

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

Minutes of the Policy and Resources Committee held on 15<sup>th</sup> May 2018, 1pm  
West Lodge, 5 St George's Road, St. Anne's on the Sea, Lancashire FY8 2AE.

Present: Councillors V Settle Chairman  
T Ford  
A Jacques  
C Lanyon  
E Nash

Officers S Taylor Town Clerk  
F Boismaison Chairman of St. Anne's In Bloom

### 102/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Cheryl Little and Councillor Viv Willder.

### 103/18 DECLARATIONS OF INTEREST

Councillors Ford, Jacques, Lanyon, Nash and Settle declared a personal in agenda item number 7, Town Twinning - Caudry. They were all members of Lytham St. Anne's Twinning Association.

Councillors Ford and Lanyon declared a personal interest in agenda item number 8, St. Anne's In Bloom Project. They were both members of the St. Anne's In Bloom group.

### 104/18 MINUTES OF PREVIOUS MEETING

**RESOLVED** a) That the minutes of the meeting held on 27<sup>th</sup> February 2018 be approved and accepted as a true record of the meeting.  
b) That the minutes of the Extraordinary meeting held on 12<sup>th</sup> April 2018 be approved and accepted as a true record of the meeting.

### 105/18 ST. ANNE'S ENTERPRISE PARTNERSHIP

Councillor Ed Nash – updated the Committee on the progress of STEP. The following points were discussed;

- That the Project Board and met on 18<sup>th</sup> April 2018 and undertaken a review of the direction of STEP
- A new Chairman (interim) was appointed, Mr E Nash – NAAFI Cafe and Ms A Ames – Higher Aims as Deputy Chairman
- Mr D Treece-Birch was appointed STEP Manager
- The next Public Meeting was at the Lindum Hotel, St. Anne's on Wednesday 6<sup>th</sup> June 2018 at 6.15pm
- The next Project Board meeting was on Wednesday 30<sup>th</sup> May 2018 at the NAAFI Café
- That the formation of a Business Improvement District become a priority for STEP

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

## **106/18 ST. ANNE'S TOWN COUNCIL BLUE STREET SIGNS**

The Committee discussed the options available for the updating of the Town Council street signs. The subject of businesses paying to be included on the appropriate sign was discussed at length. It was agreed that the current system of business allocation to a particular sign should continue.

The Town Clerk advised the Committee that a resident had requested for new signs (including the full noticeboard) to be installed on the Crescent and St. Andrew's Road West. Due to the high cost of the signs the Committee declined to pursue this request, however Fylde Council would be asked if they wished to install new signs as part of the redevelopment of the area and funded by Section 106 monies.

The Committee stated that they wanted to support new businesses into the town and it was agreed that the Council would continue to pay for the updating of the signs. They also requested that when a new business was visited by the STEP Manager, part of the introduction process would include adding the business name to the relevant sign. The business would be advised that the cost of the sign was paid for by the Town Council.

- RESOLVED**
- a) That the Council agree to update the business name inserts within the Town Council blue street signs.**
  - b) That Town Clerk obtain sign insert costs from a local supplier ensuring they are comparable with the existing suppliers costs.**
  - c) That the STEP Manager, as part of introduction process for new business, advise that the Town Council will stand the cost of the business name on the street signs.**
  - d) That the Town Clerk be authorised to pay for the updating of the Town Council street signs out of the projects cost code.**
  - e) That the Town Clerk arrange cleaning of the Town Council street signs.**
  - f) That the Town Clerk contact Fylde Borough Council to request that they fund additional signage noticeboards on the Crescent and St. Andrew's Road South, out of S106 monies.**
  - g) That plaques promoting specific events that were being delivered during the summer months within the town be produced for the Town Council blue street signs.**

## **107/18 TOWN TWINNING - CAUDRY**

The Town Clerk advised that a request had been submitted from Lytham St Annes Twinning Association to assist in the funding of the visiting Civic Caudry Group, from France on 6-9<sup>th</sup> July 2018.

The Committee commended the Twinning Association for their excellent work in supporting the 'twinning concept' that had been conceived in the aftermath of the Second World War. It was noted that twinning was to foster friendship and understanding between different cultures and former foes, as an act of reconciliation and to encourage trade and tourism.

- RESOLVED**
- a) That the Town Council provide a grant of £1000 to Lytham St Annes Twinning Association for the visiting Civic Group from Caudry, France in July 2018.**
  - b) That the Town Clerk be authorised to pay the grant out of the projects cost code.**

**108/18 ST. ANNE'S IN BLOOM PROJECT**

Ms Fiona Boismaison, Chairman of St. Anne's In Bloom informed the Committee that the group required funding for the 'Golf Bag Project'. The concept was to fill golf bags with summer plants and place along the route from St. Anne's Railway Station to Royal Lytham Golf Club; being part of the RICOH Golf Tournament.

