

St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 10th July 2018, 1pm
West Lodge, 5 St George's Road, St. Anne's on the Sea, Lancashire FY8 2AE.

Present: Councillors T Ford Chairman
A Jacques
C Little
V Willder

Officers S Taylor Town Clerk

147/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Lanyon, Nash and Settle.

148/18 DECLARATIONS OF INTEREST

Councillors Ford declared a personal in agenda item number 10, St. Anne's on the Sea Foundation Stone, he had produced the report for the Council to discuss if they wished to support this initiative.

149/18 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 15th May 2018 be agreed as a true record of the meeting.

150/18 ST. ANNE'S ENTERPRISE PARTNERSHIP

This item was deferred to the full meeting of the Town Council on 17th July 2018.

RESOLVED To defer the agenda item St. Anne's Enterprise Partnership to the Town Council meeting on Tuesday 17th July 2018.

151/18 ST. ANNE'S TOWN COUNCIL - TRAILER

The Town Clerk advised the Committee that a Town Council trailer was required to ensure both officers and the Lengthsman could complete specific tasks. These tasks included transporting chairs and tables for events; rubbish removal and ground maintenance and ensuring delivery of both Town Council and Neighbourhood Plan objectives.

The Council agreed with the proposal for a Town Council trailer to be purchased and the reasons associated with the request.

RESOLVED

- a) That the Town Clerk be authorised to purchase a suitable trailer on behalf of the Council, up to a value of £2500.
- b) That preference be given to a trailer be sourced from a local supplier, if this was not possible then a trailer should be purchased from a supplier located within the North West of England.
- c) That the Town Clerk via across funds from the relevant cost code or from reserves if required.

152/18 INTERNAL AUDIT – MAYORAL WORDING

The Council agreed with the Internal Auditor's recommendation that the pre-determination of a 'Mayor Elect' should cease. To ensure compliance with the Local Government Act 1972, the Council would now use the term 'Preferred Candidate'.

- RESOLVED**
- a) That the Town Council procedure for a 'Mayor Elect' should be replaced with the term 'Preferred Candidate'.
 - b) That this policy and process should be adopted with immediate effect by the Town Council.

153/18 END OF 1ST WORLD WAR COMMEMORATION

The Committee undertook an extensive discussion as to when both the decorative benches and silent soldiers should be installed. The Town Clerk provided requests from other Councillors who were unable to attend the Policy and Resources Committee.

It was agreed that the formal unveiling of both the benches and silent soldiers be undertaken within the last half of October 2018.

- RESOLVED**
- a) That the Town Clerk arrange a formal unveiling ceremony for the decorative benches and silent soldiers for October 2018.
 - b) That all Town Councillors be invited to this event.
 - c) That appropriate publicity would be undertaken to promote the unveiling event.

154/18 COMMUNITY GRANTS – SUGGESTED POLICY

This item was deferred to a future meeting of the Policy and Resources Committee.

- RESOLVED**
- That a 'Community Grants' suggested policy be deferred for discussion at a future meeting of the Policy and Resources Committee.

155/18 THE ST. ANNE'S ON THE SEA FOUNDATION STONE

The Committee fully supported the proposal for a replica of the town's foundation stone to be installed at land adjacent to St. Anne's Railway Station.

- RESOLVED**
- a) That the Town Clerk and Councillor Ford project manage the St. Anne's on the Sea Foundation Stone project.
 - b) That other groups including the Civic Society be invited to be part of the project (this would enable the Council to be an 'Accountable Body' for funding however other groups could apply for any grants to fund the project).
 - c) That the Town Council set aside up to £5000 for the Foundation Stone, however ensure that grant funding be sourced for at least half of the project.

156/18 ST. ANNE'S LIBRARY

The Town Clerk advised that St. Anne's Library building works should be completed by December 2018, to ensure the Library was open in January 2019. The Committee agreed that now the proposed completion of works and re-opening dates had been provided by Lancashire County Council for St. Anne's Library, that this information be included within the next Town Council Newsletter.

