



MORECAMBE TOWN COUNCIL

You are hereby summoned to attend the meeting of Morecambe Town Council. Due to the Covid19 pandemic and related restrictions the meeting will be held remotely using the Zoom Cloud meetings application on

Thursday 2nd July 2020 commencing at 7.00 p.m.

Members of the public wishing to attend the meeting may do so by contacting the Town Clerk who will provide information on how the meeting will be conducted and a secure link to access the meeting

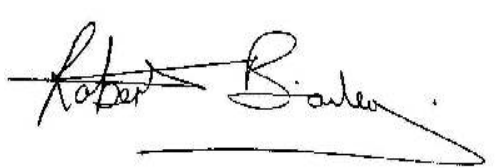
AGENDA

20072. **Apologies for Absence:** To receive apologies for absence
20073. **Declaration of Interests:** To receive declarations by Members of interests in respect of items on this Agenda*
20074. **Chairman's Urgent Business:** To consider any urgent business raised by the Chairman
- a) Coronavirus update
 - b) Morecambe Sparkles project discussion
20075. **Minutes:** To consider Minutes of meeting held on Thursday 4th June 2020
20076. **Correspondence:** To consider correspondence received since the previous meeting
20077. **Public Participation:** To adjourn the meeting for a period of public discussion.
20078. **Action Plan / Record of decisions:** To receive an update on action plan and record of decisions made during the coronavirus lockdown
20079. **Finance & Governance Committee:** To consider
- a) Minutes of the Finance & Governance Committee held on 17th June 2020 (See Agenda pack)
 - b) 2018 / 2019 Audit Terms of Reference
 - c) Adoption of Risk Assessment Register 2020/21
 - d) Adoption of Habitual or vexatious complaints policy
20080. **Payments List:** To consider payments for approval (To follow)
20081. **Community Resilience Fund:** To consider an update on the latest position and review of its use going forward
20082. **Environmental Committee:** To consider:
- a) Minutes of the Environmental Committee held on 18th June 2020 (See agenda pack)
 - b) 'Keep Morecambe Tidy Campaign' (Councillor Jenkins presentation)
 - c) Grounds maintenance and weeds management
 - d) Environmental Enforcement Service Level Agreement

20083. **Annual Governance & Accountability Return (AGAR) 2019/20:** To consider for approval Annual Governance & Accountability Return and dates for the exercise of public rights (See Agenda Pack)
20084. **Planning Applications, Temporary Road Closures** (including recommendations of the Planning Committee)

| Application No: | Description & Site Address |
|-----------------|---|
| 20/00495/FUL | Erection of a single storey side and rear extension - 30 Lowlands Road, Morecambe LA4 5SB |
| 20/00586/FUL | Erection of a single storey rear and side extension – 1 Norwood Drive, Morecambe LA4 6LT |
| 20/00589/FUL | Erection of a single storey side and rear extension – 10 Wakefield Avenue, Morecambe LA4 6DY |
| 20/00601/FUL | Change of use of trampolining and stunt school centre and film studio to 9 flats, alterations to windows & doors & erection of a bin store – Regent Park Studios, 93 Regent Road, Morecambe LA3 1AF |

20085. **Planning decisions:** To consider decisions of Lancaster City Council’s Planning Committee
20086. **Date of Next Meeting – Thursday 3rd September 2020 commencing at 7pm.**



Bob Bailey, Town Clerk

**Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council’s Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting).*



MORECAMBE TOWN COUNCIL

MINUTES of the Meeting of Morecambe Town Council on 4th June 2020 **Due to the Covid19 pandemic and related restrictions the meeting was held** **remotely using the Zoom Cloud meetings application**

Present: Councillors: Janice Hanson (Chair); Tony Anderson; Paul Anderton; Alex Ashworth; June Ashworth; Mariusz Balcer; Mirka Balcer John Bates; Vicky Boyd-Power; Roger Cleet; Trisha Clarke; Ian Clift; Glynis Dennison; Roger Dennison; Merv Evans; Jason Firth; Jake Goodwin; Patricia Heath; Debbie Jenkins; Cary Matthews; Jim Pilling; Margaret Pattison and David Whitaker

In Attendance: B. Bailey (Town Clerk) and one member of the public

20055. **Apologies for Absence:** Apologies were received from Councillors Shirley Burns; Jack Newton and Paula Ross-Clasper

20056. **Declarations of Interests:** Town Councillors who serve on Lancaster City Council's planning committee declared an interest in agenda item 20069. As an elected County Councillor, Cllr Pattison requested, and was granted, dispensation on any discussions relating to Lancashire County Council.

20057. **Chairman's Urgent Business:** Members were asked to consider the following matters:

1) **Coronavirus Update:** Councillors Evans and Councillors Pattison provided an update on the latest position in the Lancaster District and Lancashire on the coronavirus pandemic and the actions and activities of Lancaster City Council and Lancashire County Council. The Town Clerk reported on the latest information from the Lancashire Resilience Forum.

Members noted that plans are now in place and being made for the 'transition' and 'recovery' stages as lockdown restrictions begin to ease. It was also recognised that as Lancashire as one of the highest recorded rates in the Country there is no room for complacency.

2) **Community Resilience Fund:** The Town Clerk reported that, to date, there have been five successful applications for the Community Resilience Fund covering a range of activities that are helping our local communities during these challenging times. It was reported that £11,932 had so far been awarded.

Feedback on what these funds are helping to achieve has been very good and a report on the outcomes and value of this funding will be reported later in the year.

- 3) **Town Clerk's Probationary Period:** Members agreed to defer this agenda item until the end of the meeting in accordance with Section 100A(4) of the Local Government Act, 1972 that the press and public be excluded from the meeting on the grounds that it could involve the possible disclosure of personal and private information about individuals and therefore exempt information as defined in paragraph 1 of Schedule 12A of that Act.

It was then **RESOLVED** that the Chairman's urgent business and updates be noted.

20058. **Minutes:** It was **RESOLVED** unanimously that the Minutes of the meeting held on the 7th May 2020 be approved.

20059. **Correspondence:** In line with his stated responsibilities, the Town Clerk presented the schedule of correspondence received and previously circulated to Members. It was reported that appropriate action had, or will be, taken by the Town Clerk and/or Committees to address any matters arising from correspondence received, including a draft proposal received from Morecambe BID for the 'Morecambe Sparkles' project to be considered by the Finance & Governance Committee.

After some comments and questions, it was **RESOLVED** that the schedule of correspondence received, and actions taken and planned be noted.

20060. **Public Participation:** There were no representations from members of the public.

20061. **Action Plan / Record of Decisions:** The Town Clerk presented an action plan / record of decisions that had been taken to date during the period of the lockdown due to the Coronavirus pandemic.

All activities, actions and decisions set out had been previously reported to Members at informal weekly remote meetings since the lockdown came into operation.

Members were reminded that many of the actions taken were directly in accordance with the Coronavirus Act 2020, including establishing a scheme of delegation during lockdown and the decision to cancel the Annual Town Meeting until 2021 and defer the Annual meeting of the Town Council at a date to be determined. Other actions taken, reported and scrutinised relate to operational and statutory matters relating to Council business.

After some comments and questions, it was **RESOLVED** that the Action Plan / Record of decisions be noted and accepted and that the Annual meeting of the Town Council and election of Chair and Vice-Chair be deferred until the end of September.

20062. **Information Management:** The Town Clerk presented a draft *Information Management and Data Protection Policy; Privacy Notice and Publication Scheme* for consideration and adoption. The documents set out how the Council aims to provide robust information management arrangements, including all aspects of information risk and security in line with specific legal responsibilities for personal and sensitive information under data protection legislation, and, transparency in accordance with the Transparency Code of Practice and the Freedom of Information Act.

After some comments and questions, it was **RESOLVED** that these documents be considered in more detail by the Finance & Governance Committee and recommendations made to Full Council.

20063. **Annual Governance & Accountability Return (AGAR):** The Town Clerk presented a paper and guidance setting out the revised dates and actions arising from the Coronavirus pandemic in order to complete the annual review of the Town Councils governance arrangements and to publish an annual statement and accounts known as the *Annual Governance and Accountability Return (AGAR)*.

It was reported that as a direct result of Covid19 the deadline for the AGAR to be approved and published is now 31st August 2020.

The draft AGAR and supporting accounts and documents had been passed to the Internal Auditor for review, subject to which, it was recommended by the Finance & Governance Committee that the following deadlines be set:

1. Approval of the accounts and Annual Governance and Accountability Return (AGAR) for 2019/20 be considered at the Town Council meeting on 2nd July 2020;
2. Subject to Town Council approval the statutory inspection period of the AGAR, accounts and supporting documentation be from Monday 6th July to Friday 14th August 2020 (30 working days);

The Town Clerk also took Members through the *Step-by-Step Guide* setting out the detailed actions and deadlines that have to be met, including publication of the AGAR before 1st September 2020 and publication of the *Notice of the conclusion of the (external) audit* and the *external Auditor Report and Certificate* before 1st December 2020.

After some comments and questions, it was **RESOLVED** that the report be noted and that, subject to Internal Audit, the deadlines as recommended be approved.

20064. **Risk Assessment:** The Town Clerk presented an updated assessment of the risks facing the council, including risks associated with the Coronavirus pandemic. Members were reminded that an annual review of risks and arrangements to mitigate them is an essential internal control and a statutory requirement of the Annual Governance and Accountability Return (AGAR). Members noted that the risk assessment includes a range of risks associated with the governance, accountability, reputation and business continuity of the Town Council as well as physical and health and safety related hazards. After some comments and questions, it was **RESOLVED** that the Risk Assessment and Log for 2020 be referred to the Finance & Governance Committee for detailed review.
20065. **Asset Register:** The Town Clerk presented a first draft of Town Council's *Fixed Assets and Long-Term Investments*. The Town Clerk reported that this was based entirely on the 2018 / 2019 asset register and had not been subject to a detailed review in 2019 / 2020. It was reported that full details of the Council's assets are now recorded within the Scribe accounting system, presenting a permanent record of the assets description; date acquired; purchase and current values and location. There is also an opportunity to include, if considered necessary, the estimated life and usage / capacity of each asset. The Town Clerk reported that there had not been capacity in 2019 / 2020 to undertake a full review of the Council's assets and acknowledged that the Town Clerk will need support to undertake this review during 2020 / 2021. After some discussion, and a question on when the playgrounds may be re-opened again, it was **RESOLVED** that Asset Register now presented be noted; that the Town Council accepts that there had not been capacity in 2019 / 2020 to undertake a full review of its assets and that arrangements will be made in 2020 / 2021 to address this.
20066. **Festival & Events Committee:** The Chair of this sub-committee, Councillor Pattison presented the notes of the meeting held on 19th May, setting out potential ideas of events and activities to promote the town in the remainder of the Municipal Year 2020/21 (subject to Government guidelines) and beyond.

