



MORECAMBE TOWN COUNCIL

You are hereby summoned to attend the meeting of Morecambe Town Council. Due to the Covid19 pandemic and related restrictions the meeting will be held remotely using the Zoom Cloud meetings application on

Thursday 4th June 2020 commencing at 7.00 p.m.

Members of the public wishing to attend the meeting may do so by contacting the Town Clerk who will provide information on how the meeting will be conducted and a secure link to access the meeting

AGENDA

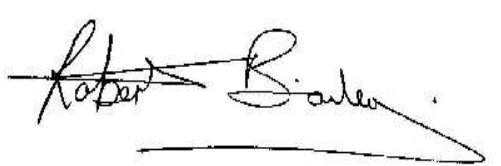
20055. **Apologies for Absence:** To receive apologies for absence
20056. **Declaration of Interests:** To receive declarations by Members of interests in respect of items on this Agenda*
20057. **Chairman's Urgent Business:** To consider any urgent business raised by the Chairman
- a) Coronavirus update
 - b) Community Resilience Fund update
 - c) Town Clerk's Probationary Period
20058. **Minutes:** To consider Minutes of meeting held on Thursday 7th May 2020
20059. **Correspondence:** To consider correspondence received since the previous meeting
20060. **Public Participation:** To adjourn the meeting for a period of public discussion.
20061. **Action Plan/ Record of decisions:** To receive an update on action plan and record of decisions made during the coronavirus lockdown (To follow)
20062. **Information Management:** To consider and approve Information Management Policy, Privacy Notice and Publication Scheme (see Agenda pack)
20063. **Annual Governance & Accountability Return (AGAR) and final audit 2019/20:** To consider revised process for the approval of annual accounts and AGAR (See Agenda Pack)
20064. **Risk Assessment:** To consider for adoption risk assessment 2020/21, including risks managed as a result of the coronavirus lockdown (See agenda pack)
20065. **Fixed Assets:** To consider fixed assets and long-term investments (see Agenda Pack)
20066. **Festival & Events Committee:** To consider note of the Festival & Events Committee held on March 19th 2020 (See agenda pack)
20067. **Finance & Governance Committee:** To consider the report of Finance & Governance Committee held on March 20th 2020 (Committee Chair to report)
20068. **Payments List:** To consider payments for approval (To follow)

20069. **Planning Applications, Temporary Road Closures** (including recommendations of the Planning Committee)

| Application No: | Description & Site Address |
|--|---|
| LCC/2020/0029/ | Change of use of land to an extension to an existing waste management site / waste transfer station & skip business – Former Hanson’s PLC Site, Whitegate, White Lund Industrial Estate |
| 20/0040/FUL | Installation of roller shutters to the front elevation – 7 West End Road, Morecambe LA4 4DJ |
| 20/00466/VCN | Retrospective application for the temporary siting of a refrigeration unit – Maple Works, Northgate, White Lund Industrial Estate, Morecambe LA3 3AZ |
| 20/00471/CU | Part retrospective application for the change of use of a dwelling house to a social care office – 135 Balmoral Road, Morecambe LA3 1HJ |
| 20/00478/FUL | Erection of a four-storey building comprising 6 one bedroom flats, 2 garages and storage areas – Proposed development site, Thornton Road, Morecambe |
| 20/00487/FUL | Construction of a dormer extension to the rear extension – Flat 1, Wellington Terrace, Morecambe LA4 5LW |
| Temporary prohibition of through traffic: Back Westminster Road, Morecambe from 0910 on Tuesday 12 th May 2020 until 2389 on Saturday 16 th May 2020 or until completion | |
| Temporary prohibition of through traffic: Eidsforth Road, Morecambe from 0100 on Tuesday 12 th May 2020 until 17:00 on Friday 15 th May 2020 or until completion | |

20070. **Planning decisions:** To consider decisions of Lancaster City Council’s Planning Committee

20071. **Date of Next Meeting – Thursday 2nd July 2020 commencing at 7pm.**



Bob Bailey, Town Clerk

**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).*



MORECAMBE TOWN COUNCIL

MINUTES of the Meeting of Morecambe Town Council on 7th May 2020 **Due to the Covid19 pandemic and related restrictions the meeting was held remotely using the Zoom Cloud meetings application**

Present: Councillors: Janice. Hanson (Chair); Paul Anderton; June Ashworth; Mariusz Balcer; Mirka Balcer John Bates; Vicky Boyd-Power; Roger Cleet; Trisha Clarke; Ian Clift; Glynis Dennison; Merv Evans; Jake Goodwin; Patricia Heath; Debbie Jenkins; Cary Matthews; Jack Newton; Jim Pilling; Margaret Pattison and David Whitaker

In Attendance: B. Bailey (Town Clerk) and one member of the public

20042. **Apologies for Absence:** Apologies were received from Councillors Tony Anderson; Alex Ashworth; Shirley Burns; Jason Firth and Paula Ross-Clasper,
20043. **Declarations of Interests:** Town Councillors who serve on Lancaster City Council's planning committee declared an interest in agenda item 20050. As an elected County Councillor, Cllr Pattison requested, and was granted, dispensation on any discussions relating to Lancashire County Council.
20044. **Chairman's Urgent Business:** Members were asked to consider the following matters:
- 1) **Remote Meeting Policy:** The draft policy recognised the opportunities offered by a remote meeting during the current lockdown due to the coronavirus pandemic, and set out in new legislation, as well as on other occasions when a face to face meeting is not possible. The policy set out guidance for Councillors, officers, press and public on how such meetings will be conducted to assist in debate and decision making. After some discussion, it was **RESOLVED** that the Remote Meeting Policy be adopted;
 - 2) **Letter from Rt Hon Robert Jenrick MP:** The Secretary of State for Housing, Communities & Local Government had written to all parish and town councils to thank them for the '*fantastic way*' in which they had responded to the challenge of coronavirus' within their communities. The letter commented on the '*£3.2 billion additional funding made available to councils, with the latest tranche of £1.6 billion including a larger share for lower tier councils*'.
ACTION: Town Clerk to write to Lancaster City Council to make enquiries about the procedure and criteria for gaining access to this funding.

3) **Public Rights of Way – Local Delivery Scheme:** Members considered an invitation from Lancashire County Council to opt-in to the scheme for 2020/21. The scheme offers a grant of £500 to carry out minor maintenance, way-marking and vegetation clearance of public rights of way in the local community. This led to a discussion on the possible appointment of a Lengthsman to carry out wider ground maintenance and repair works around the town.

It was then **RESOLVED** that the Town Clerk makes the necessary arrangements for Morecambe Town Council to opt-in to the Local Delivery Scheme 2020/21 and that the role of a Town Lengthsman be considered at a future meeting.

20045. **Minutes:** Members were reminded that the Minutes of the meeting held on the 6th February 2020 had been challenged and, consequently, had not been signed. Members were asked to consider whether the unchanged Minutes of that meeting could now be approved. They were also asked to consider the draft Minutes of the meeting held on 5th March 2020.

It was **RESOLVED** that the Minutes of the meeting held on 6th February and 5th March 2020 be approved.

20046. **Public Participation:** Members were reminded that the policy in respect of public participation at full Council meetings was adopted at the meeting to the Town Council in June 2019. This policy includes the following matters:

- 1) A period of 20 minutes public participation be allowed at the beginning of each Full Council meeting following consideration of the statutory items;
- 2) That each individual be permitted to address the Council for no longer than three minutes;
- 3) Electors and Business Rates payers of the Parish of Morecambe Town Council only are permitted to make representations regarding items on the agenda, although other issues can be raised if written notice of the question / matter are submitted to the Clerk 10 working days prior to the meeting.

