

St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 10th June 2014, 2pm,
West Lodge, 5 St Georges Road, St. Anne's on the Sea, Lancashire FY8 2AE.

Present:	Councillors	V Settle T Ford A Jacques C Lanyon V Willder E Nash	Chairman <i>(part meeting, minute reference from 161/14 to 168/14)</i> ex-officio
	Ward Councillor Officers	D Prestwich S Taylor	<i>(part meeting, minute reference from 161/14 to 169/14)</i> Town Clerk

161/14 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Little.

162/14 DECLARATIONS OF INTEREST

Councillors Ford, Lanyon, Jacques and Willder declared a personal interest in agenda number 8, Town Twinning.

Councillor Willder declared a personal interest in agenda item 13, Forward Plan, 2.2 Public Offices. It was noted that Councillor Willder was not a Member of the Public Offices Working Group.

163/14 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 25th March 2014 be approved.

164/14 OPEN SPACE TRANSFER

Councillor Nash reported that the leading group had met and on 9th June 2014 to discuss the potential Asset Transfer of Open Spaces.

The Conservative group agreed that Fylde Borough Council officers could undertake discussions with the Town Council to evaluate the costs of any transfer; however this would not take place until after May 2015. This was because of the work involved in formalising the Fylde Borough Council revised Governance arrangements that were required to be in place for next May.

RESOLVED

- a) That a dialogue be started from May 2014 to evaluate the cost of a potential Asset Transfer of Open Spaces, to the Town Council.
- b) That an Open Space and Parks Working Group be formed comprising of; Councillors Ford, Jacques, Nash and Willder.
- c) That the Town Clerk arrange a meeting between the Open Space and Parks Working Group and Fylde Borough Council officers.

165/14 PROVISION OF SECURITY RADIOS

The Committee considered the provision of security radios funded by the Town Council, to support local businesses in their efforts to reduce shoplifting.

RESOLVED

- a) To agree in principle the provision of security radios, to support local businesses in their efforts to reduce shoplifting.
- b) That Councillor Ford investigate the level of support from local traders for the provision of security radios and report back to the next meeting.

166/14 TOWN FLAG – PROMOTION AND PUBLICITY

The Town Clerk reported on the cost of producing mugs with and desk flags promoting the Town Flag.

Councillor Settle informed the meeting that he had investigated the potential for other flag poles in the town centre to fly the Town Flag. There was work required on the flag poles that were not owned by the Town Council, therefore the cost of the work needed to be met by the relevant owners.

- RESOLVED**
- a) That the Town Clerk purchases 150 mugs promoting the Town Flag.**
 - b) That the Town Clerk research the use of a local supplier for the 150 mugs, however if this was not possible that the Town Clerk source the most competitive price for these promotional mugs.**
 - c) That the cost of producing flags badges and desk flags from a local supplier be pursued.**

167/14 TOWN TWINNING

Councillor Ford reported St. Anne's town twinning with Werne celebrated its 30th Anniversary this year. As part of the celebrations 40 representatives from Werne were visiting St. Anne's in July. The Committee agreed that 50 promotional mug and 38 St. Annes Town Maps from City Scape be given to the Werne representatives from the Town Council.

The Committee noted the financial implications for a small organisation such as Town Twinning to support the cost of this visit to the Town, agreeing to provide a grant of £250 to this community group.

- RESOLVED**
- a) That the Town Council present 50 promotional mugs and 38 City Scape Town Centre maps to the LSA Town Twinning Association.**
 - b) That a grant of £250 be paid to LSA Town Twinning Association to support the Town twinning with Werne 30th Anniversary.**

168/14 FYLDE HIGH STREET INNOVATION FUND – BIDS SUBMITTED

Councillor Jacques left the meeting at this agenda item.

The Town Clerk reported that as part of the Christmas Light Infrastructure Project, Fylde Borough Council were transferring ownership of the existing lights to the Town Council. She was awaiting the outcome of the portfolio holder decision, which was anticipated to be completed by the end of June 2014. It was reported that only fairy lights could be put on the lamppost columns in Park Road, Orchard Road and Wood Street. This was because the columns had not been designed to take substantial loading. The Committee agreed that the outstanding £2000 from the FHSIF would be allocated towards the Christmas Light Infrastructure Project, subject to approval from Fylde Borough Council.

