

St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 28th February 2017, 2pm
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
V Willder

Officers S Taylor Town Clerk
D Treece-Birch Town Enterprise and Promotion Officer

048/17 APOLOGIES FOR ABSENCE

There were no apologies for absence received.

049/17 DECLARATIONS OF INTEREST

Councillor Ford declared a personal interest in agenda item number 6, Shepherd Road Allotment – Land. He rented one of the allotments at the Shepherd Road Allotment Gardens site.

050/17 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 1st November 2016 be approved, subject to the following amendment;
“248/16 remove the word ‘both’ from the first sentence”.

051/17 SAINT ANNES ON THE SEA NEIGHBOURHOOD DEVELOPMENT PLAN REFERENDUM

The Town Clerk updated the meeting on progress of the Neighbourhood Plan and Referendum as follows;

- Subject to approval by Fylde Council on 2nd March 2017, the Referendum would be held on Thursday 4th May 2017
- This was the same date as the Lancashire County Council elections, so should increase the turn out
- An Action Plan had been produced detailing the many areas that the Council was proposing to promote the Plan, including the use of social media, information leaflets, promotion on noticeboards, promoting at supermarkets, doctors surgeries and the library
- This Referendum was deemed ‘a political campaign’; as such there were spending limits that must be adhered to
- The amended Neighbourhood Plan in hard copy (including amended maps) was being distributed to all Town Councillors on or before 2nd March 2017
- The former ‘H2’ site was now including within the settlement boundary

It was noted there was an error on the agenda number 5, it should read 2nd March 2017.

RESOLVED That all actions detailed for the Neighbourhood Plan and the proposed Referendum date, be agreed and supported.

052/17 SHEPHERD ROAD ALLOTMENT - LAND

The Committee were advised that the Town Council had been contacted to sell a small strip of land (an unused access) adjacent to Shepherd Road Allotments. Further investigation had revealed that a section of the land was being used as part of a resident's garden.

Further discussed was undertaken, agreeing that the land should not be sold but rented out on an annual basis at the same rent charged to all Shepherd Road Allotment tenants. It was requested the two landowners that are adjacent to the land be told that they could rent the land from the Town Council. It was also requested that the land be measured so the correct rent would be levied by the Town Council.

- a) That the unused access land adjacent to Shepherd Road Allotments, be offered for rent to the two adjacent landowners.**
- b) That the rent levied be at the same rate as is charged to the Shepherd Road Allotment tenants.**

053/17 FUTURE TOWN COUNCIL PROJECTS

The Town Clerk reported that due to workloads, officers required assistance and a timetable on delivery on three Town Council Projects.

The Community Development Manager was thanked for all their substantial research in obtaining a supplier located within Fylde to produce the Lamppost Banners, at a competitive price.

- RESOLVED**
- a) That 8 Lamppost Banners be installed within St. Anne's Square, using existing artwork, for May/June 2017.**
 - b) That the provision of 6 metre Flag Poles at Shepherd Road and Blundell Road Allotment Gardens costs be investigated by Councillor Vince Settle.**
 - c) That the Town Council Lengthsman be requested to install both flagpoles.**
 - c) That agreement to progress a new Town Crier role, be deferred until after the completion of the Neighbourhood Plan Referendum in May 2017.**

054/17 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;

- The increase in theme meetings as oppose to project board meetings
- The pressure that was being felt by some theme group leaders due to the volume of work
- The next STEP public meeting would be held in May 2017 at AKS School.
- Michelle Cuffe was arranging a Family Event for 14 May 2017 in Ashton Gardens – this was being facilitated by the Events Theme Group
- The Food Festival had been scheduled for 13-14 August 2017
- A joint bid was being discussed for submission by St. Anne's, Blackpool, Fleetwood and Cleveleys Coastal Community Teams; the theme being welcome

Mr Treece-Birch advised that he was liaising with the Manager of Blackpool BID to discuss the process of STEP becoming a Business Improvement District. The Town Council fully supported this proposal to ensure STEP became sustainable.

- RESOLVED**
- a) That the progress on St. Anne's Enterprise Partnership be noted and all actions agreed and supported.**
 - b) The Town Council requested that the Town Enterprise and Promotion Officer take over the ownership of the STEP Economic Plan from Fylde Officers, for submission to the DCLG by the 31 March 2017.**

055/17 QUARTERLY BUDGET REPORT

The Committee discussed the quarterly budget report from 1st October to 31st December 2016.

RESOLVED To approve the report of income and expenditure up to 31st December 2016.

056/17 EVENT LEAFLET

The Committee considered a draft event leaflet produced by the Town Enterprise and Promotion Officer. It was agreed that the leaflet could be distributed to hotels/shops/doctors surgeries and the library for 2017. Subject to the response received, the leaflet could be developed further in 2018.

Subject to available Officer time, it was agreed that a smaller information leaflet could be produced in house for small events from May 2017, on a bi-monthly basis.

RESOLVED

- a) That a Town Council leaflet promoting large events within St. Anne's be promoted on a small test basis during 2017.**
- b) That a Town Council leaflet promoting small events within the town be produced on a bi-monthly basis (subject to available resources and sufficient information being provided.)**

057/17 FUTURE TOWN COUNCIL ASSOCIATED EVENTS

Mr Darrel Treece-Birch reported that a music 'mini proms' event for 2018 was being discussed and investigated. The Committee agreed that the RNLI Concert held in 2017 would be the last time it was arranged by the Town Council.

For future years, the provision of an alternative event would be investigated. The proposal was for this event to be managed by the Town Enterprise and Promotion Officer and the Town Council Support Officer.

RESOLVED

- a) That the provision of a music event be investigated for 2018.**
- b) That the RNLI Concert for 2017 be the last occasion this was organised and managed by the Town Council Officers (Subject to a date being available and agreed).**

058/17 REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT

The Town Clerk advised that to undertake the 'Review of Effectiveness of Internal Audit' the following document had been used;

- Extract from "Governance and Accountability for Small Authorities in England – A Practitioners' Guide 2016".

The Town Clerk advised the Committee that this had been a complete review which had resulted in many improvements to the process.

RESOLVED To note the report, areas of risk assessed and to approve the areas identified for testing by the Internal Auditor.

059/17 ANNUAL RISK ASSESSMENT AND RISK MANAGEMENT

The Council's updated Annual Risk Assessment and Risk Management 2017/18 process, including the policy, plan and register, was considered.

