

## St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 10<sup>th</sup> February 2015, 2 pm  
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	ex-officio
		V Willder	
	Officers	S Taylor	Town Clerk
		S Dunn	Community Development Manager

### 029/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Little.

### 030/15 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 031/15 MINUTES OF PREVIOUS MEETING

Matters Arising – see also 040/15 under the Updated Forward Plan 2014/15 Grants Provision

Under minute reference 307/14, the Committee were advised that the Leisure and Community Committee on 19<sup>th</sup> January 2015 had discussed the funding of the Music and Arts Festival 2015. The Policy and Resources Committee then agreed to provide £1500 to St. Anne's Music and Arts Festival for 2015, from the Town Council Support Fund. This was subject to the Music and Arts Festival organisers providing an itemised break down of costs and a programme of events.

**RESOLVED** a) That the minutes of the meeting held on 2<sup>nd</sup> December 2014 be approved.  
b) That St. Anne's Music and Arts Festival be allocated £1500 from the Town Council Support fund, subject to ratification by the full Council. – see also reference 040/15 of these minutes.

### 032/15 FYLDE HIGH STREET INNOVATION FUND – BIDS SUBMITTED

Christmas Lights Infrastructure Project

The Town Clerk reported that the Christmas lights located in the trees in Wood Street had not yet been taken down; the invoice would not be paid until this was completed. This and other problems encountered during the process strengthen the case for going out to tender next time.

Street Display Signs

Lancashire County Council installed all of the signs last week and the response from traders has been very good; photographs have been submitted to the Lytham St Annes Express. Traders elsewhere in St Anne's have asked if similar funding is available for signs near their premises.

It was agreed that any new traders moving into Wood Street, Park and Orchard Roads would be advised that if they wished their business names to be added to the signs, the Town Council would charge the 'at cost price' from the signs supplier. This was because the funding for this project has now closed.

### Lamppost Banners

The eight lamppost banners were taken down to accommodate the Christmas Lighting because of the load-bearing limitations on the lampposts. A new, local supplier may be asked to produce the next series of banners which would be cheaper as the Town Council could provide their own installation technicians and negotiate these costs. The Committee agreed that in the interim period the existing eight banners be re-installed by Bay Media Ltd.

- RESOLVED**
- a) That any trader or business be asked to pay the suppliers 'at cost price' for additional name plates.
  - b) That Bay Media be requested to re-instate the current banners until the Christmas lights are put up in November.
  - c) That the Town Clerk be authorised to vire across the cost of the eight banners, from the existing Town Council projects budget.

### **033/15 TOWN TEAM**

Councillors Ford and Nash provided an update on this item.

The first meeting of this new group met on 2<sup>nd</sup> February 2015 and those present included Paul Drinnan, Head of Regeneration and Steve Smith, Economic Development officer at Fylde Council. The Town Council's role within the partnership was to act as facilitators.

There were concerns that the restaurants and hoteliers were not represented at the moment. It had been suggested that a financial contribution be made from the businesses which could be match-funded for projects and it was agreed that a town centre manager was needed. Social media would be used to send out positive messages as part of the marketing strategy and a finance group headed by Whitehead & Howarth would investigate grants and funding streams. 'Town Team' is the group's working name for the time being so this may change in favour of something appropriate to the whole town not just its centre.

The Community Development Manager suggested that 'STEP', an acronym for 'St Anne's Enterprise Partnership', might be suitable with its connotations of progress, (increasing) footfall and dynamism. Councillor Ford would put this name forward to the group for its response.

The Promotion and Event Officer was currently attending these meetings to provide advice and support.

- RESOLVED** To note and agree the support that the Town Council is providing to the Town Team.

### **034/15 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT**

The Council reviewed the following document:

- Extract from "Governance and Accountability for Local Councils – A Practitioners' Guide 2008" – This listed current internal controls and identified areas for testing by the Internal Auditor.

The Town Clerk advised the Committee of the importance of internal audit processes including updated internal financial controls.

- RESOLVED** To note the report, areas of risk assessed and to approve the areas identified for testing by the Internal Auditor.

**035/15 ANNUAL RISK ASSESSMENT AND RISK MANAGEMENT**

The Council's updated Annual Risk Assessment and Risk Management 2015/16 process, including the policy, plan and register, was considered.