There was no public discussion at this meeting.

20047. **Action Plan / Record of Decisions:** The Town Clerk presented an action plan / record of decisions that had been taken to date during the period of the lockdown due to the Coronavirus pandemic.

Members were reminded that it had been resolved that a specific scheme of delegation be established for the duration of the lockdown so that operational activities, the award from the established Community Resilience Fund and any urgent decisions could be made, recorded and subsequently reported to full Council for scrutiny. This decision making be delegated to the Chair and Vice Chair of the Town Council and Cllrs Anderton, Evans and Jenkins.

All activities, actions and decisions set out had been previously reported to Members at informal weekly remote meetings since the lockdown came into operation. After some comments and questions, it was **RESOLVED** that the Action Plan / Record of decisions be accepted.

20048. **Internal Audit Report:** Cllr Evans, Chair of Finance and Governance Committee and the Town Clerk presented the Internal Audit Report (Interim) that had been received from the recently appointed internal auditors, Internal Audit Yorkshire and circulated. It was explained that internal audit is an ongoing function, undertaken regularly throughout the financial year to test the continuing existence and adequacy of the Council's internal controls and governance. This work will result in an annual assurance report to Members designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control.
- The audit report states that internal control is the responsibility of the Council as a whole and that internal audit *'does not involve the detailed inspection of all records and transactions of an authority in order to detect error or fraud'*, as specified in the *Governance and Accountability for Small Authorities in England Practitioners Guide 2019*.
- The report sets out that *'Internal auditing is an independent, objective assurance activity designed to improve an organisations operation. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management control and governance processes. The purpose of the internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective'*

The programme of work carried out throughout the year is designed to *'afford reasonable assurance that the council's financial systems are robust and are operating in an effective manner and in compliance with the statutory legal framework'*.

The interim report sets out 34 recommendations covering a range of areas of financial control and management. An action plan to assign responsibility and timescale for implementation of these recommendations was appended to the interim report.

Members were informed that the interim report will be followed up by a second report covering the financial year end requirements and the completion of the *Annual Governance and Accountability Return (AGAR)*. After that a *'Governance Health Check'* covering twelve areas of governance will be undertaken with Member involvement. Recommendations arising from this work - together with the ones now presented - will provide the Council with a comprehensive framework to make improvements to arrangements for internal control, financial management, monitoring and reporting, ethical standards and governance.

Members asked questions on the audit process and it was then **RESOLVED** that the Internal Audit Report and planned audit process be noted and that plans to implement the recommendations set out in the report be referred to the Finance and Governance Committee and progress reported regularly to full Council.

20049. **Environmental Committee:** Cllr Matthews, Chair of Environmental Committee presented the draft Minutes of the meeting held on 16th March 2020. It was noted that it had been resolved that a small group of Members of the committee determine an approach for the future application and allocation of the Ward Grants set out in the approved Council budget. Unfortunately, as the country was put into lockdown due to the coronavirus pandemic just a few days late it has not been possible to progress this.

The committee considered an updated on the allotments where Members had attended positive meetings of the Allotments Committee and had supported their planning application for the erection of a community building on the land which, when completed, will be a real asset to the residents of Heysham North. Matters around the lease agreement are being investigated.

Members also discussed the work of the Environmental Enforcement officer and considered how this will be effectively monitored and managed by the committee going forward.

The arrangements for the 2020 Morecambe in Bloom competition was also briefly discussed, although it was recognised that this would be very much dependent on the any restrictions arising from the coronavirus pandemic.

Members thanked the committee for their work to date, whilst acknowledging that progress had been curtailed by the subsequent lockdown. Following questions and comments on weed management, grass cutting and street cleansing going forward, it was **RESOLVED** that the report be noted.

20050. **Payment's List:** Members considered the *payments list* to 30th April 2020, which included payments for consultancy on the neighbourhood plan, annual subscription to the National Association of Local Councils and professional audit and legal services. Total payments reported amounted to £17, 641.63. Following a question on the provision of legal services, it was **RESOLVED** that payments as set out be approved and authorised.

20051. **Social Media:** As requested the Town Clerk had drafted a Social Media and Electronic Communication Policy for Members consideration. The policy acknowledges that social media can play a significant part in effective communication to, and from, the local community but can also result in reputational damage if not managed well. The purpose of the policy is to provide guidelines for interacting positively on social media and on the Council's website and how posts and comments will be moderated to preserve the reputation of the Council and to ensure that people are treated with respect and within the law and the Code of Conduct.

After some comments and questions, it was **RESOLVED** that the Social Media and Electronic Communication Policy be adopted.

20052. **Planning Applications, Temporary Road Closures and Planning Decisions:** Councillors Anderton, Boyd-Power, Goodwin, and Matthews were removed from the meeting having declared an interest as Members of Lancaster City Council's Planning Committee.

Councillor Cleet (Planning Committee Chair) spoke to each of the following planning applications in turn:

| Application No: | Description & Site Address |
|---|---|
| 20/00207/FUL | Erection of boundary fence – 13 Slyne Road, Morecambe LA4 6PB |
| 20/00225/ADV | Advertisement application for the display of an internally illuminated wall mounted electronic advertisement screen – 130 Lancaster Road, Morecambe LA4 5QN |
| 20/00230/VCN | Change of use of ground floor from property management and sales to mixed use sandwich shop & café – 10 Thornton Road, Morecambe LA4 5PB |
| 20/00242/CU | Change of use of dwelling to self-contained bed flats – 44 Clarendon Road East, Morecambe LA4 4HT |
| 20/00248/FUL | Re-rendering of front & side elevations; Installation of replacement windows & garage door; Installation of 1 rooflight; Removal of gate, gate post & wing wall and replace gate – Lord Street, Morecambe LA4 5HX |
| 20/00337/FUL | Erection of a single storey side & rear extension – 4 Warley Drive, Morecambe LA3 3AP |
| 20/00340/FUL | Demolition of existing garage & erection of a single storey building – 4 Buckingham Place, Morecambe LA3 1BQ |
| 20/00355/FUL | Erection of a first-floor side extension & a single storey front elevation – 5 Park Crescent, Morecambe LA4 6AU |
| 20/00359/FUL | Installation of telecommunications equipment comprising of 3 antenna support poles accommodating 3 antennas & 6 remote radio units at 20m above ground level on southeast and southwest elevations – Alhambra Buildings, Yorkshire Street East, Morecambe |
| 20/00387/FUL | Erection of a single storey extension within existing internal courtyard & alterations to windows & doors – Gleneagles Drive, Morecambe LA4 5BN |
| 20/00415/FUL | Change of use of ground floor shop to a one bed residential flat – 2 Morecambe Street West, Morecambe LA4 5HE |
| 20/00420/FUL | Demolition of existing conservatory & erection of a single storey rear extension – 3 Victoria Parade, Morecambe LA4 5NX |
| Tree Preservation Order: Morecambe View Livery Stables, Out Moss Lane, Morecambe | |

It was noted that since there had been no meeting of the Town Council in April due to the coronavirus lockdown, planning application 20/00207/FUL had since been permitted and 20/00255/ADV refused by the planning authority, Lancaster City Council.

Having considered each of the remaining planning applications it was **RESOLVED** that they be supported in principle, with the exception of 20/00335/FUL where the Council wished to make a comment that the development should not have a negative impact on nearby residents ability to enjoy natural light and privacy.

