



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

[REDACTED]
Sent to address: [REDACTED]

Response to Request made under Freedom of Information Act 2000
Reference: 2020/02

Dear [REDACTED],

I am writing to respond to the requests made under the Freedom of Information Act 2000 submitted to the Council between 5 and 29 June 2019.

For reference, Morecambe Town Council has incurred a cost of approximately £1,750.00 in responding to these requests.

In your request made under the Freedom of Information Act 2000 you requested for the below information to be supplied by return.

A. MTC48/19/1 - payments without invoices

On 5 June 2019:

“I wish to make a Freedom of Information request for the all payments made without proper accounting (re: invoices/receipts etc) with income obtained from Morecambe precept payers and grants (re: Portas, etc) since the current Town Clerk/Responsible Finance Officer took up office

- cheque numbers, with the date, amount and name on the cheque
- the names of the councillors who signed off the cheque for payment
- the name of the councils auditor at the time of the payments
- the name of the Chair of the Finance & Management Committee at the time of the payment“

Response from Morecambe Town Council:

It is confirmed that the Council does not hold financial records prior to the 2016-2017 financial year.

It is confirmed that the Town Clerk/Responsible Finance Officer in post at the time the FOI request was submitted took up office on 14 March 2011.

It is confirmed that not all payments require invoices/receipts. For example, employees of Morecambe Town Council do not need to submit an invoice or receipt in order to receive their monthly salary.

The Council cannot confirm which payments were made without invoices/receipts. However, the Council can confirm it cannot currently locate invoices for the below

payments made from 14 March 2011 to 5 June 2019. The Council can also confirm some payments may have been made in lieu of terms of contracts.

Date	Payee	Description	Amount	Cheque Number
17.06.2016	Neil Kendall Photography	Variety Festival	£3,000.00	101022
10/09/2018	Paul Cocker	Mileage - Morecambe In Bloom Judging	£40.00	101315
15/11/2018	Wise Up Workshops	Centenary Remembrance Weekend	£100.00	101334
08/08/2017	SR Brown Ltd	Toilet Refurbishment	£214.83	101197
21/02/2018	SR Brown Ltd	Toilet Management	£1,742.50	101245

It is confirmed that the authority holds no copies of cheques. It is therefore confirmed that the Council does not hold information to identify the signatories of each cheque for each payment, nor does it hold the date each cheque was signed.

The name of the Council's auditor for each financial year is as follows:

**2018-2019 - Internal Audit Yorkshire
 2018-2019 - Yorkshire Internal Audit Services
 2017-2018 - Yorkshire Internal Audit Services
 2016-2017 - Yorkshire Internal Audit Services
 2015-2016 - Neil Leadbetter Internal Auditor
 2014-2015 - Neil Leadbetter Internal Auditor
 2013-2014 - Neil Leadbetter Internal Auditor
 2012-2013 - Neil Leadbetter Internal Auditor
 2011-2012 - Neil Leadbetter Internal Auditor
 2010-2011 - Waters & Atkinson**

The membership of each Finance & Management Committee for each civic year is as follows:

Civic Year	Committee Members	Council Chairman (Ex Officio Member)	Council Vice Chairman (Ex Officio Member)
2019-2020 (During this civic year no Finance Committee was formed until February 2020)	Cllr M Evans, Cllr J Hanson , Cllr D Jenkins, Cllr P Ross-Clasper, Cllr Anderton, Cllr J Bates, Cllr M Balcer, Cllr P Heath, Cllr J Pilling, Cllr C Matthews	Cllr P Heath (May 2019) Cllr J Ashworth (February 2020) Cllr J Hanson (March 2020)	Cllr J Ashworth (May 2019) Cllr C Matthews (February 2020)
2018-2019	Cllr P Heath, Cllr B Hughes , Cllr J Pilling, Cllr J Hanson, Cllr G Dennison, Cllr R Dennison, Cllr J Ashworth, Cllr V Boyd-Power	Cllr D Clifford	Cllr J Hanson

2017-2018	Cllr B Hughes, Cllr D Brayshaw, Cllr J Hanson (appointed Vice Chair November 2017), Cllr C Brayshaw, Cllr D Clifford, Cllr L Page, Cllr J Ashworth, Cllr S Burns, Cllr R Dennison, Cllr G Dennison, Cllr D Hutton, Cllr P Heath, Cllr J Pilling	Cllr D Clifford	Cllr J Hanson
2016-2017	Cllr B Hughes, Cllr D Brayshaw, Cllr B Barber, Cllr T Brown, Cllr D Clifford, Cllr R Dennison, Cllr John Hanson, Cllr P Heath, Cllr M Pattison	Cllr D Clifford	Cllr M Pattison
2015-2016	Cllr B Hughes, Cllr D Brayshaw, Cllr J Hanson, Cllr M Ogden, Cllr D Clifford, Cllr R Dennison, Cllr P Heath, Cllr N Semple, Cllr B Barber	Cllr D Clifford	Cllr M Pattison
2014-2015	Cllr P Heath, Cllr R Dennison, Cllr J Hanson, Cllr E Archer, Cllr T Anderson, Cllr J Ashworth, Cllr S Burns, Cllr D Clifford	Cllr N Baxter	Cllr P Heath
2013-2014	Cllr P Heath, Cllr D Kerr, Cllr J Hanson, Cllr J Firth, Cllr E Archer, Cllr Cllr B Spelling, Cllr J Ashworth, Cllr S Burns, Cllr L Davies, Cllr J Bates	Cllr D Kerr	Cllr N Baxter
2012-2013	Cllr P Heath, Cllr J Hanson, Cllr D Kerr, Cllr P Kerr, Cllr J Ashworth, Cllr S Burns, Cllr R Dennison	Cllr D Kerr	Cllr D Clifford
2011-2012	Cllr P Heath, Cllr J Hanson, Cllr D Kerr, Cllr P Kerr, Cllr J Ashworth, Cllr S Burns, Cllr R Dennison	Cllr R Plumb	Cllr D Kerr
2010-2011	Cllr R Dennison, Cllr J Ashworth, Cllr E Archer, Cllr P Kerr, Cllr D Cain, Cllr T Wade, Cllr R Plumb, Cllr G Walker, Cllr C Stebbing, Cllr S Burns, Cllr A Marsh, Cllr G Marshland	Cllr R Plumb	Cllr J Day

The Council can confirm the above table lists the councillors who served as members of the Finance and Management Committee during each respective year.

The Council can confirm that the Chairman and Vice Chairman of the committee is highlighted in bold in each cell of the second column of the above table (the name of the Chairman preceding that of the Vice Chairman).

The Council can also confirm that the Chairman of a Committee is solely responsible for managing the meeting. Therefore, if the Chairman of a committee was not in attendance, nor the Vice Chairman, the committee may have nominated another member of the Committee to preside at the meeting.

It should be noted that the Chairman of the meeting is not responsible for the actions, or lack thereof, of a Committee, nor does the Chairman have any power to veto a decision of the Committee.

The Council can also confirm that the Chairman and Vice Chairman of the Council at any such time can also attend meetings of committees in an ex officio capacity.

The Council can confirm that the membership of some committees may have changed throughout each civic year.

B. MTC49/19/2 - expenditure of Portas money/Officers time/expenses

On 6 June 2019:

“I wish to make the following freedom of information request (prompted by your continuing practice of ignoring and disrespecting communication) regarding the above as the Council submitted the bid for this public money and took up the responsibility for being the custodians for the expenditure of this money to be expended in accordance with the Town Councils policies, financial regulations and standing orders.

Please supply -

- all purchase orders, invoices and receipts
- information relating to what service or goods the payment was for.
- cheque numbers/date on the cheque/name of person, organisation payment is made/cheque amount/councillors names who signed off the cheque to enable payment/the name of the councils auditor/the name of the Chair of the Council and Chair of the Finance & Management Committee, at the time of the payment)
- full details of cash payments (date of payment/ name of person, organisation payment is made/ cash amount/name of the councillors who approved payment/ the name of the councils auditor/the name of the Chair of the Council and Chair of the Finance & Management Committee, at the time of the payment)
- the budget the council allocated for officer time/expenses for this project (pre & post bid) and the meeting and minute number for which this was approved by full council.
- the total officer time/costs and officer expenses (pre and post bid) expended for the project
- evidence that the money was expended in compliance with the Councils policies, standing orders and financial regulations (viz: the payment made for the website which cost 20,000 GBP – provide copies of the quotations received for the service as per the Councils standing orders)”

Response from Morecambe Town Council:

It is confirmed that copies of invoices and/or receipts have been appended to this response.

