

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

Minutes of the Policy and Resources Committee held on 31<sup>st</sup> October 2017, 1pm  
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 Promotion & Enterprise Officer (*part meeting*)

### 245/17 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Cheryl Little.

### 246/17 DECLARATIONS OF INTEREST

Councillor Carol Lanyon declared a personal interest in agenda item number 5; that she attended some of the Supporters of Ashton Gardens meetings.

### 247/17 MINUTES OF PREVIOUS MEETING

**RESOLVED** That the minutes of the meeting held on 18<sup>th</sup> July 2017 be approved as a true record of the meeting.

### 248/17 ST. ANNE'S ENTERPRISE PARTNERSHIP

The Town Enterprise and Promotion Officer, Mr Darrel Treece-Birch updated the Committee on the progress and action of the STEP group, as follows;

- That future meetings should be better attended as these did not now clash with Fylde Council meetings
- That currently STEP did not have any funding, the last of the Coastal Community Funding was allocated to delivery of the Food Festival
- The Chadwick Hotel had offered a permanent free venue for STEP meetings, however the project group liked to move the meeting venues around St. Anne's
- On the 15<sup>th</sup> November 2017, there was a Dementia Awareness Training evening at AKS from 7.30pm – a free event
- It was anticipated that on the 22<sup>nd</sup> January 2018, there would be a day event for the different theme groups to review the finance of STEP
- A meeting had been held with the BID Manager of Blackpool, which had provided useful information
- Victorian Festival was receiving support from STEP to help deliver this event
- Current membership of STEP totalled 189

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

## 249/17 TOWN COUNCIL STRATEGY

The Committee discussed the Town Council Strategy; the Town Clerk advised that it had been produced from the outcomes of the Town Council Strategy Day held in September 2017.

### Strategic Objective No 1

Councillor Tony Ford provided an update on the Neighbourhood Plan and the recent meeting with Fylde Council. Both Fylde Council Members and Officers had agreed to include Members of the Town Council in initial discussions with developers. It was anticipated that this would result in the strengthened use and implementation of the Neighbourhood Plan. The meeting had been of a very positive nature and it was anticipated that Neighbourhood Plan Projects could be funded by Section 106 funding subjects to these meeting the legal criteria.

### Strategic Objective No 2

The Committee agreed that a working group was required to discuss transfer of services from Fylde; it was noted that the Town Council still had the original report from the external consultants when the open spaces were offered to the Town Council in 2010/11.

### Strategic Objective No 3

It was reported that the action for a FAQ page in the Newsletter had now been implemented.

### Strategic Objective No 4

The Committee fully supported the strategic objective for a BID.

**RESOLVED** a) That the Town Council Strategy 2017-2010 be approved in principle.  
b) That the Town Council Strategy be ratified by the next full Council meeting on Tuesday 7<sup>th</sup> November 2017.

## 250/17 WAR MEMORIAL

The Committee discussed how the Town Council could leave a lasting legacy to commemorate the 100<sup>th</sup> year ending of the 1<sup>st</sup> World War in 2018.

The following four options were discussed, it was agreed to submit these as an agenda item on the next Council meeting. These options were;

1. Commemorative flag stones inserted outside the main Ashton Gardens entrance
2. Commemorative flag stones at another location within St. Anne's Town centre
3. Contribution towards the Ashton Gardens gate over throw
4. A larger scheme of stone inserts on the driveway to the War Memorial (inside Ashton Gardens) funded by grant funding from the Armed Forces Covenant scheme

**RESOLVED** That the Town Council discuss the four options (detailed under minute reference 250/17) at the Council meeting of the 7<sup>th</sup> November 2017, as to how the Town Council can leave a lasting legacy to commemorate the 100<sup>th</sup> year ending of the 1<sup>st</sup> World War in 2018.

## 251/17 SUPPORTERS OF ASHTON GARDENS – BRASS BAND FUNDING REQUEST 2018

The Committee discussed the written request for funding from the Supporters of Ashton Gardens to provide five Bass Band Concerts in Ashton Gardens during 2018. The Committee commended SOAG on the efficient way they managed the concerts in 2017 and unanimously agreed to provide financial support for the schedule of events in 2018.

**RESOLVED** The Council agreed to provide £1000 from the Town Council to the Supporters of Ashton Gardens; for funding of the Brass Band Concert Schedule in 2018.

**252/17 SIX MONTHLY BUDGETARY REPORT**

The Town Clerk 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 (From 1<sup>st</sup> April – 30<sup>th</sup> September 2017) six monthly Budget Report be accepted and agreed.

**253/17 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 2018.

**RESOLVED** To appoint Mr IT Cropper as the Town Council Internal Auditor for year ending 31<sup>st</sup> March 2018.

**254/17 FINAL ACCOUNTS 2016/17 – REPORT OF EXTERNAL AUDITOR**

It was reported that the External Auditor had stated that the recommendations highlighted in the internal controls/financial report raised by the Internal Auditor of the Town Council's accounts for audit year ended 31<sup>st</sup> March 2017 should be complied with. The Town Clerk produced a schedule detailing how each recommendation had been complied with and the minute reference for each action. It was noted that the recommendation regarding efficiency and the financial management of Shepherd Road Allotments by the Society was to be a future aspiration for the Town Council.

The completed annual return was made available at the meeting for inspection.

**RESOLVED**

a) That the conclusion of the audit of the 2016/2017 accounts be noted and confirmation be given that the annual return and BDO certificate has been approved and accepted by the Council.

b) That the Town Council had previously accepted, approved and implemented the recommendations of the Internal Auditors Report for 2016/2017, except for recommendation 5, being the financial management of Shepherd Road Allotments by Shepherd Road Allotment Society. The Council agreed that this was a future aspiration for the Town Council to work towards in the future.

**255/17 UPDATED FORWARD PLAN 2017-18**

The Forward Plan was discussed, detailed as follows;

6.12 – Appointment of New Town Crier

The Town Clerk updated the Committee on the recruitment process as follows;

- Job application pack agreed and produced
- Advert in LSAE, Lancashire Evening Post and Blackpool Gazette for 2 weeks
- Press release sent to LSAE
- Colin promoted the vacancy on Radio Lancashire
- Vacancy promoted on Lancashire TV by the Town Mayor and Town Crier, went out on 15.11.17
- Drama Groups/Operatic Societies contacted about the vacancy and their members encouraged to apply
- Social media promotion began on 01.11.17
- On Council website and local jobs website

2.4 Flower Power

It was noted that this proposed event was not going to take place due to the emphasis of the Council being focused upon implementation of the Neighbourhood Plan. The recently completed Staffing Review undertaken by the Internal Auditor had supported and endorsed this change of strategy.

**RESOLVED**                      **That all actions detailed within the Forward Plan for 2017/18 be supported, approved and agreed.**

**256/17      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 27<sup>th</sup> February 2018, at 1pm.**

*The meeting closed at 2.47 pm*

Signed.....

Chairman

27<sup>th</sup> February 2018