It was reported that these suggestions are subject to more detailed consideration and costings, with recommendations to be made to the Finance & Governance Committee in due course.

After some comments, it was **RESOLVED** that the notes of the meeting of the Festival & Events Committee be noted.

20067. **Finance & Governance Committee:** Councillor Evans reported on the recommendations, actions and resolutions arising from the meeting of the Committee on presented the report of the Finance & Governance Committee held on 20th May 2020 including:

- 1) The Town Clerk produces an *Action Plan* aimed at implementing Internal Audit recommendations by 31st March 2021;
- 2) A clear proposal for the audit of the 2018 / 2019 accounts be determined by the Town Council and the work carried out following completion of the 2019 / 2020 accounting and audit requirements;
- 3) That, subject to Internal Audit, the Town Council be recommended to approve the proposed timetable for the approval of the Annual Governance and Accountability Return (AGAR) and statutory inspection period.

20068. **Payments Schedule:** The Town Clerk presented the payment schedule to 31st May 2020. It was reported that it had not been possible to issue the payment schedule with the Agenda and supporting papers as some payments (salary and PAYE) are due at the end of each month. In this case, this was after the statutory three working days' notice required for the monthly Town Council meeting and the Town Council had determined not to give the Finance and Governance Committee delegated authority to approve payments.

Members noted that payments to the end of May totalled £5,660 and it was then **RESOLVED** that the payments be approved.

20069. **Planning Applications, Temporary Road Closures and Planning Decisions:** Councillors Anderton, Boyd-Power, Goodwin, and Matthews were removed from the meeting having declared an interest as Members of Lancaster City Council's Planning Committee.

Councillor Bates declared an interest in planning application 20/00478/FUL and did not take part in the discussion on this application.

Councillor Cleet (Planning Committee Chair) then spoke to each of the following planning applications in turn:

| Application No: | Description & Site Address |
|--|---|
| LCC/2020/0029/ | Change of use of land to an extension to an existing waste management site / waste transfer station & skip business – Former Hanson’s PLC Site, Whitegate, White Lund Industrial Estate |
| 20/0040/FUL | Installation of roller shutters to the front elevation – 7 West End Road, Morecambe LA4 4DJ |
| 20/00466/VCN | Retrospective application for the temporary siting of a refrigeration unit – Maple Works, Northgate, White Lund Industrial Estate, Morecambe LA3 3AZ |
| 20/00471/CU | Part retrospective application for the change of use of a dwelling house to a social care office – 135 Balmoral Road, Morecambe LA3 1HJ |
| 20/00478/FUL | Erection of a four-storey building comprising 6 one-bedroom flats, 2 garages and storage areas – Proposed development site, Thornton Road, Morecambe |
| 20/00487/FUL | Construction of a dormer extension to the rear extension – Flat 1, Wellington Terrace, Morecambe LA4 5LW |
| Temporary prohibition of through traffic: Back Westminster Road, Morecambe from 0910 on Tuesday 12 th May 2020 until 2389 on Saturday 16 th May 2020 or until completion | |
| Temporary prohibition of through traffic: Eidsforth Road, Morecambe from 0100 on Tuesday 12 th May 2020 until 17:00 on Friday 15 th May 2020 or until completion | |

Having considered each of the remaining planning applications it was **RESOLVED** that they be supported in principle, with comments being made on applications 20/00466VCN and 20/00471/CU.

Councillor Cleet reported that since he had been elected to the planning committee of Lancaster City Council he would have to stand down as Chair of the Town Council’s Planning Committee. Councillor Cleet was thanked for his contribution and diligence on planning matters considered by the Town Council.

20070. **Planning decisions:** Members considered the up-to-date position on decisions of the planning authority (Lancaster City Council) on planning applications previously considered by the Town Council. It was noted that three planning applications had been permitted, two had been refused and seven were awaiting a decision.

After some comments and discussion, it was **RESOLVED** that the up-to-date position on planning authority decisions on applications considered by the Town Council be noted.

20042. **Date of Next Meeting:** The date if the next meeting is Thursday 2nd July 2020 at 7.00p.m.

Town Clerk's Probationary Period (deferred from earlier in the meeting): The Chair reported that an end of probationary period meeting had been held with the Town Clerk. It had been an opportunity to discuss his work and performance since his formal appointment last November and, subject to approval, set objectives.


The probationary panel considered that the Town Clerk had successfully completed his probationary period and recommended his permanent appointment.

It was then **RESOLVED** unanimously that the Town Clerk be appointed on a permanent contract based on 25 hours per week

The meeting ended at 8:50pm

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Chairman

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal flourish extending to the right.

Bob Bailey, Town Clerk



MORECAMBE TOWN COUNCIL

Minutes of Finance & Governance Committee held on Wednesday 17th June 2020 at 11:00am

Due to the Covid19 pandemic this meeting was held remotely using the Zoom Cloud conference application

In attendance: Councillors Mervyn Evans (Chair), Paul Anderton; John Bates; Marius Balcer; Roger Cleet; Janice Hanson, Patricia Heath, Debbie Jenkins and Cary Matthews

20016. **Apologies for Absence:** Apologies were received from Councillors Jim Pilling and Paula Ross-Clasper

20017. **Declarations of Interest:** Members were asked to declare any interests, and the nature of that interest, which they may have in any of the items under consideration at this meeting. There were no declarations of interest on the items on the Agenda previously circulated.

20018. **Minutes:** It was **RESOLVED** that the Minutes of the Finance & Governance Committee held on 20th May 2020 be approved.

20019. **Urgent Business:** Members welcomed the Chair and Commercial Manager from the Morecambe Business Improvement District (BID). There followed a presentation on a draft proposal for an extended and improved 'Morecambe Sparkles' project from the Autumn of 2020 and beyond. Members were given details of the proposal and costs and watched videos of the new technology in use. At the end of the presentation Councillors asked several questions and sought clarity on the technology and content of the proposals; the area that the project would cover; costs and funding.

Members were advised that Morecambe BID are up for re-election in the Autumn of 2021 and that a new Community Interest Company (CIC) will be formed to ensure the 'longevity' of the project whether or not BID are re-elected. It was also stressed that as BID can only fund projects within the BID Zone any extension to other parts of the town would have to be funded by other parties. Members were informed that the total cost of the scheme over five years is £196,000.

The Committee thanked Morecambe BID for their presentation and interest in involving Morecambe Town Council in the project. It was then **RESOLVED** that Morecambe BID keeps the Town Council informed of the emerging scheme and that details be circulated to all Councillors for further consideration.

20020. **Internal Audit:** As requested the Town Clerk presented a draft action plan setting out the responsibility and deadlines for implementation by 31st March 2021 of the 34 recommendations made by the Internal Auditor.

It was reported that some of the recommendations had already been implemented and that the remainder were spread across the remainder of the financial year. It was considered that this action plan should be monitored at each meeting of the Finance & Governance Committee to address any matters with a view to implementation of all recommendations being completed by 31st March 2021.

It was then **RESOLVED** that the Town Clerk be thanked and that the *Internal Audit Action Plan* be circulated to all members of the Finance & Governance Committee for information and to all implementation of the recommendations to be monitored.

Members also considered the drafting of a clear terms of reference for the work being proposed around a further review of 2018/2019 accounting statements.

There followed a discussion on what the proposal should be, where it became clear that Members were not now minded to request that there be a full audit of the accounts and statements in 2018 / 2019 but a specific investigation / review around payments and governance arrangements relating to Morecambe Business Improvement District and Morecambe Bloomers. Members agreed that the results of this review and any related actions would bring the matter to an end.

It was further **RESOLVED** that the Chair of Finance & Governance and Town Clerk draft a proposal / terms of reference for an investigation / review of specific transactions and related governance arrangements in 2018 / 2019.

20021. **Risk Assessment:** The Finance & Governance Committee considered the updated assessment of the risks facing the council, including risks associated with the Coronavirus pandemic, that had been referred to them by the Town Council.

Members were reminded that an annual review of risks and arrangements to mitigate them is an essential internal control and a statutory requirement of the Annual Governance and Accountability Return (AGAR).

Members noted that the risk assessment includes a range of risks associated with the governance, accountability, reputation and business continuity of the Town Council as well as physical and health and safety related hazards.

Members agreed that the risk log was a comprehensive assessment of current risks and the controls in place and/or actions needed to mitigate or eliminate their impact on the business of the Council. It was acknowledged that in many cases there will always be an inherent risk and that some level of risk is essential to realise opportunities.

There was a question about how the Council assesses and manages risks throughout the year, not just at the end of the municipal year when required to do so.

It was then **RESOLVED** that the Risk Assessment and Log for 2020 be recommended, unchanged, to the Town Council and that arrangements be put in place to review, in more detail, high level risks and all general risks at least twice a year.

20022. **Code of Conduct:** The Town Clerk reported that the Local Government Association (LGA) is currently consulting on a revised Model Code of Conduct for Councillors of all tiers of local government. The National Association of

Local Councils (NALC) is encouraging Town and Parish Councils to respond to the consultation by the deadline of 31st August 2020.

The Town Clerk advised that through its members NALC has recognised that current sanctions available to local authorities are insufficient and that they are calling on the government to take urgent action to introduce the recommendation for a new power for local authorities to suspend councillors for a period of up to six months.

It is considered that failure to introduce this sanction alongside other measures will risk wider steps being taken to improve ethical standards, such as the model code of conduct and training for councillors and clerks, as being ineffective.

