advance based on capital expenditure plans	Clerk
R10.	VAT incorrect/not reimbursed/not properly accounted for	Low risk. VAT analysed in cash book maintained by Clerk. VAT returns submitted agreed and submitted annually	L	VAT details to be included in monthly reports to Finance and Management Committee and reclaimed on a six monthly basis	Clerk
R11.	Financial records inadequately/incorrectly maintained	Low/Medium risk as Clerk is qualified with ACIS	L	Clerk completed NALC Finance Course and CILCA Qualification by March 2013	Clerk
R12.	Unidentified/inadequate general and/or earmarked reserves	Medium/High risk. Considered in Minutes and budget setting/review of annual accounts. if reserves not set at sufficient level the Council could be faced with expenditure with no budget resulting in cut to existing items in the budget	M	The Clerk to submit half yearly reviews to Council regarding the level of reserves required to meet budget requirements and likely risks	Clerk
R13.	Loss of funds due to Grant awarded not being used for manner for which it was given	Medium risk. Contracts/Statement of exact reasons grant awarded to be issued to all grant recipients and/or payments only to be made following completion of the event or receipts being deposited with the Clerk to cover the whole cost of the project for which the Grant was awarded/or value of the Grant.	M	To review annually the policy with regard to funding organisations and to ensure funds not paid in advance unless the Council has made a specific resolution and considered appropriate clauses in contracts to ensure the Council's funds are used for the purpose they were awarded.	Clerk

Risk No.	Description of Risk	Controls in Place/Mitigation	Risk Score	Actions Planned/Taken	Responsibility
R14.	Minutes are inaccurate/illegal	Low risk. Minutes are approved by Council at each meeting. Clerk qualified with ACIS	L	Clerk completed CILCA Qualification by March 2013	Clerk/Chairman
R15.	The Council undertakes/makes a payment that is illegal/outside its powers	Medium/High risk as Council could be found to be acting ultra vires if made illegal payments. Clerk has advised Council of its legal powers and is completing CILCA training and has undertaken training with members of the Council re the Council's legal powers	M/ H	Ensure councillors are aware and kept up-to-date on the legal powers of parish councils. Further training to be organised for Councillors regarding meeting procedures, powers and roles of Councillor and also with regard to Community Engagement prior to 31/3/13	Clerk
R16.	Failure to represent community interest adequately in relation to matters likely to impact significantly on the town	Medium/High risk as consultation arrangements currently limited. Council is recognised by other agencies for consultation/information dissemination etc.	H	Expand on consultations arrangements with the Local Community Website to be continually updated AND appropriate articles to be included in the Council's newsletter	Council/Clerk
R17.	Employee(s) performance is inadequate/underdeveloped	Low/Medium risk. Council has agreed to introduction of annual performance/development appraisal.	L/M	Clerk is member of the Society for Local Council Clerks	Chairman/Clerk
R18.	Loss of key personnel (Clerk) through long term illness/early resignation etc	Low/Medium risk – Clerk in good health and committed to work as demonstrated by undergoing training. Monitor risk and manage as necessary	L/M	Six monthly appraisal reviews which would highlight any issues e.g. stress/job issues from the Clerk which could then be addressed. Town Clerk's Assistant to receive practical; training and other training where appropriate to allow the post holder to become more pro active in leading and managing meetings and project work.	Chairman Clerk

Risk No.	Description of Risk	Controls in Place/Mitigation	Risk Score	Actions Planned/Taken	Responsibility
R19.	Failure to comply with the General Data Protection Regulations		M/ H	<p>The Council to undertake an audit of its Data Protection Policies and to complete this by 31st July 2018</p> <p>Following the completion of the above to employ the Yorkshire Internal Audit to undertake an independent audit/assessment of the robustness of the Council's procedures and polices re GDPR.</p>	Clerk/ Finance and Management Committee

