

St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 1st November 2016, 2pm
West Lodge, 5 St George's Road, St. Anne's on the Sea, Lancashire FY8 2AE.

Present: Councillors V Settle - Chairman
T Ford
A Jacques
C Lanyon
E Nash
V Willder
C Little – ex officio

S Trudgill
Lancashire County Councillor – P Hayhurst – Fylde West

Officers S Taylor Town Clerk
S Dunn Community Development Manager

243/16 APOLOGIES FOR ABSENCE

There were no apologies for absence received.

244/16 DECLARATIONS OF INTEREST

Councillor Jacques and Councillor Lanyon declared a personal interest in agenda item number 9 – Parliamentary Boundary Review 2018. The proposals for boundary changes impacted upon the Wards they represented.

245/16 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 26th July 2016 be approved.

246/16 ST ANNE'S ENTERPRISE PARTNERSHIP

Sarah Dunn – Community Development Manager updated the Committee on the progress of STEP. The following points were discussed;

- First quarterly Public Update Session was held on 3rd October 2016 at the Aztex Venue. It was both a positive and very well attended meeting with 60+ people in attendance.
- An events and information leaflet had been produced by STEP
- Michelle Cuffe had proposed a Family Event for May 2017 – this was being facilitated by the Events Theme Group
- The grant funding application made to the Coastal Communities Fund from both Fylde Council and STEP for substantial regeneration within the town centre had not been successful.
- A Food Theme Group meeting had been held on 13th October 2016; it was agreed to pursue delivery of this event for 2017.
- Mr D Treece-Birch had produced both the Christmas Switch On and the Victorian Weekend posters.

Discussion was undertaken for the proposal for STEP to pursue the potential to become a Business Improvement District. The Town Council fully supported this proposal to ensure STEP became sustainable.

- RESOLVED**
- a) That the progress on St. Anne's Enterprise Partnership be noted and all actions agreed and supported.
 - b) That the Town Council welcomed the proposal for STEP to apply to become a Business Improvement District.

247/16 SPEED CAMERA

The Committee discussed the proposal for some type of speed camera to be installed along Heyhouses Lane due to the concerns raised by residents regarding speeding motorists.

Councillor P Hayhurst – Lancashire County Council advised the Council that in the first instance evidence of speeding needed to be obtained prior to any decision being made as to if some type of speed monitoring device could be installed; this was undertaken by Lancashire County Council. The Council agreed that in the first instance Lancashire County Council would be requested to undertake the initial monitoring.

The type of speed monitoring device was also discussed, there were several options available however no decision could be made until Lancashire County Council had undertaken the monitoring process.

- RESOLVED**
- a) That the Town Clerk write to Lancashire County Council Highways Department requesting that monitoring be undertaken of vehicles speed on Heyhouses Lane, St. Anne's.
 - b) That the request also be circulated to County Councillor P Hayhurst – Fylde West, to ensure the request is responded to.

248/16 FLAGPOLES AT ALLOTMENT GARDEN SITES

The Town Clerk advised that a request had been received from both Shepherd Road Allotment Gardens for the Town Council to supply and install a flag pole on the site. The Council fully supported this proposal and requested that it should include installation of a flag pole at Blundell Road Allotment Gardens.

The Council also agreed in principle for flag poles to be installed in other public places, subject to the requisite permissions and funding being obtained.

- RESOLVED**
- a) That the Town Clerk be authorised to install flagpoles at Shepherd Road Allotment and Blundell Road Allotment Sites.
 - b) That the funding be allocated from the projects funding budget.

249/16 PARLIAMENTARY BOUNDARY REVIEW 2018

The Town Council raised many objections to the Parliamentary Boundary Review 2018 proposals, as follows:

- Choosing to reject the Boundary Commission parliamentary proposals for Fylde with respect to St. Anne's on the Sea wards, Kilnhouse and St. Leonard's.
- To submit suggested proposals that included Kilnhouse and St. Leonard's wards being reinstated within Fylde, whilst reassigning the Poulton wards of Breck and Carleton from Fylde to Blackpool North and Warbreck ward from Blackpool North to Blackpool South.

- RESOLVED**
- a) That the Town Clerk be requested to write to the Boundary Commission detailing that the Town Council (on behalf of the residents of St. Anne's) wished to reinstate Kilnhouse and St. Leonards wards within the Fylde Constituency.

b) That Poulton wards of Breck and Carleton be reassigned from Fylde to Blackpool North and Warbreck ward from Blackpool North to Blackpool South.

250/16 QUARTERLY BUDGET REPORT

The Committee discussed the quarterly budget report from 1st July – 30th September 2016.

RESOLVED To approve the report of income and expenditure up to 30th September 2016.

251/16 APPOINTMENT OF INTERNAL AUDITOR

The Committee considered whether to appoint the current Auditor to complete the annual internal audit for the Town Council for the financial year ending 31st March 2017.

RESOLVED To appoint Mr IT Cropper as the Internal Auditor for year ending 31st March 2017.

252/16 FINAL ACCOUNTS 2015-2016 – REPORT OF EXTERNAL AUDITOR

It was reported that there was a minor error within the Town Council's accounts for audit year ended 31st March 2016, that came to the attention of the External Auditors. The completed annual return was made available at the meeting for inspection.