The Finance & Governance Committee considered the proposed Model Code of Conduct provides greater clarity on the expected behaviour of Councillors in line with the 'seven principles of public life' as well as a stated commitment to uphold high standards of conduct. It was that now, more than ever, that is commitment at all levels of government is needed to protect the integrity of decision making, maintain public confidence and safeguard local democracy. After some discussion, it was **RESOLVED** that the Town Council supports NALC in calling for the Committee on Standards in Public Life to publish a timetable for reviewing progress on the implementation of the report's wider recommendations and best practice to ensure this important issue continues to be a priority for action.

20023. **Policies & Procedures:**

- 1) **Information Management Policy, Privacy Notice and Publication Scheme:** Following referral by the Town Council, the Finance and Governance Committee reviewed these policies and procedures on how the Council aims to provide robust information management arrangements line with specific legal responsibilities for personal and sensitive information under data protection legislation

The policies and procedures also set out the Town Council's responsibility for transparency in accordance with the Transparency Code of Practice and the Freedom of Information Act.

After some comments and questions, it was **RESOLVED** that these documents be recommended for adoption by the Town Council, subject to the cost for the provision of information set out in the *Publication Scheme* being determined by the Finance & Governance Committee based on the amount of information requested.

- 2) **Habitual or Vexatious Complaints Policy:** The Town Clerk presented a draft policy that aims to clarify how the Town Council will which complainants will be treated as habitual and/or vexatious, and what will be done in these circumstances.

Members made several comments around the definition and determination of a habitual and vexatious complainer; the restrictions that could be imposed and whether this policy conflicted with the Town Council's existing Complaints Procedure or Freedom of Information requests. There followed a lengthy discussion on whether this policy should be considered in relation to a current situation.

It was then **RESOLVED** that the Town Council be recommended to adopt the Habitual or Vexatious Complaints Policy as presented and that this policy be considered in response to a current situation where it is considered that an unreasonable number of contacts and demands are being made that seek to harass or intimidate staff and Councillors.

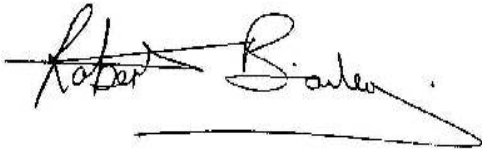
3) **Arrangements for the review of Standing Orders and Financial Regulations:** The Town Clerk reminded Members that they had agreed to fully review the existing Standing Orders and Financial Regulations in 2020/21.

It was reported that revised model versions are now available from the National Association of Local Councils (NALC) that appear to be more streamlined or, it might be argued, less comprehensive than the Town Council's which were last reviewed in detail some years ago.

After some discussion, it was **RESOLVED** that Councillors Anderton and Evans assisted by the Town Clerk undertake a full review of the Town Council's Standing Orders and Financial Regulations and reports back to the Finance and Governance Committee in due course.

20024. **Date of next meeting:** It was **RESOLVED** that the committee meets again on Wednesday 22nd July 2020 at 11:00am.

The meeting closed at 12:30pm.

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal flourish extending to the right.

Bob Bailey, Town Clerk

8th March 2020

MORECAMBE TOWN COUNCIL

RISK ASSESSMENT AND LOG

Date: June 2020

Author: Bob Bailey, Town Clerk

| Risk No. | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|-----------------|---|--|---------------------------------|--|-----------------------|
| R1. | Personal injury / damage to members of the public or their property arising from defects on the council's property | Property comprises of fixed installations (i.e. seats and benches). Undertake regular maintenance checks and carry out prompt repairs as required. | Medium | Maintain equipment / assets owned by the council. Insurance includes employee liability cover for staff. Periodically review insurance cover and timely renewal to avoid compensation claims | Council / Staff |
| R2. | Compensation claim by employee or contractor in respect of injury sustained in the cause of his / her employment / engagement | The nature of the Town Clerks work means that there is a low risk of injury. | Medium | Insurance includes employee liability cover for staff. Annually review insurance cover to mitigate compensation claims and associated costs. Review risks should a Lengthsman be appointed | Council |
| R3. | Loss of cheques / cash held on behalf of council | A small amount of income is received by cash / cheque. Any losses are covered by insurance. Income is banked promptly and precept / VAT reimbursements are directly paid into the bank account | Low | Annually check adequacy of insurance cover | Council / Town Clerk |
| R4. | Financial loss due to banking error | Every month, bank statements are scrutinised and reconciled by the Town Clerk and accounts transactions / bank reconciliations reported to Finance & Governance Committee. Banking arrangements were reviewed in November 2019 and accounts are annually checked by internal / external auditors | Low | Annually review banking arrangements to secure best possible terms and conditions | Council / Town Clerk |
| R5. | Loss of monies due to fraudulent action by employee(s) | All BACS / cheque transactions are authorised by two councillors. All expenditure is approved by the Town Council and transactions subject to scrutiny by Finance & Governance Committee. Internal and external auditors examine accounts annually. Audited accounts are open to public scrutiny annually. | Low | Check adequacy of insurance. Undertake a formal annual review of internal control arrangements as part of the AGAR | Council |

| Risk No. | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|-----------------|---|--|---------------------------------|--|-----------------------|
| <i>R6.</i> | Damage to council property by third party | Some property is intended for public use and potentially at risk of damage by a third party. Maintain property in good condition and ensure adequate insurance cover | Medium | Regularly check property and adequacy of insurance cover | Council / Staff |
| <i>R7.</i> | Compensation claim resulting from (alleged) negligent act or accidental error or omission by the council or its employee(s) | Low risk given controls in place. Maintain adequate insurance cover and ensure Town Council decisions are based on full information including professional advice where necessary | Low | Check adequacy of insurance cover. Monitor and review governance arrangements. | Council / Town Clerk |
| <i>R8.</i> | Actions against the council for libel or slander | Meetings are conducted in accordance with standing orders and financial regulations. | Medium | Review Standing Orders and Financial Regulations and other policies during 2020/21 | Council / Town Clerk |
| <i>R9.</i> | Failure to represent community interest adequately in relation to matters likely to impact significantly on the town | Community engagement is provided through social media, website (new in 2020) and newsletter. Town council is consulted by principal authorities and agencies. Membership of NALC / LALC provides professional advice | Medium | Develop community engagement arrangements through online surveys, public meetings, posts on social media and website. Press and Media and Social Media policy adopted 2020; Formal consultation arrangements to include public meetings (subject to Covid19 restrictions) and there will be wide consultation on the developing Neighbourhood Plan in. 2020/21 | Council / Town Clerk |
| <i>R10.</i> | Order for precept not submitted or paid by local authority. Precept is inadequate to meet plans | Receipt of precept checked by Town Clerk. Precept for the following year considered in February. | Medium | Review budgetary arrangements to ensure that precept is based on plans for the town in the coming year and forecasted difference between income and expenditure (See Internal Audit Report) | Council / Town Clerk |
| <i>R11.</i> | VAT incorrect / not reimbursed / not properly accounted for | VAT returns submitted quarterly. VAT records checked by internal and external auditors | Low | VAT properly analysed in accounts maintained by Town Clerk and scrutinised by Finance & Governance committee and Town council | Council / Town Clerk |

| Risk No. | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|----------|--|--|--------------------------|---|----------------------|
| R12. | Financial records inadequately / incorrectly maintained | Town Clerk is a qualified accountant / audit professional and trained as a professional Clerk with many years' experience. Financial records are checked by internal and external auditors annually. | Low | A comprehensive cash- book or similar accounting record established as the prime source of financial reporting, including bank reconciliations, budget monitoring, VAT returns, etc. Budget monitoring reports will be revised in 2020/21 providing clear information on any exceptions and areas requiring attention / remediation (see Internal Audit Report) | Council / Town Clerk |
| R13. | Unidentified / inadequate general and / or earmarked reserves | Considered in budget setting / review of annual accounts | Medium | Amount of reserves required for the following year will be considered as part of the budget process based on available funds and costed plans for the coming year. Reserves policy will be produced in 2020/21 | Council / Town Clerk |
| R14. | Minutes are inaccurate / illegal | Minutes are approved by the Town Council and committees at every meeting. Town Clerk has undergone necessary training | Low | Support Clerk's professional development and Councillor's attending training where necessary | Council |
| R15. | The Town Council undertakes / makes a payment that is illegal / outside its powers | Town Clerk advises Members on the council's legal powers and duties and has undergone appropriate training to be able to advise the Town council | Low | Ensure Members are aware of, and kept up-to-date on, the legal powers of parish councils | Council / Town Clerk |
| R16. | Employee(s) performance is inadequate / underdeveloped | Annual appraisal of Town Clerk's performance and development to be established. Town Clerk is a member of SLCC and plans to take CiLCA training | Low | Maintain annual performance / development appraisal. Town Clerk to undertake training and continuous development as required. CiLCA to be completed in 2021/22 | Council / Town Clerk |
| R17. | Loss of key staff through long term illness / early resignation etc. | Clerk in good health but no cover for absences currently in place. | Low | Monitor risk and manage as necessary. Consider cover for Town Clerk if absent | Council |
| R18. | Inadequate management of financial and other risks associated with the activities of the council | | Medium | Review/revise risk register and monitor actions throughout the year action has been taken to ensure that risks are identified and mitigated. Review significant risks annually | Council / Town Clerk |
| R19. | Compliance with Transparency Code for Smaller Authorities (the Code) | New compliant website established | Low | New website will include information required by the Code. | Council / Town Clerk |

