

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

Minutes of the Policy and Resources Committee held on 27<sup>th</sup> February 2018, 1pm  
West Lodge, 5 St George's Road, St. Anne's on the Sea, Lancashire FY8 2AE.

Present:	Councillors	V Settle	Chairman
		C Lanyon	
		C Little	<i>(part meeting)</i>
		E Nash	
		V Willder	<i>(part meeting)</i>
	Officers	S Taylor	Town Clerk
		J Nightingale	Responsible Finance Officer, <i>(part meeting)</i>
		D Treece-Birch	Town Enterprise & Promotion Officer, <i>(part meeting)</i>

### 043/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Tony Ford and Councillor Angela Jacques.

### 044/18 DECLARATIONS OF INTEREST

Councillor Nash declared a personal and pecuniary interest in agenda item number 10, Fylde Veterans. He was involved with Fylde Veterans in a support capacity and *left the meeting during discussion and determination of this agenda item.*

Councillor Lanyon declared a personal interest in agenda item number 11, Youth Council – Request for a Review. She had facilitated and supported the Youth Council until 2017, as a Town Councillor.

Councillor Willder declared a personal interest agenda item number 7, Citizen's Advice Bureau – Request for Financial Contribution. She had discussed financial support for CAB in her position as a Fylde Councillor. *Councillor Willder was not involved in the discussion or consideration of the funding request agenda item at the Policy & Resources Committee 27<sup>th</sup> February 2018.*

### 045/18 MINUTES OF PREVIOUS MEETING

**RESOLVED** That the minutes of the meeting held on 31<sup>st</sup> October 2017 be approved and accepted as a true record of the meeting.

### 046/18 QUARTERLY BUDGET REPORT

The Responsible Finance Officer updated the Committee on the budget spending against forecast for the first six months of the financial year. It was noted that Town Council spending was within the agreed budget forecast for 2017-2018.

**RESOLVED** That the Town Council Third Quarter Budget Report (From 1<sup>st</sup> April – 31<sup>st</sup> December) be accepted and agreed.

### 047/18 ST. ANNE'S ENTERPRISE PARTNERSHIP

Mr Darrel Treece-Birch – Town Enterprise and Promotion Officer updated the Committee on the progress of STEP. The following points were discussed;

- That the January meeting of STEP had high attendance
- The Chadwick/Lindum Hotel had been offered as a permanent free venue for future STEP meetings (inclusive of refreshments)

- That the Town Council had provided up to £3000 funding for the Food Festival 2018, subject to this amount being match funded by STEP
- Mr Treece-Birch had obtained £600 funding from Lancashire County Councillor Peter Buckley's Member Grant, towards the Food Festival. Lancashire County Councillor Ed Nash advised that the Food Festival could apply for approximately £200 from his Members Grant.
- The business proposal was being developed and needed to go to Fylde Council for their support for a BID. It was reported that to make the BID financially viable it would need to cover all St. Anne's businesses not just those in the town centre.
- The Quarter 2 STEP meeting was scheduled for 9<sup>th</sup> April 2018, 6.15 pm at the Lindum Hotel
- The Quarter 3 STEP meeting was scheduled for 11<sup>th</sup> July 2018, 6.15 pm and would be held at Fylde Council's offices
- The membership of STEP had now increased to 223 (this was from 189 the membership total in October 2017).

The Town Clerk advised that the BID business proposal would require approval by the Town Council before it was progressed to Fylde Council. It was agreed that the BID business proposal would be on the Council agenda of the 24<sup>th</sup> April 2018 meeting

**RESOLVED**

- a) That the progress on St. Anne's Enterprise Partnership be noted and all actions agreed and supported.
- b) That the BID business proposal be included in the Council meeting agenda on 24<sup>th</sup> April 2018 for determination.
- c) That the Responsible Finance Officer undertake the updating of the STEP website; the Town Clerk notify STEP this was a one off arrangement.