It is confirmed that officers facilitate the resolutions of the Council. Therefore, each decision made by the Council is a decision that is implemented by its officers. There is therefore no further requirement for the Council to minute that each decision is to be actioned by an officer. Therefore, it is confirmed that the Council does not hold information specifically relating to any officer time / expenses regarding this project.

It is confirmed that the Council has not retained any copies of cheques relating to the requested payments. Therefore, the Council does not know the dates on the cheques, nor the name of the signatories who signed each cheque.

It is confirmed the Council's Standing Orders, Financial Regulations and Policies can be found on the website at www.morecambe.gov.uk.

It is confirmed that the Council holds no documents that itemise what money was or was not expended in compliance with the Council's policies, Standing Orders, and Financial Regulations.

It is confirmed the accounts of the Council show that no cash payments were made relating to the Portas Town Team project.

Expenditure incurred for Portas Town Team (2012-2013) was as follows:

Date	Voucher No	Cheque Number	Cheque Date	Payee	Description	Amount
12/03/2013	228	100482		Harvey Rush	Entertainment Street Market	£550.00
12/03/2013	229	100483		A1 Traffic Management	Traffic management (market)	£540.00
22/03/2013	235	100490		Tennyson Insurance	Town Team	£524.98
11/02/2013	238	100472		Morecambe Town Council	Travel Expenses	£150.85
31/03/2013	244	100498		Lancaster City Council	Town Team	£1,818.00
31/03/2013	245	10049		Lancaster City Council	Town Team	£75.00
31/03/2013	246	100500		Town and Country Event Solutions	Town Team	£804.48
31/03/2013	249	100502		Made in Cumbria	Town Team	£500.00
31/03/2013	250	100503		P Moser	Town Team	£250.00
31/03/2013	251	100504		Evans Marguee Hire	Town Team	£620.40
22/03/2013	254	100488		Print Impressions	Town Team	£195.00

Expenditure incurred for Portas Town Team (2013-2014) was as follows:

Date	Voucher No	Cheque Number	Cheque Date	Payee	Description	Amount
13/05/2013	22	100516		Signs Express	Town Team	£220.80
16/08/2015	75	100554		Lancaster City Council	Hire of meeting room	£52.00
23/09/2013	93	100566		Simply the Best Events	Ice rink for street market	£4,032.00
21/10/2013	106	100575		Johnston Press	Contribution to sunshines awards	£480.00
21/10/2013	108	100577		John Watkins	Travel Expenses - Portas Chairman	£300.00
06/11/2013	122	100581		Signs Express	Banners for Street Market	£46.51
11/11/2013	124	100583		Bluesky Event Hire Solutions	Generator Hire - Ice Rink	£500.06
11/11/2013	127	100586		Thousand Pixels	Town Team Website	£540.00
18/11/2013	128	100587		ICU Security	Security - Ice Rink	£493.00
21/11/2013	129	100589		Simply the Best Events	Ice Rink for Street market	£6,048.00
04/12/2013	138	100594		ICU Security	Stewards for Christmas parade	£30.00
06/12/2013	139	100595		Ian Hutt	Christmas market flyers	£198.88
18/12/2013	155	100604		A1 Traffic management	Traffic Management (Market)	£948.00
24/12/2013	164	100609		Kalimba DJ	DJ Christmas Market	£100.00
23/01/2014	178	100616		Hearthstone	Hearthstone - Town Team project	£6,000.00
14/02/2014	191	100630		The Lothersdale Hotel	Hire of meeting room	£25.00
12/03/2014	202	100637		The Lothersdale Hotel	Hire of meeting room	£25.00
26/03/2014	211	100645		The Lothersdale Hotel	Hire of meeting room	£25.00

Expenditure incurred for Portas Town Team (2014-2015) was as follows:

Date	Voucher No	Cheque Number	Cheque Date	Payee	Description	Amount
23/04/2014	6	100658		Morecambe Carnival	Portas Festival Grant	£2,340.00
28/04/2014	8	100660		The Lothersdale Hotel	Hire of meeting room and refreshments	£175.00
30/04/2014	9	100661		Tom Grattan Ltd	Branding - Portas Town Team	£2,850.00
06/05/2014	11	100663		Poundland	Refreshments	£27.94
06/05/2014	12	100663		Poundland	Refreshments	£8.00
06/05/2014	13	100663		Poundland	Refreshments	£1.94
08/07/2014	56	100691		Bucket & Spade Marketing	Town Team Website	£10,800.00
13/08/2014	79	100707		Tom Grattan Ltd	Branding - Portas Town Team	£1,425.00
06/10/2014	103	100721		Tom Grattan Ltd	Flyers - Town Team Customer Service	£516.66
05/11/2014	118	100727		The Bay	Town Team Zombieville	£270.00
07/11/2014	121	100730		The Lothersdale Hotel	Be your best business event	£216.00
16/12/2014	142	100747/100748		Bucket & Spade Marketing	Town Team Website	£10,800.00
05/01/2015	147	100749		Tom Grattan Ltd	Branding - Portas Town Team	1,425.00
05/01/2015	148	100751		The Bay	Dickensian Festival Advertising	£1,680.00
05/01/2015	149	100750		Broad oak	Dickensian Festival - Christmas Tree	£950.00

05/01/2015	150	100752		Go Morecambe	Dickensian Festival	£573.50
08/01/2015	158	100757		LITE	Portas Christmas Lights	£2,317.20
15/01/2015	161	100759		Workshop Media	Portas Funding	£600.00
28/01/2015	169			Deco Publique	Street Art Project	£1,150.00
12/02/2015	175	100765		Bucket & Spade Marketing	Town Team Website	£1,380.00
12/02/2015	176	100766		Bluesky Event Hire Solutions	Dickensian Festival - generator	£486.00
12/02/2015	178	100768		G Higton	Victoria Street Christmas Trees	£100.00

Expenditure incurred for Portas Town Team (2015-2016) was as follows:

Date	Voucher No	Cheque Number	Cheque Date	Payee	Description	Amount
01/05/2015	2	100784		Town Team	Chinese Festival	£2,500.00
01/05/2015	4	100789		The Lothersdale Hotel	Hire of meeting room	£125.00
10/06/2015	29	100820		Morecambe Carnival Committee	Contribution to MC15	£2,340.00
14/08/2015	78	100849		S A Johnstone	Street Art Project	£2,025.00
03/11/2015	104	100879		Faunagraphic	Victoria Street Art	£1,000.00
05/11/2015	115	100885		Ben Tallon	Victoria Street Art	£750.00
05/11/2015	117	100887		Electric Angel LLP	Victoria Street Art	£900.00
05/11/2015	119	100890		Mark Kennedy	Victoria Street Art	£3,750.00
08/12/2015	160	100913		Tom Grattan Ltd	Cotton shopping bags	£2,898.00
08/12/2015	164	100913		Tom Grattan Ltd	Leaflets and posters	£452.84

08/12/2015	167	100914		Lancaster City Council	Portas wayfinding contribution	£5,000.00
14/01/2016	186	100924		Ben Tallon	Victoria Street Art	£750.00
27/01/2016	196	100930		Storcheckers UK Ltd	Mystery Shop	£2,400.00
05/02/2016	200	100934		Kate Drummond	Street Art Project	£1,250.00
26/02/2016	210	100937		HSS Hire Ltd	Hire of mobile boom - street art	£239.94
15/03/2016	219	100947		HSS Hire Ltd	Hire of equipment for erection of street	£733.92
29/03/2016	230	100953		Morecambe Town Council	Street Art Project	£2,025.00
29/03/2016	231	100954		HSS Hire Ltd	Street Art Project	£903.66
29/03/2016	232	100955		Morecambe Town Council	Street Art Project	£192.00
29/03/2016	238	100959		Mark Kennedy	Street Art Project	£3,750.00

Expenditure incurred for Portas Town Team (2016-2017) was as follows:

Date	Voucher No	Cheque Number	Cheque Date	Payee	Description	Amount
04/05/2016	4	100966		Came & Co	Street Art - Artist Fee	£2,200.00
04/05/2016	5	100967		NW Systems Group	Streamdays Camera Rental	£318.54
04/05/2016	12	100975		S A Johnstone	Street Art - Artist Fee	£2,700.00
04/05/2016	15	100978		Faunagraphic	Street Art - Artist Fee	£1,440.00
04/05/2016	17	100980		HSS Hire Ltd	Hire of equipment for Erection of Street	£355.21
10/05/2016	24	100983		Kate Drummond	Street Artist - Victoria Street Art	£1,250.00
10/05/2016	25	100984		Alpha Engraving Ltd	Stencils for Street Art	£264.00

12/05/2016	30	100991		HSS Hire Ltd	Hire of equipment for Erection of Street	£27.60
12/05/2016	31	100993		Holden Building Solutions	Portas Town Team Street Art Project	£3,048.00
19/05/2016	39	100999		Thomas Consulting	Consultation Fee for Street Art	£360.00
07/06/2016	50	101006		NW Systems Group	Streamdays Camera Rental	£140.40
13/06/2016	60	101004		HSS Hire Ltd	Hire of equipment for Erection of Street	£1,172.93
13/06/2016	61	101012		Jamie Jackson	Sports Murial - Street Art	£250.00
10/06/2016	76	101013		Alpha Engraving Ltd	Street Art - Artist Fee	£624.00
10/08/2016	94	101043		HSS Hire Ltd	Hire of equipment for Erection of Street	£418.86
10/08/2016	95	101043		HSS Hire Ltd	Hire of equipment for Erection of Street	£395.40
10/08/2016	96	101043		HSS Hire Ltd	Hire of equipment for Erection of Street	£110.40
10/08/2016	99	101042		Faunagraphic	Street Art - Artist Fee	£2,550.00
10/08/2016	100	101043		HSS Hire Ltd	Hire of equipment for Erection of Street	£312.60
10/08/2016	101	101044		Alpha Engraving Ltd	Printing & Logos - Street Party	£52.80
10/08/2016	102	101045		LCD Window Cleaners	Cleaning of external walls - Street Art	£180.00

10/08/2016	103	101047		Evans Marque Hire Ltd	Hire of tables and chairs - Street Party	£151.20
10/08/2016	104	101048		Sound Intervention Ltd	Entertainment Street Party	£600.00
10/08/2016	105	101049		Tickled Pink	Workshop - Street Party	£394.00
10/08/2016	106	101049		Tickled Pink	Typography - Street Art	£1,000.00
10/08/2016	107	101050		More Music	Flags for Street Party	£200.00
10/08/2016	108	101051		Ruth Bridges	Workshop - Street Party	£350.00
12/08/2016	109	101053		Ben Farmer	Street Art - Street Entertainer	£150.00
12/08/2016	110	101054		Ben Tallon	Rail Fare - Street Artist	£60.40
12/08/2016	111	101056		Beki Melrose	Street Art - Portraiture	£200.00
12/08/2016	112	101057		Mary Goodwin	Mosaic Workshop - Street Party	£350.00
12/08/2016	113	101058		The Welcome Cafe	Refreshments - Street Party	£100.00
09/09/2016	114	101068		Anna Read	Artist - Street Party	£400.00
09/09/2016	132	101069		Jonathan Bean Photography	Photography - Street Party	£300.00
09/09/2016	133	101070		Tiger Tiger Face Painting	Artist - Street Party	£180.00
09/09/2016	134	101071		John Kingston	Blackboards and easels - Street Party	£321.00
09/09/2016	135	101072		Rag Tag Arts CIC	Circus Workshops - Street Party	£220.00
09/09/2016	136	101073		NW Systems Group	Bay Cam	£140.40
29/11/2016	137	101103		Ben Tallon	Street Party Workshop	£350.00

29/11/2016	174	101100		HSS Hire Ltd	Hire of equipment for Erection of Street	£76.60
29/11/2016	175	101100		HSS Hire Ltd	Hire of equipment for Erection of Street	£105.60
29/11/2016	176	101100		HSS Hire Ltd	Hire of equipment for Erection of Street	£438.44
29/11/2016	177	101100		HSS Hire Ltd	Hire of equipment for Erection of Street	£938.44
29/11/2016	178	101102		Deco Publique	Consultancy Fee - Street Art	£1,550.00
29/11/2016	179	101102		Deco Publique	Consultancy Fee - Street Party	£650.00
29/11/2016	180	101102		Wickes	Wood - Street Art	£32.99
29/11/2016	181	101102		Bay Wood Services Ltd	Wood - Street Art	£25.00
29/11/2016	182	101102		Builder Supplies	Wood - Street Art	£141.91
29/11/2016	183	101102		JCB Insurance	Plant Hire Insurance - Street Art	£71.75
29/11/2016	184	101102		Brewers	Paint - Street Art	£45.50
29/11/2016	185	101102		Brewers	Materials - Street Art	£2.99
29/11/2016	186	101102		Brewers	Materials - Street Art	£80.27
29/11/2016	187	101102		Homebase	Materials - Street Art	£28.70
29/11/2016	188	101102		Event Insurance	Insurance - Street Party	£346.00
29/11/2016	189	101102		Dalton Town Council	Gazebo Hire - Street Party	£200.00
29/11/2016	190	101102		Pagefest Print & Publishing Ltd	Poster & Flyers - Street Party	£135.00

29/11/2016	191	101102		Neil Spooner	Labour - Street Party	£110.00
29/11/2016	192	101102		The Panda Cups	Live performance DJ set - Street Party	£260.00
29/11/2016	193	101102		Home Bargains	Clothes Line - Street Party	£2.27
29/11/2016	194	101102		Home Bargains	Placemats - Street Party	£15.94
29/11/2016	195	101102		Savers	Cleaning Products - Street Party	£1.00
29/11/2016	196	101102		The Works	Decorations Street Party	£15.00
29/11/2016	197	101102		Home Bargains	Materials - Street Party	£2.00
29/11/2016	198	101102		Homebase	Materials - Street Art	£31.44
29/11/2016	199	101102		Stationary 4 Less	Chalk - Street Party	£23.96
29/11/2016	200	101102		Tibicar Service Station	Fuel - Street Party	£24.49
29/11/2016	201	101102		Print Impressions	A4 Laminating - Street Party	£4.00
29/11/2016	202	101102		Alexandra Zawadski	Design Work - Street Party	£235.98
29/11/2016	203	101102		Natalie Ward	Street Party Crew	£210.00
29/11/2016	204	101102		Ravensworth Digital Services Ltd	Leaflets, Banners & Display Board	£176.11
14/12/2016	223	101129		Came & Co	Workshop - Street Party	£350.00
16/12/2016	224	101113		NW Systems Group	Bay Cam	£140.40
03/03/2017	268	101147		Faunagraphic	Artist - Street Party	£1,022.00
03/03/2017	269	101140		NW Systems Group	Bay Cam	£140.40

Expenditure incurred for Portas Town Team (2017-2018) was as follows:

Date	Voucher No	Cheque Number	Cheque Date	Payee	Description	Amount
19/06/2017	36	101168		NW Systems Group	Portas Webcam	£140.40
11/10/2017	106	101213		NW Systems Group	Portas Webcam	£140.40

It is confirmed that the Council holds no purchase orders, invoices or receipts for payments made in 2012-2013.

It is confirmed that the Council holds no purchase orders, invoices or receipts for payments made in 2013-2014.

It is confirmed that the Council holds no purchase orders, invoices or receipts for payments made in 2014-2015.

It is confirmed that the Council holds no purchase orders, invoices or receipts for payments made in 2015-2016.

It is confirmed that the Council holds no purchase orders for payments made in 2016-2017. It is confirmed that the Council holds the appended invoices / receipts for 2016-2017 relating to the portal expenditure.

It is confirmed that the Council holds no purchase orders for payments made in 2017-2018. It is confirmed that the Council holds the appended invoices / receipts for 2017-2018 relating to the portal expenditure.

It is confirmed that the Council has retained the tenders for the website, however it is confirmed that this information is being withheld under section 43(2) of the FOIA.

Section 43(2) of the FOIA states “information is exempt information if its disclosure under this Act would, or would be likely to, prejudice the commercial interests of any persons (including the public authority holding it).

