



## Morecambe Town Council

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Proper Officer: Mr Luke Trevaskis

11 February 2021

To: **Members of Morecambe Town Council**

Dear Councillor,

Dated this eleventh day of February 2021, you are hereby summoned to attend the ordinary meeting of Morecambe Town Council to be held at 19:00 on the eighteenth day of February 2021.

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/83966726223?  
pwd=cGUwc3FKQkN2dzBWeUhkdHJMZ0oyZz09](https://us02web.zoom.us/j/83966726223?pwd=cGUwc3FKQkN2dzBWeUhkdHJMZ0oyZz09)

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

Meeting ID: 839 6672 6223  
Passcode: 912177

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 17 December 2020.
4. **Email Addresses** - to consider the report for the use of .gov email addresses.

**Recommendation: to approve the recommendations within the report.**

5. **“The Bay” Consultation** - to consider the four consultation questions in response to the unitary proposal for “The Bay” and approve a response.

*1. What scope do you see to improve how local government and community and voluntary sectors, Town and Parish Councils work better together?*

*2. What benefits do you see from developing effective locality based working and greater empowerment of local organisations?*

*3. How does this best meet your ambition, your needs?*

*4. What would success look and feel like to you and your organisation?*

**Recommendation: to approve the draft response subject to any amends.**

## 6. Finance

- i. To receive December 2020 expenditure list.

Date	Payee	Detail	Amount
1.12.20	Plus Net	Broadband	£29.39
1.12.20	DVLA		£23.18
8.12.20	HMRC	PAYE	£2,451.86
8.12.20	PNW Media	Jumbo Cheque	£104.49
8.12.20	Salaries	Staffing	£2,025.93
8.12.20	RBL	Poppy Wreath	£50.00
31.12.20	MB Digital	Photocopier Maintenance	£26.40
31.12.20	Unity Trust	Service Charge	£21.75

- ii. To receive January 2021 expenditure list.

Date	Payee	Detail	Amount
4.1.21	CF Corporate Finance	Photocopier Leasing	£199.06

Date	Payee	Detail	Amount
4.1.21	DVLA		£23.18
5.1.21	Plus Net	Broadband	£29.39
29.1.21	MB Digital	Photocopier Maintenance	£26.40

- vii. **Council Seal** - to consider the purchase of an embossing machine of the council's seal at a cost of £156.07 plus postage.
- viii. **NALC** - to consider the renewal of the LALC/NALC subscription fee at a cost of 2,761.74.
- ix. **Final Salary** - to agree the final salary payment of a prior employee.
- x. **General Reserve Policy** - to consider the adoption of a General Reserve Policy.

*Section 1.13 of the Joint Panel on Accountability and Governance Practitioners' Guide (March 2020) states 'an authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves'.*

## 7. HMRC

It should be noted that the Council must provide employees with payslips on or before payday - this is a legal requirement. The payslips must show earnings before and after any deductions, the amount of any deductions that may change each time an employee is paid, and the number of hours worked. There is little evidence to suggest the Council has historically fulfilled this duty and it is not understood how payments have been released by signatories without evidence of payslips.

As an employer, the Council must keep records of:

- what is paid to employees and deductions made, including any changes over time
- reports and payments made to HM Revenue and Customs (HMRC)
- employee sick leave and sickness absences
- tax code notices
- taxable expenses or benefits
- payroll giving schemes

All records must demonstrate the Council has reported accurately and all records must be kept for three years from the end of the tax year they relate to.

Councils who do not keep full records may be charged a penalty of up to £3,000 by HMRC.

It is a requirement of an employer to tell HMRC as soon as possible if records are lost, stolen or destroyed and they cannot be replaced. The Council must also do its best to recreate them.

**Recommendation: as HMRC records have not been located for all members of staff, and there is inadequate minutes/documentation to provide accurate information to recreate the records, it is recommended the Council report this to HMRC as a matter of urgency.**

- 8. **HR Policies** - to consider the adoption of additional HR policies as recommended by the Personnel Committee - Absence Policy, Dignity at Work Policy, and Equality and Diversity Policy.

**Recommendation: to approve the Absence Policy, Dignity at Work Policy, and Equality and Diversity Policy.**