The Council requested that the production of the Town Council Annual Return and Accounts for 2016-2017 be produced by a third party external to the Council to ensure that there is a further level of audit. The Council also agreed that due to the increase in the workload of the Town Clerk and Responsible Finance Officer role, the post be split into two separate positions from 1st April 2017 (see minute reference for further detail).

RESOLVED

- a) That the conclusion of the audit of the 2015–2016 accounts be noted and confirmation be given that the annual return and BDO certificate has been approved and accepted by the Council.**
- b) That Mr Brian White – specialist in Scribe Accounting, be appointed to undertake production of the Town Council's Annual Return and Accounts for 2016-2017.**
- c) That the Town Clerk be authorised to appoint Mr White on behalf of the Town Council and allocate the appropriate resources from the relevant budget heading up to a maximum of £400.**

253/16 TOWN APP

The Council discussed the replacement of the Town App by a dedicated website. The Council agreed that St. Anne's Enterprise Partnership should undertake ownership and management of the dedicated website. It was noted that all information on the Town App was not private or personal information.

RESOLVED

- a) That the Town App be replaced by a dedicated website that could be accessed from mobile devices.**
- b) That STEP undertake the ownership and management of the dedicated website.**

254/16 REPLACEMENT OF DOG BINS

The Council discussed the poor condition of the Town Council dog bag bins/dispensers across the town. It was agreed that the Lengthsman be requested to repair and modify these, to restrict the number of bags that could be dispensed at any one time.

RESOLVED That the Town Council Lengthsman be tasked with the repair and modifications of the Town Council dog bag bins/dispensers across the Parish.

255/16 UPDATED FORWARD PLAN 2016/17

1.1 Neighbourhood Plan

The Town Clerk reported that she had received the response from Fylde Council regarding the outcome of the Habitat Regulations Assessment of the Neighborhood Plan.

The outcome of the Habitat Regulations Assessment (HRA) was as follows;

“The extension of the settlement boundary in the Neighborhood Plan would impact on the Ramsar site. However, once the Queensway site was fully developed the wildlife may move to a site further away from the development.”

The outcome of the HRA had now been passed to Natural England for a determination. If Natural England accepted the recommendation to move the settlement boundary back to its original location as detailed within the Neighbourhood Plan, Fylde Council would make the amendment. Natural England would confirm of its decision by 21st November 2016. The formal process was for the Neighbourhood Plan to be discussed by Fylde's Council meeting on 5th December 2016; if Fylde Council agreed the Plan it would be subject to referendum in February 2017.

2.4 Easter 2017

The Council agreed that the Easter Event for 2017 should go ahead on Easter Sunday 16th April 2017. However, it was agreed that STEP be asked to deliver this event. It was also agreed that the STEP Facilitator provide a 'helping hand' for the Easter Event for 2017 and funding from the Council budget. The Council requested that for 2018 the Town Council no longer delivered an Easter Event within St. Anne's.

RESOLVED a) That all actions detailed the Forward Plan for 2016/17 be supported, approved and agreed.
b) That STEP be asked to deliver an Easter Event for 2017, supported by Mr Darrel Treece-Birch.

256/16 DATE AND TIME OF NEXT MEETING

It was noted that the next meeting of the Policy and Resources Committee would be held at West Lodge, 5 St. George's Road, St. Anne's on the Sea, Lancashire FY8 2AE on **Tuesday 28th February 2017.**

257/16 MATTERS TO CONSIDERED IN PRIVATE SESSION

RESOLVED That, under the Public Bodies (Admissions to Meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding:

258/16 STAFFING

RESOLVED a) That from 1st April 2017, the role of the Town Clerk and Responsible Finance Officer be split.
b) That the Town Council Support Officer be trained as the Responsible Finance Officer.
c) That the post of Responsible Finance Officer from 1st April 2017 be graded from point 25 – 29 on the NJC scale (for 25 hours per week, pro rata).

d) That the strategic Town Council 4-year plan proposed by the Town Clerk be accepted in principle and further detailed at the Town Council Budget Setting meeting on 6th December 2016

259/16 TOWN CRIER ROLE

RESOLVED

- a) That from 2018 the role of the Town Crier be restricted to work within the Parish of St. Anne's.**
- b) That a working group (comprising of Councillor Little and Councillor Nash) be established to discuss the future role of the Town Crier.**
- c) That it be noted that the current Town Crier intended to retire by 31st March 2018.**

260/16 MUSIC AND ARTS FESTIVAL

RESOLVED

- That the Town Clerk write to the organisers of St. Anne's Music and Arts Festival on behalf of the Town Council advising of the following;**
- i. That the grant support for the 2017 Festival would be restricted up to a maximum of £1000.**
 - ii. That the funding would only be paid on receipt of valid invoices.**
 - iii. That a Town Councillor be allowed to attend the planning and decision making meetings for the Music and Arts Festival.**
 - iv. That the Town Council financial support of the Festival be promoted in all publicity and promotion (including social media) of this event.**

The meeting closed at 3.58 pm

Signed.....

Chairman

28th February 2017