

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

Minutes of the Annual Council Meeting of the Town Council held  
on 23<sup>rd</sup> May 2017 at 7pm  
at St. Anne's Palace, 18 Garden Street, St. Anne's on the Sea, FY8 2AA

Present:           Councillors   K Henshaw   Chairman  
  C Akeroyd  
  T Ford  
  A Jacques  
  C Lanyon  
  C Little  
  E Nash  
  G Neale  
  V Settle  
  S Trudgill  
  V Willder

                          Officers           S Taylor                   Town Clerk  
  J Nightingale           Responsible Finance Officer

                          Members of the Public       60+

Prior to the meeting the Chairman presented a grant cheque from the Town Council to the Carnival Committee for £1500. The Chairman also presented a cheque to the RNLI in aid of the 'Shannon' appeal for £1318.56; this being the amount she had raised for the charity during her mayoral year.

Before the meeting commenced the Council and those present stood in a minute's silence as a mark of respect for the families and all those caught up in the recent atrocity in Manchester.

### 112/17 APPOINTMENT OF TOWN MAYOR/CHAIRMAN 2017/2018

Councillor K Henshaw was proposed and elected as Town Mayor for the Municipal Year 2017–18.

Councillor Henshaw congratulated Councillor C Little on her wonderful Mayoral year. It was noted that no one entered in the role lightly.

**RESOLVED       That Councillor K Henshaw be appointed as Town Mayor for the ensuing Municipal Year.**

*Councillor Little then vacated the position of Town Mayor/Chairman in favour of Councillor Henshaw and passed over the Chain of Office.*

### 113/17 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor K Henshaw thereupon signed and accepted the Statutory Declaration of Acceptance of Office which was witnessed by the Town Clerk.

### 114/17 APPOINTMENT OF DEPUTY MAYOR FOR 2017/2018

Councillor C Lanyon was proposed and elected as Deputy Mayor for the Municipal Year 2017/18

**RESOLVED       That Councillor C Lanyon be appointed Deputy Mayor for the 2017-18 Municipal Year.**

**115/17 DECLARATIONS OF INTEREST**

That Councillor K Henshaw had a pecuniary and a personal interest in agenda item number 17 – Grants, in that she was Chairman of the Friends of Blackpool Road North Playing Field Group.

**116/17 DISPENSATIONS**

**RESOLVED** That Councillor K Henshaw be granted a Dispensation to stay in the room during discussion of agenda item 17 – Grants, however she was excluded from participating in the decision-making process for this item.

**117/17 TOWN MAYOR'S ANNOUNCEMENTS – INFORMATION ONLY**

The Mayor welcomed everyone to the Council meeting.

Councillor Henshaw advised she was very honoured to be proposed as Mayor of St. Anne's on the Sea. She added that she would do her very best to promote this wonderful 'Garden Town by the Sea', whilst ensuring that residents' concerns were listened to.

The Mayor detailed that she had been a Magistrate for 15 years, a School Governor for 10 years, Inner Wheel District Chairman in 2016 and Honorary President of Lytham St. Anne's Festival of Performing Arts. She also found time to sing with the Wedgwood Ladies Choir!

Her Charity for her mayoral year was Homestart Blackpool, Fylde and Wyre, which she had been a Patron of for 5 years. This was a charity based at St. Thomas' Church and provided assistance to young Families.

A number of fundraising events were already planned, that included;

- A writing competition for young people on 'Why I like St. Anne's'
- A children's Mini Golf Open in 2018 prior to the Women's Open Golf Championship
- Working with Blackburn Cathedral, hosting a Peace Gathering at AKS to bring together members of all faiths
- 'My Fair Lady' Ascot Afternoon Tea
- A Coffee morning

The Chairman also reported on the following;

- The excellent work of the STEP group
- Her thanks to her husband Howard, Town Council staff for all their support and the fellow Councillors for placing their trust in her for the coming mayoral year.

The Mayor thanked everyone for coming to the meeting, including her personal guests.

**118/17 MINUTES OF THE PREVIOUS COUNCIL MEETING**

**RESOLVED** That the minutes of the Council Meeting held on 11th April 2017, be approved as a correct record and signed accordingly.

