



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

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clerk@morecambe.gov.uk

Proper Officer: Mr Luke Trevaskis

26 September 2020

To: **Members of Morecambe Town Council**

Dear Councillor,

Dated this twenty-sixth day of September 2020, you are hereby summoned to attend the ordinary meeting of Morecambe Town Council to be held at 19:00 on the first day of October 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/83812194418?pwd=ZnVFYW5U1UrWVh0TkNBL1VaR1Zkdz09>

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

Meeting ID: 838 1219 4418

Passcode: 353218

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. **Apologies** - to receive apologies for absence.
2. **Declarations** - to note declarations of members' interests.
3. **Minutes**
 - i. To receive and confirm the minutes of the meeting held on 2 July 2020.
 - ii. To receive and confirm the minutes of the meeting held on 3 September 2020.
4. **Standing Orders** - to review Standing Orders and consider adoption of amends.

Recommendation(s): The Council approves the Standing Orders.

5. **Scheme of Delegation** - to note Council delegation approved at meeting held on 3 September 2020 and adopt new policy to this effect.

Recommendation(s): The Council approves the Scheme of Delegation.

6. **Committees**

- i. Personnel - to consider, the creation of a Personnel Committee, its Terms of Reference, and its membership.

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

- ii. Finance and Governance - to consider, the creation of a Finance and Governance Committee, its Terms of Reference, and its membership.

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

- iii. Sponsorship and Events - to consider, the creation of a Sponsorship and Events Committee, its Terms of Reference, and its membership.

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

- iv. Environment Committee - to consider, the creation of an Environmental Committee, its Terms of Reference, and its membership.

Recommendation(s): The Council approves the creation of an Environment Committee, proposed Terms of Reference, and its membership.

- v. To consider the 'criteria' and 'application form' for the Grants Committee (grants budget).

Recommendation(s): The Council approves the grants criteria and application form subject to any proposed amends.

7. **Finance**

- i. To note the Proper Officer has not yet been able to access the bank account so no payments (aside from direct debits / standing orders) have been processed since the last meeting. A full six month budget report will be presented to the Council at the next meeting.

- ii. To note that the Proper Officer has investigated the outstanding invoice from Royal Mail. The annual fee for the business reply licence is £119.40, however since May 2019 there has been only seven items of mail returned totalling £3.65 (the last items being in December). In simple terms, the Council may be paying for a licence that does not have the returns of mail to warrant the licence fee. It may therefore be more cost effective for the Council to pay for stamps. The Council should therefore give consideration to closing this account. Royal Mail have agreed to close the account down and cancel the invoice of £119.40 if this is approved.

Recommendation(s): The Council approves the closure of the Royal Mail annual licence fee.

- iii. The Council has received a renewal reminder for the insurance from Zurich Municipal. It is understood the Council is receiving a three-year preferential rate with the insurer to reduce the price of the policy. The quote received for the insurance is £827.11

Recommendation(s): The Council approves the insurance premium quoted.

8. Next Meeting - to note the date of the next meeting is to be held on 4 November 2020.

9. Audit (2018-2019)

- i. To consider and approve the proposed statement regarding the 2018-2019 audit.

Recommendation(s): The Council approves the statement regarding the 2018-2019 audit.

- ii. To note approval of audit publication resolved in the meeting held on 3 September 2019 and agree any further actions to be taken in consideration of the GDPR.

Recommendation(s): The Council considers any further actions to be taken in consideration of the GDPR. If the Council considers no further action is necessary in consideration of the GDPR, the Council may approve for the audit report to be published on the website of the Council solely with the redactions already undertaken by the internal auditor.

10. Freedom of Information

- i. To note and accept the responses that have have been drafted and circulated in response to requests received under the Freedom of Information Act 2000.

Recommendation(s): To consider the responses and approve for these to be submitted to the complainant.