In order for a prejudice based exemption, such as Section 43(2), to be engaged, the Council understand that three criteria must be met:

- Firstly, the actual harm which the public authority believes would, or would be likely, to occur if the withheld information was disclosed has to be related to the applicable interests within the relevant exemption;**
- Secondly, the public authority must be able to demonstrate that some casual relationship exists between the potential disclosure of the information being withheld and the prejudice which the exemption is designed to protect. Furthermore, the resultant prejudice which is alleged must be real, actual or of substance; and**
- Thirdly, it is necessary to establish whether the level of likelihood of prejudice being relied upon by the public authority is met - i.e. disclosure would be ‘likely to result’ in prejudice or disclosure ‘would’ result in prejudice. In relation to the lower threshold, the Council understands that the chance of prejudice occurring must be more than a hypothetical possibility; rather there must be a real and significant risk. With regard to the higher threshold, the Council understands this places a stronger evidential burden on the public authority. The anticipated prejudice must be more likely than not.**

The Council considers that disclosure of the submitted tenders submitted by all of the bidding companies is likely to affect the commercial interests of both the third party companies and the Council.

The Council understands that each business will have spent time and resources preparing its tender for submission. The Council considers that it is likely to be prejudicial to the commercial interests of the tendering businesses to enable competitors to undercut, copy or improve on parts of the tender for future tender bids, whether to provide services to the Council or other parties. The documents are not “boilerplate” documents and were specifically tailored to the contract and it is considered that their confidentiality is particularly important as the Council may tender, or seek quotes, for similar services again in the future (as it has done in the 2019-2020 financial year).

The Council considers that it is likely that the businesses tendered may find their commercial advantage significantly reduced if competitors were able to copy their approach. The Council also considers that it is likely that if the names of the companies that submitted the unsuccessful tender(s) were published then there would be more than a hypothetical chance that this would prejudice the specified companies’ commercial interests and reputation. The Council also considers that the disclosure of the tender documents is likely to prejudice the commercial interests of the Council itself. If competing companies were able to copy previously submitted tenders, this could risk the homogenisation of tender submissions to the Council in the future. This action could make it more difficult for the Council to distinguish those companies which are able to provide the best service and value for money, having prepared their submissions based on knowledge and experience in the market, from those companies which simply copied their competitors’ submissions and costings.

The Council acknowledges that there is an inherent public interest in transparency in the Council’s decision-making process, however, it considers that this has been met by the disclosure of the costs paid to the successful company. The Council believes there is an inherent public interest in ensuring competition for public sector contracts and obtaining value for money for the Council.

The Council is of the opinion that the public interest in disclosure does not extend to disclosing information that would harm the company’s ability to protect its position in a competitive environment. The company was awarded the contract on the basis that it submitted the best tender, and the Council is of the opinion it would not be fair to disclose information that would disadvantage the company in future tender processes. The Council considers this to be significant in balancing the public interest test.

The name of the Council’s auditor for each financial year is as follows:

**2018-2019 - Internal Audit Yorkshire
2018-2019 - Yorkshire Internal Audit Services
2017-2018 - Yorkshire Internal Audit Services
2016-2017 - Yorkshire Internal Audit Services
2015-2016 - Neil Leadbetter Internal Auditor
2014-2015 - Neil Leadbetter Internal Auditor
2013-2014 - Neil Leadbetter Internal Auditor
2012-2013 - Neil Leadbetter Internal Auditor
2011-2012 - Neil Leadbetter Internal Auditor
2010-2011 - Waters & Atkinson**

The membership of each Finance & Management Committee for each civic year is as follows:

Civic Year	Committee Members	Council Chairman (Ex Officio Member)	Council Vice Chairman (Ex Officio Member)
2019-2020 (During this civic year no Finance Committee was formed until February 2020)	Cllr M Evans, Cllr J Hanson , Cllr D Jenkins, Cllr P Ross-Clasper, Cllr Anderton, Cllr J Bates, Cllr M Balcer, Cllr P Heath, Cllr J Pilling, Cllr C Matthews	Cllr P Heath (May 2019) Cllr J Ashworth (February 2020) Cllr J Hanson (March 2020)	Cllr J Ashworth (May 2019) Cllr C Matthews (February 2020)
2018-2019	Cllr P Heath, Cllr B Hughes , Cllr J Pilling, Cllr J Hanson, Cllr G Dennison, Cllr R Dennison, Cllr J Ashworth, Cllr V Boyd-Power	Cllr D Clifford	Cllr J Hanson
2017-2018	Cllr B Hughes, Cllr D Brayshaw, Cllr J Hanson (appointed Vice Chair November 2017) , Cllr C Brayshaw, Cllr D Clifford, Cllr L Page, Cllr J Ashworth, Cllr S Burns, Cllr R Dennison, Cllr G Dennison, Cllr D Hutton, Cllr P Heath, Cllr J Pilling	Cllr D Clifford	Cllr J Hanson
2016-2017	Cllr B Hughes, Cllr D Brayshaw , Cllr B Barber, Cllr T Brown, Cllr D Clifford, Cllr R Dennison, Cllr John Hanson, Cllr P Heath, Cllr M Pattison	Cllr D Clifford	Cllr M Pattison
2015-2016	Cllr B Hughes, Cllr D Brayshaw , Cllr J Hanson, Cllr M Ogden, Cllr D Clifford, Cllr R Dennison, Cllr P Heath, Cllr N Semple, Cllr B Barber	Cllr D Clifford	Cllr M Pattison
2014-2015	Cllr P Heath, Cllr R Dennison , Cllr J Hanson, Cllr E Archer, Cllr T Anderson, Cllr J Ashworth, Cllr S Burns, Cllr D Clifford	Cllr N Baxter	Cllr P Heath
2013-2014	Cllr P Heath, Cllr D Kerr , Cllr J Hanson, Cllr J Firth, Cllr E Archer, Cllr Cllr B Spelling, Cllr J Ashworth, Cllr S Burns, Cllr L Davies, Cllr J Bates	Cllr D Kerr	Cllr N Baxter
2012-2013	Cllr P Heath, Cllr J Hanson , Cllr D Kerr, Cllr P Kerr, Cllr J Ashworth, Cllr S Burns, Cllr R Dennison	Cllr D Kerr	Cllr D Clifford

2011-2012	Cllr P Heath, Cllr J Hanson , Cllr D Kerr, Cllr P Kerr, Cllr J Ashworth, Cllr S Burns, Cllr R Dennison	Cllr R Plumb	Cllr D Kerr
2010-2011	Cllr R Dennison , Cllr J Ashworth, Cllr E Archer, Cllr P Kerr, Cllr D Cain, Cllr T Wade, Cllr R Plumb, Cllr G Walker, Cllr C Stebbing, Cllr S Burns, Cllr A Marsh, Cllr G Marshland	Cllr R Plumb	Cllr J Day

The Council can confirm the above table lists the councillors who served as members of the Finance and Management Committee during each respective year.

The Council can confirm that the Chairman and Vice Chairman of the committee is highlighted in bold in each cell of the second column of the above table (the name of the Chairman preceding that of the Vice Chairman).

The Council can also confirm that the Chairman of a Committee is solely responsible for managing the meeting. Therefore, if the Chairman of a committee was not in attendance, nor the Vice Chairman, the committee may have nominated another member of the Committee to preside at the meeting.

It should be noted that the Chairman of the meeting is not responsible for the actions, or lack thereof, of a Committee, nor does the Chairman have any power to veto a decision of the Committee.

The Council can also confirm that the Chairman and Vice Chairman of the Council at any such time can also attend meetings of committees in an ex officio capacity.

The Council can confirm that the membership of some committees may have changed throughout each civic year.

C. MTC50/19/3 - non responses to written communication received/appointment request with the Town Council Officers

On 7 June 2019:

“I wish to make the following freedom of information request

Please supply full details (the date of communication, the name of the person/organisation) of each correspondence not responded to and the reason for the disrespect and ignorance and clarify if it was the Town Clerk/RFO’s decision to do so and if not whose instructions the Town Clerk/RFO was carrying out. If it was full councils instructions please identify the date of the council meeting and minute number.”

Response from Morecambe Town Council:

It is confirmed that correspondence of the Council is responded to when necessary and as expediently as possible.

Whilst it is understood that the Council did not respond to this Freedom of Information request expediently, it is confirmed that no council meeting has taken place to instruct the

Town Clerk/RFO to disrespect any correspondent. It is therefore also confirmed there are no minutes to this effect.