20053. **Planning decisions:** Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered by the Town Council. It was noted that four planning applications had been permitted and one was awaiting a decision. After some comments and discussion, it was **RESOLVED** that the up-to-date position on planning authority decisions on applications considered by the Town Council be noted.

20042. **Date of Next Meeting:** The date if the next meeting is Thursday 4th June 2020 at 7.00p.m.

The meeting ended at 8:20pm

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Chairman

A handwritten signature in black ink, appearing to read 'Bob Bailey', with a long horizontal flourish extending to the right.

Bob Bailey, Town Clerk

Correspondence – June 2020



| Date | Sender | Topic |
|-------------|---------------------------|--|
| 06/05/2020 | Lancashire County Council | Public Rights of Way – Local Delivery Scheme |
| 07/05/2020 | Town Clerk | Link to remote meeting and additional papers |
| 11/05/2020 | Lancaster City Council | Planning application 20/00471/CU |
| 11/05/2020 | Town Clerk | Town Clerk's responsibilities |
| 12/05/2020 | Town Clerk | Litter on Middleton Beach |
| 12/05/2020 | Lancashire County Council | Waste and Recycling Centres re-opening |
| 12/05/2020 | Lancashire County Council | Temporary Traffic Restriction Order – Back Westminster Road |
| 12/05/2020 | Lancashire County Council | Temporary Traffic Restriction Order – Eidsforth Road |
| 13/05/2020 | Town Clerk | Link and Agenda to informal catch up meeting |
| 13/05/2020 | Lancaster City Council | UK Government Covid19 Recovery Strategy |
| 14/05/2020 | Lancaster City Council | Planning application 20/00471/CU |
| 14/05/2020 | Town Clerk | Updated list of Councillors by Ward and Group |
| 15/05/2020 | Town Clerk | Finance and Governance Committee Agenda Pack |
| 17/05/2020 | Town Clerk | Details and link to development website |
| 19/05/2020 | Town Clerk | Link to remote Finance & Governance Committee meeting |
| 19/05/2020 | Town Clerk | Details and link to new website |
| 19/05/2020 | Town Clerk | Government guidance to staying safe outside |
| 20/05/2020 | Lancaster City Council | Planning application 20/00487/FUL |
| 21/05/2020 | Town Clerk | Link and Agenda to informal catch up meeting |
| 21/05/2020 | Town Clerk | Lancashire Resilience Forum update |
| 21/05/2020 | Town Clerk | Finance Committee Minutes – June 2017 |
| 21/05/2020 | Town Clerk | Statement to 'think twice before coming to Morecambe Bay' |
| 21/05/2020 | Town Clerk | Morecambe Citizen of Merit Award (MCM) |
| 22/05/2020 | Town Clerk | Coronavirus testing |
| 22/05/2020 | Town Clerk | Unapproved Minutes May Full Council meeting |
| 22/05/2020 | Lancashire County Council | LCC/2020/0029 Former Hanson PLC Site, White Lund Industrial Estate |
| 22/05/2020 | Lancaster City Council | Lancaster City Council - Community Hub |
| 22/05/2020 | Lancaster City Council | Planning application 20/00480/FUL |
| 27/05/2020 | Town Clerk | Lancashire Resilience Forum update |
| 28/05/2020 | Lancaster City Council | Planning application 20/00478/FUL |

Information Management and Data Protection Policy

- 1) **Introduction:** To conduct its business, services and duties, Morecambe Town Council (the Council) processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:
 - Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public;
 - Confidential information and data not yet in the public arena such as ideas or policies that are being worked up;
 - Confidential information about other organisations because of commercial sensitivity;
 - Personal data concerning its current, past and potential employees, Councillors, and volunteers;
 - Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

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

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

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

- 2) **Protecting Confidential or Sensitive Information:** The Council recognises it must at times, keep and process sensitive and personal information about both employees and the public. We have, therefore, adopted this policy not only to meet our legal obligations but also to ensure high standards.

The General Data Protection Regulation (GDPR), which became law on 25th May 2018, sets out the responsibilities of organisations and how they can strike a balance between the rights of individuals and the, sometimes competing, interests of those, such as the Council, with legitimate reasons for using personal information.

Information Management and Data Protection Policy

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

The Council processes personal data to:

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

Information Management and Data Protection Policy

- Carry out Council administration.

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

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

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

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

- Explicit consent of the individual;
- Required by law to process the data for employment purposes;
- A requirement to protect the vital interests of the individual or another person

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

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

Information Management and Data Protection Policy

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

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

- 5) **Information provided to us:** The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with the Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however, wherever possible specific written consent will be sought.

It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

- 6) **The Council's Right to Process Information:** The Council's right to process information is set out in the General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e), provided that:
- Processing is with consent of the data subject; or
 - Processing is necessary for compliance with a legal obligation; or
 - Processing is necessary for the legitimate interests of the Council.

- 7) **Information Security:** The Council takes care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose for which it was collected, and only for as long as is necessary, after which it will be deleted.

- 8) **Children:** The Town Council does not anticipate a need to process children's information. If this does become necessary, we will not process any data relating to a child (defined as under 18) without the express consent of the child's parent or guardian.

9) Rights of a Data Subject

Access to Information: An individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk: The Council will ensure that individuals on whom personal information are kept are aware of their rights and have easy access to that information on request.

Information Management and Data Protection Policy

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

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

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

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

- 10) **Making Information Available:** The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community. In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards and the Website. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or from the Town Clerk.

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

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

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children,

Information Management and Data Protection Policy

the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

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

- 11) **Disclosure Information:** The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information.
- 12) **Data Transparency:** Government has issued a Code of Recommended Practice on Transparency, compliance with which is compulsory for Town Councils with turnover (gross income or gross expenditure) over £200,000 per annum. Morecambe Town Council falls into this category and will therefore ensure the following information is published on its Website:
 - All transactions above £500
 - Procurement information over £5,000
 - Details of public land and building assets
 - Grants to voluntary, community and social enterprise organisations over £500
 - Employees whose remuneration was at least £50,000
 - Annual Governance Statements
 - Internal Audit Reports
 - List of Councillor or Member responsibilities
 - Draft minutes of Council and committees within one month
 - Agendas and associated papers no later than three clear days before the meeting.

Information Management and Data Protection Policy

Glossary of Data Protection Terminology

Data subject - means the person whose personal data is being processed. This may be an employee, prospective employee, associate or prospective associate of Morecambe Town Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients.

Personal data - means any information relating to person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

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

Data controller - means a person who (either alone or jointly or in common with other persons) determines the purposes for which, and the way in which any personal data is to be processed. Parish Councils are exempt from appointing a data controller, but our data will be administered and managed by the Town Clerk on the Council's behalf.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

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

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

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

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

Email: clerk@morecambe.gov.uk Phone: 01524 956026

Privacy Notice

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

The Council's Right to Process Information: The Council's right to process information is set out in the General Data Protection Regulations Article 6 (1) (a) (b) and (e). The Council will only process information where:

- Processing is with consent of the data subject; or
- Processing is necessary for compliance with a legal obligation; or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

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

We will only keep your data for the purpose for which it was collected, and only for as long as is necessary. Once this period elapses, the data will be deleted. You may request the deletion of your data held by the Council at any time.

Children: The Town Council does not anticipate a need to process children's information. If this does become necessary, we will not process any data relating to a child (defined as under 18) without the express consent of the child's parent or guardian.

