

St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 14th January 2014, 2pm at West Lodge, 5 St Georges Road, St. Anne's on the Sea, Lancashire FY8 2AE.

Present:	Councillors	V Settle	Chairman
		T Ford	
		A Jacques	
		C Lanyon	
		C Little	
		E Nash	
		V Willder	Ex-officio
	Officers	S Taylor	Town Clerk

001/14 DECLARATIONS OF INTEREST

Councillors Settle and Willder declared a personal interest in agenda item 6 – Hope Street Park Pavilion, in that this was within their Ward.

Councillor Ford declared a personal interest in agenda item 12 - The Fylde High Street Innovation Fund – Bids Submitted, in that he was a member of the Committee that decided how the funding was allocated.

002/14 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 3rd December 2013 be approved.

003/14 TOWN COUNCIL BUSINESS CARDS

The Town Clerk advised that the cost of business cards using the existing template was £128 plus VAT. This was costed as a 100 cards for each Councillor and 50 cards each for the three members of staff.

RESOLVED

- a) That business cards be provided for Councillors and employees of the Town Council.
- b) That the Town Clerk be authorised to arrange 200 business cards for each Councillor and 100 for each member of staff, subject to the quote being reasonable and proportionate.

004/14 HOPE STREET PARK PAVILION

The Town Clerk reported that a letter had been sent to Fylde Borough Council indicating the Town Council's support for the refurbishment of Hope Street Park Pavilion. Councillor Settle advised that he would be pursuing Andrew Dickson, Head of Technical Services, regarding Fylde Borough Council's level of financial support.

005/14 TOWN CRIER

At a previous full Council meeting it was suggested that the Town Crier role could be utilised more effectively. The Committee agreed a draft protocol along with financial support of a yearly clothing allowance and the reimbursement of the Ancient and Honourable Guild of Town Criers yearly membership fees.

- RESOLVED**
- a) That the Town Crier protocol be agreed, including the remuneration.
 - b) That the Chairman of Leisure and Community Committee and the Town Clerk meet on a scheduled basis with the Town Crier to discuss responsibilities.

006/14 OPEN SPACE TRANSFER

The Committee agreed that the Town Clerk write to the Leader of Fylde Borough Council, Councillor Eaves, requesting a meeting with Town Councillors Ford and Nash. The purpose of the meeting would be to discuss the transfer of open spaces within St. Anne's.

- RESOLVED**
- That the Town Clerk organise a meeting between the Leader of Fylde Borough Council and the nominated Town Council representatives, to discuss a open space transfer.**

007/14 PUBLIC SPEAKING AT FULL COUNCIL

Councillor Ford highlighted the recent problems with the open public speaking session at full Council meetings. To help individuals to understand the protocol for these public sessions, it was agreed that a short explanation should be distributed prior to the meeting.

- RESOLVED**
- a) That the Town Clerk produce a short public speaking protocol to for Council meetings.
 - b) That after a member of the public had raised an issue during the public session and if a response is required, the Chairman request that they leave their contact details with the Town Clerk.

008/14 PUBLIC RIGHTS OF WAY SUB-COMMITTEE

Councillor Settle reported he and the Town Clerk were attending a meeting with public rights of way officers at Lancashire County Council on 15th January 2014. The purpose of the meeting was to discussing detail future development of the network.

The improvement works for the bridleway that ran adjacent to Wildings Lane was in the final stages of completion.

009/14 TOWN FLAG

The Town Clerk reported that the larger of the town flags had been pulled right off the flag pole in the recent high winds. She informed the Committee that in high winds flags should not be flown and that there were specific flags for summer and winter flying. The cost of for a purpose made flag to been flown by Department for Communities and Local Government, previously agreed by Council, was £75.

The costs of additional flags for the town were:

- Winter flag – 6m pole £69
- Summer flag – 6 m pole £86
- Winter flag – 8m pole £89
- Summer flag – 8m pole £115

The flag supplier had offered to repair any flags that were salvageable, free of charge.

The Committee discussed the proposal for town flags on mugs and Councillor Settle agreed to investigate the costs involved and report back to a future meeting.

- RESOLVED**
- a) That a winter and summer flag be purchased for both poles.
 - b) That The Town Clerk liaise with the supplier to repair the mechanism on the 8m pole.
 - c) That Councillor Nash provide a monitoring service for both flags, to prevent flags being ruined in high winds.
 - d) That Councillor Settle investigate the cost of having the town flag on mugs.

010/14 FYLDE HIGH STREET INNOVATION FUND – BIDS SUBMITTED

Councillor Ford stated that the Town Council had been successful in reaching the final round of bidding. The following bids would be decided on 16th January 2014

- Updating and extending Christmas lights within St. Anne's Town Centre, into Park Road, Orchard Road and Wood Street - bid for £13,000 (match funding £13,000)
- Provision of permanent signs notifying shoppers of traders off the main square, also preventing the siting of 'A' boards – bid for £6000 (match funding £6000)

The Town Clerk would be presenting both bids and was competing against a bid from Kirkham Town Council.

011/14 BUDGETARY REPORT

- RESOLVED** To approve the report on income and expenditure up to 31st December 2013.

012/14 WORK PLAN

The Committee considered the Work Plan and updated as required.

The newsletter working group advised how they had reviewed seven different newsletter formats, from seven organisations. The preferred choice was the B5 format with a reduced cost to the Council. In addition, the distributor used had a proven track record and provided distribution outcomes of the areas covered.

- RESOLVED**
- a) To consider the updated Work Plan at the next meeting and to note the following:
 - b) Under item number 6.1, Locality had agreed to a variation on the neighbourhood plan grant for the use of consultants.
 - c) Under item number 9.1 that the newsletter bid chosen by the newsletter working group be agreed, to provide four issues in the next 12 months.
 - d) That under item number 6.1, the decision to agree the amount of newsletter advertising be delegated to the newsletter working group, if it reduced the cost.
 - e) That the Android version of the Town App was now being populated by the Promotion and Event Officer.

- f) That Councillor Nash take over the running of the Town Team, including attendance at St. Anne's Chamber of Trade.**
- g) That the Town Team be a standing agenda item with information updates provided by Councillor Nash.**

013/14 VOLUNTEER LIST

The Committee discussed how to encourage individuals to become more involved in providing volunteer support for the Council and associated groups.

RESOLVED **That an article on volunteer support be put into the next Town Council newsletter.**

014/14 BANNERS

The Town Clerk explained that the first £1500 of funding from the Fylde High Street Innovation Fund for lamppost banners would be received by the end of January 2014. This amount had to be spent by January 2015 or returned. The Clerk would then apply for advertising consent for the project but did not have sufficient time to run the whole project.

RESOLVED **That Councillors Nash and Settle run the Town Centre Banners project, including selling advertising to local businesses.**

015/14 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 18th February 2014 at 2.00 pm.**

The meeting ended at 4.10 pm.

Signed.....

Chairman
18^h February 2014