The Council understands that this request requests full details of correspondence received from third parties. The Council confirms this information request includes personal data.

It is confirmed that this information is being withheld under section 40(s) of the FOIA. It is confirmed that the Council considers the most relevant data protection principle in this case is the first: that the processing (in this case the disclosure) of personal data would need to be fair and lawful.

The exemption at section 40(2) of the FOIA provides that any third party personal data is exempt if its disclosure would contravene any of the Data Protection Principles set out in Schedule 1 of the Data Protection Act (DPA). Personal data is defined as data which relates to a living individual who can be identified-

- a) from those data, or**
- b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about that individual and any indication of the intentions of the data controller or any other person in respect of the individual..."**

The Council considers that the information withheld by the authority is personal data since it relates to the named individual and they could be identified from it. The Council has considered whether disclosure of the information would breach any of the data protection principles. In considering whether disclosure would be fair, the Council balanced the reasonable expectations of the individual, the potential consequences of the disclosure (including whether damage or distress could be caused) and whether there is legitimate public interest in the disclosure of the information in question.

Whether an individual might reasonably expect to have their personal data released depends on a number of factors. These include whether the information relates to a third party, in their professional role or to them as individuals. In this case, it is evident that the withheld information relates to a variety of correspondence that may relate to the professional life and/or private life of the correspondent. The Council considers that the individual would have no reasonable expectation that specific details of their correspondence would be disclosed to the wider world, and considers that disclosure would potentially be an invasion of their privacy and could be distressing. The Council considers that there is little value to the wider public in the withheld information. The Council is satisfied that on balance, the legitimate public interest would not outweigh the interests of the named individuals and that it would not be fair to disclose the requested information in this case.

D. MTC51/19/4 - website clean up/censorship? – recording of meetings <https://www.morecambe.gov.uk/recordings-ofcouncil-meetings/>

On 8 June 2019:

“For the record the above practice on the councils website is clearly evident. Who is responsible for the actions and what is the purpose of the clean up/censorship?”

Being the person who requested recording of council meetings during public participation because of the consistent practice of the minutes of meetings accepted by members failing in my opinion to accurately report (omissions, distortion, obfuscation) information that I had heard and stated under

public participation at meetings, as well as evidence of members and officers failing to comply with the councils code of conduct, I and other interested you tube viewers have watched these.

Out of the 31 videos uploaded to date only 14 now remain viewable. As at todays date the links for the following meetings produce a blank screen –

- 21/3/19
 - • 11/10/18
 - • 20/9/18
 - • 19/7/18
 - • 28/6/18
 - • 17/5/18 – screen states “this video is unavailable” Why is it unavailable?
 - • 7/2/18 extraordinary meeting
 - • 18/1/18 reconvened meeting
 - • 7/2/18
 - • 16/11/17
 - • 20/6/17
 - • 16/3/17
 - • 15/9/15
 - • 20/11/14
 - • 25/11/14
 - • 17/7/14
 - • 15/5/14
-
- The council had facilitated the you tube viewers comments facility on all the above which had received some valid relevant non trolling comment and opinions/feedback.
 - I am making a request to answer all the questions raised in this correspondence as a FOI request and a FOI request to supply the following information –
 - • a copy on a CD with all the 31 recordings to date plus those yet to be uploaded – the meeting on 6/6/19 and the 2019 Annual Town meeting.
 - • the date each uploaded recording was removed/disappeared who was responsible for this and the reason for doing so. I note that for the following periods the practice of uploading recordings of meetings was not done
 - • 20/11/14 – 15/9/15
 - • 10/12/15 – 19/1/17
 - Why not? Can you assure me that in future all future full council meetings will be recorded and remain on the councils website?
 - I note for all up to and including the recording on 10/12/15 a useful link was also included for viewing the minutes of that meeting but this practice was discontinued thereafter. Why was that? I wish to make a request that you reinstate the missing recordings on the website asap including all the comments made that were present before the video disappeared and inform me when this has been completed.“

Response from Morecambe Town Council:

It is confirmed that the Council does not have access to the you tube profile.

It is confirmed that the Council does not hold any of the requested information.

It is also confirmed that the Openness of Local Government Regulations 2014 clarify the law by stating that any person who attends a meeting of a Local Authority Body for the purposes of reporting on the meeting may use any communication method, including the internet, to publish, post or otherwise share the results of a person's reporting activities. The Regulations clarify that reporting includes filming, photography or making an audio recording of the proceedings at a meeting. The provisions relate to any meetings of a Local Authority Body that are open to the press and public to attend. Local Authorities must also make reasonable provision to allow this reporting to take place.

Given the Openness of Local Government Regulations 2014, the Council considers that there is adequate provision for members of the public to make their own recordings of meetings should they be so minded.

The Council also understands that the majority of local authorities do not record their meetings and that this decision in itself does not alter the openness and transparency of the meetings which are available to the public.

E. MTC52/19/5 - Chairman's oath/acceptance of office, Town Clerk/RFO job specification and contract of employment, Assistant Clerk job specification and contract of employment

On 9 June 2019:

"I am making a FOI request for a copy of the following information to be forwarded electronically to the above e mail address which you have previously used.

- Chairman's oath/acceptance of office
- • Town Clerk/RFO job specification and contract of employment
- • Assistant Clerk job specification and contract of employment"

Response from Morecambe Town Council:

It is confirmed that evidence of the Chairman's acceptance of office is already publicly available. It should be noted that the purpose of Section 21 of the Freedom of Information Act 2000 is to ensure that there is no right of access to information via FOIA if it is available to the applicant by another route. Section 21 provides an absolute exemption. This means that if the requested information is held by the public authority, and it is reasonably accessible to the applicant by other means, it is not subject to the public interest test.

The approved minutes of the meeting held on 16 May 2019 (item one) evidence the acceptance of office and are indeed published on the website (www.morecambe.gov.uk) and can be currently found on the below URL:

<https://www.morecambe.gov.uk/wp-content/uploads/2020/05/2019-05-16-Council-minutes.pdf>

It is confirmed that the acceptance of office document contains personal information. The same can be said for the contract of employment and job specification for the Town Clerk/RFO and Assistant Clerk. It is confirmed this information is being withheld under section 40(s) of the FOIA. It is confirmed that the Council considers the most relevant data protection principle in this case is the first: that the processing (in this case the disclosure) of personal data would need to be fair and lawful.

The exemption at section 40(2) of the FOIA provides that any third party personal data is exempt if its disclosure would contravene any of the Data Protection Principles set out in

Schedule 1 of the Data Protection Act (DPA). Personal data is defined as data which relates to a living individual who can be identified-

- a) from those data, or**
- b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller, and includes any expression of opinion about that individual and any indication of the intentions of the data controller or any other person in respect of the individual..."**

The Council considers that the information withheld by the authority is personal data since it relates to named individuals and they could be identified from it. The Council has considered whether disclosure of the information would breach any of the data protection principles. In considering whether disclosure would be fair, the Council balanced the reasonable expectations of the individual, the potential consequences of the disclosure (including whether damage or distress could be caused) and whether there is legitimate public interest in the disclosure of the information in question.

Whether an individual might reasonably expect to have their personal data released depends on a number of factors. These include whether the information relates to an employee and/or member in their professional role or to them as individuals. In this case, it is evident that the withheld information relates to the individuals' role at the Council and not their private life. However, the Council considers that the individuals would have no reasonable expectation that specific details of their employment, personal data, and working arrangements would be disclosed to the wider world, and considers that disclosure would potentially be an invasion of their privacy and could be distressing. The Council considers that there is little value to the wider public in the withheld information. The Council is satisfied that on balance, the legitimate public interest would not outweigh the interests of the named individual and that it would not be fair to disclose the requested information in this case.

F. MTC53/19/6 - unsigned minutes of Council meetings

On 14 June 2019:

"I am making the following FOI request. The minutes of Full Council meetings should be signed by the Chairman. There is only one document on the Councils website with signed Full Council minutes. The meeting on 15 October 2009 signed by the Chair Councillor Evelyn Archer RIP.

I am requesting an appointment to view ALL the signed minutes at Morecambe Town Hall as a FOI request.

Please explain why there is no provision for a signature by the Chairman, as agreement of the minutes for the Annual Town meetings?"

