

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

**Minutes of the Policy and Resources Committee held on 30<sup>th</sup> May 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 (*left meeting at 3.30pm*)  
C Lanyon  
C Little  
E Nash  
V Willder

Officers S Taylor Town Clerk  
D Treece-Birch Town Enterprise & Promotion Officer (*part meeting*)

### 135/17 APPOINTMENT OF CHAIRMAN

Councillor Settle was elected Chairman of the Policy and Resources Committee for 2017-2018 Municipal Year.

**RESOLVED That Councillor V Settle be elected as Chairman of the Policy and Resources Committee for 2017-2018 Municipal Year.**

### 136/17 DECLARATIONS OF INTEREST

Councillor Ford declared a pecuniary and personal interest in agenda item number 7 – Community Rail Partnership, in that he was the Chairman of the South Fylde Community Partnership.

### 137/17 MINUTES OF PREVIOUS MEETING

**RESOLVED That the minutes of the meeting held on 28<sup>th</sup> February 2017 be approved,**

### 138/17 SAINT ANNES ON THE SEA NEIGHBOURHOOD DEVELOPMENT PLAN

The Town Clerk advised that this item had been deferred by the full Council on 23<sup>rd</sup> May 2017.

The Committee discussed in depth how to ensure that the Neighbourhood Plan was delivered, including;

- Which Committee should discuss, monitor and ensure delivery of the projects, including the terms of reference for that Committee
- What other areas of support can be accessed for advice on how to deliver the plan
- What training could be provided to ensure that all the Council understand which Plan policies should be used and the reasons why

The Committee was determined that the Neighbourhood Plan would deliver the aspirations detailed within the document. It was also agreed that the Neighbourhood Plan would be the 'main driver' for decisions made by the Town Council.

The Committee acknowledged that a Neighbourhood Plan Committee should be formed, however this was in place of, not in addition to another Committee being created at the Council.

- RESOLVED**
- a) That a Neighbourhood Plan Committee be formed as part of the Council's formal Committee structure.
  - b) That the Environment and Community Committee be dissolved, to be replaced by the Neighbourhood Plan Committee.
  - c) That this item be taken to full Council to discuss the membership of the Neighbourhood Plan Committee and ratify the decision to amend the Committee structure.
  - d) That terms of reference be produced for the Neighbourhood Plan Committee.
  - e) The Planning Committee to monitor if the Neighbourhood Plan policies were being including in all planning applications determined by Fylde Council.
  - f) That another Council who had made a Neighbourhood Plan within the last 2 years be approached to discuss a visit to discuss the process they were using to ensuring delivery of their Plan.
  - g) That Councillor Tony Ford and the Town Clerk undertake the fact-finding visit identified in minute f) above.
  - h) That a meeting be arranged with Mark Evans, Head of Planning and Regeneration at Fylde Council, Councillors Ford, Lanyon, Settle and the Town Clerk to discuss formal arrangements for use of Plan policies, future training and how CIL contributions linked to the Neighbourhood Plan.
  - i) That the Town Clerk produce a summary sheet detailing the actual Neighbourhood Plan policies available to all Town Councillor.
  - j) That the Town Clerk ensures that training be provided to the Responsible Finance Officer on the use of the Neighbourhood Plan in all planning applications.
  - k) That the original consultants used to produce the Neighbourhood Plan – Envision, be contacted for initial advice in the Plan delivery.

**139/17 COMMUNITY RAIL PARTNERSHIP**

The Committee were briefed by Councillor Ford on the importance of continuing to fund the Community Rail Partnership, including how existing funding from 2016 had been spent to benefit the community. *He then left the room during discussion of this item.*

The Committee discussed the excellent work that had been completed at both Stations within the parish. They agreed to provide an annual fund to the Partnership of £1000.

**RESOLVED** That the Town Council provide annual funding to the Community Rail Partnership of £1000.

**140/17 FUTURE TOWN COUNCIL PROJECTS**

The Town Clerk reported the progress on the following three projects;

1. Lamppost Banners – Were now on order, awaiting delivery June/July, agreed price with local contractor to install banners, anticipated date for installation late June/early July
2. Flag Poles at Allotment Gardens – Flag poles for both sites now delivered, flags on order, installation to be completed by Town Council Lengthsman
3. Town Crier Role – Working Group had met with Colin Ballard, planned to continue research in the recruitment of a Town Crier, later in the year

**RESOLVED** That all the progress on the Town Council projects be noted and the actions delivered be supported and agreed.

#### 141/17 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 success of the recent AGM on 17<sup>th</sup> May 2017
- There were many positives that were happening within STEP at the current time, these included a new Theme Leader for the hotel group
- The pressure that was being felt by some theme group leader's due to the volume of work
- The Food Festival was being held on Sunday 13<sup>th</sup> August 2017, with a Gin Festival being held on Saturday 12<sup>th</sup> August run by Michelle Cuffe
- The joint bid for the CCT from Blackpool, Wyre and Fylde was ongoing, the theme being 'Welcome to Fylde' from a disability perspective. Funding from any successful bid submitted would not be available until 2019.