Access to Information: You have the right to request access to the information the Town Council holds on you. You can do this by contacting the Town Clerk using the contact details provided below.

Information Correction: If you believe that the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Town Clerk to request this.

Information Deletion: If you wish the Council to delete the information about you please contact the Town Clerk to request this.

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

Rights Related to Automated Decision Making and Profiling: The Council does not use any form of automated decision making or the profiling of individual personal data.

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

Complaints: If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Town Council by following our Complaints Procedure, available on the Council's Website, or by contacting the Information Commissioners Office, email: casework@ico.org.uk.

Morecambe Town Council:

Contact: Bob Bailey, Town Clerk;

Email: clerk@morecambegov.uk;

Telephone: 01524 956026

PUBLICATION SCHEME

| Information to be published | How the information can be obtained | Cost |
|---|---|--------------|
| Who's who on the Council | <ul style="list-style-type: none"> Town Council Website – "About Us" Hard Copy – Contact Town Clerk | Free Free |
| Roles and Responsibilities | <ul style="list-style-type: none"> Town Council Website – "About Us" Hard Copy – Contact Town Clerk | Free Free |
| Class 2 What we spend and how we spend it - Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum) | | |
| Information to be published | How the information can be obtained | Cost |
| Annual Governance and Accountability Return and Auditor's Report | <ul style="list-style-type: none"> Town Council Website – "Annual Reports" Hard Copy – Contact Town Clerk | Free Free |
| Finalised Budget and Precept | <ul style="list-style-type: none"> Town Council Website – "Financial Reports" and minutes of Budget/Precept setting meeting | Free Free |
| Statement of Accounts | <ul style="list-style-type: none"> Town Council Website – "Financial Reports" Hard Copy of Statement of Accounts - Contact Town Clerk | Free Free |
| Financial Regulations | <ul style="list-style-type: none"> Town Council Website – "Policies and Procedures" Hard Copy – Contact Town Clerk | Free Free |
| List of current contracts awarded and value of contract | <ul style="list-style-type: none"> Town Council Website – "Council Business". Hard Copy – Contact Town Clerk | Free Free |
| Members allowances and expenses | <ul style="list-style-type: none"> Town Council Website – "Council Business". Hard Copy – Contact Town Clerk | Free Free |

PUBLICATION SCHEME

| Class 3 What our priorities are and how we are doing - Strategies and plans; performance indicators and reviews | | |
|---|---|--------------|
| Information to be published | How the information can be obtained | Cost |
| Town Business Plan * | <ul style="list-style-type: none"> Town Council Website – “Annual Reports” Hard Copy – Contact Town Clerk | Free Free |
| Neighbourhood Plan | <ul style="list-style-type: none"> Town Council Website – “Neighbourhood Plan” Hard Copy – Contact Town Clerk | Free Free |
| Annual Report (current and previous year as a minimum) * | <ul style="list-style-type: none"> Town Council Website – “Annual Reports” Hard Copy – Contact Town Clerk | Free Free |

* Morecambe Town Council does not yet have a Town Business Plan and has not yet produced an Annual Report

| Class 4 How we make decisions - Decision making processes and records of decisions (Current and previous council year as a minimum) | | |
|---|---|----------------------|
| Information to be published | How the information can be obtained | Cost |
| Procedural Standing Orders | <ul style="list-style-type: none"> Town Council Website – “Policies and Procedures” Hard Copy – Contact Town Clerk | Free Free |
| Timetable of Town Council Meetings | <ul style="list-style-type: none"> Town Council Website – “Events” Hard Copy – Contact Town Clerk | Free Free |
| Agendas of Town Council Meetings | <ul style="list-style-type: none"> Town Council Website – “Council Business” Hard Copy – posted on the Town Council noticeboard Hard Copy – Contact Town Clerk | Free Free Free |
| Minutes of Meetings – NB this will exclude information that is properly regarded as confidential | <ul style="list-style-type: none"> Town Council Website – “Council Business” Hard Copy – Contact Town Clerk | Free Free |
| Reports presented to meetings – NB this will exclude information that is properly regarded as confidential | <ul style="list-style-type: none"> Town Council Website (as necessary) Hard Copy – Contact Town Clerk | Free Free |
| Responses to consultation papers | <ul style="list-style-type: none"> Town Council Website – “Council Business” Hard Copy – Contact Town Clerk | Free Free |

PUBLICATION SCHEME

Class 5 Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)

| Information to be published | How the information can be obtained | Cost |
|--|--|--------------|
| Policies and procedures for the conduct of council business: Standing orders; Code of Conduct and Policy Statements | <ul style="list-style-type: none"> Town Council Website – “Policies and Procedure” Hard Copy – Contact Town Clerk | Free Free |
| Policies and procedures for the provision of services, employment of staff, management of information, etc; Complaints Procedure | <ul style="list-style-type: none"> Town Council Website – “Policies and Procedures” Hard Copy – Contact Town Clerk | Free Free |

Class 6 – Lists and Registers - Currently maintained lists and registers only

| Information to be published | How the information can be obtained | Cost |
|---|--|--------------|
| Register of Electors – Copy of the principal authority’s electoral register | <ul style="list-style-type: none"> Visual Inspection – Contact Town Clerk | Free |
| Assets Register | <ul style="list-style-type: none"> Town Council Website – “Financial Reports” Hard Copy – Contact Town Clerk | Free |
| Register of Members’ Interests | <ul style="list-style-type: none"> Town Council Website – “About Us” Hard Copy – Contact Town Clerk | Free Free |
| Register of Gifts and Hospitality | <ul style="list-style-type: none"> Town Council Website – “About Us” Hard Copy – Contact Town Clerk | Free Free |

PUBLICATION SCHEME

Class 7 – The Services we offer – Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current Information Only)

| Information to be published | How the information can be obtained | Cost |
|--|--|--------------|
| Lengthsman* | <ul style="list-style-type: none"> Town Council Website – “About Us” Update reports in meeting Agendas and Minutes | Free Free |
| Allotments | <ul style="list-style-type: none"> Town Council Website – “About Us” | Free |
| Burial grounds and closed churchyards | <ul style="list-style-type: none"> The Town Council is currently not responsible for any burial grounds or closed churchyards | N/A |
| Community Centres and Village Halls | <ul style="list-style-type: none"> There are currently no Community Centres or Village Halls within the Town | N/A |
| Parks, playing fields and recreational facilities | <ul style="list-style-type: none"> Currently no responsibility for facilities | N/A |
| Seating, litter bins, clocks, memorials and lighting | <ul style="list-style-type: none"> Currently no direct responsibility for litter bins, clocks, memorials and lighting | N/A |
| Bus shelters | <ul style="list-style-type: none"> Currently no direct responsibility for bus shelters within the Town | N/A |
| Markets | <ul style="list-style-type: none"> Currently no direct responsibility for Morecambe Market | N/A |
| Public Conveniences | <ul style="list-style-type: none"> Currently no direct responsibility for Public Conveniences | N/A |
| Services for which the council is entitled to recover a fee (e.g. burial fees) | <ul style="list-style-type: none"> Not currently applicable | N/A |
| Newsletter | <ul style="list-style-type: none"> Town Council Website – “Events” Hard Copy – delivered to all households | Free Free |

Annual Governance and Accountability Return 2019/20

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their governance arrangements and submit and publish an annual statement, including the approved accounts, known as the Annual Governance and Accountability Return (AGAR).

The appointed external auditor for the Council is PKF Littlejohn.