| Risk No. | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|----------|--|--|--------------------------|---|----------------------|
| R20. | Compliance with General Data Protection Regulations (GDPR) | Implications of GDPR brought to Members attention and privacy notice and data protection and information policy in place | Low | Clerk appointed as the Data Protection Officer. Controls and policies will be reviewed to ensure ongoing compliance and to mitigate the risk of any GDPR breaches. | Council / Town Clerk |
| R21. | Compliance with Freedom of Information Act 2000 | Requirements and implications of the Freedom of Information Act 2000 brought to Members attention and Publication Scheme approved | Low | Review publication scheme and FOI requirements / expectations annually. | Council / Town Clerk |
| R22. | Failure to comply with Accounts and Audit Regulations 2015 and Audit Commission Act 1998 | Requirements of the acts brought to Members attention and accounts produced in accordance with them. Accounts audited annually. | Medium | Internal Auditor Report (interim) made 34 recommendations to ensure that the Council achieves the objectives of the Annual Governance & Accountability Return and proper Governance. Councillors have accepted all recommendations and developed an action plan to implement these within 12 months. A final year-end audit is due and this will be followed by a 'Governance Health Check' | Council / Town Clerk |
| R23. | Failure to comply with the Representation of the Peoples Act 1983 | Requirements of the act is brought to Members attention at all Council elections (City/Town and Parish and By-elections) to ensure compliance and monitor the service provision provided by the Returning Officer and Elections team | Low | Develop a checklist to ensure that all requirements of the Town Council are met. Include potential costs in budget setting process | Council / Town Clerk |

| Risk No. | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|--------------------------------|---|--|--------------------------|---|----------------------|
| COVID19 Risk Assessment | | | | | |
| R1. | Council Offices closed in lockdown | Closure of Council Offices | H | Postpone council and committee meetings Place notices on noticeboards, website and social media | Council |
| R2. | Non - Attendance of Councillors, staff and the public | | H | Identify potential risks to Councillors, staff and public; Consider alternative means of communication (videoconferencing); Consider whether there is a need to suspend Standing Orders | Council |
| R3. | Annual Town Meeting cannot be held | LGA 1972 sets requirement for Annual Town Meeting | H | Monitor guidance from NALC & MHLCC; Seek guidance from SLCC; If meeting cannot go ahead as directed by Government this would supersede other legislation | Council |
| R4. | Annual Town Council meeting cannot be held | LGA 1972 sets requirement for Annual Town Council Meeting in May | H | Monitor guidance from NALC & MHLCC; Seek guidance from SLCC; If meeting cannot go ahead as directed by Government this would supersede other legislation; Liaise with Mayor/Deputy Mayor/Cllrs as necessary | Council |
| R5. | Decisions (operational/strategic) cannot be made | | H | Review Scheme of Delegation; Record actions and decisions made so that they can be subsequently reported and scrutinised | Council |
| R6. | Access to accounting software | Town Clerk has remote access to the accounting software | L | | Town Clerk |
| R7. | Payment of invoices | | M | Identify alternative arrangements for the approval of payments (e.g. email/remote meetings) | Town Clerk / Council |
| R8. | Inability to pay staff | Town Clerk has remote access to HMRC PAYE basics | L | | Town Clerk |
| R9. | Inability to meet statutory duties for the approval and sign off of end of year accounts and Annual Governance & Accountability Return (AGAR) | | M | Town Clerk to carry out end of year process as planned, subject to guidance from NALC and MHLCC | Town Clerk / Council |

| Risk no | Description of Risk | Controls in Place / Mitigation | Low / Medium / High Risk | Actions Taken / Planned | Responsibility |
|-------------|--|--------------------------------|--------------------------|---|----------------|
| <i>R10.</i> | Staff safety and welfare | | H | Town Clerk to work from home | Council |
| <i>R11.</i> | Loss of key staff due to Covid19 | | H | Staff to adhere to Government/Public Health England advice/instructions; Cover for the Town Clerk will be found if required | Council |
| <i>R12.</i> | Communication on local Covid19 information and operation of Town Council | | H | Regular information to be provided on social media and website and in the Carnforth Express | Town Clerk |
| <i>R13.</i> | Inability to run planned events/festivals | | H | Cancel events and/or plan for remote alternatives; Funding for festivals withdrawn and transferred into Community Resilience Fund | Council |

Habitual or Vexatious Complaints Policy

Morecambe Town Council

Policy for Managing Habitual and/or Vexatious Complaints

1 Introduction

- 1.1 Dealing with a complaint is normally a positive and helpful process, but in a small minority of cases, people pursue their complaints in a way which can impede the investigation of their complaint or can have a significant resource cost for the council. This can happen either whilst their complaint is being investigated, or once the council has dealt with the complaint.
- 1.2 We are committed to dealing with all complaints equitably, comprehensively, and in a timely manner, and we will not normally limit the contact which complainants have with council staff.
- 1.3 However, we do not expect staff to tolerate unacceptable behaviour by any customer. We will take action to protect staff from such behaviour. Unacceptable behaviour includes behaviour, which is abusive, offensive or threatening.
- 1.4 If a complainant behaves in a way that is repetitive, habitual or vexatious, we will follow this policy to manage the interaction.
- 1.5 Raising legitimate queries or criticisms of a complaints procedure, for example if agreed timescales are not met, would not in itself lead to someone being regarded as a habitual and/or vexatious complainant.
- 1.6 Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, would not necessarily cause him or her to be regarded as a habitual and/or vexatious complainant.

2 Aim of the Policy

- 2.1 To clarify how we will decide which complainants will be treated as habitual and/or vexatious, and what we will do in those circumstances.

3 Definitions

- 3.1 We define habitual and vexatious complainants as those who, because of the frequency or nature of their contacts with the council, hinder our consideration of their or other people's complaints.
- 3.2 Examples include using repetitive methods or frequent contacts to raise their complaint with staff or responding inappropriately when informed of our decision about the complaint.
- 3.3 An habitual and/or vexatious complainant may:
 - a) Have insufficient grounds for their complaint and be making the complaint mainly to annoy or embarrass or to waste time
 - b) Refuse to specify the grounds of a complaint despite offers of assistance
 - c) Refuse to co-operate with the complaints investigation process
 - d) Refuse to accept that issues are not within the remit of the complaints policy and procedure despite having been given information about the policy and procedure
 - e) Refuse to accept that issues are not within the power of the council to investigate or influence e.g. complaint about something that is the responsibility of another organisation
 - f) Refuse to accept the outcome of the complaint process after its conclusion
 - g) Refuse to accept that the response or information given is truthful or accurate.
 - h) Insist on the complaint being dealt with in ways which are incompatible with the complaints procedure or with good practice
 - i) Make an unreasonable number of contacts with us, in relation to a specific complaint or complaints
 - j) Harass or verbally abuse or seek to intimidate staff dealing with their complaint
 - k) Repeatedly introduce new information whilst the complaint is being investigated and expect this to be considered
 - l) Deny statements they made at an earlier stage in the complaint process
 - m) Make the same complaint repeatedly, after the complaints procedure has been concluded
 - n) Persist in seeking an outcome which is unrealistic for legal, policy, or other valid reasons

4 Imposing Restrictions when behaviour is considered Vexatious

- 4.1 We will always first ensure that the complaint is being, or has been, investigated properly according to the Council's Complaints Procedure.
- 4.2 If the complainant's behaviour appears to be problematic, the clerk will consult with the Chair or Vice Chair to agree how to proceed.
- 4.3 The clerk will contact the complainant to explain why their behaviour is causing concern and ask them to moderate their behaviour. The clerk will explain the actions that the council may take if the behaviour does not change and supply a copy of this procedure.
- 4.4 If the problem behaviour continues, then the Council will consider the situation and may decide that the behaviour is Vexatious. The Clerk will inform the complainant in writing of this, and of any limitations or procedures which have been put in place and for what period.
- 4.5 Any restrictions that are imposed on the complainant's contact with us will be appropriate and proportionate. In most cases restrictions will apply for 3 or 6 months but in exceptional cases may be extended to 12 months. In such cases the restrictions would be reviewed annually.
- 4.6 Restrictions will be tailored to deal with the individual circumstances of the complainant and may include ;
 - a) Requiring the complainant to make telephone contact only through a third party, e.g. a solicitor, councillor, or friend acting on their behalf
 - b) Requiring the complainant to send emails only to a specific nominated individual.
 - c) Requiring contact to take place with one named member of staff only
 - d) Restricting telephone calls to specified times or of limited duration
 - e) Requiring any personal contact to take place only in the presence of an appropriate witness
 - f) Advising the complainant that we will not respond to any further contact from them on the specified topic of that complaint
- 4.7 When the decision has been taken to apply this policy to a complainant, the clerk will contact the complainant in writing to explain;
 - a) Why we have taken the decision
 - b) What action we are taking
 - c) The duration of that action
 - d) The review process of this policy, and
 - e) The clerk will enclose a copy of this policy in the letter to the complainant.

4.8 The fact that the complainant is judged to be a vexatious complainant and any restrictions imposed on our contact with them, will be recorded in Council minutes.

5 **New Complaints from complainants who are treated as habitual and/or vexatious**

5.1 New complaints from people who have come under this policy will be treated on their merits. The Clerk will decide and advise the council whether any restrictions which have been applied before are still necessary and appropriate in relation to the new complaint.

5.2 We do not support a 'blanket policy' of ignoring genuine service requests or complaints where they are raised. Any new issue raised will be given proper consideration.

6 **Review**

6.1 The status of a complainant judged to be habitual and/or vexatious will be reviewed by the Clerk and the Council after three months and at the end of every subsequent three months during the period in which the policy applies.

6.2 If, for reasons of persistent vexatious behaviour, a complainant is restricted for a longer period of 12 months, that decision will be reviewed annually.

6.3 The complainant will be informed of the result of the review, and whether the decision to apply this policy to them has been changed or extended.

