



Morecambe Town Council

Morecambe Town Hall,
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Morecambe
Lancashire
LA4 5AF

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clerk@morecambe.gov.uk

Proper Officer: Mr Luke Trevaskis

20 May 2021

To: **Members of Morecambe Town Council**

Dear Councillor,

Dated this twentieth day of May 2021, you are hereby summoned to attend the annual meeting of Morecambe Town Council to be held at 19:00 on the twenty-seventh day of May 2021.

The meeting will be held in Morecambe Town Hall, Marine Road East, Morecambe, LA4 5AF to transact business on the agenda.

Note to Councillors:

If you are unable to attend the meeting, please notify the Proper Officer of your apologies.

Note to Public:

Electors of the town wishing to address the Council are advised to notify the Proper Officer before 10am on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. Public participation session at a meeting shall not require response or debate and shall solely consist of matters relating to items on the agenda. If the representation made is considered outside the remit of Morecambe Town Council, electors will be referred to the principal authority or other appropriate body.

Your sincerely,

Mr Luke Trevaskis
Proper Officer

Agenda

1. **Chairman** - to elect a Chairman.
2. **Vice Chairman** - to elect a Vice Chairman.
3. **Apologies** - to receive apologies for absence.
4. **Declarations** - to note declarations of members' interests.
5. **Minutes** - to receive and confirm the minutes of the last meeting.

6. **Public Participation** - to receive representations from members of the public.
7. **Vacancies** - to declare two casual vacancies owing to the resignations of Paula Ross-Clasper and Jack Newton.
8. **Committees**
 - i. Grants - to consider the Grants Committee, any amends to the Terms of Reference, and its membership.

Recommendation(s): The Council approves the Grants Committee, Terms of Reference, and its membership.

- ii. Grant Committee Application Criteria - to consider the below additions to the application criteria.

Recommendation(s): A criterion is included to exclude applications for festivals and events. A criterion is included to provide six funding rounds per year, to provide more structure to the process, and ensure the Committee can plan its future meeting schedule further in advance.

- iii. Planning - to consider the Planning Committee, any amends to the Terms of Reference, and its membership.

Recommendation(s): The Council approves the Planning Committee, Terms of Reference, and its membership.

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

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

- v. Festivals, Sponsorships and Events - to consider the Festivals, Sponsorships and Events Committee, any amends to the Terms of Reference, and its membership.

Recommendation(s): The Council approves the Festivals, Sponsorships and Events Committee, Terms of Reference, and its membership.

- vi. Festival Committee Application Criteria - to consider the below changes to the application criteria.

Recommendation(s): A criterion is included to cap each grant application at £5,000. A criterion is included to provide six funding rounds per year, to provide more structure to the process, and ensure the Committee can plan its future meeting schedule further in advance. A criterion is included to ensure any event/festival/sponsorship must conclude within eighteen months of the grant award offer. The criterion regarding exclusion of events/festivals on bank holidays is extinguished.

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

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

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

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

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

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

Additional area of responsibility to include “to nominate assets of community value, bid for assets of community value (budget permitting), and nominate assets for listed building status”.

9. Recruitment

To note that there is currently a £5,000 carry forward for the backstreet project from 2020-21, and an additional £5,000 budget for the backstreet project for 2021-2022.

Discussions have taken place between members of the Backstreet Project Group and the Environment Committee that would suggest the £10,000 could be put towards an additional lengthsmen - perhaps on an initial six month contract.

Recommendation: To approve the Backstreet budget of £10,000 be supplemented by £5,000 from general reserves and delegated to the Environment Committee for the acquisition of an additional lengthsmen.

10. Frontierland

At a meeting of Morecambe Town Council in January 2020, the Council resolved ‘that a feasibility group be established with a view to working with Lancaster City Council to consider the risks and benefits associated with Morecambe Town Council acquiring and developing the Frontierland site for leisure purposes’.

To date, no feasibility group has met and it is understood that the original motion may be too prescriptive and limit the scope of outcomes. A further motion has been submitted to recommence conversations regarding the site in a more general sense, to see what opportunities are currently viable.

Motion: to approve the creation of a Working Group to research the opportunities available to develop the former Frontierland site, liaising with the owner of the land, the planning authority, other key stakeholders, and the local community. To approve a budget of £5,000 (from general reserves) to be used to seed fund any initial legal advice and/or feasibility studies in consultation with the Proper Officer (having delegated authority to spend).

11. Welcome Back Fund

To consider a list of priority following the ideation session of the Innovation Working Group.

12. Audit 2020-2021

To consider the report and receive a presentation from the Responsible Financial Officer, to consider the draft AGAR and associated documents, and agree actions.