Response from Morecambe Town Council:

It is confirmed that the authority holds this information. It is confirmed that the minutes published on the website are the approved minutes of the Council and that this information is already accessible to the public. Signatures of members of the Council are not published on the Council's website as this is considered personal information. An appointment can indeed be made to view the minutes of the Council at anytime.

It should be noted that the purpose of Section 21 of the Freedom of Information Act 2000 is to ensure that there is no right of access to information via FOIA if it is available to the applicant by another route. Section 21 provides an absolute exemption. This means that if

the requested information is held by the public authority, and it is reasonably accessible to the applicant by other means, it is not subject to the public interest test.

Minutes are indeed published on the website (www.morecambe.gov.uk) and can be currently found on the below URL for 2020/21:

<https://www.morecambe.gov.uk/council-business/full-council-agendas-minutes-2020-21/>

G. MTC54/19/7 - Annual Town Meeting 23 May 2019 draft minutes & recording

On 17 June 2019:

“I am making a FOI request for a copy of the draft minutes and also the recording of the ATM 2019 as sadly again they have not been promptly published on the website, despite the council meeting on 16 May and 6 June having their draft minutes and recordings published with the date of publication on them.”

Response from Morecambe Town Council:

It is confirmed the authority does hold this information and the draft minutes of the Annual Town Meeting 2019 have been appended.

H. MTC55/19/8 - Toilet expenditure central promenade public toilets owned by Lancaster City Council

On 27 June 2019:

“I am making a FOI request for the following information, a full build of ALL costs incurred including officer costs

1. Costs up to the end of the last financial year
2. Revenue received up to the end of the last financial year
3. Costs budgeted for in the current financial year
4. Revenue budgeted for in the current financial year
5. Any further future financial liabilities not included in the above.”

Response from Morecambe Town Council:

It is confirmed the Council does not hold a breakdown of officer costs in relation to this request.

The “last financial year” as of 27 June 2019 was the financial year ending 31 March 2019.

Expenditure incurred for the toilets between 1 April 2018 and 31 March 2019 was £12,734.52+VAT.

This can be detailed as follows:

Date	Supplier	Description	Net	Vat	Total
16/04/2018	Speeder Limited	Toilet	£1,262.00	£252.40	£1,514.40

25/04/2018	Direct 365	Toilet roll holders and soap dispensers	£686.75	£137.35	£824.10
25/04/2018	Morecambe Town Council	NNDR Toilets	£828.00		£828.00
04/06/2018	SR Brown LTD	Coin box reinstatement	£218.84	£43.77	£262.61
19/06/2018	Timpsons	Toilet keys	£13.00		£13.00
29/06/2018	Cannon Hygiene	Cleaning	£35.00	£7.00	£42.00
31/07/2018	Cannon Hygiene	Cleaning	£585.00	£117.00	£702.00
02/08/2018	Bay Camera and Communications Ltd	Supply and installation of new lock for toilets	£250.00	£50.00	£300.00
18/10/2018	Maxigiene Environmental Services	Risk assessment	£150.00	£30.00	£180.00
29/10/2018	Danfo UK Ltd	Toilets	£738.00	£147.60	£885.60
07/11/2018	Maxigiene Environmental Services	Legionella monitoring	£60.00	£12.00	£72.00
11/02/2019	Lancaster City Council	Repairs	£56.34	£11.27	£67.61
21/02/2019	TLC (Southern) Ltd	Cameras	£10.90	£2.18	£13.08
04/03/2019	Speeder Limited	Toilet door access system	£3,335.00	£667.00	£4002.00
21/03/2019	Danfo UK Ltd	Cleaning	£3,300.00	£660.00	£3,960.00
21/03/2019	Lancaster City Council	Repairs	£65.69	£13.14	£78.83
28/03/2019	JPI Media Publishing	Cleaning Tender Advert	£190.00	£38.00	£228.00
29/03/2019	Gordon Pattinson Ltd	Metal doors	£890.00	£178.00	£1,068.00
29/03/2019	Maxigiene Environmental Services	Legionella monitoring	£60.00	£12.00	£72.00
		Total	£12734.52	£2378.71	£15113.23

Income received for the toilets between 1 April 2018 and 31 March 2019 was £1,827.94

The “current financial year” as of 27 June 2019 was the financial year ending 31 March 2020.

Budgeted expenditure for the toilets between 1 April 2019 and 31 March 2020 was £10,000.

Budgeted income for the toilets between 1 April 2019 and 31 March 2020 was nil.

Other financial liabilities were incurred within the costs of the Council's insurance as follows:

2018-2019 - £735.89

2019-2020 - £816.30

As at 1 October 2020 the toilets are not open to the public. The Council understands there may be further future liabilities for maintenance and insurance. Any such expenditure will be considered at the appropriate time.

I. MTC56/19/9 - payments to Morecambe BID, Morecambe in Bloom & Lancaster City Council

On 28 June 2019:

“I am making the following FOI (freedom of information) request Please disclose the total amount of monies paid to date, list each payment, the date of payment, provide full details of what the payment was for, provide a copy of the receipt/invoice, copies of the signed cheque identifying the councilor names or if payment is made by other means identify the names of the members who authorised such payments to –

1. Morecambe BID
2. Morecambe in Bloom
3. Lancaster City Council “

Response from Morecambe Town Council:

As of 28 June 2019 there were nil payments to Morecambe in Bloom. Morecambe In Bloom is a competition that has been facilitated by Morecambe Town Council and therefore no payments have been made to a third party called Morecambe in Bloom.

The below payments were made to Lancaster City Council between 1 April 2018 and 28 June 2019.

Date	Payee	Detail	Amount
26/06/2019	Lancaster City Council	Toilet repair	£164.48
29/03/2019	Lancaster City Council	Defibrillator fitting	£192.60
28/03/2019	Lancaster City Council	Room hire and refreshments	£90.40
21/03/2019	Lancaster City Council	Toilet repair	£78.83
15/03/2019	Lancaster City Council	CCTV contribution	£5,000.00
11/03/2019	Lancaster City Council	Office rent	£962.50
11/03/2019	Lancaster City Council	Vintage Festival grant 2018	£16,000.00
11/02/2019	Lancaster City Council	Room hire and refreshments	£90.40

11/02/2019	Lancaster City Council	Commemorative flower beds	£4,506.00
11/02/2019	Lancaster City Council	Room hire and postage	£58.00
11/02/2019	Lancaster City Council	Morecambe in Bloom judging	£1,798.00
11/02/2019	Lancaster City Council	Toilet repairs	£67.61
18/01/2019	Lancaster City Council	Room hire and postage	£928.78
13/12/2018	Lancaster City Council	Office rent	£962.50
10/09/2018	Lancaster City Council	Office rent	£962.50
22/08/2018	Lancaster City Council	Room hire and refreshments	£61.40
22/08/2018	Lancaster City Council	Room hire and refreshments	£275.52
22/08/2018	Lancaster City Council	Room hire and postage	£116.00
26/06/2018	Lancaster City Council	Room hire NP steering group	£185.12
26/06/2018	Lancaster City Council	Postage and community event	£8.47
26/06/2018	Lancaster City Council	Room hire and postage	£281.60
04/06/2018	Lancaster City Council	Office rent	£962.50

The below payments were made to Morecambe BID CIC between 1 April 2018 and 28 June 2019.

Date	Payee	Detail	Amount
29/03/2019	Morecambe BID CIC	Planters for MIB	£4,200.00
29/03/2019	Morecambe BID CIC	Festival Advertising	£2,000.00
29/11/2018	Morecambe BID CIC	Christmas Lighting	£7,200.00
27/06/2018	Morecambe BID CIC	Poppies	£25.00
04/06/2018	Morecambe BID CIC	Festival Advertising	£2,000.00

The below payments were made to Lancaster City Council between 1 April 2017 and 31 March 2018.