**119/17 COMMITTEE MINUTES**

Leisure and Community Committee 8<sup>th</sup> May 2017  
Planning and Environment Committee 20<sup>th</sup> April 2017

**Appendix B**  
**Appendix C**

**RESOLVED** a) That the minutes of the above Committees be noted.  
b) That reference 097/17, second bullet point of the Leisure and Community Committee minutes should read 'car park'.

**120/17 PUBLIC PARTICIPATION**

*The meeting was adjourned at this point to allow for public participation.*

Members of the public raised the following items:

- Supporters of Ashton Gardens thanked the Town Council for their support within the last 12 months
- Congratulations were provided to the Mayor and Deputy Mayor for 2017-2018 on their nomination and election
- Training was to be provided to local businesses promoting how to improve customer care

*The meeting then re-convened.*

**121/17 ACCOUNTS**

**RESOLVED That the schedule of accounts for payments in the sum of £4738.47 be approved.**

**122/17 ST. ANNE'S NEIGHBOURHOOD DEVELOPMENT PLAN**

The Town Clerk reported that on the 4<sup>th</sup> May 2017, the residents of the town voted yes to the St. Anne's on The Sea Neighbourhood Development Plan. The turnout was 90% yes votes, 10% no votes cast. The total of yes votes was 6765, the no votes 755, with a 36.60% turnout which was high for a Neighbourhood Plan Referendum.

The Town Clerk detailed the large amount of work that was undertaken to ensure the successful delivery of the Plan, this included;

- Two separate six-week public consultation sessions completed
- Six themed groups
- Online questionnaires (which received over 750 responses)
- Public sessions at supermarkets, Church Halls and in St. Anne's Square
- Numerous press releases
- Stalls at local events including the Carnival
- Photography competition with LSA Technology and Performing Arts College (the winning photograph was included in the Plan)
- Updates at all full Council meetings over the last 3 years
- Articles in every edition of the Town Council newsletter produced over the last 3 years (delivered to 13,000+ homes)
- Notices, posters, bugs, badges and pens used to promote awareness of the plan
- Town Council and Fylde Council promoting the Plan on their websites
- On That's Lancashire TV (twice)
- Extensive use of social media via Facebook, Twitter and Next Door
- Promotional videos on social website
- Countdown clock on Town Council website
- Neighbourhood Plan displays at Town Council offices, St. Anne's Library and Fylde Council
- Advertising in Local List, Lytham St. Anne's Express and The Citizens Newspaper
- Promoted via STEP
- Car Stickers, general information leaflet, window stickers for local businesses
- Town Crier providing numerous 'shouts' promoting the Plan
- Poster at both railways stations within the parish
- Campaign literature sent to thousands of community/interested parties/local residents/statutory Consultees
- The Fylde MP contacted who helped assist raising profile of the plan
- Leaflets and poster delivered to doctor surgeries/dentists/care homes/local businesses

- To promote the Referendum, A3 posters, banners on railings and garden stakes were displayed throughout the town
- Help line provided by Town Council officers on Referendum Day
- Visit and display at Farmers Market on Referendum Day and use of A Boards outside key locations

On the 24<sup>th</sup> May 2017, Fylde Council at the Development Management Committee would determine the Neighbourhood Plan being made, once this was completed it would become part of planning policy for all planning applications within St. Anne's.

**RESOLVED** a) That the progress on St. Anne's Neighbourhood Development Plan be noted and all actions agreed and supported.  
b) That the process and method for delivery and monitoring of the Neighbourhood Plan by the Town Council be deferred to the next Policy and Resources Committee.

