

St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 15th March 2016, 2pm
West Lodge, 5 St George's Road, St. Anne's on the Sea, Lancashire FY8 2AE.

Present: Councillors E Nash - Chairman
T Ford
A Jacques
C Lanyon
C Little
V Settle – *ex officio*
V Willder – (part meeting)

Officers S Taylor Town Clerk

057/16 APOLOGIES FOR ABSENCE

There were no apologies for absence for this meeting.

058/16 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 19th January 2016 be approved.

059/16 ADDITIONAL PROCEDURE FOR ALL FINANCIAL PAYMENTS

The Town Clerk detailed the background for the need of an additional financial procedure for all payments, including cheques, internet/electronic banking and credit card payments.

RESOLVED That the additional procedure for all financial payments be approved and adopted by the Town Council, subject to;
That electronic banking payments approved retrospectively by Councillors to read 'payments over £300'.

060/16 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 that this had been a complete review which had resulted in many improvements to the process.

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

061/16 ANNUAL RISK ASSESSMENT AND RISK MANAGEMENT

The Council's updated Annual Risk Assessment and Risk Management 2016/17 process, including the policy, plan and register, was considered.

The Town Clerk reported that the assessment had been substantially updated and now included the agreed procedure for all financial payments, additional salary checks, number of paper files reduced by 75% and improved robust event planning process.

RESOLVED To note and approve the Council's Annual Risk Assessment and Risk Management process for 2016/17.

062/16 ST. ANNE'S LIBRARY

An update was provided on a recent meeting organised by Councillor Peter Buckley, Lancashire County Councillor and Councillors from both the Town and District Councils, regarding the potential closure of St. Anne's Library.

This was an exploratory meeting and the following points were raised;

1. There was no information on running costs of the library at this time
2. This potential closure was part of a bigger review being undertaken on the future of all libraries within this area
3. The condition of the building that the library was located within; there were concerns raised on the maintenance requirements
4. The library function could be delivered from another site within the town
5. A decision may have to be made on whether to keep the library building and/or the library service in that location

Due to the many financial implications for the Town Council on any involvement, it was agreed that this item would be discussed at the next full Council meeting on 12th April 2016. However due to the formal consultation period expiring on 27th March 2016, it was agreed that the Town Clerk be authorised to register on behalf of the Town Council an 'Expression of Interest' to Lancashire County Council regarding the library.

RESOLVED a) That St. Anne's Library be an agenda item on the next full meeting of the Town Council on Tuesday 12th April 2016.
b) That the Town Clerk be authorised to register on behalf of the Council an 'Expression of interest' to Lancashire County Council for St. Anne's Library, prior to the closing of the consultation period that ended on 27th March 2016.

063/16 ST ANNE'S ENTERPRISE PARTNERSHIP

Mr Darrel Treece-Birch updated the Committee on the progress of STEP. The following points were discussed;

- Ms Bev Wood was now the Chairman of STEP
- There were 7 theme groups (originally there were 8)
- There was a Food Festival planned from 5th – 21st August 2016, which would be promoted as an international food festival, there had been substantial uptake from restaurants and eateries for this event
- As part of the ongoing promotion of the group, a website had been produced
- A loyalty card scheme was being discussed as a further project by STEP

Mr Treece-Birch explained that there was a membership drive being undertaken to ensure the future sustainability of the partnership.

The meeting discussed the STEP Action Plan, advising that the document was an excellent vision for STEP to grow and evolve. They thanked the Town Enterprise and Promotion Officer for all their hard work in producing such a robust document.

Councillor Ed Nash updated the Committee on the future improvements planned for the Town Centre being undertaken by Fylde Council, another member of the partnership. These included replacement bollards, substantial repainting and refurbishment and pavement parking restrictions.

The Committee requested that as part of the successful growth process of STEP and the recruitment of the Town Enterprise and Promotion Officer, the Council became less involved. Councillor Nash fully supported this objective, advising he would be stepping down as Vice-Chairman of the partnership in the near future.

RESOLVED That the progress on St. Anne's Enterprise Partnership be noted and all actions agreed and supported.

064/16 QUARTERLY TOWN COUNCIL BUDGETARY REPORT

The Committee discussed the quarterly budget report up to December 2015. It was noted that there had been budget savings in specific areas.

RESOLVED To approve the report of income and expenditure report up to 31st December 2015.

065/16 CHRISTMAS LIGHTS

The Town Clerk gave an update on the future extension of the lighting columns over The Crescent planned for 2016. These were being funded by both Fylde Council and Lancashire County Council. The Committee considered a request for a contribution from the Town Council due to the increased costs for the installation of fittings for the Christmas Lights.

The Committee were also updated on the electronic lighting switch on system – ASK and the potential cost savings along with reduced use of man power costs to continue to switch the lights on manually

Councillor Willder left the meeting during this agenda item.

RESOLVED

- a) To approve a contribution of £2000 from the Town Council towards the extension and infrastructure of the new lighting columns into The Crescent and St Davids Road.
- b) To request that Lancashire County Council allow ASK to be installed into the new lighting columns; funded by the Town Council and not to exceed £2000.
- c) That the Town Clerk be authorised to install ASK into the existing lighting columns on St Annes Road West, at a cost not exceeding £2000.

066/16 APPOINTMENT PROCESS OF TOWN COUNCIL LENGTHSMAN/HANDYMAN

The Committee discussed the most effective process for the recruitment of the Town Council Lengthsman/Handyman. It was agreed that both Councillors Tony Ford and Vince Settle would be the nominated Councillors involved in the recruitment for the post.

Due to legal implications on the flexible hours required for this position, the Town Clerk was requested to obtain an HR perspective as part of the recruitment process.

RESOLVED

- a) That all the Policy and Resources Committee be asked to contribute towards the job description.
- b) That the Town Clerk see a HR perspective on the flexible hours required for the post.
- c) That Councillors Tony Ford and Vince Settle be the nominated Councillors involved in the recruitment process.

067/16 TOWN COUNCIL MEETING – CHANGE OF DATE

It was noted that from April 2016 – May 2017, all full Council meetings would be held at St Anne's Palace, 18 Garden Street, St. Anne's.

RESOLVED To agree that the Town Council meeting of the 27th September 2016 be moved to Tuesday 20th September 2016 at 7pm.

068/16 UPDATED FORWARD PLAN 2016/17

The Committee agreed the updated Forward Plan for 2016/17, including the revised format as agreed at the Town Council Planning day on 6th November 2016.

It was noted that the 'Open Space Asset Transfer' had been removed from the main Committee agenda and was now included within the Forward Plan. Councillor Nash advised he was waiting for confirmation that this item could be discussed in the near future by Fylde Council's leading group.

RESOLVED That all actions detailed the Forward Plan for 2016/17 be supported, approved and agreed.

069/16 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 10th May 2016 at 2.00 pm.**

070/16 MATTERS TO 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:

070i/16 TOWN COUNCIL INSURANCE RENEWAL

RESOLVED That the Town Council enter into a 3 year insurance agreement with Came and Company to be the Council's insurers.

The meeting closed at 3.50pm

Signed.....

Chairman
10th May 2016