

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

Minutes of the Policy and Resources Committee held on  
11<sup>th</sup> June 2013 at 2pm

West Lodge, 5 St. George's Road, St. Anne's on the Sea, Lancashire FY8 2AE

Present:	Councillors	E Nash T Ford G Goodman C Lanyon C Little V Settle V Willder	Chairman      ex-officio
	Officers	S Taylor	Town Clerk
	Lytham St. Annes Civic Society Representatives		
		Marion Coupe Judith Talbot	Chairman Honorary Secretary

### 170/13 APPOINTMENT OF CHAIRMAN

Councillor E Nash was proposed and seconded as Chairman for the Municipal Year 2013 – 2014.

**RESOLVED That Councillor E Nash be appointed as Chairman for the ensuing Municipal Year.**

### 172/13 APPOINTMENT OF VICE CHAIRMAN

Councillor V Settle was proposed and seconded as Vice Chairman for the Municipal Year 2013 – 2014.

**RESOLVED That Councillor V Settle be appointed as Vice Chairman for the ensuing Municipal Year.**

### 173/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jacques.

### 174/13 DECLARATIONS OF INTEREST

Councillors Ford, Lanyon, Nash and Settle declared a personal interest in agenda item 6 - Community Assets, in that they were members (in a personal capacity), of the Lytham St Anne's Civic Society.

Councillors Ford, Lanyon and the Town Mayor declared a personal interest in agenda item 11 - Town Twinning, in that they were members (in a personal capacity), of the Town Twinning Association.

### **175/13 MINUTES OF PREVIOUS MEETING**

**RESOLVED** That the minutes of the meeting held on 30<sup>th</sup> April 2013 be approved.

### **176/13 COMMUNITY ASSETS**

Lytham St. Annes Civic Society Representatives, Marion Coupe and Judith Talbot, gave a presentation to the Committee, detailing that their prime aim was the the protection and improvement of the local environment.

Judith Talbot detailed the importance of having a local heritage list, that identified buildings, structures and features of local architectural, historical or curiosity value. A Local Heritage List was not a Listed Buildings List, but provided an opportunity for communities to have their views on local heritage heard.

Nearly half of Local Planning Authorities in England had a Local Heritage List; however Fylde did not have one.

It was explained that for the successful production of Local Heritage List, the relevant research was required and there was a large amount of work involved including extensive consultation. It was noted that the project was normally completed within a year.

The benefits of having a Local Heritage List for St. Anne's on the Sea, included fostering of good design, allowed communities to engage with their heritage, whilst retaining and enhancing the parish's buildings and environment for future generations.

Marion Coupe explained that due to specific circumstances, Lytham St. Anne's Civic Society were in the fortunate position to fund a project to produce a list of local buildings of historic and architectural interest. As part of the delivery of the project, they were suggesting that the Town Council employ a Heritage Officer for 12 months, funded totally by the Civic Society. The Town Council would host and facilitate this post, by providing office space, HR support and ensuring employment legislation was complied with. The Town Council would also be involved in the production of the Local Heritage List.

The Chairman thanked the representatives from Lytham St Anne's Civic Society for attending the meeting. Marion Coupe and Judith Talbot then left the meeting.

**RESOLVED**

- a) That the Council is recommended to support the proposal
- b) That the Policy and Resources Committee agreed to the principal of the proposal
- c) That the Town Clerk discuss with Lytham St Anne's Civic Society their proposals in more depth
- d) That this item be brought back to the next meeting of the Policy and Resources Committee

## 177/13 REVIEW OF APPOINTMENTS TO STANDING COMMITTEES

- RESOLVED** That the Council is recommended to support the following:
- a) That the following Committee appointments be made
  - b) That Committee appointments be reviewed on a yearly basis
  - c) That this review be undertaken prior to the Annual Meeting of the Council

### Policy and Resources Committee

Councillors Nash (Chairman), Ford, Lanyon, Little, Settle, Jacques and Town Mayor (ex-officio)

Councillor Goodman requested to stand down from this Committee.

### Planning and Environment Committee

Councillors Ford (Chairman), Akeroyd, Goodman, Henshaw, Jacques, Lanyon, Mackenzie and Town Mayor (ex-officio)

Councillor Nash requested to stand down and Councillor Goodman asked to be put on the Committee.

### Leisure and Community

Councillors Little (Chairman), Akeroyd, Henshaw, Mackenzie, Prestwich, Settle and Town Mayor (ex-officio)

Councillor Goodman requested to stand down from this Committee.

