



## Morecambe Town Council

Morecambe Town Hall,  
Marine Road  
Morecambe  
Lancashire  
LA4 5AF

[www.morecambe.gov.uk](http://www.morecambe.gov.uk)  
[clerk@morecambe.gov.uk](mailto:clerk@morecambe.gov.uk)

Proper Officer: Mr Luke Trevaskis

### **Minutes of the Meeting of Morecambe Town Council's Annual Meeting held at Morecambe Town Hall at 7pm on the fifth day of May 2022**

Present: Councillors C Matthews; P Anderton, J Pilling, P Heath, A Balcer, M Balcer, C Pilling, I Clift, M Pattison, J Hanson, P Hart, J Ashworth, P Clarke, V Boyd-Power, R Dennison, G Dennison.

In attendance: Luke Trevaskis (Proper Officer), one member of the public, one member of the press.

#### **Minute 20402**

##### ***Statement Retraction***

During the Annual Meeting of the Electors, Cllr Janice Hanson stated that an officer had advised (during a prior meeting) that a fee relating to an audit had been paid. Cllr Hanson advised the Annual Council Meeting that she wished to retract the statement made during the Annual Meeting of the Electors and apologise to the officer. Cllr Hanson advised that whilst the prior statement was believed to be correct at the time, she now understood the statement to be incorrect.

#### **Minute 20403**

##### ***Election of Chairman***

Cllr Cary Matthews was duly elected Chairman for 2022-2023.

#### **Minute 20404**

##### ***Election of Vice Chairman***

Cllr Paul Anderton was duly elected Vice Chairman for 2022-2023.

#### **Minute 20405**

##### ***Apologies***

Apologies for absence received from Cllrs J Bates, J Goodwin, and D Whitaker.

#### **Minute 20406**

##### ***Declarations of Interests***

Cllr M Pattison advised of membership of Lancashire County Council.

Cllr P Anderton advised of directorship at Morecambe Winter Gardens.

Cllr C Matthews advised of partner's directorship at Morecambe Winter Gardens.

**Minute 20407**

***Minutes***

The minutes of the meeting held on 24.3.22 were approved.

**Minute 20408**

***Elections***

The Council noted that Cllr Phil Forster had signed the acceptance of office form, occupying a seat on Bare South West Ward.

The Council noted the vacancy that had arisen in Lowlands Road Ward would be filled by co-option.

**Minute 20409**

***Public Participation***

None.

**Minute 20410**

***Policies.***

Some minor grammatical amends were considered by the Council and agreed.

The Council approved the Code of Conduct (as prepared by the LGA).

The Council approved the Standing Orders.

The Council approved the Financial Regulations.

The Council approved the Scheme of Delegation.

The Council approved the Publication Scheme.

The Council approved the Risk Management Scheme.

The Council approved the Co-Option Policy

The Council approved the Data Breach Policy

**Minute 20411**

***Meeting Schedule 2022-2023***

The Council approved the schedule of full council meetings for the 2022-2023 civic year:

21 July 2022 - 7pm

8 September 2022 - 7pm

3 November 2022 - 7pm

26 January 2023 - 7pm

9 March 2023 -7pm

**Minute 20412**

## **Committees**

### Grants Committee

The Council resolved to approve the Committee, its Terms of Reference and its membership to include Cllr J Pilling, L Stansfield, J Hanson, P Clarke, P Heath, J Ashworth, D Whitaker, and V Boyd-Power.

### Personnel Committee

The Council resolved to approve the Committee, its Terms of Reference and its membership to include Cllr P Anderton, J Hanson, J Ashworth, P Heath, C Matthews, M Pattison and P Hart.

### Festivals, Sponsorships and Events Committee

The Council resolved to approve the Committee, its Terms of Reference (subject to amends proposed by Cllr Bates) and its membership to include Cllr P Heath, J Ashworth, M Pattison, P Clarke, J Goodwin, V Boyd-Power, D Whitaker.

### Finance and Governance Committee

The Council resolved to approve the Committee, its Terms of Reference and its membership to include Cllr J Ashworth, P Forster, P Heath, J Bates, J Pilling, R Dennison, and J Hanson.

### Environment Committee

The Council resolved to approve the Committee, its Terms of Reference and its membership to include Cllr C Matthews, J Bates, J Pilling, P Anderton, P Hart, G Dennison, V Boyd-Power, and A Balcer.

## **Minute 20413**

### ***Finance***

The Council received the accounts, approved Month 12 budget report and bank reconciliation, and accepted the end of year position as an accurate record of the accounts.

## **Minute 20414**

### ***Audit***

The Council noted that the agenda should have read '2021/22, 2022/23, and 2023/24' and resolved to approve JDH Business Services as the Council's internal auditor for 2021/22, 2022/23, and 2023/24.

## **Minute 20415**

### ***LALC***

The Council resolved to approve its membership of the Lancashire Association of Local Councils for 2022-2023 at a cost of £2,804.28

## **Minute 20416**

### ***Exclusion of Press and Public***

The Council resolved to exclude the press and public, in accordance with Section 100A(4) of the Local Government Act 1972, 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.

## **Minute 20417**

### ***Local Council Award Scheme***

The Council confirmed by resolution that:

- 1) This council has read the Local Council Council Award Scheme Foundation (criteria 1-26), Quality (criteria 1-17), and Quality Gold (criteria 1-7) application forms 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.

#### **Minute 20418**

##### ***Local Government Pension Scheme***

The Council noted 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. The Council resolved that all eligible employees are permitted to join the Council's pension scheme, administered by the Local Government Pension Scheme.

#### **Minute 20419**

##### ***Frontierland***

The Council received an update from the Frontierland working group and noted that a constraints policy document was being prepared by Lancaster City Council which would be published in July.