Under recently issued regulations (The Accounts and Audit (Coronavirus) Regulations 2020) in response to the Covid-19 emergency deadlines for the approval and publication of the final, audited, accounts have been extended. The deadline for AGAR to be approved and published by the Town Council is now **31st August 2020 at the latest.**

2. Detail

The Town Council's draft AGAR documentation and supporting documents have been submitted to the Internal Auditor for review and it is intended to submit the Internal Auditor's report along with the completed AGAR to the June meeting of the Town Council for approval.

As with the previous financial year the Town Council, as an established body, is again required to submit its return for external audit.

In addition to being submitted for audit, the full approved AGAR, including the Accounting Statement and certain supporting documents, must be published following approval, providing a public right of inspection period of 30 working days.

The proposed timetable for the Council to meet the reporting requirements and statutory deadlines is as follows.

| | | |
|----|---|--|
| a) | Completion of the annual review, internal audit and approval of the accounts. | 2 nd July 2020 - Town Council Meeting |
| b) | Public rights of inspection period. | Monday 6 th June to Friday 14 th August 2020 |

Bob Bailey, Town Clerk

28th May 2020

COMPLETING THE 2019-20 AGAR: A STEP-BY-STEP GUIDE (revised April 2020)

A. All authorities other than parish meetings

| AGAR Part 1 For authorities with no financial transactions | Between 1 April and 31 August 2020 | | Before 1 September 2020 |
|--|------------------------------------|---|---|
| | STEP 1 | A meeting of the authority is held | The authority publishes the Declaration of No Accounts and Certificate of Exemption |
| | STEP 2 | The Declaration of No Accounts and Certificate of Exemption is completed, approved by the authority and signed by the Chairman or RFO | |
| | STEP 3 | The authority sends the Declaration of No Accounts and Certificate of Exemption to the External Auditor | |

| AGAR Part 2 For authorities wishing to declare themselves exempt | Between 1 April and 31 August 2020 | | Before 1 September 2020 | |
|---|--|---|--|---|
| | STEP 1 | The Accounting Statements (Section 2) are prepared and signed by the RFO | The authority publishes: a) the Annual Internal Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March 2020; f) a copy of the Certificate of Exemption; g) details of the arrangements for the exercise of public rights; and h) the name and address of the External Auditor | |
| | STEP 2 | A meeting of the authority is held at which: | | |
| | | STEP 2.1 | | The Annual Internal Audit Report is received and noted |
| | | STEP 2.2 | | The Annual Governance Statement (Section 1) is approved |
| | | STEP 2.3 | | The Accounting Statements (Section 2) are approved |
| | STEP 2.4 | The Certificate of Exemption is approved | | |
| | STEP 3 | Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements | | |
| | STEP 4 | The RFO sets the commencement date for the exercise of public rights | | |
| STEP 5 | The Certificate of Exemption is signed by the RFO and Chairman | | | |
| STEP 6 | The authority sends the Certificate of Exemption to the External Auditor | | | |

| AGAR Part 3 | Between 1 April and 31 August 2020 | | Before 1 September 2020 | Before 1 December 2020 | |
|---|--|---|--|---|---|
| For authorities unable to declare themselves exempt or requesting a limited assurance review | STEP 1 | The Accounting Statements (Section 2) are prepared and signed by the RFO | The authority publishes: a) the Annual Internal Audit Report (recommended but not mandatory); b) the Annual Governance Statement; c) the Accounting Statements; d) a declaration that the accounts are as yet unaudited; e) details of the arrangements for the exercise of public rights; and f) the name and address of the External Auditor | The authority publishes: a) notice of the conclusion of the audit; b) the Annual Governance Statement (including any amendments as a result of the limited assurance review); c) the Accounting Statements (including any amendments as a result of the limited assurance review); and d) the External Auditor Report and Certificate | |
| | STEP 2 | A meeting of the authority is held at which: | | | |
| | | STEP 2.1 | | | The Annual Internal Audit Report is received and noted |
| | | STEP 2.2 | | | The Annual Governance Statement (Section 1) is approved |
| | | STEP 2.3 | | | The Accounting Statements (Section 2) are approved |
| | STEP 3 | Following approval, the Chairman and Clerk of the meeting sign the Annual Governance Statement and the Chairman signs the Accounting Statements | | | |
| | STEP 4 | The RFO sets the commencement date for the exercise of public rights | | | |
| STEP 5 | The authority sends to the External Auditor: a) the Annual Internal Audit Report; b) the Annual Governance Statement; c) the Accounting Statements; d) an analysis of any significant year on year variances; e) a bank reconciliation as at 31 March 2020; f) details of the arrangements for the exercise of public rights; and g) any other information that the auditor has specifically requested. | | | | |

MORECAMBE TOWN COUNCIL

RISK ASSESSMENT AND LOG

Date: June 2020

Author: Bob Bailey, Town Clerk

| Risk No. | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|-----------------|---|--|---------------------------------|--|-----------------------|
| R1. | Personal injury / damage to members of the public or their property arising from defects on the council's property | Property comprises of fixed installations (i.e. seats and benches). Undertake regular maintenance checks and carry out prompt repairs as required. | Medium | Maintain equipment / assets owned by the council. Insurance includes employee liability cover for staff. Periodically review insurance cover and timely renewal to avoid compensation claims | Council / Staff |
| R2. | Compensation claim by employee or contractor in respect of injury sustained in the cause of his / her employment / engagement | The nature of the Town Clerks work means that there is a low risk of injury. | Medium | Insurance includes employee liability cover for staff. Annually review insurance cover to mitigate compensation claims and associated costs. Review risks should a Lengthsman be appointed | Council |
| R3. | Loss of cheques / cash held on behalf of council | A small amount of income is received by cash / cheque. Any losses are covered by insurance. Income is banked promptly and precept / VAT reimbursements are directly paid into the bank account | Low | Annually check adequacy of insurance cover | Council / Town Clerk |
| R4. | Financial loss due to banking error | Every month, bank statements are scrutinised and reconciled by the Town Clerk and accounts transactions / bank reconciliations reported to Finance & Governance Committee. Banking arrangements were reviewed in November 2019 and accounts are annually checked by internal / external auditors | Low | Annually review banking arrangements to secure best possible terms and conditions | Council / Town Clerk |
| R5. | Loss of monies due to fraudulent action by employee(s) | All BACS / cheque transactions are authorised by two councillors. All expenditure is approved by the Town Council and transactions subject to scrutiny by Finance & Governance Committee. Internal and external auditors examine accounts annually. Audited accounts are open to public scrutiny annually. | Low | Check adequacy of insurance. Undertake a formal annual review of internal control arrangements as part of the AGAR | Council |