## 178/13 APPOINTMENTS TO WORKING PARTIES

- RESOLVED** That the Council is recommended to support the following:
- a) That the following Working Parties appointments be made
  - b) That the Localism Working Party be dissolved
  - c) That a Economic Development and Employment Steering Group be created
  - d) That the Blundell Road Working Group be dissolved
  - e) That St. Anne's Youth Council be identified as a group internal to the Council

### Public Rights of Way Sub-Committee

Councillors Ford, Jacques, Lanyon and Settle

### Internal Scrutiny

Councillors Henshaw, Little and Nash

### Economic Development and Employment Steering Group

Councillors Ford, Nash, Settle and Willder

### Public Officers Working Party

Councillors Akeroyd, Ford, Mackenzie and Nash

### St. Anne's Youth Council

Councillors Ford, Little and Lanyon

### 179/13 APPOINTMENTS TO OUTSIDE ORGANISATIONS

- RESOLVED**
- a) That the following appointments to Outside Organisations be made
  - b) That a Blundell Road Management Group be created

Citizens' Advice Bureau  
Councillor Henshaw

LALC Fylde Area Committee  
Councillors Akeroyd and Mackenzie

District Parish Liaison Committee  
Councillor Settle

Community Rail Partnership  
Councillor Ford

Shepherd Road Allotment Society  
Councillor Ford (Councillor Lanyon substitute)

St. Anne's on the Sea IN BLOOM  
Councillors Ford, Prestwich and Willder

Blackpool Airport Consultative Committee  
Councillor Henshaw

Blundell Road Management Group  
Councillor Lanyon (Councillor Ford substitute)

### 180/13 TAXI RANK UPDATE

The Town Clerk reported that in response to the request to meet with Fylde Borough Council for a review of taxi ranks, she had met with Mr C Hambly, Principal Officer - Licensing Team. Before the Borough Council can amend a taxi rank marking, they required approval from Lancashire County Council. It was noted that the County Council had recently made a commercial decision to charge £500 for this service. The consequence of this was there would be cost to the Council Tax payer.

- RESOLVED** To defer this item to the Economic Development and Employment Steering Group.

### 181/13 TOWN TWINNING

The Town Council recognised the excellent community development work that Lytham St. Anne's Twinning Association had undertaken. It was noted that the Twinning Associations funds were not used to pay for Committee, Members, or others visits to Werne or to finance any part of those trips.

- RESOLVED** To award a Guaranteed Grant of £500 to Lytham St. Anne's Twinning Association

### **182/13 CERTIFICATES FOR LOCAL BUSINESS**

It was recommended that any certificates issued be on a blue background to link in with the awarding of blue plaques. It was also requested that these certificates include the Town Flag in their design.

**RESOLVED To defer this item to the Economic Development and Employment Steering Group.**

### **183/13 MILEAGE**

The Town Clerk informed the meeting that the existing Fylde Borough expense rates for Elected Members had been increased. It was noted that the Council had previously adopted the Borough rates for the Town Council Members.

**RESOLVED That the Council is recommended to support the following:**  
**a) That the Fylde Borough Council expense rates (as amended) for Elected Members be adopted.**

### **184/13 TOWN BANNERS**

A meeting had been held between Paul Drinnan, Head of Regeneration, Fylde Borough Council, Councillor Nash, Councillor Settle and the Town Clerk. Agreement had been reached in principal for the cost and logistics of producing Banners in the Town Centre. The initial proposal was to have Banners advertising businesses interspaced with Banners of the Town Flag.

The meeting had also agreed that B & M Bargains be contacted on an informal basis to establish dialogue for the improvement of their shop window, located on Clifton Drive North.

**RESOLVED To defer this item to the Economic Development and Employment Steering Group.**

### **185/13 WORK PLAN**

The Committee considered the Work Plan and updated as required.

**RESOLVED**

- a) To consider the updated Work Plan at the next meeting and to note the following:**
- b) That the Open Space – Asset Transfer would be pursued initially by Cllr Nash with the Leader of Fylde Borough Council**
- c) That the review of the Newsletter would be completed by August 2013**
- d) That the Website item to be deferred to the next meeting of Policy and Resources**
- e) That the Town App be discussed at the next meeting of Policy and Resources**
- f) The outcome of the Town Centre Manager bid, be reviewed at the first meeting of the Economic Development and Employment Steering Group**

**186/13 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 23<sup>rd</sup> July 2013 at 2.00 pm.

**187/13 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:

**188/13 STAFFING REVIEW**

Consideration was given to future staffing requirements as identified in a review completed by the Town Clerk.

**RESOLVED** That the Council is recommended to support the following:

- a) That a new position of Promotions and Events Officer (16 hours per week) be established at Point 18-21
- b) That from the 1<sup>st</sup> October 2013 the Community Development Officer job title be amended to Community Development Manager
- c) That from the 1<sup>st</sup> October 2013 the Community Development Manager be regraded to Point 25-28
- d) That the Community Development Manager Job Description be reviewed and amended, to reflect the new roles and responsibilities required for this role
- e) That regular staff appraisals are implemented as a matter of urgency
- f) That the Contract of the Town Plan Consultant not be renewed after 30<sup>th</sup> September 2013.

**189/13 DOG CONTROL ORDERS AND THE COSTS OF A DOG WARDEN**

**RESOLVED**

- a) Due to the high costs, the Town Council do not pursue employing a Dog Warden at this time
- b) That Councillor Little and the Town Clerk meet with Fylde Borough Council Officers at the earliest opportunity, to discuss solutions to improving dog enforcement effectiveness within the Parish

The meeting ended at 4.22 pm.

Signed.....

Chairman  
23<sup>rd</sup> July 2013