Mr Treece-Birch advised that the volume of work involved for the joint CCT bid was substantial and that the Town Council staff may have to reduce their involvement across the summer months. This was due to the number of events that they were involved with.

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

#### 142/17 THE END OF THE 1<sup>ST</sup> WORLD WAR (1918) 2018

Councillor Tony Ford updated the Committee on proposals for the Town Council to leave a lasting legacy to commemorate the 100<sup>th</sup> year ending of the 1<sup>st</sup> World War in 2018. Suggestions included;

- A memorial walk
- Plaques on addresses where soldiers lived who lost their lives in the War
- Street names – clarifying that the names used are from soldiers who lost their lives defending their country

**RESOLVED** a) That Fylde Council be contacted to establish if 'poppy' artwork could be included on all street signs on new streets within the Parish, where names were used from the rat Memorial.  
b) That further discussion on this proposal be deferred to a future Policy and Resources Committee.

#### 143/17 NEWSLETTER REVIEW

The Town Clerk advised that a local resident had raised the need for the St. Anne's Town Council Newsletter in printed form and if it was effective.

The Committee agreed the many benefits of the Newsletter, that they wished to continue to share their ambitions with the people of St. Anne's and that they did not wish to change its present paper format within the next 2 years.

**RESOLVED** a) That the Town Clerk write to the resident advising them that the St. Anne's Town Council Newsletter will remain in its present paper format, delivered to 12,000+ homes within the parish.  
b) That the Town Clerk discuss with the Community Development Manager the potential for fixed dates within a 12-month period for the Newsletter to be published.

#### 144/17 POETRY

The Committee discussed the offer of poetry writing to be provided by a local organisation.

It was agreed that due to the high number of current Council projects, this offer not be pursued at this time. The Committee requested that the organisation be thanked for their kind offer.

- RESOLVED**
- a) That the Town Council not pursue a poetry project at this time.**
  - b) That the Town Clerk write to the organisation thanking them for their offer but declining to pursue this any further.**

**145/17 UPDATED FORWARD PLAN 2017-18**

The Town Clerk advised that it had been suggested by the Responsible Finance Officer that the Council website be taken in house from the present external suppliers. The Committee agreed to this proposal subject to available resources.

The meeting agreed that the Town Planning Day not be continued in the future. They requested that this be replaced by a Town Council Strategy Day, for Councillors and the Town Clerk to attend. There was no requirement for any other Town Council staff to attend.

- RESOLVED**
- a) That all actions detailed within the Forward Plan for 2017/18 be supported, approved and agreed.**
  - b) That the future Town Planning Day be replaced by a Town Council Strategy Day.**
  - c) That a Town Council Strategy Day be arranged after the staffing review was completed.**
  - d) That the Town Council website be produced in-house in the future.**

**146/17 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 18<sup>th</sup> July 2017, at 1pm. \*\*\*Note change of time\*\*\***

**147/17 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:**

**148/17 INTERNAL AUDITORS REPORT**

- RESOLVED**
- a) That the Mayoral Succession Protocol be amended to confirm the requirements of the 'Local Government Act 1972'.**
  - b) That the Mayoral Succession Protocol be re-written as a guidance document, including clarification that no Member is barred for any reason from being proposed as Mayor or Deputy Mayor.**
  - c) That a formal proposition and vote for the position of both Mayor and Deputy Mayor be included at the Annual Meeting of the Town Council (It was noted that this had been actioned).**
  - d) That an additional Internal Audit be undertaken in October, ensuring that two full internal audits were completed within a financial year.**
  - e) That notes should be made of how the Precept is set, these being included with the full Council Budget that is discussed at the Council meeting when the budget is set.**

- f) That all Councillors be invited to the Policy and Resources Committee in January that discusses the Council Precept, (prior to the full meeting of the Town Council where both budget and precept are approved).
- g) To produce a template receipt for all payments, such as grants without a supporting invoice, to be signed and dated by the beneficiary and included within the voucher. (It was noted that this recommendation had been actioned)
- h) That the Town Council works towards Shepherd Road Allotment Society taking over the production of invoices, collection of rents and payment of creditors.

**149/17 TOWN COUNCIL STAFFING REVIEW**

**RESOLVED**

- a) That the review of staffing levels be undertaken by the Internal Auditor.
- b) That the Town Council officers complete a template for a chosen week to details all their actions within a day, on a ¼ of an hour basis.

*The meeting closed at 4.03 pm*

Signed.....

Chairman

18<sup>th</sup> July 2017