### 123/17 ST. ANNE'S ENTERPRISE PARTNERSHIP

Councillor Nash updated the Council on the partnership, including the following points;

- The partnership was going from strength to strength,
- The Annual Meeting of the Partnership was held on 17<sup>th</sup> May 2017 at AKS and had been well attended
- There were 7 Theme Groups within STEP, with each lead person having a place on the Project Board
- It was an agreed ambition of the Group to become a Business Improvement District
- There would be a Gin Festival held on 12<sup>th</sup> August 2017 and the Food Fest (very successful in 2016) would be held on 13<sup>th</sup> August 2017
- The Victorian Festival was supported through STEP
- STEP was not just about events, theme groups included the infrastructure of the town

The STEP was a forum where people could come together to support and promote the town, however more people with skills and expertise needed to become involved to strengthen the partnership.

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

### 124/17 APPOINTMENTS TO STANDING COMMITTEES

The Council agreed to appoint the following named Members to the Town Council Standing Committees;

#### **Policy and Resources Committee**

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

#### **Planning Committee**

Membership Councillors Akeroyd, Ford, Lanyon, Jacques, Meadowcroft, Trudgill and Town Mayor (ex-officio)

To ensure that meetings are quorate, there is one reserve Member for this Committee;  
Councillor Willder

#### **Environment and Community Committee**

Membership Councillors Akeroyd, Jacques, Little, Neale, Settle, Willder and Town Mayor (ex-officio)

**RESOLVED** That the Town Council appointments to Standing Committees be approved.

**125/17 APPOINTMENTS TO WORKING PARTIES/GROUPS**

The Council agreed to appoint the following named Members to the Town Council Working Parties/Groups;

Internal Scrutiny

Councillor Jacques and Councillor Willder

Public Rights of Way Working Party

Councillor Ford, Councillor Jacques, Councillor Lanyon, Councillor Settle

St. Anne's Enterprise Partnership (STEP)

Councillor Nash

Setting Council Budget Group/Staffing

Council Chairman and the three Committee Chairman - *it should be noted that all three Committee Chairmen will be elected at the first meeting of each Standing Committee.*

**RESOLVED That the Town Council appointments to Town Council Working Parties/ Groups be approved.**

**126/17 APPOINTMENTS TO OUTSIDE ORGANISATIONS**

The Council agreed to appoint the following Councillors and Officers to the named outside organisations;

**Citizen's Advice Bureau** - Councillor Akeroyd

**LALC Fylde Area Committee** - Councillor Jacques

**District Parish Liaison Committee** - Town Clerk

**Community Rail Partnership** - Councillor Ford

**Shepherd Road Allotment Society** – Town Clerk/Responsible Finance Officer

**Blundell Road Allotment Committee** – Responsible Finance Officer/Lengthsman

**St. Anne's on Sea in Bloom** - Councillor Ford

**St. Anne's Kite Festival** - Councillor Settle

**St. Anne's Youth Council** – Councillor Ford, Councillor Lanyon

**Blackpool Airport Consultative Committee** - Councillor Nash

**St. Anne's Music and Arts Festival Committee** - Councillor Trudgill

**RESOLVED That the Town Council appointments to Outside Organisations be approved.**

**127/17 GRANTS**

The Grants Working Party had met and agreed Town Council Community Grants to the following organisations

Friends of Blackpool Road North Playing Fields Group

For a tree planting scheme

£1000

**RESOLVED To approve the Community Grants of £1000 agreed by the Grants Working Party, to the Friends of Blackpool Road North Playing Fields Group.**

**128/17 STATEMENT OF ACCOUNTS 2016-2017**

The Town Clerk presented the Statement of Accounts for 2016/2017, together with the Income and Expenditure accounts including Balance Sheet, Bank Balances and Reserves.

**RESOLVED To approve the Town Council Statement of Accounts for 2016/17, including the Income and Expenditure accounts, Balance Sheet, Bank Balances and Reserves.**

**129/17 INTERNAL AUDIT REPORT 2016-2017**

It was reported that the Internal Auditor, Mr IT Cropper had completed the Internal Audit of the Council administrative affairs, records and accounts on Friday 12<sup>th</sup> May 2017. Mr Cropper reported that he was of the opinion that the Council had effective systems of financial control in place and no major issues were identified. There were six recommendations from the Internal Auditor, all of which were accepted and agreed by the Council.