| Risk No. | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|-----------------|---|--|---------------------------------|--|-----------------------|
| R6. | Damage to council property by third party | Some property is intended for public use and potentially at risk of damage by a third party. Maintain property in good condition and ensure adequate insurance cover | Medium | Regularly check property and adequacy of insurance cover | Council / Staff |
| R7. | Compensation claim resulting from (alleged) negligent act or accidental error or omission by the council or its employee(s) | Low risk given controls in place. Maintain adequate insurance cover and ensure Town Council decisions are based on full information including professional advice where necessary | Low | Check adequacy of insurance cover. Monitor and review governance arrangements. | Council / Town Clerk |
| R8. | Actions against the council for libel or slander | Meetings are conducted in accordance with standing orders and financial regulations. | Medium | Review Standing Orders and Financial Regulations and other policies during 2020/21 | Council / Town Clerk |
| R9. | Failure to represent community interest adequately in relation to matters likely to impact significantly on the town | Community engagement is provided through social media, website (new in 2020) and newsletter. Town council is consulted by principal authorities and agencies. Membership of NALC / LALC provides professional advice | Medium | Develop community engagement arrangements through online surveys, public meetings, posts on social media and website. Press and Media and Social Media policy adopted 2020; Formal consultation arrangements to include public meetings (subject to Covid19 restrictions) and there will be wide consultation on the developing Neighbourhood Plan in. 2020/21 | Council / Town Clerk |
| R10. | Order for precept not submitted or paid by local authority. Precept is inadequate to meet plans | Receipt of precept checked by Town Clerk. Precept for the following year considered in February. | Medium | Review budgetary arrangements to ensure that precept is based on plans for the town in the coming year and forecasted difference between income and expenditure (See Internal Audit Report) | Council / Town Clerk |
| R11. | VAT incorrect / not reimbursed / not properly accounted for | VAT returns submitted quarterly. VAT records checked by internal and external auditors | Low | VAT properly analysed in accounts maintained by Town Clerk and scrutinised by Finance & Governance committee and Town council | Council / Town Clerk |

| Risk No. | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|----------|--|--|--------------------------|---|----------------------|
| R12. | Financial records inadequately / incorrectly maintained | Town Clerk is a qualified accountant / audit professional and trained as a professional Clerk with many years' experience. Financial records are checked by internal and external auditors annually. | Low | A comprehensive cash- book or similar accounting record established as the prime source of financial reporting, including bank reconciliations, budget monitoring, VAT returns, etc. Budget monitoring reports will be revised in 2020/21 providing clear information on any exceptions and areas requiring attention / remediation (see Internal Audit Report) | Council / Town Clerk |
| R13. | Unidentified / inadequate general and / or earmarked reserves | Considered in budget setting / review of annual accounts | Medium | Amount of reserves required for the following year will be considered as part of the budget process based on available funds and costed plans for the coming year. Reserves policy will be produced in 2020/21 | Council / Town Clerk |
| R14. | Minutes are inaccurate / illegal | Minutes are approved by the Town Council and committees at every meeting. Town Clerk has undergone necessary training | Low | Support Clerk's professional development and Councillor's attending training where necessary | Council |
| R15. | The Town Council undertakes / makes a payment that is illegal / outside its powers | Town Clerk advises Members on the council's legal powers and duties and has undergone appropriate training to be able to advise the Town council | Low | Ensure Members are aware of, and kept up-to-date on, the legal powers of parish councils | Council / Town Clerk |
| R16. | Employee(s) performance is inadequate / underdeveloped | Annual appraisal of Town Clerk's performance and development to be established. Town Clerk is a member of SLCC and plans to take CiLCA training | Low | Maintain annual performance / development appraisal. Town Clerk to undertake training and continuous development as required. CiLCA to be completed in 2021/22 | Council / Town Clerk |
| R17. | Loss of key staff through long term illness / early resignation etc. | Clerk in good health but no cover for absences currently in place. | Low | Monitor risk and manage as necessary. Consider cover for Town Clerk if absent | Council |
| R18. | Inadequate management of financial and other risks associated with the activities of the council | | Medium | Review/revise risk register and monitor actions throughout the year action has been taken to ensure that risks are identified and mitigated. Review significant risks annually | Council / Town Clerk |
| R19. | Compliance with Transparency Code for Smaller Authorities (the Code) | New compliant website established | Low | New website will include information required by the Code. | Council / Town Clerk |

| Risk No. | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|----------|--|--|--------------------------|---|----------------------|
| R20. | Compliance with General Data Protection Regulations (GDPR) | Implications of GDPR brought to Members attention and privacy notice and data protection and information policy in place | Low | Clerk appointed as the Data Protection Officer. Controls and policies will be reviewed to ensure ongoing compliance and to mitigate the risk of any GDPR breaches. | Council / Town Clerk |
| R21. | Compliance with Freedom of Information Act 2000 | Requirements and implications of the Freedom of Information Act 2000 brought to Members attention and Publication Scheme approved | Low | Review publication scheme and FOI requirements / expectations annually. | Council / Town Clerk |
| R22. | Failure to comply with Accounts and Audit Regulations 2015 and Audit Commission Act 1998 | Requirements of the acts brought to Members attention and accounts produced in accordance with them. Accounts audited annually. | Medium | Internal Auditor Report (interim) made 34 recommendations to ensure that the Council achieves the objectives of the Annual Governance & Accountability Return and proper Governance. Councillors have accepted all recommendations and developed an action plan to implement these within 12 months. A final year-end audit is due and this will be followed by a 'Governance Health Check' | Council / Town Clerk |
| R23. | Failure to comply with the Representation of the Peoples Act 1983 | Requirements of the act is brought to Members attention at all Council elections (City/Town and Parish and By-elections) to ensure compliance and monitor the service provision provided by the Returning Officer and Elections team | Low | Develop a checklist to ensure that all requirements of the Town Council are met. Include potential costs in budget setting process | Council / Town Clerk |

| Risk No. | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|--------------------------------|---|--|--------------------------|---|----------------------|
| COVID19 Risk Assessment | | | | | |
| R1. | Council Offices closed in lockdown | Closure of Council Offices | H | Postpone council and committee meetings Place notices on noticeboards, website and social media | Council |
| R2. | Non - Attendance of Councillors, staff and the public | | H | Identify potential risks to Councillors, staff and public; Consider alternative means of communication (videoconferencing); Consider whether there is a need to suspend Standing Orders | Council |
| R3. | Annual Town Meeting cannot be held | LGA 1972 sets requirement for Annual Town Meeting | H | Monitor guidance from NALC & MHLCC; Seek guidance from SLCC; If meeting cannot go ahead as directed by Government this would supersede other legislation | Council |
| R4. | Annual Town Council meeting cannot be held | LGA 1972 sets requirement for Annual Town Council Meeting in May | H | Monitor guidance from NALC & MHLCC; Seek guidance from SLCC; If meeting cannot go ahead as directed by Government this would supersede other legislation; Liaise with Mayor/Deputy Mayor/Cllrs as necessary | Council |
| R5. | Decisions (operational/strategic) cannot be made | | H | Review Scheme of Delegation; Record actions and decisions made so that they can be subsequently reported and scrutinised | Council |
| R6. | Access to accounting software | Town Clerk has remote access to the accounting software | L | | Town Clerk |
| R7. | Payment of invoices | | M | Identify alternative arrangements for the approval of payments (e.g. email/remote meetings) | Town Clerk / Council |
| R8. | Inability to pay staff | Town Clerk has remote access to HMRC PAYE basics | L | | Town Clerk |
| R9. | Inability to meet statutory duties for the approval and sign off of end of year accounts and Annual Governance & Accountability Return (AGAR) | | M | Town Clerk to carry out end of year process as planned, subject to guidance from NALC and MHLCC | Town Clerk / Council |

| Risk no | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|-------------|--|--------------------------------|--------------------------|---|----------------|
| <i>R10.</i> | Staff safety and welfare | | H | Town Clerk to work from home | Council |
| <i>R11.</i> | Loss of key staff due to Covid19 | | H | Staff to adhere to Government/Public Health England advice/instructions; Cover for the Town Clerk will be found if required | Council |
| <i>R12.</i> | Communication on local Covid19 information and operation of Town Council | | H | Regular information to be provided on social media and website and in the Carnforth Express | Town Clerk |
| <i>R13.</i> | Inability to run planned events/festivals | | H | Cancel events and/or plan for remote alternatives; Funding for festivals withdrawn and transferred into Community Resilience Fund | Council |

