



## MORECAMBE TOWN COUNCIL

### **Minutes of Extra-Ordinary Meeting of Morecambe Town Council held remotely (via online Zoom platform) at 7pm on sixth day of August 2020**

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

**In Attendance:** Mr Luke Trevaskis (Proper Officer) and five members of the public.

20086. **Apologies for Absence:** No apologies were received.

20087. **Declarations of Interests:** Cllr Pattison disclosed a membership of Lancashire County Council.

20088. **Exclusion of Press and Public:** The Council resolved to exclude 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.

20089. **Staffing:** The Council noted it must arrange for the proper administration of its financial affairs, and secure that one of its officers has responsibility for the administration of those affairs (Local Government Act 1972, s151). The Council noted a contract had been in existence with the new Proper Officer since 29 July 2020. However, the Council was unsure as to whether or not the correct procedures had been followed in authorising this engagement. Prior to the meeting, the Proper Officer had circulated to members two employment options to consider. **Option One** noted that prior communications had advised there would be no meetings during the summer period and the locum position extended by Morecambe Town Council would be for a 'care-taking role' for short period of time. It was considered acceptable that this option be serviced at twenty-five

hours per week and remunerated at SCP 28. **Option Two** took into consideration an understanding that the role may require a considerably more involved and in-depth approach, with the Council requiring the Proper Officer to undertake a number of further tasks to assist the Council in achieving its short term objectives in resolving action points relating to audits conducted in 2018/19 and 2019/20, and facilitating training for members. It was considered acceptable that this option be serviced at twenty-five hours per week, for a period of six months, and remunerated at SCP 48. Cllr Hanson noted the importance of having an officer in place in order to ensure the continued operation of the Council and proposed to confirm the appointment of Mr Luke Trevaskis on a temporary contract, seconded by Cllr J Ashworth. Members then had an opportunity to consider and debate the issue. The Chairman invited members to speak on the motion and put questions to Mr Luke Trevaskis. Following a period of questions and answers, there appeared to be some ambiguity regarding the tabled proposal and a member requested the Chairman to clarify the proposal. The Chairman clarified the proposal they made had related to Option One and the terms of the existing contract. Cllr Matthews spoke on the communication received by the Proper Officer outlining the two options for consideration and proposed that the Council consider the six-month option that facilitated additional training for all members and further support for the Council to ensure it achieves its short term objectives in resolving the action points relating to the audits conducted in 2018/19 and 2019/20. This proposal was seconded by Cllr A Ashworth. It was **RESOLVED** that Mr Luke Trevaskis be appointed as the Proper Officer of the Council for a period of six months, for twenty-five hours per week, at SCP 48.

20090. It was noted that an agenda item relating to another staffing matter had been withdrawn.

Due to technical difficulties, the meeting was then adjourned at 20:00 and reconvened at 20:10.

20091. **Litter campaign:** The Council considered a #keepmorecambeclean awareness campaign to reduce littering that had been produced by a previous member of Morecambe Town Council. The proposal included

fixing A1 posters along the promenade, acquiring hi vis jackets, litter pickers, and a quantity of leaflets to be distributed.

It was **RESOLVED** to approve the litter campaign and to delegate expenditure for the project to the Proper Officer of the Council to approve any such spends up to a limit of £3,000 in consultation with Cllr Cleet.

20092. **Audit 2018-2019:** The Council considered arrangements for a presentation of the 2018-2019 internal audit report.

It was **RESOLVED** that the Council would engage Internal Audit Yorkshire, at a cost of £375.00 (plus expenses), to present the findings of the Internal Audit Report 2018-2019 at a date to be agreed.