7 **Record Keeping**

7.1 Adequate records will be retained by the Clerk of the details of the case and the action that has been taken.

Morecambe Town Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------------------|-------------|---------------|-------------|------------------|---------------------------|--------------------------|-----------------|-----------------|-------------|-----------------|
| 23 Grants Paid | 12/06/2020 | | Unity Trust | | Community Resilience Fund | Wise Up Workshops CIC | Z | 1,102.00 | 0.00 | 1,102.00 |
| 24 Telephone | 25/06/2020 | | Unity Trust | | Telephone Bill | Plusnet | S | 24.49 | 4.90 | 29.39 |
| 25 Accountancy and Audit | 25/06/2020 | | HSBC | | Internal Audit | Internal Audit Yorkshire | Z | 375.00 | 0.00 | 375.00 |
| Total | | | | | | | | 1,501.49 | 4.90 | 1,506.39 |



MORECAMBE TOWN COUNCIL

Environmental Committee

Minutes of meeting held on 18th June 2020 at 4:00pm

Due to the Covid19 pandemic and related restrictions the meeting will be held remotely using the Zoom Cloud conference application

In attendance: Councillors Cary Matthews (Chair); Paul Anderton; Mirka Balcer; John Bates; Vicky Boyd-Power; Trisha Clarke; Roger Cleet; Janice Hanson; Patricia Heath; Jake Goodwin; Debbie Jenkins; Margaret Pattison; David Whitaker
Bob Bailey, Town Clerk; Phil Bradley, Environmental Enforcement Officer

20013. Apologies for Absence: Apologies were received from Councillors Jason Firth and Paula Ross-Clasper

20014. Declaration of Interests. There were no declarations of interest in respect of items on this Agenda.

20015. Covid 19 Update: The Chair updated Councillors on the arrangements in relation to clean ups and litter picks during the coronavirus pandemic. Members were advised that Lancaster City Council will only provide litter bags and collect the rubbish at the end of the event. All other arrangements including risk assessments, provision and sanitation of equipment and safe organisation in line with government guidelines must be managed by individual Councillors and Groups.

20016. Environment: The Chair informed Councillors that she was having regular meetings with the Lancaster City Council's Director for Communities and the Head of Public Realm to discuss environmental matters including grounds maintenance and weeds management.

Members were informed that in April, in the early stages of the coronavirus pandemic, Lancaster City Council issued a statement that during the national emergency Public Realm would be concentrating on delivering critical services and essential work only. This included a much-reduced level of ground maintenance tasks such as grass cutting, hedge cutting, tree works, weed management and routine street cleansing. Further, in March, Lancaster City Council had written to Lancashire County Council to outline their position in using glyphosate for weed management following concerns around the use and wider health implications of this product.

Lancashire County Council were advised that the City Council would no longer use this product and, as such, were unwilling to undertake weed management on behalf of the County Council as part of a public realm agreement with them. As a result of this only parks and open spaces owned by the City Council would be maintained through 'hand-pulling' and 'mechanical ripping' with pedestrian and vehicle highways being maintained by Lancashire County Council.

There followed a lengthy discussion about the state of local open spaces, pedestrian footpaths and alleyways and how these c/should be tackled safely in line with current government guidance around social distancing by local councils, residents or volunteer groups. There was an acknowledgement that anyone using weed killer would be liable to prosecution if its use led to health and safety issues to people and animals.

Councillors also broadly considered the potential cost and added value of the Town Council acquiring a glutton machine / mechanical gripper and providing its own weed management service and consideration of the Town Council employing a lengthsman, Councillors were advised that there was currently no provision in the current year's budget since the 'Ward funding' had been transferred to the 'Community Resilience Fund'.

There followed a general discussion about 'hotspots' for littering and fly-tipping and how these are being monitored and dealt with.

It was then **RESOLVED** that Lancaster City Council's Director for Communities and the Head of Public Realm be invited to a meeting of the Town Council's Covid19 Committee to discuss in detail the position relating to grounds maintenance and weed management. **ACTION:** Councillors to correspond with the Town Clerk on any specific matters that they wished to be raised with these officers.

It was also **RECOMMENDED** that the Town Council reviews the Ward and Community Resilience Funding considering the easing of Government restrictions relating to the coronavirus pandemic.

20017. Allotments: Councillor Cleet reported that there had been no recent meetings of the Allotments Committee. It was reported that the allotment holders are doing what they can to continue gardening within the current guidelines for social distancing. Allotment holders have been advised that no bonfires are allowed. Following planning permission, the base for the community building at the allotment site is now being laid. There followed a discussion on the position regarding the planning consent and related conditions and the lease agreement with the allotments committee. Versions of a lease and a service level agreement with the West End / Heysham North Allotment Association have been identified to date and further investigations are being carried out to locate the deeds. Further enquiries are also being made as to when the transfer of the allotments and deeds between Lancaster City Council and Morecambe Town Council was concluded.

After some discussion, it was **RESOLVED** that a detailed review of the current lease, terms and conditions and management arrangements be undertaken, considering the community building and with a view to reaching a long-term agreement with the West End / Heysham North Allotment Association.

20018. Environmental Enforcement: The Environmental; Enforcement Officer provided an update on recent actual and planned activities acting on behalf of Morecambe Town Council and in collaboration with Lancaster City Council.

Fixed penalty notices for litter dropping / fly-tipping had been issued in recent weeks. There has been a general increase in the amount of litter around the district during the coronavirus lockdown, largely due to the imposed restrictions on people and the closure of household waste recycling centres.

It was acknowledged that Lancaster City Council's Waste and Recycling teams had been working hard in very challenging circumstances to remove litter and help the local community to dispose of it sensibly.

It was reported that enforcement work arising from increased litter has been difficult as most of it has been done under cover of darkness. It was acknowledged that some of the Morecambe Wards, already problematic, had suffered from large amounts of litter and detritus despite there being an increase by Lancaster City Council in the emptying of litter and dog waste bins during the lockdown period.

Since the coronavirus restrictions have relaxed there has been a marked increase in litter on the beach.

Councillors discussed what actions have and c/should be taken to tackle this long running problem including monitoring and enforcement, additional close circuit television, a 'Keep Morecambe Tidy Campaign'. The Chair then requested an Extraordinary meeting of the Environmental Committee for Councillor Jenkins to present her 'Keep Morecambe Tidy Campaign' ideas for consideration.

The Town Clerk outlined the negotiations that had been held with Lancaster City Council in recent weeks around the management and performance of the Environmental Enforcement Officer and liaison with the City Council on the effective use of resources around key working practices.

It was then **RECOMMENDED** that the revised Service Level Agreement for the Town Council's Environmental Enforcement Officer be considered for approval at the Town Council's meeting on 2nd July 2020.

20019. Date of Next Meeting: An extraordinary meeting of the Environmental Committee will be held on 25th June 2020 at 4pm. The meeting ended at 5:20pm.

A handwritten signature in black ink, appearing to read 'Robert Bailey', with a long horizontal line extending from the end of the signature.

Bob Bailey. Town Clerk. Morecambe Town Council.
clerk@morecambe.gov.uk

SERVICE LEVEL AGREEMENT

between Morecambe Town Council and Lancaster City Council for the ENVIRONMENTAL ENFORCEMENT SERVICE

Version

This is the finalised version 1.0 based on CIPFA published guidance & local government model SLA. In the event of revisions, a version index will be maintained here.

Overview

This agreement concerns the provision of dog fouling prevention and enforcement services in the Morecambe Town Council area.

Tackling the nuisance and health hazard of dog fouling is a high public priority both for residents and purposes of promoting Morecambe and the visitor economy. Morecambe Town Council and Lancaster City Council are both committed to the prevention or minimisation of dog fouling.

This dedicated Environmental Enforcement Officer service funded by Morecambe Town Council and to be supplied across the town council's area is expected will follow the model and achieve continued successes as piloted by Lancaster City Council between November 2014 and June 2016.

1. The parties

This service level agreement is between Morecambe Town Council and the Lancaster City Council through its Environmental Health service (the 'service provider').

2. Effective dates

This service level agreement is effective from 1st April 2020 to 31st March 2021. It will be reviewed no later than 31st October 2020.

3. Coverage

The service will be provided to all parts within the geographical boundaries of Morecambe Town Council (see map in Appendix 1). It will not be provided under this Service Level Agreement outside those boundaries.

4. Services to be provided

- 1 Dedicated dog fouling prevention and minimisation.
 - 2 Ancillary routine enforcement of other dog-related offences for the good of the Morecambe Town Council area (without compromising the primary focus on dog fouling).
 - 3 Ad-hoc litter enforcement if litter-dropping offences are witnessed during the course of other duties.
 - 4 Timely information, advice and reports on dog fouling-related and litter-related activity enabling Morecambe Town Council to pursue its communications and media objectives.
 - 5 Initial investigation and reporting of fly-tipping during other duties
-
- A Administering and managing regulatory activity, complaint investigation and surveillance / enforcement including legal decisions and proceedings.
 - B Producing and working to an agreed operating protocol. This includes agreeing aims and objectives, setting priorities, identifying issues and locations of greatest concern.
 - C Cultivating positive community support and active participation in deterring dog fouling nuisance.
 - D Optimising the service within the resources and time allocated.
 - E Focussing on the most effective and efficient ways to advantage Morecambe Town Council's aims related to prevention and minimisation of dog fouling.
 - F Working to an agreed communications strategy reflecting Morecambe Town Council's preferred ways to keep citizens and stakeholders suitably informed at all times.

The contract specification is detailed in Appendix 2.

Service Level Agreement between Morecambe Town Council and Lancaster City Council:
Environmental Enforcement Officer service

5. Service availability

The Environmental Enforcement Officer will work 25 hours per week throughout the year, subject to entitlement as an employee of Lancaster City Council to personal leave entitlement, public holidays and all other employment provisions of prevailing human resources policies. Within the 25 hours worked per calendar week, precise working days and times will vary responsively corresponding with prevailing needs and tasking. There will be no set or standardised hours in order that peak offending times outside office hours and at weekends can be effectively serviced. Any sickness absence of other temporary absences of staffing subject to the city council's employment-related policies will continue to be funded by Morecambe Town Council under this Service Level Agreement.

Duties and Responsibilities of both parties

- 1 We commit to promoting this arrangement as a mutually beneficial way to effectively tackle dog fouling offending and its impacts.
- 2 We commit to contributing fully to dog fouling prevention and minimisation.
- 3 We commit to a single agreed approach towards community engagement, complaint investigation, patrolling and enforcement on dog fouling in the Morecambe Town Council area.
- 4 We will pass on local intelligence and information to assist in dog fouling enforcement.
- 5 We commit to achieving high impact public awareness about dog fouling and efforts being made to prevent or minimise it.
- 6 We will continually develop and improve the efficiency of mutual working arrangements and Morecambe Town Council's supply of local information and intelligence.
- 7 We will strive to maintain and fulfil regulatory standards maintained by the Environmental Health service.
- 8 We commit to monthly review of the partnership and performance measures covered in this agreement.
- 9 We commit to preserving the confidentiality of regulatory activity so as not to prejudice any potential legal proceedings.