**RESOLVED**

- a) That the Internal Audit Report be noted, accepted and agreed.
- b) That the recommendations from 1 – 5 to be deferred to the Policy and Resources Committee for review and be provided with an update from the Town Clerk.
- c) That recommendation 6 be deferred to the Policy and Resources Committee for further discussion and full determination. *(It is not appropriate to discuss the Staffing Review in front of employees of the Town Council or members of the public.)*

**130/17 ANNUAL GOVERNANCE STATEMENT 2016/17 – SECTION ONE OF THE ANNUAL RETURN**

**RESOLVED** That the Town Council Annual Governance Statement for 2016/17 be approved. (Section One of the Annual Return)

**131/17 ACCOUNTING STATEMENTS 2016/17 – SECTION TWO OF THE ANNUAL RETURN**

**RESOLVED** That the Town Council Annual Accounting Statement for 2016/17 be approved. (Section Two of the Annual Return)

**132/17 ANNUAL REPORT**

The Chairman informed the meeting that the Annual Report had been discussed at the Annual Parish Meeting held on the 11<sup>th</sup> April 2017.

**RESOLVED** To note the Annual Report to 31<sup>st</sup> March 2017.

**133/17 MEMBERS REPORTS – INFORMATION ONLY**

Councillor Ford reported on the Friends of St. Anne's Station project to improve St. Anne's Station which included involvement from Heyhouses School, St. Anne's On Sea In Bloom and funding from the Town Council to install planters and bug boxes along the station frontage. He added that St. Anne's In Bloom continued to work to improve the town, with the aim of ensuring all year-round colour.

Councillor Nash informed the meeting of initiatives to support Fylde Veterans, that included;

- Fylde Veterans were opening a 'NAAFI Café' in the former Garden Café. The enterprise would be run by veteran.
- At the former B + M building in Wood Street, there was a military display aiming to raise funds locally for veterans.
- BAE donated a military Land Rover that enabled food to be delivered to local veterans, the food was donated by local businesses.

Councillor Jacques advised that St. Anne's Carnival would take place on the 7<sup>th</sup> - 9<sup>th</sup> July 2017, programmes were available from the Farmers Market on 1<sup>st</sup> June 2017. Programmes were also currently available from the Town Council offices, the cost was £1 each. The Carnival was held to raise funds for local charities and was not a commercial venture.

Councillor Lanyon requested that Councillor Ford pass on the Town Council's thanks to Friends of St. Anne's Station Group, train and taxi drivers and Heyhouses School for their contribution in improvements on St. Anne's Railway Station. She also congratulated Councillor Ford on his participation in the 'Leg It for the Lifeboat' Appeal, in which he raised £75 for the RNLI after recent heart surgery.

Councillor Lanyon updated the meeting on the substantial contribution of the RNLI by the Youth Council

**134/17 DATE AND TIME OF NEXT MEETING**

It was noted that the next Council Meeting would be held on **Tuesday 11<sup>th</sup> July 2017 commencing at 7pm at St. Anne's Palace, 18 Garden Street, St. Anne's on the Sea, FY8 2AA.**

*The meeting finished at 7:55 pm*

Signed.....

Chairman  
11<sup>th</sup> July 2017

**St. Anne's on the Sea Town Council****PAYMENTS LIST****Vouchers 1 - 56 in Cash Book, greater than £300.00****Report 01.04.17 - 15.05.17**

<u>Voucher</u>	<u>Chq No</u>	<u>Code</u>	<u>Name</u>	<u>Description</u>	<u>Total</u>
4	IBanking	131	House of Print	Newsletter Printing	£393.50
5	IBanking	165	House of Print	Newsletter printing - proportioned to NP	£786.00
21	IBanking	165	City Distributors Ltd	Newsletter delivery - proportioned to NP	£333.97
44	1931	110	SOAG	Community grant for Brass Band Concerts	£1,000.00
55	IBanking	165	Higher Aims	Neighbourhood Plan - campaign manager	£600.00
56	IBanking	30	Fylde Council	Quarterly Rent for West Lodge	£1,625.00
<b>Total</b>					<b>£4,738.47</b>

Signed.....

Chairman

Dated 11th July 2017