



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk
clerk@morecambe.gov.uk

Proper Officer: Mr Luke Trevaskis

10 December 2020

To: **Members of Morecambe Town Council**

Dear Councillor,

Dated this tenth day of December 2020, you are hereby summoned to attend the ordinary meeting of Morecambe Town Council to be held at 19:00 on the seventeenth day of December 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/83428076994?pwd=VUVDaWtydFoxYTc3dDN1UHUzdmlKUT09>

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

Meeting ID: 834 2807 6994
Passcode: 436520

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** - to receive and confirm the minutes of the meeting held on 3 December 2020.
4. **Safeguarding Policy** - to consider and accept the Safeguarding Policy.
5. **Grant Applications** - to approve the delegation of future grant applications to the Proper Officer and approve for a grant application to be submitted to Lancashire County Council and Lancashire's Police and Crime Commissioner to support a healthy living project organised through the Morecambe in Bloom budget.
6. **Finance**
 - i. To consider the banking arrangements and approve additional signatories.
 - ii. To receive July 2020 expenditure list.

Date	Payee	Detail	Amount
1.7.20	CF Corporate Finance	2 x Microsoft Surface Pro	£199.06
1.7.20	Plus Net	Broadband	£29.39
3.7.20	Churches Debt Centre	Grant	£1,000.00
3.7.20	HMRC	Staffing	£618.21
3.7.20	Salaries	Staffing	£1,418.90
3.7.20	IA Yorkshire	Internal Audit	£375.00
31.7.20	Plus Net	Broadband	£29.39
31.7.20	MB Digital	Photocopier Maintenance	£26.40

- iii. To receive August 2020 expenditure list.

Date	Payee	Detail	Amount
3.8.20	Kingfisher Leasing	Photocopier Leasing	£199.63
28.8.20	MB Digital	Photocopier Maintenance	£26.40

- iv. To receive September 2020 expenditure list.

Date	Payee	Detail	Amount
1.9.20	Plus Net	Broadband	£29.48

Date	Payee	Detail	Amount
30.9.20	MB Digital	Photocopier Maintenance	£26.40
30.9.20	Unity Trust Bank	Service Charge	£20.70

v. To receive October 2020 expenditure list.

Date	Payee	Detail	Amount
1.10.20	CF Corporate Finance	2 x Microsoft Surface Pro	£199.06
1.10.20	Plus Net	Broadband	£29.39
22.10.20	DVLA		£23.27
30.10.20	MB Digital	Photocopier Maintenance	£26.40

vi. To receive November 2020 expenditure list.

Date	Payee	Detail	Amount
2.11.20	Plus Net	Broadband	£29.39
2.11.20	DVLA		£23.18
2.11.20	Kingfisher Leasing	Photocopier Leasing	£199.63
2.11.20	Tech Hub	ICT Package	£96.24
2.11.20	Lancaster City Council	Office Rent	£962.50
2.11.20	Zurich Insurance	Insurance	£827.11
2.11.20	DM Payroll Services	Staffing	£90.00
2.11.20	Salaries	Staffing	£6,254.28
2.11.20	IA Yorkshire	Internal Audit 18-19	£3,838.92
2.11.20	Tech Hub	ICT Package	£429.94
2.11.20	Tech Hub	ICT Package	£96.24
2.11.20	Lancaster City Council	Enforcement Officer	£19,745.00
2.11.20	Lancaster City Council	Office Rent	£962.50
30.11.20	MB Digital	Photocopier Maintenance	£26.40

vii. To consider the External Audit report, note the opinion, and approve a payment of £400.00+VAT to PKF Littlejohn.

External Auditor Opinion:

In the completion of the Annual Internal Audit Report, the internal auditor has drawn attention to significant weaknesses in relation to risk assessment and budgetary processes. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor's comments.

There is an amount of £275 included in Box 6 stated to be a suspense account but an adequate explanation was not provided when requested.

7. Budget

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

8. Professional Services

To consider the proposals and quotes for HR and Health & Safety support services.

9. Allotments

To consider matters relating to the lease with West End/Heysham North Allotment Association, delegate further investigations to the Proper Officer, and approve membership to the National Allotment Society at a cost of £55.00 per annum.

10. Staffing

To consider staffing arrangements beyond January 2021 and agree actions.

Morecambe residents will be looking to the Council for leadership and reassurance in 2021.

Morecambe Town Council has made positive steps to improve policies and procedures in recent months and there has been much progress made in many areas of the revised budget, steering the corporate body towards a clean 2020-21 internal audit.

It is expected that the Council's raison d'être may take further time to clarify and work still needs to be undertaken to establish a succinct action plan that works to connect more with the community, develop trust, and identify how the Council can best serve its residents.

When experiencing staffing changes, arrangements should ensure the least level of disruption to the authority as possible and this, in part, is a product of good planning and clear foresight.

The level of ambition amongst members suggests an increased staffing level is required in the future and an authority as sizeable as Morecambe should aim to develop a three-year strategy in the new year to enable recruitment to be undertaken in line with the objectives of the plan.

Officer time over the past four months has been disproportionately allocated to historic matters and a number of FOI requests. One member of public alone has occupied the equivalent of one hundred hours (an amount of time that would require 4,000 full-time officers if all 26,146 electors expected a similar level of service). Undertaking further research into varying staffing models used by other authorities would help the Council to understand how it can develop an efficient task-force and there are many good examples of how other authorities attract their talent - a recent example being evidenced at Northampton Town Council.