

St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 31st March 2015, 2 pm
West Lodge, 5 St George's Road, St. Anne's on the Sea, Lancashire FY8 2AE.

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|----------|-------------|-----------|-------------------------------|
| Present: | Councillors | T Ford | Chairman |
| | | A Jacques | |
| | | C Lanyon | |
| | | E Nash | ex-officio |
| | | V Willder | |
| | | C Little | |
| | Officers | S Taylor | Town Clerk |
| | | S Dunn | Community Development Manager |

082/15 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Settle.

083/15 DECLARATIONS OF INTEREST

There were no declarations of interest.

084/15 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 10th February 2015 be approved.

085/15 PROMOTION AND EVENTS OFFICER POST – STAFFING REVIEW AND RESOURCE ISSUE

The Town Clerk explained that following the Promotion and Events Officer's resignation, there was an urgent need to recruit due to the pressure of workloads on the two remaining staff. The Town Council had grown considerably since the last occasion when there were only two staff, which was in 2009. The budget since that date had also increased considerably – by 105%.

The Town Clerk considered that it would be prudent to review the current roles and that instead of replacing the Promotion and Events Officer, the full-time post should be divided between two different roles. These would be for a Town Council Support Officer (Administration role) and an Enterprise Project Officer (To support the town centre and satellite shopping areas), both working 20 hours per week.

The suggested scales for both roles was discussed, as follows;

- Town Council Support Officer – scale points 15-17
- Enterprise Project Officer – scale points 23-28

It was also noted that the Community Development Manager had additional responsibilities under the new structure, this post would be regarded to scales points 23-31. The additional costs to the Council would be approximately £3000.

The Community Development Manager left the room for the majority of this agenda item.

RESOLVED a) That the Town Council restructure be agreed.
b) That the Town Clerk be authorised to undertake the recruitment process for the Town Council Support Officer post, including appointment.

- c) That the Town Clerk keep the Council updated on the progress of the recruitment process.
- d) That the creation of a part time post funded and managed by the Town Council to support the commercial sector within St. Anne's, be agreed in principle, with the recruitment process started after the election on 7th May 2015.
- e) That the Community Development Manager duties be reviewed as part of the restructure, with the post be regarded to pay points 23-31 inclusive.
- f) That the present Community Development Manager receive an increment rise from 1st October 2015.
- g) That a job description for the Enterprise Project Officer (title subject to review) be brought back to the next Policy and Resources Committee meeting on 16th June 2015.

086/15 ST ANNE'S ENTERPRISE PARTNERSHIP (STEP)

Councillors Ford and Nash provided an update on this item.

The last meeting of the group took place on 30th March. People representing various groups within the town were now coming to the meetings including from Fylde Borough Council, the hoteliers and retailers. It was hoped that the whole of the town could be encompassed, including industrial estate and outlying shopping areas such as at Fairhaven, St Albans Road, not just the town centre.

Whilst St Anne's was too small to set up a Business Improvement District (BID), a smaller equivalent could be set up with the same intention. One grant, for Coastal Community Team funding has already been identified for up to £10K. If successful, the funding could be used alongside Section 106 money, to support the group (the name was currently under review).

Councillor Ford reported that about 8 theme groups have been identified and the STEP meetings would be the forum for reporting back from these theme groups. 'Totally Locally' was another initiative encouraging local shopping and a loyalty scheme which had been trialled in Lytham. The concept of free wi-fi across the town is another idea but initially the events were going to be the key area of focus to establish the group.

The Council agreed that the provision of an officer detailed in minute 085/15 (d), would help the group (currently identified as STEP) tremendously.

RESOLVED To note and agree the support and that the Town Council is providing to STEP.

087/15 TOWN COUNCIL RESERVES POLICY

The Committee discussed the Reserves Policy which had been circulated with the Agenda and this was discussed. It was agreed to include in the wording on 5.5 of the Policy 'for a' By-election/Town Poll'.

RESOLVED To adopt the Reserves Policy, with the amended agreed wording.

088/15 ELECTRONIC BANKING

The Town Clerk described the advantages that electronic banking could provide, such as payment of salaries and when dealing with large organisations such as HMRC. It would also reduce postage costs.

- RESOLVED** a) That the Town Clerk be authorised to set up electronic on-line banking.
b) That once the electronic banking was in place, all salary association payments be paid by this method, in place of cheques.
c) That the Town Clerk investigate appropriate security processes for electronic banking.

089/15 STAFF LIEU TIME

The Town Clerk outlined the existing arrangements where staff currently received only equivalent lieu time for hours worked including at weekends and on Bank Holidays. Whilst it was understood that overtime could not be paid, a fairer system of recognition and reimbursement was required for staff.

The Committee discussed this item and agreed that it was open to review for any additional appointments. From 1st April 2015, employment contracts for full time officers would be provided to reflect the agreed changes.

- RESOLVED** That with effect from 1st April 2015, current full time posts would be allocated lieu time at the following rates;
Evening meetings incur time and a quarter rate
Saturday working incurs time and a half rate
Sundays and Bank Holidays incur double lieu time

090/15 TOWN COUNCIL MARQUEE

It was reported that Councillor Settle had suggested that a Town Council marquee be purchased for use at events to save the costs of hiring one.

The Committee discussed this but the main disadvantage of a Town Council marquee was with storage and assembly. It was agreed that due to insurance liabilities, officers could not be expected to put up the marquee in addition to the other responsibilities involved in running events.

- RESOLVED** That this item be deferred until the new Council is in place.

091/15 UPDATED FORWARD PLAN 2014/15

The following items were discussed:

2.4 – Hope Street Park Pavilion

It was noted that this item was to be discussed at the next Council meeting, 21st April 2015.

2.5 - Christmas Lights

The Town Council officers were visiting the depot at Blackpool Illuminations on 9th April to assess the condition of the Christmas lights currently stored there. For 2015 there would be a tendering exercise and the potential for extending the display into Garden Street, was discussed.

It was noted that Fylde Council working with Lancashire County Council were considering having the lighting columns along the Crescent replaced. Christmas Lights could not be installed within this area until this project was completed.

2.8 - Multi storey car park

Councillor Nash advised that Fylde Veterans were responsible for the car park's opening and closing. Problems persisted with ASB and the owner had agreed to pay for anti-climb paint, security cameras and to replace light fittings with designs that were harder to vandalise.

At M&S on Clifton Drive South the car park had now been made into pay and display which had removed the majority of problems with traffic queuing out into the main road.

- RESOLVED**
- a) That the Town Clerk be authorised to include the extension of Christmas Lights into Garden Street (and on West Lodge, if permitted) as part of the tendering criteria.
 - b) That the Town Clerk be authorised to arrange installation of the infrastructure for the lights extension into Garden Street, as required.

092/15 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 16th June 2015 at 2.00 pm.**

The meeting closed at 3.19 pm

Signed.....

Chairman
16th June 2015