The Town Clerk advised on the back up and off site recovery systems that were in place to protect Town Council data.

**RESOLVED To note and approve the Council's Annual Risk Assessment and Risk Management process for 2015/16.**

**036/15 TOWN COUNCIL CHAIRMAN/MAYOR SUCCESSION**

The Committee discussed a proposed system for each Member who had not previously been Mayor to have the opportunity to become Mayor, based on their length of service and in alphabetical order of surname. It was agreed that the idea and concept of developing a Mayor succession process should be discussed at the next full Council meeting.

**RESOLVED That the Town Council Chairman/Mayor succession process be discussed at the next Council meeting.**

**037/15 THE LOCAL GOVERNMENT TRANSPARENCY CODE – FOR PARISH COUNCILS WITH A GROSS INCOME OR EXPENDITURE EXCEEDING £200,000.**

The Town Clerk explained what the Transparency Code was and the implications if this was adopted by St Anne's Town Council; Part 2 of the Code was only mandatory for Town/Parish Councils with a gross income or expenditure higher than £6.5 million.

It was noted that the Town Council published every payment that it made, not just amounts over £500. It was agreed not to adopt the Transparency Code if the Council's income or expenditure did go over £200,000, however this decision could be reviewed in the future.

**RESOLVED That the Town Council does not at this time adopt the Local Government Transparency Code if the Council's income or expenditure did exceed £200,000.**

**038/15 STREET REPRESENTATIVES – REPORTING ANTI SOCIAL BEHAVIOUR**

Referring to an email from Councillor Little, the Town Clerk outlined the Police and Fylde Council's request that the Town Council Street Representatives become actively involved in reporting of anti social behaviour.

It was agreed that Street Representatives could be asked to report anti social behaviour, however this was up to each individual and the volunteers must not be forced to undertake this additional task.

**RESOLVED a) That the Town Council Street Representatives be asked if they wished to report anti social behaviour within their area, (subject to personal preference)  
b) That the Promotion and Event Officer arrange a meeting to discuss this with the Council's Street Representatives and the Borough Council.**

**039/15 ELECTRONIC MEETING SUMMONS**

The Committee were advised that the Local Government (Electronic Communications)(England) Order 2015 now allowed the use of electronic communications for sending summonses (agendas) to Town Councillors in England, with effect from 30<sup>th</sup> January 2015.

The Town Clerk advised that printed agendas would continue to be available at meetings but that hand delivery of printed copies to each Councillor's home would not continue. This was due in part to officer time and the cost of printing, along with the move to adopt more modern working practices. If a Councillor required a hard copy of an agenda prior to a Council meeting, they could collect a copy from the Town Council offices.

This proposal to send summons of meetings electronically to Councillors was agreed by the Committee in principal, however it was requested that this decision be ratified at the next full Council meeting.

**RESOLVED** a) That the use of Electronic Meeting Summons be agreed in principal and adopted by the Town Council.  
b) That this resolution be deferred to the next meeting of the full Town Council for discussion and ratification.

**040/15 UPDATED FORWARD PLAN 2014/15**

The following items were discussed:

Grants provision – see also minute reference 031/15 and resolution (a)

Councillor Settle commented that the Music & Arts Festival has no grant funding this year but that Councillor Goodman has offered to represent the Town Council at Festival Committee meetings and this provided a level of transparency and accountability. This allocation of funding was subject to the Town Council receiving detailed proposals, itemised expenditure and a programme of events. On this basis it was agreed that the Music & Arts Festival could receive a Town Council Support Fund grant of £1500 subject to ratification at full council.

Multi storey car park

Councillor Nash advised that Fylde Veterans have undertaken the opening and closing of the car park. The owner intended to reinstate the lift and the ticket payment machine on the ground floor was being repaired.

Hope Street Pavilion

There was a debate over the insurance cover since the fire and whether it would be more prudent to demolish the building rather than proceed with renovations. The Town Clerk confirmed that the £5K agreed by the Town Council towards the renovation of the Pavilion was ring fenced in the Council budget.

**RESOLVED** That the actions detailed within the Forward Plan be noted and agreed.

**041/15 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 31<sup>st</sup> March 2015 at 2.00 pm.**

The meeting closed at 3.30 pm

Signed.....

Chairman  
31<sup>st</sup> March 2015