



## Morecambe Town Council

Morecambe Town Hall,  
Marine Road  
Morecambe  
Lancashire  
LA4 5AF

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Proper Officer: Mr Luke Trevaskis

24 June 2021

To: **Members of Morecambe Town Council**

Dear Councillor,

Dated this twenty-fourth day of June 2021, you are hereby summoned to attend a meeting of Morecambe Town Council to be held at 19:00 on the first day of July 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. **Apologies** - to receive apologies for absence.
2. **Declarations** - to note declarations of members' interests.
3. **Minutes** - to receive and confirm the minutes of the last meeting.
4. **Public Participation** - to receive representations from members of the public.

## **5. Boundary Commission Review of Parliamentary Constituencies**

To consider the proposed Morecambe and South Lakeland County Constituency consultation and agree whether to submit any representations to the Boundary Commission:

<https://boundarycommissionforengland.independent.gov.uk/wp-content/uploads/2021/06/2021-06-08-North-West-Initial-Proposals-43.-Morecambe-and-South-Lakeland-CC.pdf>

## **6. Finance**

To receive and accept Q1 schedule of transactions, budget report, and bank reconciliation.

## **7. Policy**

To consider the Risk Management Policy and Risk Management Register in line with the recommendations of the internal auditor.

## **8. HR**

i) To note there are additional policies and risk management assessments required for new members of staff who may be operating machinery and working within open spaces.

To approve delegation of all decisions regarding HR policies to the Personnel Committee, including updates to Employee Handbook as advised by Peninsula.

ii) To note there are considerable administrative tasks that currently outweigh the staffing resource of the Council.

The Council is asked to consider additional staffing support that may be required to complete these tasks to ensure the day-to-day management of the Council is as efficient as possible.

It is proposed to delegate decisions relating to additional administrative staff to the Personnel Committee to recruit further support within the current staffing budget of the authority.