6. Performance measurement

The following are the key performance indicators (KPIs) that will be used to measure performance within the service level agreement:

| Measure type | Measure definition | Method | Frequency |
|--------------|--|--|-----------|
| KPI 1 | Hours per week expended in the course of dog fouling service delivery and, separately, on litter service delivery: A. Patrolling B. Investigation (e.g. of service requests received) C. Enforcement of individual cases D. Planned surveillance E. Office-based service administration e.g. talking with complainants, updating case database, chasing up enforcement matters) | Paper-based reports for consideration during weekly tasking meetings | Weekly |

Service Level Agreement between Morecambe Town Council and Lancaster City Council:
Environmental Enforcement Officer service

| Measure type | Measure definition | Method | Frequency |
|--------------|--|--|-----------|
| | F. Absent for reasons of annual leave, bank holidays, any sickness absence G. Any other activity (which will be noted in writing) | | |
| KPI 2 | Time and activity committed in each targeted area of concern agreed by Morecambe Town Council | Paper-based reports for consideration during weekly tasking meetings | Weekly |
| KPI 3 | Dog fouling pick-up rate expressed as a percentage of dog fouling's observed that were picked up | Paper-based reports for consideration during monthly operational review meetings | Monthly |
| KPI 4 | Number of fixed penalty notices served. | Paper-based reports for consideration during weekly tasking meetings | Weekly |
| KPI 5 | Number of dog owners spoken to spreading positive' engagement & prevention' messages. | Paper-based reports for consideration during weekly tasking meetings | Weekly |
| KPI 6 | Number of public service requests received about dog fouling. | Paper-based reports for consideration during monthly operational review meetings | Monthly |
| KPI 7 | Customer satisfaction levels expressed by telephone survey following the conclusion of individual complaints. | Paper-based reports for consideration during monthly operational review meetings | Monthly |

7. Performance review

Contract review meetings between Morecambe Town Council and the service provider will be held every six months to review the service.

| | |
|--|---|
| Performance will be monitored by Morecambe Town Council: | Weekly tasking meetings; monthly operational review meetings. |
| Performance will be monitored by the service provider: | On-the-job, daily and weekly supervision; monthly operational review meetings. Reports. |

8. Varying the contract

This is a simple contract with maximum operational flexibility built into the working pattern and methods employed. Contract variations will however be accommodated wherever possible. These can be initiated by either Morecambe Town Council or the service provider and are subject to discussion, agreement, re-costing, risk assessment, and change control procedures. A period of notice no shorter than eight weeks from the inception of the request for the change is required in order to terminate the project, allowing for employment considerations to be addressed.

Any contract variation will be reflected in either an amendment to the service level agreement or in a separate variation order and authorised by both parties.

Service Level Agreement between Morecambe Town Council and Lancaster City Council:
Environmental Enforcement Officer service

9. Resolving issues

Any issues or complaints that arise between Morecambe Town Council and the service provider will be handled locally with a view to achieving an amicable resolution. Should Morecambe Town Council continue to be dissatisfied, the city council's Complaints Policy will be followed. Where issues cannot be settled satisfactorily, in an agreed timeframe, they will be referred to Lancaster City Council's Cabinet for further consideration and, as appropriate, resolution.

10. Fees

Morecambe Town Council will pay at the outset the amount of £23,556 and this will be used solely in the employment of the Environmental Enforcement Officer, reflecting a standard salaries costing provided by the city council's Finance service. This has determined the maximum duration of the contract providing service 25 hours per week between the effective dates at (2) above.

Payment is due in a minimum advance of eight weeks in advance of the contract starting. The final cost of service provision not exceeding the total amount will be confirmed at the end of the contract and any underspend returned to Morecambe Town Council.

The service provider will not undertake any provision outside the agreed scope and funding provided. For example no overtime will be worked as this would have a knock-on effect. To accommodate any additional services that might be requested by Morecambe Town Council, where extra costs would be incurred by the supplying service, Morecambe Town Council will be required to reimburse the costs involved. Where appropriate, an estimate of these costs will be provided and customer agreement obtained before proceeding to instruct the service provider.

Fees includes a 20% supplement to cover legal and administrative costs; uniform and protective equipment; signage and use and maintenance of a vehicle

11. Lead contact points

For purposes of this service level agreement the nominated lead contact points will be as follow:

| | For Service Level Agreement and contractual issues | For regular operational purposes (e.g. day-to-day, weekly tasking and monthly operational review) |
|--|---|--|
| Morecambe Town Council | Mr Bob Bailey, Clerk to Morecambe Town Council | Mr Bob Bailey, Clerk to Morecambe Town Council |
| Lancaster City Council's Public Protection (the service provider) | Mr Richard Walsh, Public Health & Protection Manager | Mr Mark Woodhead, Community Health & protection Officer |

Service Level Agreement between Morecambe Town Council and Lancaster City Council:
Dog Fouling Enforcement Officer service

12. Agreement and signatures

I hereby certify agreement with the terms of this Service Level Agreement

Signed on behalf of Morecambe Town Council:

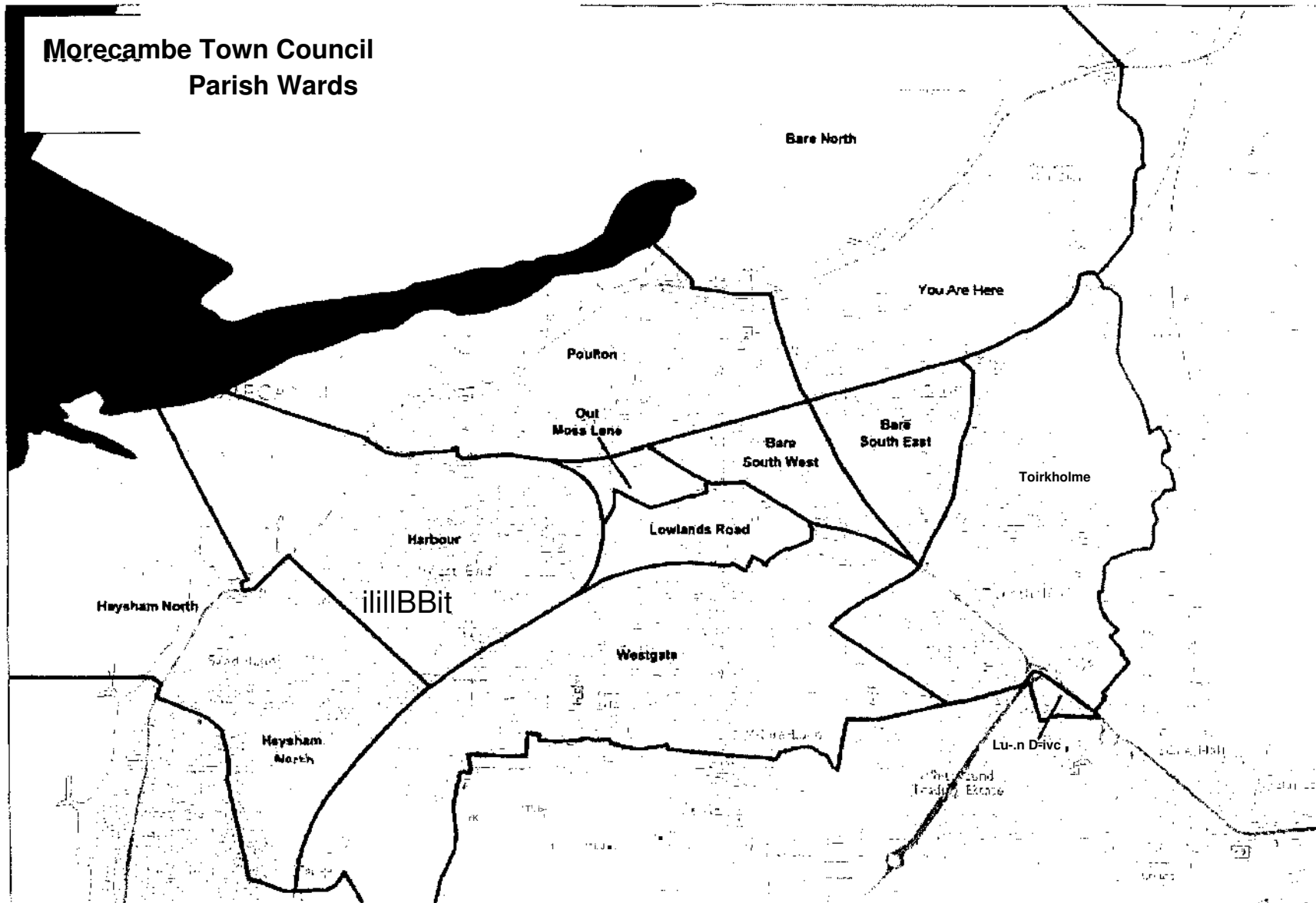
Signature: _____

Position: _____

Signed on behalf of Lancaster City Council – Environmental Health

Signature: _____

Position: _____



Appendix 2

Service specification:

Environmental Enforcement Service

1. The dedicated Environmental Enforcement Officer service funded by Morecambe Town Council will operate in the financial year ending 31st March 2021 to tackle offending occurring within the area served by the town council shown in Appendix 1.

The **service purpose** will be to:

- A. Provide a dedicated focus primarily aimed at preventing and minimising dog fouling within the town council's area.
- B. Provide ancillary routine enforcement of other dog-related offences for the good of the Morecambe Town Council area without compromising the primary focus on dog fouling.
- C. Provide ad-hoc litter enforcement in the event that offences are witnessed during the course of other duties.
- D. Supply timely information, advice and reports on dog fouling-related and litter-related activity enabling Morecambe Town Council to pursue its communications and media objectives.

and this purpose will be fulfilled in accordance with the prevailing priorities of Morecambe Town Council.