- a) That an article be provided for the next St. Anne's Town Council Newsletter updating residents on the anticipated re-opening date in January 2019.
- b) That the Town Clerk write formally to the Chief Executive, Lancashire County Council requesting that the Town Council be provided with updates on the work in progress at St. Anne's Library.

157/18 ST. ANNE'S TOWN COUNCIL INFORMATION AND DATA PROTECTION POLICY – GENERAL DATA PROTECTION REGULATION (GDPR)

RESOLVED That the St. Anne's Town Council Information and Data Protection Policy be ratified by the Council.

158/18 TOWN COUNCIL BUDGET MONITORING – QUARTER ONE 01/04/2018 – 30/06/2018

RESOLVED That the Town Council first quarter income and expenditure against projected budget for the period 1st April 2018 – 30th June 2018 be ratified by the Council.

159/18 TOWN COUNCIL PAYMENTS – SUGGESTED PROCESS AND POLICY

RESOLVED a) That the Town Council Approval of Payments for Goods and Services Process and Policy be approved and adopted by the Council.
b) That the use of the Process and Policy be implemented with immediate effect and discussed under private session at all future Policy and Resources Committee meetings including the 10th July 2018.

160/18 VACANCY ON TOWN COUNCIL – CO-OPTION PROCESS (PARK WARD)

The Council agreed the final section process to be undertaken for the Town Council casual vacancy as follows;

- That the interview process be undertaken from 5.30 pm prior to the start of the Council meeting of 17th July 2018
- That all Councillors would be asked to attend the candidate interview process
- That if a candidate was chosen, they would be formally co-opted onto the Town Council during the meeting of the 17th July 2018 for the vacancy in Park Ward.
- That refreshments would be provided to all Councillors from 4.45 – 5.15 pm
- That each candidate would be asked the same three questions; these had been agreed and circulated

RESOLVED a) That determination of the co-operation process be undertaken from 5.30 – 6.40 pm prior to the Council meeting of the 17th July 2018.
b) That the Town Clerk allocate the interview slots to each candidate and advise each candidate accordingly.
c) That the selection process be held at West Lodge on 17th July 2018.
d) That all candidates would be asked the same three questions (previously agreed).
e) That all Councillors would be asked to attend the interview process for the casual vacancy.

161/18 PEDESTRIAN CROSSING – REQUEST FOR SUPPORT AND FUNDING

The Committee were updated that the resident who had attended the Council meeting of 22nd May 2018 was requesting funding for a pedestrian crossing on St. Andrews Road North, near to the Sainsburys supermarket.

Whilst the Council agreed in principle with this request, they were not minded to provide any funding for the crossing Lancashire County Council that had a statutory obligation to provide and received funding for.

RESOLVED a) That the Town Clerk on behalf of the Council write formally to Lancashire County Council supporting the provision on a pedestrian crossing on St. Andrews Road North, St. Anne's.

b) That the resident who had raised the request for the pedestrian crossing be notified of the Town Council's decision.

162/18 PUBLIC RIGHTS OF WAY WITHIN THE PARISH

RESOLVED That the Town Clerk on behalf of the Council write formally to Lancashire County Council stating how unhappy the Town Council was that all funding for the maintenance of Public Rights of Way within the Parish had been stopped without any notification.

163/18 UPDATED FORWARD PLAN 2018/19

The Forward Plan was discussed, detailed as follows;

1.5 Food Festival

The Town Clerk updated the Committee on the progress of the Food Festival that was being delivered by the Town Council on Sunday 12th August 2018. Currently there had been substantial payments received in advance from the space holders and it was anticipated that £3000 would be raised in addition to the £3000 already allocated within the Town Council Budget

3.1 Open Space Asset Transfer

The Town Clerk reported she had received an email from Paul Walker, Fylde Council stating that the Council would consider this formal request in the near future.

RESOLVED That all actions detailed the Forward Plan for 2018/19 be ratified.

164/18 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 30th October 2018 at 1pm.**

165/18 MATTERS TO BE 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:

166/18 TOWN COUNCIL PAYMENTS ADOPTED PROCESS AND POLICY

RESOLVED That all payments for goods and services from 1st April – 30th June 2018 be approved by the Council.

The meeting closed at 1.40 pm

Signed.....

Chairman

30th October 2018