



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

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clerk@morecambe.gov.uk

Proper Officer: Mr Luke Trevaskis

25 April 2022

To: **Members of Morecambe Town Council**

Dear Councillor,

Dated this twenty-fifth day of April 2022, you are hereby summoned to attend the Annual Meeting of Morecambe Town Council to be held at 19:00 on the fifth day of May 2022.

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,

A handwritten signature in black ink that reads 'Luke Trevaskis'.

Mr Luke Trevaskis
Proper Officer

Agenda

1. **Chairman** - to duly elect a Chairman for the 2022-2023 civic year.
2. **Vice Chairman** - to duly elect a Vice Chairman for the 2022-2023 civic year.
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 meeting held on 24.3.22.
6. **Elections** - to note that Cllr Phil Forster has signed the acceptance of office form, occupying a seat on Bare South West Ward.
7. **Public Participation** - to receive representations from electors that have requested to speak by 10am regarding a matter on the agenda.

Note: any electors addressing the Council must not exceed a three minute time limit.

8. **Policies** -

- i) to consider and approve the Code of Conduct (as prepared by the LGA).
- ii) to consider and approve the Standing Orders
- iii) to consider and approve the Financial Regulations
- iv) to consider and approve the Scheme of Delegation
- v) to consider and approve the Publication Scheme
- vi) to consider and approve the Risk Management Scheme
- vii) to consider and approve the Co-Option Policy
- viii) to consider and approve the Data Breach Policy

Recommendation(s): The Council approves the policies.

9. **Meetings** - to approve the schedule of full council meetings for the 2022-2023 civic year:

5 May 2022 - 7pm
21 July 2022 - 7pm
8 September 2022 - 7pm
3 November 2022 - 7pm
26 January 2023 - 7pm
9 March 2023 - 7pm

10. **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, Grant Application Criteria and its membership.

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

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

- iii. 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, Grant Application Criteria and its membership.

- iv. Festival Committee Application Criteria - to consider the below changes to the application criteria.
- v. Finance and Governance - to consider the 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.

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

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

- 11. **Finance** - to receive accounts, and Month 12 budget report, and bank reconciliation and accept as an accurate record.
- 12. **Audit** - to approve JDH Business Services as the Council's internal auditor for the years 2020/21, 22/23, and 23/24.
- 13. **LALC** - to approve the membership of LALC for 2022/23 at a cost of £2804.28.

14. Exclusion of Press and Public

The meeting is recommended to pass the following resolution:

“That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.”

15. Local Council Award Scheme

To accept that this Council confirms by resolution in their meeting held on 5 May 2022 that:

- 1. This Council has read the Local Council Award Scheme Foundation (criteria 1-26), Quality (criteria 1-17), and Quality Gold (criteria 1-7) applications and statement documents.
- 2. This Council confirms it complies with the criteria set out in the Local Council Award Scheme, including the publication of required documents and the adoption/retention of records/policies for the specified award.
- 3. This Council approves the submission of the application and statements for the Local Council Award Scheme, Quality Gold Award.

- 16. **Pensions** - to note that all council contracts are subject to rules surrounding auto enrolment that state every employer in the UK must put certain staff into a workplace pension scheme and contribute towards it. Automatic enrolment is when an employee who meets certain requirements is made a member of a workplace pension scheme without needing to be asked to be a part of it (requirements such as earning £10,000 per annum or more and aged between twenty-two years and state pension age. Employees who are eligible can choose to opt out, however they need to be put into a pension scheme before they can do this. Whilst pension contributions have been made to Lancashire Pension Fund, the LPPA has advised Morecambe Town Council passed a resolution in 2012 to allowed entry to the scheme for only the Town Clerk. As a result, the pension payments are unable to be processed until such time that the Council approves it will contribute to the pensions of all eligible employees.

Recommendation(s): The Council approves that all eligible employees are permitted to join the Council's pension scheme.

17. **Frontierland** - to receive an update from the Frontierland Working Group and agree actions.