Morecambe Town Council
Fixed Assets and Long Term Investments

| Asset Description | Date Acquired | Purchase Value | Current Value | Location /Responsibility | Estimated Life | Usage/Capacity | Charges |
|---|---------------|------------------|------------------|----------------------------|----------------|----------------|---------|
| Assets | | | | | | | |
| 4 x Penguin litter bins | 26/09/2011 | 1,285.00 | 1,285.00 | Happy Mount Park | | | |
| & x Noticeboards | 15/06/2012 | 2,932.93 | 2,932.93 | Various Locations | | | |
| 2 x 5-a-side goalposts | 15/05/2012 | 1,000.00 | 1,000.00 | Langridge Estate Westga | | | |
| 2 x Benches | 15/02/2012 | 756.00 | 756.00 | HMP; Edward St | | | |
| 2 x North West in Bloom signs | 16/03/2018 | 355.70 | 355.70 | Shrimp Roundabout & Cc | | | |
| 3 x play equipment | 15/03/2012 | 2,133.00 | 2,133.00 | Torrisholme Park | | | |
| 4 x Full bloom rial mounting planters | 27/02/2018 | 400.05 | 400.05 | Morecambe Station | | | |
| 8 x litter bins | 2012 | 2,000.00 | 2,000.00 | HMP; Townley St; Moreca | | | |
| Christmas lights | 01/12/2015 | 7,127.00 | 7,127.00 | LITE, Unit 2, Farrington F | | | |
| Christmas Tree lights | 22/11/2011 | 651.60 | 651.60 | White Lund Depot | | | |
| Handiloops - Litter picking | 30/10/2011 | 141.83 | 141.83 | Council Office | | | |
| High visibility jackets | 03/10/2011 | 327.00 | 327.00 | Council Office | | | |
| Multi-position Telescopic loader for SPiD | 11/10/2017 | 83.33 | 83.33 | Council Office | | | |
| Play equipment | 15/05/2012 | 6,000.00 | 6,000.00 | Langridge Estate Westga | | | |
| Speed Indication Device | 2017 | 2,584.00 | 2,584.00 | Various Locations | | | |
| Springy Animal Play equipment | 15/05/2013 | 880.00 | 880.00 | Langridge Estate Westga | | | |
| Toilet fixtures & fittings | 19/05/2017 | 30,532.60 | 30,532.60 | Dome Toilets, Marine Ro: | | | |
| | | 59,190.04 | 59,190.04 | | | | |
| Computers | | | | | | | |
| 2 x Intel PC's & Monitors; Laptop | 03/11/2015 | 2,000.85 | 2,000.85 | Council Office | | | 0 |
| | | 2,000.85 | 2,000.85 | | | | |
| Office Furniture and equipment | | | | | | | |
| 2 x office chairs | 12/03/2014 | 154.80 | 154.80 | Council Office | | | |
| 8 x chairs | 27/07/2012 | 60.00 | 60.00 | Council Office | | | |
| Epson Projectot | 24/01/2017 | 329.99 | 329.99 | Council Office | | | |

Morecambe Town Council
Fixed Assets and Long Term Investments

| Asset Description | Date Acquired | Purchase Value | Current Value | Location /Responsibility | Estimated Life | Usage/Capacity | Charges |
|---|----------------------|-----------------------|----------------------|---------------------------------|-----------------------|-----------------------|----------------|
| Kneeling chair | 11/10/2017 | 49.28 | 49.28 | Council Office | | | |
| Laminator | 27/07/2012 | 18.00 | 18.00 | Council Office | | | |
| Meeting table | 17/09/2012 | 159.00 | 159.00 | Council Office | | | |
| No description | 2011 | 681.52 | 681.52 | Council Office | | | |
| Panasonic Camcorder | 16/01/2017 | 294.99 | 294.99 | Council Office | | | |
| Panasonic Camera | 31/07/2015 | 412.48 | 412.48 | Council Office | | | |
| Surface Pro laptops; telephons & infrastructure | Feb 2020 | 2,746.62 | 2,746.62 | Council Office | | | |
| Velbon Tripod | 19/01/2017 | 24.99 | 24.99 | Council Office | | | |
| | | 4,931.67 | 4,931.67 | | | | |
| Grand Total: | | 66,122.56 | 66,122.56 | | | | |



MORECAMBE TOWN COUNCIL

Festival and Events Committee

Due to the Covid19 pandemic and related restrictions the meeting was held remotely using the Zoom Cloud meetings application on Tuesday 19th May 2020 commencing at 3:00pm

In attendance: Councillors Pattison (Chair), Boyd-Power; Clarke; Goodwin

Notes of meeting

Members had been asked to consider what, if any, festivals, events and activities could be held in this municipal year, and beyond, given the restrictions imposed by the coronavirus restrictions. It was acknowledged that these would be subject to Government guidance as the country moves forward

Listed below – in no order are the suggestions made:

1. Projection of interesting and thought-provoking images on heritage and other building of interest around the town;
2. Christmas market;
3. Create videos / live streaming of the town and its activities / festivals / events;
4. Country Music Festival;
5. Citizen of Merit Award Scheme;
6. Lights on the promenade all year round;
7. New Year's Eve Festival (likely to be in 2021);
8. Firework displays;
9. Live entertainment;
10. Memorial to the victims of Coronavirus;


Members **RESOLVED** that they would consider these further and work up a business plan with a view to options being presented to the Finance & Governance and full Town Council in due course. It was considered that as there is no initial cost, details of the Citizen of Merit Award be placed on social media and the Town Council's website, subject to agreement with other Councillors at the next 'informal' Town Council meeting on 21st May 2020.

This would involve nominations for the Morecambe Citizen of Merit (MCM) Award for the duration of the Covid19 pandemic and the community lockdown. The Award will be made weekly to those individuals who have shown outstanding qualities of selflessness during the pandemic and demonstrated their care for the community in Morecambe by volunteering and helping others behind the scenes or by simply continuing to do their jobs as key workers.

When making their nomination, members of the public will be asked to provide a few brief details including the name of the nominee, the reasons for the nomination (what the individual has been doing during the pandemic) and their name.

The winners of the Award will be announced weekly on the Town Council's website and social media pages and will be invited to a Morecambe Town Council reception when the pandemic is over where they will be presented with certificates to mark their achievement.

The meeting closed at 3:45pm.

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal flourish extending to the right.

Bob Bailey, Town Clerk

21st May 2020



MORECAMBE TOWN COUNCIL

Minutes of Finance & Governance Committee held on Wednesday 20th May 2020 at 11:00am

Due to the Covid19 pandemic this meeting was held remotely using the Zoom Cloud conference application

In attendance: Councillors Merv Evans (Chair), Anderton; Bates; Balcer; Clarke; Cleet; Hanson, Heath, Jenkins, Matthews and Pilling.

20009. **Apologies for Absence:** Apologies were received from Councillors Pattison and Ross-Clasper

20010. **Declarations of Interest:** Members were asked to declare any interests, and the nature of that interest, which they may have in any of the items under consideration at this meeting. There were no declarations of interest on the items on the Agenda previously circulated.

20011. **Minutes:** It was **RESOLVED** that the Minutes of the Finance & Governance Committee held on 27th February 2020 be approved.