Appendix “F” - Draft Morecambe Town Council Meeting Timetable 2019/2020

	April	May	June	July	August	September	October	November	December	January	February	March	April	
Mon				1										Mon
Tue				2			1							Tue
Wed		1		3			2			1 Bank Holiday			1	Wed
Thur		2 Elections		4	1 NP Steering Group		3 NP Steering Group			2 NP Steering Group			2 NP Steering Group	Thur
Fri		3		5	2		4	1		3			3	Fri
Sat	4	1	1	6	3		5	2	3	4	1		4	Sat
Sun	5	2	2	7	4	1	6	3	1	5	2	1	5	Sun
Mon	1	6 Bank Holiday	3 Planning and Development	8 Finance & Management	5 Planning and Development	2 Planning and Development	7 Planning and Development	4 Planning and Development	2 Planning and Development	6 Finance & Management	3 Planning and Development	2 Planning and Development	6 Planning and Development	Mon
Tue	2	7	4	9	6	3	8	5	3	7	4	3	7	Tue
Wed	3	8	5	10 Planning and Development	7	4 Community Safety	9	6	4	8 Planning and Development	5	4	8	Wed
Thur	4 NP Steering Group	9	6 NP Steering Group	11 NP Steering Group	8	5 NP Steering Group	10	7 NP Steering Group	5 NP Steering Group	9	6 NP Steering Group	5 NP Steering Group	9	Thur
Fri	5	10	7	12	9	6	11	8	6	10	7	6	10 Bank Holiday	Fri
Sat	6	11	8	13	10	8	12	9	7	11	8	7	11	Sat
Sun	7	12	9	14	11	9	13	10	8	12	9	8	12	Sun
Mon	8 Planning and Development	13	10	15	12	9 Finance & Management	14	11 Finance & Management	9	13	10	9 Finance & Management	13 Bank Holiday	Mon
Tue	9	14	11 Festivals & Events	16	13	10 Festivals & Events	15	12	10	14	11	10	14	Tue
Wed	10	15	12 Community Safety	17	14	11	16	13	11 Community Safety	15	12	11 Community Safety	15	Wed
Thur	11	16 Annual Council	13	18 Full Council	15	12	17	14	12	16 Full Council	13	12	16	Thur
Fri	12	17	14	19	16	13	18	15	13	17	14	13	17	Fri
Sat	13	18	15	20	17	14	19	16	14	18	15	14	18	Sat
Sun	14	19	16	21	18	15	20	17	15	19	16	15	19	Sun
Mon	15	20	17	22	19	16	21	18	16	20	17	16	20	Mon
Tue	16	21	18	23	20	17	22	19	17	21	18	17	21	Tue
Wed	17	22	19	24	21	18	23	20	18	22	19	18	22	Wed
Thur	18	23 Annual Town Meeting – 7 pm	20	25	22	19 Full Council	24	21 Full Council	19	23	20	19 Full Council	23	Thur
Fri	19 Bank Holiday	24	21	26	23	20	25	22	20	24	21	20	24	Fri
Sat	20	25	22	27	24	21	26	23	21	25	22	21	25	Sat
Sun	21	26	23	28	25	22	27	24	22	26	23	22	26	Sun
Mon	22 Bank Holiday	27 Bank Holiday	24	29	26 Bank Holiday	23	28	25	23	27	24	23	27	Mon
Tue	23	28	25	30	27	24	29	26	24	28	25	24	28	Tue
Wed	24	29	26	31	28	25	30	27	25 Bank Holiday	29	26	25	29	Wed
Thur	25	30	27		29	26	31	28	26 Bank Holiday	30	27	26	30	Thur
Fri	26	31	28		30	27		29	27	31	28	27		Fri
Sat	27		29		31	28		30	28		29	28		Sat
Sun	28		30			29			29			29		Sun
Mon	29					30			30			30		Mon
Tue	30								31			31		Tue

2019

2020

Town Clerk's Appraisal

The Town Clerk's appraisal was undertaken on 26th February 2019 by the Appraisal Panel consisting of Councillors:

R. Dennison (Chairman), D. Hutton and J. Pilling.

A copy of the paperwork has been circulated to members separately.

The Appraisal Panel agreed that in accordance with the Clerk's contract of employment, the Clerk be advanced to the next increment point on his scale with effect from 1st April 2019.

The Panel would advise the Council that the Town Clerk had not been paid appropriately during 2018/19. This had been highlighted by the Council's Auditors. The new income tax threshold had not been factored into his pay from April 2018, nor had the Local Government pay award which came into effect from 1st April 2018.

The pay award had been agreed by the National Joint Council (NJC) and this Council agreed the following on 15th September 2011 (Minute 56 (5) refers):

"That Council adopts the National Agreement on Pay and Conditions of Service as set out by the National Joint Council for Local Government Services".

Given that this decision was made in 2011, the Panel were of the view that Council should reconfirm this decision formally.

Actions Required:

- (1) To note that the Appraisal Panel's decision to advance the Town Clerk one increment point on the pay scale in accordance with the pay scales set out in his contract of employment.**
- (2) To note that underpayments had been made on 2018/19 on the Clerk's salary and to note that the Appraisal Panel authorised these to be rectified during the March 2019 pay**
- (3) To reconfirm that this Council abides by the National Agreement on Pay and Conditions of Service as set out by the National Joint Council for Local Government Services**