St. Anne's In Bloom had raised £350 funding for this project and required an additional £400 to deliver the project in time for the tournament that was being held in July – August 2018.

**RESOLVED That the Town Council provide a grant of £400 to St. Anne's In Bloom to fund the 'Golf Bag Project' to be delivered for the RICOH Golf Tournament.**

**109/18 COMMUNITY GRANTS**

Councillor Ford raised for discussion if the Town Council Community Grants scheme should be re-introduced.

The Committee discussed the numerous issues that had caused the grant scheme to be suspended and the options for provision of grants provided by the Town Council.

**RESOLVED**

- a) That the a 'Community Activity/Event scheme be discussed at the Policy and Resources Committee on 10<sup>th</sup> July 2018.
- b) That the Town Council Community Grant Scheme should not be re-introduced at this time.
- c) That the Town Clerk be requested to produce a proposal for a 'Community Activity/Event Scheme for the 10<sup>th</sup> July 2018 meeting.

**110/18 RNLI**

The Committee discussed the life-saving work of the RNLI in St. Anne's and the historic importance of the Institution to the town.

**RESOLVED**

- a) That the RNLI St. Anne's be awarded a contribution of £250 from the Town Council for 2018/19.
- b) That the Town Clerk be authorised to pay the £250 out of the projects cost code.

**111/18 VACANCY ON TOWN COUNCIL – CO-OPTION PROCESS**

The Council determined both the information required and the process undertaken for the Town Council casual vacancy as follows;

- To request 300 words from each candidate explaining how they would support and benefit the community of St. Anne's as a Town Councillor
- That each candidate be sent an information pack detailing background information and a copy of 'The Good Councillors Guide' (published by NALC)
- That the interview process be undertaken prior to the start of the Council meeting of 17<sup>th</sup> 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 17<sup>th</sup> July 2018
- That it would be pointed out to all candidates that the Town Council was 'apolitical'
- That each candidate would be asked the same three questions; these were to be decided by all Councillors prior to the 17<sup>th</sup> July 2018 meeting

- RESOLVED**
- a) That the Town Clerk produce a Town Council vacancy pack and forward to all candidates.
  - b) That determination of the co-operation process be undertaken at the Council meeting of the 17<sup>th</sup> July 2018
  - c) That all candidates be asked to submit 300 words explaining how they would support and benefit the community of St. Anne's as a Town Councillor.
  - d) That all candidates would be asked the same three questions and these questions agreed prior to the meeting.
  - e) That all Councillors would be involved in the interview process for the casual vacancy.

**112a/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 12<sup>th</sup> 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 that a letter had been sent to the to Allan Oldfield, Paul Walker, Councillor Fazackerly and Councillor Buckley, Fylde Council formally requesting the transfer of parks and open spaces to the Town Council. The letter had been acknowledged and a response was anticipated in the near future.

4.1 End of 1<sup>st</sup> World War Commemoration

The Town Clerk reported that the two decorative benches had been ordered with the delivery anticipated late June/early July this year. The Committee that the date for the unveiling be formally discussed and agreed by the Council once the benches arrived.

It was noted that the three Silent Soldiers ordered from the Royal British Legion had yet to arrive; the delivery was being actively pursued.

4.2 Town Council Bunting

The Town Clerk reported that the existing business that had installed the Town Council bunting had been placed in liquidation and this had prevented the bunting being in place for the Royal Wedding on 19<sup>th</sup> May 2018. The Council bunting had been retrieved from the official receiver by Town Council staff. The Committee requested that the Town Clerk endeavor to find another local business to install the bunting as soon as was feasibly possible.

4.3 Lamppost Banners

The Town Clerk reported that the same business that installed the bunting also installed the Lamppost Banners (these had also been retrieved). The Committee requested that five new Lamppost Banners be commissioned promoting the free events that were happening within the town during the summer months.

- RESOLVED**
- a) That all actions detailed the Forward Plan for 2018/19 be ratified.
  - b) That the Council agree a formal unveiling date for the commemorative decorative benches once these had been supplied.
  - c) That the Town Clerk obtain quotes for both Town Council Bunting and Lamppost Banner installation from a business as local as possible to St. Anne's.

**d) That the Town Clerk be authorised to pay additional costs for the Bunting and Lamppost Banners out of the of the projects cost code.**

**112b/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 10<sup>th</sup> July 2018 at 1pm.**

**113a/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:

**113b/18 TOWN COUNCIL LENGTHSMAN – PAY REVIEW**

**RESOLVED** That the Town Council Lengthsman be awarded an increase of £0.50 per hour to the hourly rate.

*The meeting closed at 2.52 pm*

Signed.....

Chairman

10<sup>th</sup> July 2018