#### 048/18 CITIZENS ADVICE BUREAU – REQUEST FOR FINANCIAL CONTRIBUTION

*This item has been deferred to the Policy and Resources Committee meeting - 27<sup>th</sup> February 2018 by the Full Council meeting of 30<sup>th</sup> January 2018 for determination – Minute Reference 019/18.*

The Town Clerk advised that the total number of visits that the CAB Home Visit Service provided across the whole of Fylde in 2017 was 87. The request from CAB for additional Home Visit financial funding was discussed in full and the following points were highlighted;

- Fylde Council gave financial assistance to Fylde CAB.
- Lancashire County Council gave financial assistance to Fylde CAB.
- The issue of triple taxation for the residents of St. Anne's if the Town Council provided continued financial support.
- The majority of costs for the expansion of the Fylde CAB Home Visit Service was for salary costs.
- That because Lytham did not have a Parish/Town Council, no financial contribution was requested.

In light of the above points the Committee decided not to provide an annual financial contribution to Fylde CAB for the expansion of the Home Visit Service. However, it was agreed that the Council would consider a request to fund an item of office equipment for the CAB up to a maximum of £750. It was noted that a fresh application would need to be submitted from CAB if they wished to pursue the request for the funding of office equipment.

**RESOLVED**

- a) That the Town Council would not supply funding to Fylde CAB for the extension of the Home Visit Service.
- b) That the Town Council would consider a funding application for an item of office equipment up to a value of £750.
- c) That the Town Clerk write to Fylde CAB and notify them of the Council's decision.



It was agreed that due to the numerous reasons raised, at this time the Town Council no longer wished to support a Youth Council.

- RESOLVED**
- a) That the Town Council did not wish to support a Youth Council or reform the Youth Council, at this time.
  - b) That the Town Clerk write to the member of public who raised the initial request, advising them of the Council's decision.

**053/18 INTERNAL AUDIT – INTERIM SIX-MONTHLY REVIEW 2017-2018**

The Council discussed the interim internal audit report dated November 2017 and noted that the Council had effective systems of financial control in place. It was also reported that the internal auditor found the records to be overall in good and sound order.

- RESOLVED**
- To accept and approve the Internal Audit Interim Six Monthly Review of the Town Council affairs, dated 20<sup>th</sup> November 2017.**

**054/18 UPDATED FORWARD PLAN 2018/19**

The Forward Plan was discussed, detailed as follows;

1.1 Christmas Switch On 2018

The Council were informed that the Officers had been in discussion with the Victorian Festival organisers to determine if both the Christmas Switch On Event and the Victorian Festival could be amalgamated to take place over the same weekend. This single event was now scheduled for the 1<sup>st</sup> December – 2<sup>nd</sup> December 2018; the Christmas Switch On being held on the Saturday during the weekend of the Victorian Festival that ran for 2 days. The Committee was highly supported of this initiative and thanked both Mr Treece-Birch and Mr Nightingale for this proposal.

3.1 Shared Services

The Town Clerk reported that the first meeting of the 'Shared Services Working Group' had been held and it had been agreed that the Town Council write formally to the Leader and Deputy Leader of Fylde Council, the Chief Executive Officer and Director of Development Services, requesting that consideration be given for the Town Council to take over the ownership and management of parks and open spaces within St. Anne's. Councillor Nash advised that he would be raising this request at the Fylde Council Leading Group meeting in the near future.

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

The first meeting of the 'War Memorial Working Group' had been held and it had been agreed to investigate if the Town Council could erect some type of commemorative memorial outside Ashton Gardens. This was now being pursued with Fylde Council officers.

- RESOLVED**
- a) That all actions detailed the Forward Plan for 2018/19 be supported, approved and agreed.
  - b) That Council agreed for the Christmas Switch On Event 2018 scheduled for Saturday 1<sup>st</sup> December 2018 be amalgamated into the Victorian Festival that ran from the 1<sup>st</sup> - 2<sup>nd</sup> December 2018.
  - c) That the Town Clerk formally write to Fylde Council requesting the ownership and management of parks and open spaces within St. Anne's be transferred to the Town Council.

**055/18 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 15<sup>th</sup> May 2018 at 1pm.**

*The meeting closed at 2.35 pm*

Signed.....

Chairman

15<sup>th</sup> May 2018