

St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 16th June 2015, 2 pm
West Lodge, 5 St George's Road, St. Anne's on the Sea, Lancashire FY8 2AE.

Present: Councillors E Nash - Chairman
A Jacques
T Ford
C Lanyon
C Little

Officers S Taylor Town Clerk

148/15 ELECTION OF CHAIRMAN

Councillor Nash was elected Chairman of the Policy and Resources Committee for 2015-2016 Municipal Year.

It was requested that the position of Deputy Chairman be discussed at the next meeting.

RESOLVED That Councillor E Nash be elected as Chairman of the Policy and Resources Committee for 2015-2016 Municipal Year.

149/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Settle and Councillor Willder.

150/15 DECLARATIONS OF INTEREST

There were no declarations of interest.

151/15 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 31st March 2015 be approved.

152/15 ST ANNE'S ENTERPRISE PARTNERSHIP

Councillor Nash provided an update on this item, as follows;

- There would be a formal meeting held shortly to discuss strategy and structure for STEP, at the Town Hall
- The 20 members of STEP would be invited
- There was to be a bid submitted to the Coastal Communities Fund for £10,000 to support the Town Enterprise and Promotion Officer post, that was being funded by the Town Council

In response to concerns raised by Committee Members, it was agreed that reporting on the STEP would become a standing agenda item on all full Council meetings. This would ensure that progress of the group was reported to all Town Councillors. It was also agreed that Councillor Nash would re-convene STEP very shortly, to ensure that momentum and enthusiasm was not lost.

The Town Clerk advised that she would be writing the bid to the Coastal Communities Fund, submitting it from the Town Council, with Fylde Council being the administrative body for any grant received.

Councillor Lanyon reported on the recent Chamber of Trade meeting, reporting that;

- The former JR Taylors building was up for lease/sale
- The reporting of the Town Enterprise and Promotion post
- St. Anne's Neighbourhood Plan was out for consultation from 15th June – 31st July 2015

RESOLVED a) That reporting on the STEP would become a standing full Town Council agenda item;
b) That the Town Clerk would write and submit the bid to the Coastal Communities Fund, on behalf of the Town Council;
c) That Fylde Council would be the administrative body for any Coastal Communities grant received;
d) That Councillor Nash would arrange a meeting of STEP in the very near future to discuss strategy and structure of the group.

153/15 ENTERPRISE AND PROMOTIONS OFFICER/ADDITIONAL OFFICER POST

The Committee considered the job title, person specification and job description for the Town Enterprise and Promotions Officer. It was noted that these details included an amount of flexibility for the Town Council as the role developed.

The Town Clerk advised that both Paul Drinnan and Stephen Smith, Fylde Council, had been sent both the person specification and job description and asked for their input. She added that this was a new post and the only way to establish if there was a suitable candidate for this role was to begin the recruitment process and advertise the vacancy.

RESOLVED a) That the Town Enterprise and Promotions Officer job title, person specification and job description be agreed;
b) That the Town Clerk be authorised to undertake the recruitment process for the position of Town Enterprise and Promotions Officer;
c) That the Town Clerk keep the Council updated on the progress of the recruitment process.
d) That the Town Clerk be authorised to spend up to £500 to advertise the post, vired across from the relevant budget heading.

154/15 MAYORAL PROTOCOL

The updated Mayoral Protocol was agreed and it was requested that it be included on the Council meeting of the 15th July 2015, under the Committee Minutes agenda item, however as a separate recommendation.

RESOLVED To recommend to Full Council that the Mayoral Protocol be agreed and adopted by the Town Council.

155/15 ST. ANNE'S TOWN COUNCIL MAYORAL CHAINS

Councillor Nash advised the Committee that a more 'fit for purpose' chain was required for both the Mayoral and Deputy Mayor chains. Currently there was no counterbalance to the Mayoral chain, which resulted in the chain not sitting in the correct position on the Mayor's shoulders, being very uncomfortable and damaging the wearer's clothes. The Deputy Mayor chain was a small necklace type chain, that was not strong enough to support the pendant and made the chain very uncomfortable to wear because it pulled the wearer's neck down.

Originally there had been counterbalance of small linked shields to ensure the Town Mayoral chain was positioned correctly, however these were owned by Fylde Council and they were now part of the Fylde Mayors chain.

As a solution, a local jeweller had been contacted who had suggested that a counterbalance chain could be supplied and fixed to the Town Mayoral chain. This would be made to match the current chain. The jeweller had also agreed to supply a set of more appropriate chains that would carry the weight of the Deputy Mayors pendant, at the 'scrap metal value' of the precious metal. It was noted that the civic chains should be fit for purpose (which was not currently the case) and this proposal offered excellent value for money, supported a local jewellery business and was considered to be the best option available.

It was agreed that the Town Council had a moral and legal duty to protect St. Anne's civic chains as part of the town's heritage and assets; the Mayors chains were nearly 100 years old.

RESOLVED

- a) That the improvements to the St. Anne's civic chains be approved, undertaken by a local jeweller;**
- b) That the Town Clerk be authorised to spend up to £1400 on the civic chains improvements, vired across from the appropriate budget heading;**
- c) That subject to staff resources, the Town Council Support Officer co-ordinate when the improvements to the chains were undertaken.**

156/15 ALEXANDRIA DRIVE

The Committee discussed the request from the Drift Gallery on behalf of the shops and businesses on Alexandria Drive for signage similar to the recent completed Town Centre Signage Project completed by the Town Council. The traders were not asking for funding, but some officer support to co-ordinate the project.

It was agreed that this task would be undertaken as part of the Town Enterprise and Promotions Officers role.

RESOLVED

- a) That the Alexandria Drive Signage Project be added to the Forward Plan;**
- b) That the future project be co-ordinated by the Town Enterprise and Promotions Officer, once the officer was recruited and employed by the Town Council.**

157/15 UPDATED FORWARD PLAN 2015/16

The following items were discussed:

2.5 - Christmas Lights

It was agreed that due to the current high workloads, the Christmas lights tender process would not go ahead for the 2015 display, but undertaken for 2016. To prevent the issues last year where several lighting fixtures did not work, the Town Clerk was requested to meet with the existing Christmas Lights contractor and arrange refurbishment of the current Christmas light features as required.

It was also agreed to extend the lighting display into Garden Street using the existing lighting columns.

RESOLVED

- a) That the Town Clerk be authorised to undertake refurbishment of the existing Christmas light features, as required;**
- b) That the Town Clerk be authorised to arrange installation of the infrastructure for the lights extension and features into Garden Street, as required;**

c) That a Tender process be undertaken for the Christmas Lights display in 2016.

158/15 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 August 2015 at 2.00 pm.**

The meeting closed at 3.14 pm

Signed.....

Chairman
18th August 2015