Date	Payee	Detail	Amount
20/03/2018	Lancaster City Council	Plants for Poulton Park Friends	£120.00
24/01/2018	Lancaster City Council	Hire of platform - PCO	£644.93
19/06/2017	Lancaster City Council	Promenade Concert Orchestra Festival	£644.93
09/05/2017	Lancaster City Council	Hire of platform - PCO	£644.93

31/03/2018	Lancaster City Council	Postal charges	£5.40
31/03/2018	Lancaster City Council	By election recharges	£13,665.14
31/03/2018	Lancaster City Council	Promenade Concert Orchestra Festival	£644.93
31/03/2018	Lancaster City Council	Room hire repayment	£354.50
28/03/2018	Lancaster City Council	Postage and community event	£5.10
28/03/2018	Lancaster City Council	Hire of meeting room	£354.80
06/03/2018	Lancaster City Council	CCTV contribution	£5,000.00
07/03/2018	Lancaster City Council	Office Rent	£962.50
20/02/2018	Lancaster City Council	Contribution towards Vintage Festival	£18,000.00
20/02/2018	Lancaster City Council	Contribution towards hanging baskets	£422.40
08/02/2018	Lancaster City Council	Hire of platform - PCO	£644.93
07/02/2018	Lancaster City Council	Environmental Enforcement	£9,962.67
24/01/2018	Lancaster City Council	Postal charges	£84.85
24/01/2018	Lancaster City Council	Office Rent	£962.50
24/01/2018	Lancaster City Council	Hire of meeting room	£808.40
24/11/2017	Lancaster City Council	Funding Contribution - ASB Officer	£14,000.00
05/09/2017	Lancaster City Council	Office Rent	£962.50
20/07/2017	Lancaster City Council	Training for SPID	£78.70
20/07/2017	Lancaster City Council	Postal charges	£59.13
20/07/2017	Lancaster City Council	Hire of council chamber	£261.00
29/06/2017	Lancaster City Council	Hire of platform - Splendid	£1,348.15
19/06/2017	Lancaster City Council	Office Rent	£962.50

The below payments were made to Morecambe BID CIC between 1 April 2017 and 31 March 2018.

Date	Payee	Detail	Amount
22/12/2017	Morecambe BID CIC	Christmas lights	£5,700.00
05/07/2017	Morecambe BID CIC	Festival advertising	£2,000.00

The below payments were made to Lancaster City Council between 1 April 2016 and 31 March 2017.

Date	Payee	Detail	Amount
29/11/2016	Lancaster City Council	Installation of MTC Christmas Lights	£2,126.53
24/11/2016	Lancaster City Council	Platform Hire - Splendid	£920.84
13/12/2016	Lancaster City Council	Office rent	£962.50
12/05/2016	Lancaster City Council	Carnival Festival Grant	£2,379.58
07/06/2016	Lancaster City Council	Hire of platform - PCO	£644.93
07/06/2016	Lancaster City Council	Office rent	£962.50
07/06/2016	Lancaster City Council	Hire of Platform - North Lancs Soul	£632.29
08/06/2016	Lancaster City Council	Hire of platform - Splendid	£1,348.15
06/07/2016	Lancaster City Council	Litter pick Nice and Sleazy	£136.80
06/07/2016	Lancaster City Council	Hire of meeting room	£217.00
06/07/2016	Lancaster City Council	Postal charges	£60.90
08/09/2016	Lancaster City Council	Office rent	£962.50
28/09/2016	Lancaster City Council	Postal charges	£90.76
28/09/2016	Lancaster City Council	Hire of meeting room	£259.00
31/10/2016	Lancaster City Council	Environmental Enforcement Funding	£11,000.00
29/12/2016	Lancaster City Council	Promenade Concert Orchestra Funding	£644.93
12/01/2017	Lancaster City Council	Hire of Council Chamber	£270.00
12/01/2017	Lancaster City Council	Postal charges	£78.95
18/01/2017	Lancaster City Council	Vintage Festival Grant 2016	£18,000.00
15/02/2017	Lancaster City Council	Promenade Concert Orchestra Funding	£644.93
03/03/2017	Lancaster City Council	Office rent	£962.50

The were no payments made to Morecambe BID CIC between 1 April 2016 and 31 March 2017.

The below payments were made to Lancaster City Council between 1 April 2015 and 31 March 2016.

07/07/2015	Lancaster City Council	Platform Hire Blueswater Festival	£354.60
07/07/2015	Lancaster City Council	Platform Hire Morecambe Jazz Festival	£354.60
07/08/2015	Lancaster City Council	Hire of meeting room	£151.60
07/08/2015	Lancaster City Council	Hire of meeting room	£248.80
09/06/2015	Lancaster City Council	Hire of platform - Splendid	£1,900.00
09/06/2015	Lancaster City Council	Hire of platform - PCO	£644.93
09/06/2015	Lancaster City Council	Hire of platform - Country Kickback	£1,184.40
09/06/2015	Lancaster City Council	Hire of platform - PCO	£489.60
07/07/2015	Lancaster City Council	Nice n Sleazy Festival	£136.80
30/07/2015	Lancaster City Council	Memorial Bench - R Plumb	£555.00
03/11/2015	Lancaster City Council	Postal charges	£27.30
03/11/2015	Lancaster City Council	Hire of platform - Motown Magic	£354.60
03/11/2015	Lancaster City Council	Office rent	£900.00
03/11/2015	Lancaster City Council	Hire of platform - Morecambe Live	£1,653.30
05/11/2015	Lancaster City Council	Stone, soil and plants	£168.00
10/11/2015	Lancaster City Council	Office rent	£890.00
10/11/2015	Lancaster City Council	Morecambe Live Festival	£785.01
08/12/2015	Lancaster City Council	Office rent	£910.00
08/12/2015	Lancaster City Council	Hire of platform - PCO	£644.93
08/12/2015	Lancaster City Council	Portas Wayfinding Contribution	£5,000.00
09/12/2015	Lancaster City Council	Office rent	£208.33
22/12/2015	Lancaster City Council	Vintage by the Sea Festival	£18,000.00
22/12/2015	Lancaster City Council	Hire of council chamber	£280.00
22/12/2015	Lancaster City Council	Postal charges	£5.16
03/02/2016	Lancaster City Council	Hire of platform - PCO	£627.11
14/03/2016	Lancaster City Council	Office rent	£962.50
29/03/2016	Lancaster City Council	Room hire and postage	£224.00

29/03/2016	Lancaster City Council	Training for Councillors	£75.80
29/03/2016	Lancaster City Council	Postal charges	£57.29
29/03/2016	Lancaster City Council	Promenade Concert Orchestra Festival	£644.93

There were no payments made to Morecambe BID CIC between 1 April 2015 and 31 March 2016. Morecambe BID CIC did not exist prior to 2016, therefore there were no payments made to Morecambe BID CIC in any financial years prior to the above.

The below payments were made to Lancaster City Council between 1 April 2014 and 31 March 2015.

Date	Payee	Detail	Amount
22/04/2014	Lancaster City Council	Bin emptying allotments	£182.16
30/05/2014	Lancaster City Council	Dog foul poster competition	£1,000.00
03/06/2014	Lancaster City Council	Office rent	£900.00
24/06/2014	Lancaster City Council	Hire of platform - soul festival	£360.00
03/07/2014	Lancaster City Council	Postal charges	£15.92
13/08/2014	Lancaster City Council	Tutti Frutti Festival	£1,329.60
13/08/2014	Lancaster City Council	Hire of meeting room	£420.00
15/09/2014	Lancaster City Council	Office rent	£900.00
15/09/2014	Lancaster City Council	Westgate By Election	£5,990.66
19/11/2014	Lancaster City Council	Promenade Concert Orchestra Festival	£660.00
21/11/2014	Lancaster City Council	Hire of platform - PCO	£660.00
01/12/2014	Lancaster City Council	Vintage Festival Grant	£15,000.00
15/12/2014	Lancaster City Council	Office rent	£900.00
20/01/2015	Lancaster City Council	Hire of meeting room	£399.06
20/01/2015	Lancaster City Council	Postal charges	£13.35
11/03/2015	Lancaster City Council	Office rent	£900.00
23/02/2015	Lancaster City Council	Heysham North By Election	£6,512.17
23/03/2015	Lancaster City Council	Allotment Asbestos Removal	£158.00
23/03/2015	Lancaster City Council	Postal charges	£3.97
23/03/2015	Lancaster City Council	Hire of meeting room	£56.00

23/03/2015	Lancaster City Council	Neighbourhood Planning	£396.48
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The below payments were made to Lancaster City Council between 1 April 2013 and 31 March 2014.

