



## Morecambe Town Council

Morecambe Town Hall,  
Marine Road  
Morecambe  
Lancashire  
LA4 5AF

[www.morecambe.gov.uk](http://www.morecambe.gov.uk)  
[clerk@morecambe.gov.uk](mailto:clerk@morecambe.gov.uk)

Proper Officer: Mr Luke Trevaskis

28 August 2020

To: **Members of Morecambe Town Council**

Dear Councillor,

Dated this twenty-eighth day of August 2020, you are hereby summoned to attend the ordinary meeting of Morecambe Town Council to be held at 19:00 on the third day of September 2020.

The meeting will be held remotely, via the online meeting platform 'Zoom'.

The members and public can join the meeting via the internet by inserting the following link into the address bar of their browser:

<https://us02web.zoom.us/j/86731901439?pwd=TIFyYWpkS25qalkyMG0ra1hGRFo4Zz09>

Alternatively, if members or the public have a personal Zoom account, they may join the meeting with the following details:

Meeting ID: 867 3190 1439

Passcode: 700860

Alternatively, the meeting can be joined by dialling +44 (0) 20 3901 7895 from a landline or mobile telephone.

Your sincerely,

Mr Luke Trevaskis  
Proper Officer

## Agenda

1. To receive apologies for absence.
2. To note declarations of members' interests.
3. To elect a Chairman.
4. To receive and confirm the minutes of the meeting held on 6 August 2020.
5. To receive and confirm the minutes of the meeting held on 2 July 2020.
6. To note the 'Help shape how the number and concentration of Houses in Multiple Occupation are managed' consultation launched by Lancaster City Council ends on 25 September 2020. To consider what (if any) action to take in response to this consultation. This consultation can be found at [www.lancaster.gov.uk/planning/ppc](http://www.lancaster.gov.uk/planning/ppc)

**Recommendation(s): The Council confirms whether or not to make any representations in response to the consultation.**

7. To note the 'Allocation policy' consultation launched by Lancaster City Council ends on 25 September 2020. To consider what (if any) action to take in response to this consultation. This consultation can be found at <http://www.lancaster.gov.uk/housing/housing-consultation>

**Recommendation(s): The Council confirms whether or not to make any representations in response to the consultation.**

### 8. Finance

- i. To consider the banking arrangements and approve additional signatories.
- ii. To note the balance on the bank account as of 28 August 2020: £293,875.36
- iii. To note receipt of £4,659.10 on 11 August 2020 from HMRC.
- iv. To consider payments for approval:

Payee	Detail	Budget	Amount
Royal Mail	Postage	Administration	£119.40
Kingfisher Leasing Ltd	Photocopier	Administration	£199.63
Salaries	(29.7.20-5.8.20)	Salaries	£406.50
Salaries	(6.8.20-2.9.20)	Salaries	£2,621.00
Internal Audit Yorkshire	Audit Presentation	Audit	£375.00
Internal Audit Yorkshire	Audit 2018-2019	Audit	£3,463.92
Lancaster City Council	Enforcement Officer	Enforcement Officer	£23,556.00
M B Digital Ltd	Photocopier	Administration	£26.40

### 9. Budget

To consider the proposed budget and the recommendations of delegated authority.

**Recommendation(s): The Council approves the budget, subject to any proposed amends.**

10. GDPR - to consider the security measures currently in place at the office and agree any necessary measures to ensure compliance with the GDPR such as lock changes and the acquisition of a secure cabinet.

**Recommendation(s): The Council resolves to make arrangements for the locks to be changed and for a secure cabinet to be purchased.**

11. Grant Committee - to consider, subject to the outcome of item nine on this agenda, the creation of a Grants Committee, its Terms of Reference, and its membership.

**Recommendation(s): The Council approves the creation of a Grants Committee, proposed Terms of Reference and membership.**

12. Planning Committee - to consider, the creation of a Planning Committee, its Terms of Reference, and its membership.

**Recommendation(s): The Council approves the creation of a Planning Committee, proposed Terms of Reference and membership.**

13. Training - to consider and agree dates for monthly councillor training sessions.

**Recommendation(s): The Council agrees a training date in September, October, November, December, January, and February.**

14. To consider and approve the date for the next meeting.

**Recommendation(s): The Council agrees the date of the next meeting shall be 1 October 2020.**

15. To consider the exclusion of the public and press under the Public Bodies (Admission to Meetings Act ) 1960 on the grounds of the confidential nature of the business to be transacted.

16. To consider the employment contract of Mr Luke Trevaskis and confirm this may be signed by the Chairman on behalf of Morecambe Town Council.

**Recommendation(s): The Council notes that the contract is in line with the recommendations made by the Internal Auditor and is based upon the model template contract approved by NALC and SLCC, written in accordance with terms agreed by the Joint National Council for Local Government Services.**

17. GDPR

- i. To note that the personal data of two members has been breached and decide whether or not to report this to the ICO.
- ii. To note that a Decision Notice has been received from the ICO and consider whether or not to appeal this notice or issue a fresh response to all eleven of the requests made under the FOIA.

**Recommendation(s): To consider the guidance circulated by the Proper Officer from the ICO.**

18. Audit Report 2018-2019

- i. To note that a presentation of the Internal Audit Report 2018-2019 was undertaken on Wednesday 19 August 2020 and that some inconclusive matters are currently being further investigated by the Proper Officer.
- ii. To consider whether or not to publish the Internal Audit Report 2018-2019.