The Town Clerk had held a meeting with Mr P Drinnan, Head of Regeneration Fylde Borough Council and Mr B Stoddard Senior Engineer (Street Lighting), Lancashire County Council, to discuss the design and location of the Banners. Lancashire County Council would only give permission for lamppost banners that promoted the community not that advertised local businesses. They also limited the time the banners could be in place for. Councillor Nash agreed to discuss this issue (which would prevent delivery of this project) with Councillor Craig-Wilson, the Lancashire County Councillor for St. Anne's South.

As part of the project delivery for Street Signs, a street audit was being undertaken by Town Council officers. Once this had been completed all relevant traders would be written to directly, outlining that their business would be promoted on the Street Signs, but would be removed if they continued to display A Boards on the street corners facing the square.

- RESOLVED**
- a) That the eight lamppost banners be installed as previously agreed
 - b) That Councillor Nash discuss with Councillor Craig-Wilson the restriction on limited the banners being displayed longer than 28 days.
 - c) That Councillor Nash discuss with Councillor Craig-Wilson the restriction on advertising banners in the centre of St. Anne's Town Centre.
 - d) That the outstanding £2000 from the FHSIF would be allocated towards the Christmas Light Infrastructure Project, subject to approval from Fylde Borough Council.

169/14 TOWN TEAM

Councillor Nash gave an update on the progress of the Town Team, as follows:

- That a Town Centre Forum was being formed
- The first stage of establishing the Forum was to form a steering group, which was currently being undertaken
- That Paul Drinnan and Stephen Smith were working with Councillor Nash to produce a Town Centre Strategy
- That this strategy would be driven and supported by the Town Centre Forum
- That Section 106 funding was to be used to improve the Town Centre area of St. Andrews Road South

- RESOLVED** That both Councillor Nash and Councillor Ford be the Town Council's representatives on the Town Centre Forum.

170/14 TOWN CENTRE MULTI STOREY CAR PARK

The Town Clerk advised that Charles Conway, the owner of the Multi Storey Car park, was flying over from Belfast into Liverpool and catching a train to Blackpool, with a taxi to West Lodge on 20th June 2014. Because this was an informal first meeting, it was agreed to keep the existing agreed membership of Councillors Nash, Settle and Willder

- RESOLVED** That for the first informal meeting with the owner of the car park; to keep the existing agreed membership of the Town Council to Councillors Nash, Settle and Willder.

171/14 GRANTS

- RESOLVED**
- a) That Councillor Nash retrospectively complete a Town Council grant application for the grant recently awarded for the provision of Armed Forces Day.
 - b) That the provision of Councillor led projects be considered as part of the Grant Review.

172/14 INTERNAL AUDIT

The Committee discussed the financial implication of the Town Clerk using their own personal credit card to purchase items on behalf of the Town Council. It was noted that this was not considered best practice by NALC.

- RESOLVED**
- a) That the Town Clerk make the appropriate financial arrangements for a purchase card.
 - b) That the provision of the purchase card be included in the Town Council's Financial Regulations.

173/14 WORK PLAN

The Committee considered the Work Plan and updated as required.

It was reported that Public Offices Working Group and met with Fylde Borough Council Officers to discuss the potential for purchasing the Public Offices only. The meeting had concluded that whilst the Town Council could purchase the offices, it would have to be in partnership with a developer who would purchase the whole site.

The Committee agreed that due to the importance of producing the Neighbourhood Plan, the Town Clerk discuss using Envision to produce the draft policies on the next stage of the plan.

- RESOLVED**
- a) To consider the updated Work Plan at the next meeting and to note the following:
 - b) That the Town Clerk arrange a meeting between the Public Offices Working Group and the developer who had expressed an interest in acquiring the whole site.
 - b) That the election for Mayor Elect and Deputy Mayor be held at the Town Council meeting on 27th January 2015 or 17th March 2015.
 - c) That due to pressure of work of the Neighbourhood Plan, that the Town Council Planning Day be held later in 2014 or early 2015.
 - d) That Hope Street Pavilion be discussed at the next meeting of Policy and Resources Committee
 - e) That Forward Plan point number 2.6 should read eight banners
 - f) That the Youth Council would have a standing item on the Council agenda to give an update on proposed projects and achievements.
 - g) That the Town Council's representation on the Youth Council be reduced to two Elected Members.
 - h) That the Mayor invites one of the Youth Councillors to give a reading at the Mayoral Carol Service on 5th December 2014.
 - l) That Envision be asked to assist in writing the draft Neighbourhood Plan policies, with the additional costs taken from the Neighbourhood Plan budget.

174/14 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 12th August 2014 at 2.00 pm.**

The meeting ended at 3.59 pm.

Signed.....

Chairman
12th August 2014