Date	Payee	Detail	Amount
03/04/2013	Lancaster City Council	Bin emptying allotments	£171.12
01/05/2013	Lancaster City Council	Postal charges	£27.20
20/05/2013	Lancaster City Council	Westgate Goal Posts	£2,400.00
29/05/2013	Lancaster City Council	North Lancs Soul and Country	£1,940.00
03/06/2013	Lancaster City Council	Office rent	£900.00
11/06/2013	Lancaster City Council	Room hire healthy streets	£130.00
01/07/2013	Lancaster City Council	Festival blues water	£1,440.00
11/07/2013	Lancaster City Council	Hire of platform - Jazz festival	£840.00
16/07/2013	Lancaster City Council	Postal charges	£55.85
16/08/2013	Lancaster City Council	Hire of meeting room	£78.00
16/08/2013	Lancaster City Council	Hire of meeting room	£52.00
01/08/2013	Lancaster City Council	Tutti Frutti Festival	£1,560.00
03/09/2013	Lancaster City Council	Motown Magic Festival	£400.00
03/09/2013	Lancaster City Council	Office rent	£900.00
16/10/2013	Lancaster City Council	Contribution to the seaside festival	£15,350.00
16/10/2013	Lancaster City Council	Payment towards platform hire	£80.00
16/10/2013	Lancaster City Council	Postal charges	£52.67
06/12/2013	Lancaster City Council	Office rent	£900.00
24/12/2013	Lancaster City Council	Hire of meeting room	£238.50
24/12/2013	Lancaster City Council	Room hire for training	£132.50
17/01/2014	Lancaster City Council	Postal charges	£73.85
05/02/2014	Lancaster City Council	Morecambe Bay Branding Contribution	£2,000.00
06/02/2014	Lancaster City Council	Festival Market Festivals Contribution	£2,500.00
07/03/2014	Lancaster City Council	Office rent	£900.00

31/03/2014	Lancaster City Council	Postal charges	£16.09
31/03/2014	Lancaster City Council	Hire of meeting room	£132.50

The below payments were made to Lancaster City Council between 1 April 2012 and 31 March 2013.

Date	Payee	Detail	Amount
12/04/2012	Lancaster City Council	Bin emptying allotments	£169.32
21/05/2012	Lancaster City Council	Playground equipment	£9,456.00
15/06/2012	Lancaster City Council	Office rent	£637.50
25/06/2012	Lancaster City Council	Election Westgate	£5,801.15
16/07/2012	Lancaster City Council	Hire of meeting room	£287.54
21/08/2012	Lancaster City Council	Litter pick Nice and Sleazy	£200.40
21/08/2012	Lancaster City Council	Hire of Meeting Room	£303.20
07/09/2012	Lancaster City Council	Office rent	£637.50
07/09/2012	Lancaster City Council	Postal charges	£73.46
08/10/2012	Lancaster City Council	Seaside Festival	£24,650.00
22/10/2012	Lancaster City Council	Arson Reduction Vehicle	£3,960.00
22/10/2012	Lancaster City Council	Notice Boards	£979.20
29/10/2012	Lancaster City Council	Hire of meeting room	£182.00
10/12/2012	Lancaster City Council	Office rent	£637.00
18/12/2012	Lancaster City Council	Postal charges	£47.36
21/12/2012	Lancaster City Council	Hire of meeting room	£182.00
22/01/2013	Lancaster City Council	Hire of meeting room	£104.00
29/10/2012	Lancaster City Council	Hire of meeting room	£52.00
07/02/2013	Lancaster City Council	Office rent	£556.56
08/03/2013	Lancaster City Council	Hire of meeting room	£130.00
08/03/2013	Lancaster City Council	Office rent	£900.00
12/03/2013	Lancaster City Council	Contribution to Christmas Trees Festival	£2,700.00
22/03/2013	Lancaster City Council	Hire of meeting room	£26.00
22/03/2013	Lancaster City Council	Hire of meeting room	£130.00
31/03/2013	Lancaster City Council	Town Team	£1,818.00

31/03/2013	Lancaster City Council	Town Team	£75.00
31/03/2013	Lancaster City Council	Torrisholme Ward By Election	£5,227.36

It is confirmed that invoices for the above payments have been appended.

It is confirmed that the authority holds no copies of cheques. It is therefore confirmed that the Council does not hold information to identify the signatories of each cheque for each payment.

J. MTC57/19/10 - MTC e mail dated 14 June 2019

On 28 June 2019:

“Further to the above please respond under a FOI request to supply the following information –

1. “I am instructed by the Council only to respond to you via the Royal Mail and not via email” Please notify me of the names of the members who instructed you to do this and if it was as you allege “by the Council” provide the minute number of the meeting which refers to that decision Also clarify how you are complying with your public duty as a highly paid Officer in obeying such instructions which are not in the public interest.
2. Regarding the Council website please forward copies/details of all communication (letters, e mails, phone calls) since the date I notified you it was not operational. Also provide a back up copy of the website. My correspondence/FOI request MTC51 raises my concerns at a Council cover up/clean operation being carried out to erase the truth to which I am awaiting a response.“

Response from Morecambe Town Council:

It is confirmed that the Council does not hold this information.

K. MTC58/19/11 - Internal and external audit reports

On 29 June 2019:

“Please supply the following information as a FOI request from the date the council was established in 2009 :-

- copies of internal audit reports
- the cost of each of the above
- copies of external audit reports
- the cost of each of the above”

Response from Morecambe Town Council:

It is confirmed that copies of all internal and external audit reports retained by Morecambe Town Council are appended.

A breakdown of costs relating to internal and external audits can be found below. It is confirmed the Council does not hold a breakdown of costs relating to internal and external audits prior to 2012-2013.

Financial Year	Name of Auditor	Cost	Date
2020-2021	Internal Audit Yorkshire (IA)	£794.46	05/05/2020
	Internal Audit Yorkshire (IA)	£375.00	25/06/2020
	Internal Audit Yorkshire (IA)	£3,838.92	Pending
2019-2020	Yorkshire Internal Audit Services (IA)	£330.00	28/09/2019
	Yorkshire Internal Audit Services (IA)	£330.00	27/01/2020
	PKF Littlejohn (EA)	£480.00	30/09/2019
2018-2019	Yorkshire Internal Audit Services (IA)	£330.00	09/08/2018
	Yorkshire Internal Audit Services (IA)	£330.00	11/02/2019
	PFK Littlejohn (EA)	£720.00	12/02/2019
2017-2018	Yorkshire Internal Audit Services (IA)	£330.00	27/06/2017
	Yorkshire Internal Audit Services (IA)	£330.00	08/08/2017
	BDO LLP (EA)	£720.00	28/09/2017
2016-2017	Neil Leadbetter (IA)	£550.00	14/12/2016
	Neil Leadbetter (IA)	£260.00	31/03/2017
	BDO LLP (EA)	£756.00	31/10/2016
2015-2016	Neil Leadbetter (IA)	£550.00	08/12/2015
	BDO LLP (EA)	£720.00	03/11/2015
2014-2015	Neil Leadbetter (IA)	£550.00	01/12/2014
	BDO LLP (EA)	£720.00	29/07/2014
2013-2014	Neil Leadbetter (IA)	£500.00	27/11/2013
	BDO LLP (EA)	£720.00	18/09/2013
2012-2013	Neil Leadbetter (IA)	£500.00	03/01/2013
	BDO LLP (EA)	£1,458.00	13/11/2012

IA = Internal Auditor

EA = External Auditor

Morecambe Town Council is a small authority with a small office, comprising of one member of staff. This Proper Officer is required to facilitate all of the functions of Morecambe Town Council and does not have any administrative support. Please note dealing with requests for information takes the Proper Officer away from their primary work and can impact on their effectiveness to fulfil the objectives of the Council and the community.

Morecambe Town Council will consider appeals, referrals or complaints in respect of your Freedom of Information Act 2000 request and you must submit these in writing to clerk@morecambe.gov.uk within twenty days of receiving your response.

If you remain dissatisfied you may also apply to the Information Commissioner for a decision about whether the request for information has been dealt with in accordance with the Freedom of Information Act. The Information Commissioner's website is www.ico.gov.uk and their postal address and telephone number is as follows:

Information Commissioner's Officer
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire

SK9 5AF

Telephone: 0303 123 1113

Yours sincerely,

A handwritten signature in cursive script that reads "Luke Trevaskis". The signature is written in black ink and is positioned below the text "Yours sincerely,".

Mr Luke Trevaskis
Proper Officer
Morecambe Town Council