2. The needs of individual investigation and enforcement for an offence may inevitably require attention taking the Dog Fouling Enforcement Officer to find a witness or offender located outside the town council's boundary. For any other service activity within this specification would need to be performed outside the boundary of the town council's area (for example dealing with educational or enforcement needs at a nearby school) in accordance with the aims and objectives of Morecambe Town Council,, the town council's written agreement will be sought and obtained before the activity commences.
3. Staffing provision will comprise one Environmental Enforcement Officer at 25 hours per week subject to normal employment provisions of annual leave, public holidays and sickness absence on the city council's prevailing terms of employment contract. In the event of a public complaint or information request being made about the work and activities of the Environmental Enforcement Officer, this will be a matter for the city council to deal with under its prevailing policies and arrangements.
4. The Environmental Enforcement Officer will - for reasons of operational efficiency - be located within the city council's Dog Warden Service operated from Morecambe Town Hall and will share that service's facilities, expertise, access to information sharing and training, prevailing operational / tactical awareness, uniform (with the addition of Morecambe Town Council badging in an agreed format) and equipment.
5. The Environmental Enforcement Officer provided by the city council to fulfil this specification will be suitably trained and experienced in promoting, advising, patrolling, carrying out surveillance, investigating and enforcing dog fouling legal requirements. Their regulatory competence and their competencies will be monitored and developed in accordance with mechanisms maintained by the Environmental Health service.

Appendix 2 (continued)

6. The city council's Environmental Health service will meet all the running needs for service administration, operational / tactical tasking, mentoring, monitoring, training, supervision and management of the Environmental Enforcement Officer. Similarly the Environmental Health service will be responsible for evidence / exhibit management and all enforcement support. The focus of tasking the Environmental Enforcement Officer will be to provide feedback on service delivery, monitor progress and performance, and ascertain the town council's requirements in terms of dog fouling (and other here specified) activities, locations and priorities. Time spent in tasking meetings will not normally exceed 30 minutes per week. Environmental Enforcement Officer time spent with supervisor/manager to deal with matters arising from operational activity, whilst necessarily subject to the needs of individual issues, will be kept to a minimum.
7. The town council will be provided with brief weekly summaries detailing the Environmental Enforcement Officer's activity. Weekly summary reports will detail the activity and results under each weekly Key Performance Indicator (KPI) noted in the Service Level Agreement together with a brief note outlining any significant matter arising that Morecambe Town Council may require to be brought to its attention.

In addition the Environmental Enforcement Officer will keep a record of:

- a) *Locations attended and time spent there.*
 - b) *Numbers of people spoken to and nature of each contact (e.g. dog-owner/non-owner, whether a general purpose contact or a specific enforcement concern).*
 - c) *Numbers of incidents witnessed and dealt with.*
8. Whilst the city council as service provider will endeavour to supply all the information and advice that it can within reason, the regulatory and legal needs of case confidentiality dictate that personal and address details of individual complainants and offenders cannot be divulged to Morecambe Town Council. This is because regulation and enforcement could be seriously compromised by accidental or improper sharing or release of sensitive / legally privileged information.
 9. Dog fouling enforcement will be undertaken in accordance with the city council's prevailing Enforcement Policy which ensures robust and fair regulation in accordance with legal requirements and good practice. Normally enforcement will be offered by way of Fixed Penalty Notices (FPN), however the option to proceed directly to prosecution in the Magistrates Court will be considered in appropriate cases. Proceedings for prosecution will be initiated in the event of FPN non-payment and, in accordance with the city council's Constitution, the city council's Legal team ultimately decides whether an individual case of legal proceedings will be pursued.
 10. Pursuit of FPN payments and consideration of appeals against FPNs will be undertaken within the city council's Environmental Health services.
 11. Prosecution for dog fouling offences and any defence of an appeal against the finding of a Magistrates Court will be undertaken by the city council.
 12. The Environmental Enforcement Officer will attend as required any formal meeting of Morecambe Town Council, also any meeting requested that is communicated through its nominated lead contact point identified in the accompanying Service Level Agreement. The time expended in attending these meetings and (within reason) travelling to and from them will be drawn from the post's funded 25 hours per week.

Appendix 2 (continued)

13. As is the case with the city council, Members of Morecambe Town Council will wish to pass information directly to the Environmental Enforcement Officer and may from time to time request site meetings. Within and subject to the confirmed priorities and requirements of the town council, the Environmental Enforcement Officer will endeavour to support individual Members in ward-level matters. For the purposes of operational tasking, however, any instruction will need to be confirmed through an appropriate service supervisor/line manager employed by the city council.
14. In the interests of close and effective partnership working, and the safeguard the probity of regulatory and enforcement service delivery, the views and contributions of Lancaster City Council's Environmental Health service will be sought when publicity and media communications releases are proposed by Morecambe Town Council in connection with the work of the Environmental Enforcement Officer.

— End —

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Has an explanation of significant variations from last year to this year been published? | | |
| | Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

Morecambe Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Agreed? Please choose one of the following | | |
|--|--|-----|---------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | | ✓ | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | | ✓ | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | ✓ |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i> | | | ✓ |
| L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. | ✓ | | |
| M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

16/03/2020

08/06/2020

DD/MM/YY

Name of person who carried out the internal audit

S Kauser (Internal Audit Yorkshire)

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

22/06/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Morecambe Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

| | Agreed | | 'Yes' means that this authority: |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | ✓ | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | ✓ |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.morecambe.gov.uk

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2019/20 for

Morecambe Town Council

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|--|
| | 31 March 2019 £ | 31 March 2020 £ | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> |
| 1. Balances brought forward | 123,708 | 133,520 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 188,141 | 189,594 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 6,787 | 5,969 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 41,086 | 57,815 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 144,030 | 131,760 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 133,520 | 139,507 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 123,809 | 134,847 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 63,376 | 66,431 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | ✓ | |

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Morecambe Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Morecambe Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

| | | | | |
|----------|---|------------|------------|-------------------|
| | Bank Reconciliation at 31/03/2020 | | | |
| | Cash in Hand 01/04/2019 | | | 123,808.96 |
| | ADD | | | |
| | Receipts 01/04/2019 - 31/03/2020 | | | 205,548.38 |
| | | | | 329,357.34 |
| | SUBTRACT | | | |
| | Payments 01/04/2019 - 31/03/2020 | | | 194,509.89 |
| A | Cash in Hand 31/03/2020 (per Cash Book) | | | 134,847.45 |
| | Cash in hand per Bank Statements | | | |
| | Cash | 23/07/2019 | 0.00 | |
| | HSBC deposit | 17/04/2020 | 0.00 | |
| | Unity Trust | 31/03/2020 | 146,267.78 | |
| | HSBC | 23/07/2019 | 0.00 | |
| | | | | 146,267.78 |
| | Less unrepresented payments | | | 11,420.33 |
| | | | | 134,847.45 |
| | Plus unrepresented receipts | | | 0.00 |
| B | Adjusted Bank Balance | | | 134,847.45 |
| | A = B Checks out OK | | | |

Morecambe Town Council
Income & Expenditure Account
01/04/2019 to 31/03/2020

(Last) Year Ended
31 Mar 2019

(Current) Year Ended
31 Mar 2020

| <u>Income</u> | |
|--------------------|----------------------------------|
| 2,123.30 | Morecambe in Bloom 0.00 |
| 188,141.38 | Annual Precept 189,593.58 |
| 814.29 | Bank Interest Income 668.70 |
| 24.45 | Section 137 Expenditure 0.00 |
| 149.76 | Festivals 0.00 |
| 698.00 | Training 0.00 |
| 374.97 | Staffing and Administration 0.00 |
| 1,827.94 | Toilets Management 0.00 |
| 800.00 | Community Garden Fund 0.00 |
| | Neighbourhood Plan 5,300.00 |
| £194,954.09 | £195,562.28 |

| <u>Expense</u> | |
|--------------------|---|
| 52,223.52 | Staffing and Administration 73,037.82 |
| 2,878.45 | Centenary Remembrance Event 0.00 |
| 2,830.59 | Deprivation Support 1,253.15 |
| 3,200.00 | Newsletter 4,461.67 |
| 372.10 | Station Grant 0.00 |
| 202.72 | Poulton Neighbourhood Management 0.00 |
| 14,000.00 | Anti Social Behaviour Officer 14,000.00 |
| 8,069.32 | Community Garden Fund 0.00 |
| 5,000.00 | CCTV 0.00 |
| 12,500.00 | Environmental Enforcement Officer 12,500.00 |
| 12,734.52 | Toilets Management 7,459.65 |
| 2,122.00 | Street Art - Arts Council Grant 0.00 |
| 4,638.29 | Morecambe in Bloom 173.09 |
| 2,246.75 | Neighbourhood Plan 2,650.90 |
| 6,000.00 | Christmas Lights 6,000.00 |
| 2,327.37 | Section 137 Expenditure 0.00 |
| 1,996.40 | Miscellaneous Grants 1,500.00 |
| 51,695.00 | Festivals 51,060.00 |
| 105.18 | Training 0.00 |
| | By Election Fund 2,498.27 |
| | Computers 4,119.92 |
| | Armed Forces Day 1,000.00 |
| | Election Costs 8,136.32 |
| | Suspense account -275.42 |
| £185,142.21 | £189,575.37 |

| <u>General Fund</u> | |
|---------------------|--|
| 49,707.76 | Balance at 01 Apr 2019 59,519.64 |
| 194,954.09 | ADD Total Income 195,562.28 |
| 244,661.85 | 255,081.92 |
| 185,142.21 | DEDUCT Total Expenditure 189,575.37 |
| 59,519.64 | 65,506.55 |
| 0.00 | DEDUCT Reserves Balance 0.00 |
| £59,519.64 | Balance at 31 Mar 2020 £65,506.55 |

Reserves:

Earmarked Reserve Balance £74000.00

Morecambe Town Council

BALANCE SHEET

31/03/2020

| <i>(Last) Year Ended</i> 31 Mar 2019 | | <i>(Current) Year Ended</i> 31 Mar 2020 |
|---|---|--|
| £ | CURRENT ASSETS | £ |
| 0.00 | Stocks and stores | 0.00 |
| 0.00 | Work in progress | 0.00 |
| 0.00 | Debtors (Net of provision for doubtful debts) | 0.00 |
| 0.00 | Payments in advance | 0.00 |
| 9,710.68 | VAT Recoverable | 4,659.10 |
| 0.00 | Temporary lendings (investments) | 0.00 |
| 123,808.96 | Cash in hand | 134,847.45 |
| 133,519.64 | TOTAL ASSETS | 139,506.55 |
| | CURRENT LIABILITIES | |
| 0.00 | Creditors | 0.00 |
| <u>133,519.64</u> | NET ASSETS | <u>139,506.55</u> |
| | Represented by: | |
| 59,519.64 | General fund Balance | 65,506.55 |
| | Reserves: | |
| 0.00 | Capital | 0.00 |
| 74,000.00 | Earmarked | 74,000.00 |
| 0.00 | Adjustments | 0.00 |
| <u>133,519.64</u> | | <u>139,506.55</u> |

The above statement represents fairly the financial position of the council as at 31 Mar 2020

Signed _____
Responsible Financial Officer

Date _____

Morecambe Town Council
Reconciliation between Box 7 and Box 8

31/03/2020

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

| | <i>Amount</i> | <i>Amount</i> |
|--|---------------|-------------------|
| Box 7 - Balances carried forward | | 139,506.55 |
| Debtors | 0.00 | |
| Payments in Advance | 0.00 | |
| Stocks and Stores | 0.00 | |
| VAT Recoverable | 4,659.10 | |
| TOTAL DEDUCTIONS | | 4,659.10 |
| Creditors | 0.00 | |
| Receipts in Advance | 0.00 | |
| Doubtful Debts | 0.00 | |
| TOTAL ADDITIONS | | 0.00 |
| Box 8 - Total cash and short term investments | | 134,847.45 |

Morecambe Town Council
Fixed Assets and Long Term Investments

| Asset Description | Date Acquired | Purchase Value | Current Value | Location /Responsibility | Estimated Life | Usage/Capacity | Charges |
|--|---------------|------------------|------------------|----------------------------|----------------|----------------|---------|
| Assets | | | | | | | |
| 4 x Penguin litter bins | 26/09/2011 | 1,285.00 | 1,285.00 | Happy Mount Park | | | |
| & x Noticeboards | 15/06/2012 | 2,932.93 | 2,932.93 | Various Locations | | | |
| 2 x 5-a-side goalposts | 15/05/2012 | 1,000.00 | 1,000.00 | Langridge Estate Westga | | | |
| 2 x Benches | 15/02/2012 | 756.00 | 756.00 | HMP; Edward St | | | |
| 2 x North West in Bloom signs | 16/03/2018 | 355.70 | 355.70 | Shrimp Roundabout & Cc | | | |
| 3 x play equipment | 15/03/2012 | 2,133.00 | 2,133.00 | Torrisholme Park | | | |
| 4 x Full bloom rial mounting planters | 27/02/2018 | 400.05 | 400.05 | Morecambe Station | | | |
| 8 x litter bins | 2012 | 2,000.00 | 2,000.00 | HMP; Townley St; Moreca | | | |
| Christmas lights | 01/12/2015 | 7,127.00 | 7,127.00 | LITE, Unit 2, Farrington F | | | |
| Christmas Tree lights | 22/11/2011 | 651.60 | 651.60 | White Lund Depot | | | |
| Handiloops - Litter picking | 30/10/2011 | 141.83 | 141.83 | Council Office | | | |
| High visibility jackets | 03/10/2011 | 327.00 | 327.00 | Council Office | | | |
| Multi-position Telescopic loader for SPiD | 11/10/2017 | 83.33 | 83.33 | Council Office | | | |
| Play equipment | 15/05/2012 | 6,000.00 | 6,000.00 | Langridge Estate Westga | | | |
| Speed Indication Device | 2017 | 2,584.00 | 2,584.00 | Various Locations | | | |
| Springy Animal Play equipment | 15/05/2013 | 880.00 | 880.00 | Langridge Estate Westga | | | |
| Toilet fixtures & fittings | 19/05/2017 | 30,532.60 | 30,532.60 | Dome Toilets, Marine Ro: | | | |
| | | 59,190.04 | 59,190.04 | | | | |
| Computers | | | | | | | |
| 2 x Intel PC's & Monitors; Laptop | 03/11/2015 | 2,000.85 | 2,000.85 | Council Office | | 0 | |
| Dell Latitude 5400 laptop | 19/12/2019 | 718.68 | 718.68 | Phil Bradley | | | |
| | | 2,719.53 | 2,719.53 | | | | |
| Office Furniture and equipment | | | | | | | |
| 2 x office chairs | 12/03/2014 | 154.80 | 154.80 | Council Office | | | |
| 4 x monitors & infrastructure; 2 x Voip phones | Feb 2020 | 2,336.26 | 2,336.26 | Council Office | | | |

Morecambe Town Council
Fixed Assets and Long Term Investments

| Asset Description | Date Acquired | Purchase Value | Current Value | Location /Responsibility | Estimated Life | Usage/Capacity | Charges |
|--------------------------|----------------------|-----------------------|----------------------|---------------------------------|-----------------------|-----------------------|----------------|
| 8 x chairs | 27/07/2012 | 60.00 | 60.00 | Council Office | | | |
| Epson Projectot | 24/01/2017 | 329.99 | 329.99 | Council Office | | | |
| Kneeling chair | 11/10/2017 | 49.28 | 49.28 | Council Office | | | |
| Laminator | 27/07/2012 | 18.00 | 18.00 | Council Office | | | |
| Meeting table | 17/09/2012 | 159.00 | 159.00 | Council Office | | | |
| No description | 2011 | 681.52 | 681.52 | Council Office | | | |
| Panasonic Camcorder | 16/01/2017 | 294.99 | 294.99 | Council Office | | | |
| Panasonic Camera | 31/07/2015 | 412.48 | 412.48 | Council Office | | | |
| Velbon Tripod | 19/01/2017 | 24.99 | 24.99 | Council Office | | | |
| | | 4,521.31 | 4,521.31 | | | | |
| Grand Total: | | 66,430.88 | 66,430.88 | | | | |

Explanation of variances – pro forma

Name of smaller authority: **Morecambe Town Council**

County area (local councils and **Lancashire**)

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

| | 2018/19 £ | 2019/20 £ | Variance £ | Variance % | Explanation Required? | Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES | Explanation from smaller authority (must include narrative and supporting figures) |
|---|--------------|--------------|---------------|---------------|--------------------------|---|---|
| 1 Balances Brought Forward | 123,708 | 133,520 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward agrees | |
| 2 Precept or Rates and Levies | 188,141 | 189,594 | 1,453 | 0.77% | NO | | |
| 3 Total Other Receipts | 6,787 | 5,969 | -818 | 12.05% | NO | | |
| 4 Staff Costs | 41,086 | 57,815 | 16,729 | 40.72% | YES | | Includes additional staff costs for cover for the Town Clerk whilst on long term sick leave and his subsequent severance pay (additional £8,278). Also approved extra hours for new Town Clerk and Assistant Town Clerk (additional £5,245) |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | | |
| 6 All Other Payments | 144,030 | 131,760 | -12,270 | 8.52% | NO | | |
| 7 Balances Carried Forward | 133,520 | 139,507 | | | NO | VARIANCE EXPLANATION NOT REQUIRED | |
| 8 Total Cash and Short Term Investments | 123,809 | 134,847 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 63,376 | 66,431 | 3,055 | 4.82% | NO | | |
| 10 Total Borrowings | 0 | 0 | 0 | 0.00% | NO | | |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)



Planning Application Comments & Decisions July 2020



| Application Number / Description | Town Council Representation | Planning Authority Decision / Status |
|---|--|--------------------------------------|
| 19/01302/FUL: Change of use from trampoline park to a flexible use comprising either retail or leisure use and alterations to the external cladding of the building - Jump Rush, 21 Northumberland Street, Morecambe LA4 4AY | Neutral comment - An isolated retail type outlet may have a detrimental impact on existing retailers | Awaiting decision |
| 20/00242/CU: Change of use of dwelling to self-contained bed flats – 44 Clarendon Road East, Morecambe LA4 4HT | Support in principle | Application permitted |
| 20/00355/FUL: Erection of a first-floor side extension & a single storey front elevation – 5 Park Crescent, Morecambe LA4 6AU | Neutral comment that the development should not impact on natural light & privacy | Awaiting decision |
| 20/00359/FUL: Installation of telecommunications equipment comprising of 3 antenna support poles accommodating 3 antennas & 6 remote radio units at 20m above ground level on southeast and southwest elevations – Alhambra Buildings, Yorkshire Street East, Morecambe | Support in principle | Application permitted |
| 20/00387/FUL: Erection of a single storey extension within existing internal courtyard & alterations to windows & doors – Gleneagles Drive, Morecambe LA4 5BN | Support in principle | Awaiting decision |
| 20/00415/FUL: Change of use of ground floor shop to a one bed residential flat – 2 Morecambe Street West, Morecambe LA4 5HE | Support in principle | Awaiting decision |
| 20/00420/FUL: Demolition of existing conservatory & erection of a single storey rear extension – 3 Victoria Parade, Morecambe LA4 5NX | Support in principle | Application permitted |
| 20/00480/FUL: Installation of roller shutters to the front elevation – 7 West End Road, Morecambe LA4 4DJ | Support in principle | Awaiting decision |
| 20/00466/VCN: Retrospective application for the temporary siting of a refrigeration unit – Maple Works, Northgate, White Lund Industrial Estate, Morecambe LA3 3AZ | Neutral comment | Awaiting decision |
| 20/00471/CU: Part retrospective application for the change of use of a dwelling house to a social care office – 135 Balmoral Road, Morecambe LA3 1HJ | Neutral comment | Awaiting decision |



Planning Application Comments & Decisions July 2020



| Application Number / Description | Town Council Representation | Planning Authority Decision / Status |
|--|------------------------------------|---|
| 20/00478/FUL: Erection of a four-storey building comprising 6 one-bedroom flats, 2 garages and storage areas – Proposed development site, Thornton Road, Morecambe | Support in principle | Awaiting decision |
| 20/00487/FUL: Construction of a dormer extension to the rear extension – Flat 1, Wellington Terrace, Morecambe LA4 5LW | Support in principle | Awaiting decision |