



- Darrel Treece-Birch had completed an enormous amount of work in a very short time, supported by Sarah Dunn
- There were workshop sessions under each theme area, being held in November
- Both the Community Development Manager and the Town Enterprise and Promotion Officer were supporting the Victorian Christmas event on 5-6<sup>th</sup> December 2015. This was being organised by many local traders throughout the town centre. STEP support included publicity, design and provision of posters and flyers, provision of a banner advertising the event.
- The full open public meeting was scheduled for January 2016

The Town Clerk advised that representatives from the Department of Local Government and Communities (DCLG) were visiting officers involved with the Coastal Communities Team on Wednesday 28<sup>th</sup> October 2015. This was an informal audit to ensure that the STEP was evolving in line with DCLG officer's expectations. Officers from both the Town Council and Fylde Council would be attending the audit style meeting.

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

#### **260/15 THE KITE FESTIVAL**

Councillor Little reported on a recent successful meeting that had been held between Fylde Council, the Town Council and the Kite Festival organiser, Mr Pat May.

At this meeting it had been provisionally agreed that;

- 1) Town Council officers would support Mr May in the provision of the event organisational document, that included extensive detail of the Festival provision
- 2) Town Council officers would research the cost of the provision of car parking ramps near to the allocated site close to the Beach Café
- 3) Town Council would establish if either a Farmers Market or a type of specialist fair could be provided at the Festival
- 4) That the Town Council would discuss with the Town Crier the provision of car parking spaces at the Pier carpark
- 5) That the Town Council would ask if the Town Council would be able to work with local schools as part of the Festival
- 6) That Blackpool and Fylde College be contacted to ascertain if they could provide students to undertake some market research during the Festival to establish visitor numbers
- 7) That the Town Council be the 'Accountable Body' for any funding allocated to the Kite Festival from Fylde Council

It was reported that the Kite Festival for 2016 would receive increased support from the Town Council which would impact on resources.

**RESOLVED That the Town Council agree in principle to the increased level of officer support for the Kite Festival 2016.**

#### **261/15 APPOINTMENT OF INTERNAL AUDITOR**

The Committee considered whether to appoint the current Auditor to complete the annual internal audit for the Town Council for the financial year ending 31<sup>st</sup> March 2016.

**RESOLVED To appoint Mr IT Cropper as the Internal Auditor for year ending 31<sup>st</sup> March 2016.**

**262/15 BUDGET PLANNING 2016-2017**

The provision of budget planning for the next financial year was discussed by the Committee.

**RESOLVED That the Town Clerk arranges a meeting in January 2016, for the Council Chairman and three Committee Chairmen to discuss the Town Council budget.**

**263/15 TOWN COUNCIL NEWSLETTER**

The Committee discussed the Town Council Newsletter and made the following observations;

- That only three editions needed to be produced in one 12 month period
- That the provision of a letters page should be considered
- That copies could be distributed to traders via STEP

**RESOLVED**

- a) **That three editions of the Town Council Newsletter be produced in any one year period; the number being reduced from four editions.**
- b) **That consideration be given to providing a letters page in the Town Council Newsletter.**
- c) **That around 800 copies of the Autumn/Winter 2015 Newsletter be distributed to traders within the town centre.**

**264/15 SIGNS – TOURIST INFORMATION SIGN**

The Committee were advised that in response to a complaint regarding the very poor appearance and condition of the Tourist Information sign, the Community Development Manager had contacted Lancashire County Council directly to request a replacement. This was the Tourist Information sign located adjacent to St. Anne's Railway Station. The sign had now been taken down, however the County Council wanted the Town Council to pay £217.50 for a replacement sign.

It was noted that the provision of statutory highway signs was not the Town Council's responsibility.

**RESOLVED Until a permanent solution for the Tourist Information site was agreed, that the Town Council did not fund the Lancashire County Council highway sign.**

**265/15 UPDATED FORWARD PLAN 2015/16**

The following items were discussed:

4.1 Christmas Lights

The Town Clerk informed the meeting of the following improvements to the Christmas Lights in the town centre, as follows;

- The extension of the lighting display into Garden Street and St. George's Road
- The upgrading of around 18 lamppost features within the square
- The replacement of some fairy lights on the columns in Wood Street, with features

It was noted that these improvements had been achieved at less than the 2014 Christmas Lights costs.

4.2 Open Space – Asset Transfer

Councillor Nash advised that this item was deferred from the previous leading group meeting at Fylde Council. He would be pursuing discussion of this item in the near future.

6.1 Neighbourhood Plan

The Town Clerk reported that Fylde Council had agreed to work on the additional information requested from Natural England that was required for the decision as to if the Plan required a HRA. This work would be started after 5<sup>th</sup> November 2015.

**RESOLVED** That all items discussed under 4.1, 4.2 and 6.1 of the Forward Plan, be noted, supported and agreed.

**266/15 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 19<sup>th</sup> January 2016 at 2.00 pm.**

**267/15 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:

**267i/15 STAFFING**

**RESOLVED** a) That the Town Council Support Officers hours be increased to 25 hours per week from 1<sup>st</sup> January 2016.  
b) That the Town Council agreed in principle to the Town Enterprise and Promotions Officer's hours being increased to 30 hours per week from 1<sup>st</sup> April 2016.

*The meeting closed at 3.45 pm*

Signed.....

Chairman  
19<sup>th</sup> January 2016