20012. **Urgent Business:** Members noted that at its meeting on 7th May 2020, the Town Council referred implementation of the 34 recommendations set out in the **Internal Audit Report (Interim) 2019/2020** to the Finance and Governance Committee. Following a proposal from the Chair, it was **RESOLVED** that the Town Clerk produces an action plan and timetable with a view to implementing all recommendations within 12 months and progress being regularly reported to Town Council. **ACTION:** Town Clerk to produce draft Action Plan at the June meeting of the Finance & Governance Committee. There followed a further lengthy discussion on the planned 're-audit' of the 2018/19 statements of account.

The Town Clerk stated that in his view that there would be minimal benefit in this course of action given that:

- a) the 2018/19 statement of accounts had been audited by both the internal and external auditors and approved by Town Council;

- b) the shortcomings in internal control and governance – which are the responsibility of the Town Council – identified and discussed at the Extraordinary Town Council held in January, and;
- c) the recommendations set out in the Internal Audit Report (Interim) 2019/2020 designed to make substantial improvements to the Town Council's systems of internal control and governance.

Members acknowledged the Town Clerks comments. Given the circumstances and the fact that a decision on a further audit had been made at the February meeting of the Town Council it was determined that arrangements should be made for the audit of 2018/2019 statement of accounts following completion of the 2019/2020 accounts and audit requirements.

20013. **Payments:** Members considered payments due for authorisation and paid by Direct Debit. The Town Clerk reported that £67 underspent from the latest Grant received for the Neighbourhood Plan (£5,300) must be paid back. Members were also informed that an application by Bay Radio for funding from the Community Resilience Fund had been successful and awaiting authorisation. It was **RESOLVED** that the Town Council be recommended to pay the accounts set out on the payments schedule.

20014. **Annual Governance & Accountability Return (AGAR):** The Town Clerk reported changes to the timetable for the statutory annual review of the Council's governance arrangements and the audit and publication of the Annual Governance and Accountability return (AGAR).

These changes had been set out in the Accounts and Audit (Coronavirus) Regulations 2020 due to the coronavirus pandemic. It was reported that the deadline for the AGAR to be approved and sent to the external auditor is now **31st August 2020**.

The Town Clerk set out a revised timetable aimed at getting the year-end accounts completed, audited by the internal audit. considered by the Council and submitted to the external auditor by 31st July 2020.

It was explained that this would be subject to liaison with the internal auditor and the submission of the end of year accounts and supporting documents within the Government restrictions during the Covid19 lockdown.

It was reported that under the new regulations there is no requirement for a '*common period for the exercise of public rights*' for the inspection of the Council's accounts but there is still a requirement to set a period for this purpose with the 30 day period for the exercise of public rights commencing on, or **before, 1st September 2020**. This is also the date by which the unaudited (by the External Auditor) AGAR and accounting statements must be published.

The Town Clerk then took Members through sections of the AGAR and a step-by-step guide setting each of the stages to be completed to meet statutory requirements. The relevant sections include:

- a) statutory Annual Internal Audit covering 12 'internal control objectives' ;
- b) review of internal controls and risks as set out in the Annual Governance Statement (Section 1 of the AGAR);
- c) approval of Accounting Statements (Section 2 of the AGAR);

Members were informed that following the Town Council's approval, the AGAR and all statutorily required supporting papers must be sent to the Government appointed external auditors, with a '*Notification of the Conclusion of the Audit*' and the AGAR including the *External Auditor Report and Certificate*' being published **before 1st December 2020**.

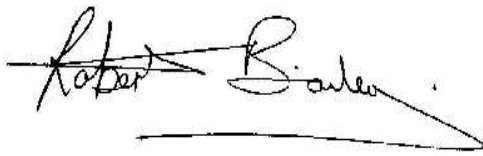
The Town Clerk then took Councillors through the detailed documentation that he had put together in support of the AGAR and subject to audit, being:

- a) explanation of variances of income and expenditure of more than 15% between 2018/19 and 2019/20;
- b) Bank reconciliation as at 31st March 2020;
- c) Income & Expenditure Account and Balance Sheet
- d) Summary of receipts and payments by Cost Centre;
- e) Fixed Assets and Long-term investments

Members asked several questions, after which it was **RESOLVED** that the Town Council be recommended to approve the proposed timetable and be provided with a copy of the first draft of the AGAR at its June meeting, to give all Members the opportunity to consider the expected standards set out in Section 1 – Annual Governance Statement 2019/20 and Section 2 Accounting Statements 2019/20, prior to formal approval at its meeting in July.

20015. **Date of next meeting:** It was **RESOLVED** that the committee meets again on Tuesday 17th June 2020 at 11:00am.

The meeting closed at 12:30pm.

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal flourish extending to the right.

Bob Bailey, Town Clerk

8th March 2020



Planning Application Comments & Decisions June 2020



| Application Number / Description | Town Council Representation | Planning Authority Decision / Status |
|--|--|--------------------------------------|
| 19/01302/FUL: Change of use from trampoline park to a flexible use comprising either retail or leisure use and alterations to the external cladding of the building - Jump Rush, 21 Northumberland Street, Morecambe LA4 4AY | Neutral comment - An isolated retail type outlet may have a detrimental impact on existing retailers | Awaiting decision |
| 20/00207/FUL: Erection of boundary fence – 13 Slyne Road, Morecambe LA4 6PB | Support in principle | Application permitted |
| 20/00230/VCN: Change of use of ground floor from property management and sales to mixed use sandwich shop & café – 10 Thornton Road, Morecambe LA4 5PB | Support in principle | Application refused |
| 20/00242/CU: Change of use of dwelling to self-contained bed flats – 44 Clarendon Road East, Morecambe LA4 4HT | Support in principle | Awaiting decision |
| 20/00248/FUL: Re-rendering of front & side elevations; Installation of replacement windows & garage door; Installation of 1 rooflight; Removal of gate, gate post & wing wall and replace gate – Lord Street, Morecambe LA4 5HX | Support in principle | Application permitted |
| 20/00337/FUL: Erection of a single storey side & rear extension – 4 Warley Drive, Morecambe LA3 3AP | Support in principle | Application permitted |
| 20/00340/FUL: Demolition of existing garage & erection of a single storey building – 4 Buckingham Place, Morecambe LA3 1BQ | Support in principle | Application refused |
| 20/00355/FUL: Erection of a first-floor side extension & a single storey front elevation – 5 Park Crescent, Morecambe LA4 6AU | Neutral comment that the development should not impact on natural light & privacy | Awaiting decision |
| 20/00359/FUL: Installation of telecommunications equipment comprising of 3 antenna support poles accommodating 3 antennas & 6 remote radio units at 20m above ground level on southeast and southwest elevations – Alhambra Buildings, Yorkshire Street East, Morecambe | Support in principle | Awaiting decision |
| 20/00387/FUL: Erection of a single storey extension within existing internal courtyard & alterations to windows & doors – Gleneagles Drive, Morecambe LA4 5BN | Support in principle | Awaiting decision |



Planning Application Comments & Decisions June 2020



| Application Number / Description | Town Council Representation | Planning Authority Decision / Status |
|--|-----------------------------|--------------------------------------|
| 20/00415/FUL: Change of use of ground floor shop to a one bed residential flat – 2 Morecambe Street West, Morecambe LA4 5HE | Support in principle | Awaiting decision |
| 20/00420/FUL: Demolition of existing conservatory & erection of a single storey rear extension – 3 Victoria Parade, Morecambe LA4 5NX | Support in principle | Awaiting decision |