

# St. Anne's on the Sea Town Council

**Minutes of the Policy and Resources Committee held on 30<sup>th</sup> October 2018, 1pm  
West Lodge, 5 St George's Road, St. Anne's on the Sea, Lancashire FY8 2AE.**

Present:	Councillors	V Settle T Ford A Jacques C Lanyon C Little	Chairman
	Officers	S Taylor D Treece-Birch	Town Clerk STEP Manager
	Members of the Public		2

## **238/18 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Nash.

Councillor Willder did not attend the meeting; no reason was provided.

## **239/18 DECLARATIONS OF INTEREST**

Councillors Settle declared a pecuniary and personal interest in agenda item number 10, St Anne's Kite Festival 2019; he was Chairman of St. Anne's Kite Festival Committee. Councillor Settle left the room during determination of this item.

Councillor Ford declared a personal interest in agenda item number 13, Shepherd Road Allotment Environmental Policy; he was a tenant of the allotment site.

## **240/18 MINUTES OF PREVIOUS MEETING**

**RESOLVED** That the minutes of the meeting held on 10<sup>th</sup> July 2018 be agreed as a true record of the meeting.

## **241/18 STREET NAMING**

The Committee were updated by Mr Peter Shakeshaft, a local historian on the importance of keeping the old street and road names which may be forgotten once the large developments are completed across the town. Mr Shakeshaft suggested that the Town Council may wish to request that Moss House Lane was renamed Moss House Way, that a road could be named after Dales End and that in place of names being taken from the war memorial for new roads/streets, they could be named after the town founders who ensured that St. Anne's was built and became a prosperous town.

The Town Clerk advised that it was Fylde Council who had overall responsibility for new street/road naming in St. Annes.

*It was agreed to defer this item for further discussion by Town Council at its meeting of 20<sup>th</sup> November 2018.*

**RESOLVED** a) That 'Street Naming' be an agenda item at the Council meeting of 20<sup>th</sup> November 2018.  
b) That the Town Clerk contact Fylde Council to request further information for discussed at the Town Council meeting on 20<sup>th</sup> November 2018.

**242/18 ST. ANNE'S ENTERPRISE PARTNERSHIP**

The Council received a presentation from Mr Darrel Treece-Birch, STEP Manager on a future Business Improvement District (BID) application for St. Anne's.

In response to the presentation, the following was agreed;

- That all Town Councillors receive a copy of the BID draft proposal
- It was accepted that it was unlikely that any BID application would be made until 2020
- That the STEP Manager be invited to a future meeting with Fylde Officers to present the BID presentation proposal
- That the decision to deliver a BID would include Fylde Council, St. Anne's Town Council and the STEP Project Board
- That any projections within the BID proposal were suggestions only at this stage
- That the final decision as to if a BID was delivered in St. Anne's would be made by local businesses in any future referendum.

**RESOLVED**      **a) That the progress on St. Anne's Enterprise Partnership be noted and all actions agreed and supported.**  
**b) That the application for a St. Anne's Business Improvement District be agreed by the Town Council.**

**243/18 TOWN CRIER RETIREMENT**

The Town Clerk reported that the Town Crier had confirmed that he was to retire from this role on 27<sup>th</sup> March 2019.

The Council thanked Mr Ballard for his exceptional service to both the Town Council and the people of St. Anne's.

After a full discussion, it was agreed to defer any recruitment/appointment process until after the Town Council elections in May 2019.

**RESOLVED**      **That the appointment of a Town Crier be deferred until after the Town Council elections in 2019.**

**244/18 SUPPORTERS OF ASHTON GARDENS – BRASS BAND FUNDING REQUEST 2019**

The Committee discussed the written request for funding from the Supporters of Ashton Gardens to provide five Brass Band Concerts in Ashton Gardens during 2019. The Committee commended SOAG on the efficient way they managed the concerts in 2018 and agreed to provide financial support for the schedule of events in 2019.

**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 2019.**

**245/18 SIX MONTHLY BUDGETARY REPORT**

The Town Clerk reported that there was potential of an overspend of £5,000 against the agreed budget; this was due to additional items being purchased. It was noted that the items purchased creating the overspend had all been requested and approved by the Council.

**RESOLVED**      **a) That the Town Council second quarter income and expenditure against projected budget for the period 1<sup>st</sup> July 2018 – 30<sup>th</sup> September 2018 be ratified by the Council.**

**b) That it be acknowledged that there was a potential overspend of £5,000 on the approved budget and current spending levels.**

**246/18 ST. ANNE'S KITE FESTIVAL**

Councillor Settle provided a proposal to ensure that the St. Anne's Kite Festival 2019 would go ahead; this included making a financial contribution from the Town Council to the event organisers to reduce the spending shortfall.

Councillor Settle left the room during discussion and determination of this agenda item.

**RESOLVED**      **a) That the Town Council provide a sum of £3,000 towards the running and potential financial shortfall of St. Anne's Kite Festival 2019.**  
**b) That the Town Clerk write to the Chief Executive at Fylde Council notifying him of the Council's decision.**

**247/18 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 2019.

*Councillor Little left the meeting during this agenda item; she apologised and advised that she had another meeting to attend at 3pm.*

**RESOLVED**      **To appoint Mr IT Cropper as the Town Council Internal Auditor for year ending 31<sup>st</sup> March 2019.**

**248/18 FINAL ACCOUNTS 2017/18 – REPORT OF EXTERNAL AUDITOR**

It was reported that the External Auditor had raised the election of Mayor and Deputy Mayor on the Annual Governance and Accountability Return 2017/18 as a process that required change to ensure Council Governance was lawful and fully complied with the Local Government Act 1972. It was noted that the recommendation had already been accepted, approved and implemented by the Council.

The completed Annual Governance and Accountability Return 2017/18 was made available at the meeting for inspection.

**RESOLVED**      **a) That the conclusion of the audit of the 2017/2018 accounts be noted and confirmation be given that the Annual Governance and Accountability Return has been approved and accepted by the Council.**  
**b) That the Town Council had previously accepted, approved and implemented the governance recommendation of the Internal/External Auditor for 2017/2018.**  
**c) The appointment of Mayor and Deputy Mayor would now be undertaken at the Annual Meeting of the Town Council following the Local Government Act 1972 procedure.**  
**d) That the Auditors recommendation was agreed at the Policy and Resources Committee, minute reference 152/18 and had now been implemented.**

**249/18 SHEPHERD ROAD ALLOTMENT ENVIRONMENTAL POLICY**

Councillor Ford requested that consideration be given to as and when the water was turned off for Shepherd Road Allotment site.

The Town Clerk reported that the award-winning site needed to be at the forefront of sustainability; plans were in place to install the very latest water saving measures to ensure full sustainability, subject to funding.

- RESOLVED**
- a) That the Shepherd Road Allotment Environment Policy be supported and approved by the Council.
  - b) That the Responsible Finance Officer undertake research on the latest methods to conserve water ensuring sustainability for the Allotment site.
  - c) That a proposal for funding of these additional 'green measures' be brought to the Neighbourhood Plan Delivery Committee for consideration of funding.

**250/18      UPDATED FORWARD PLAN 2018/19**

The Forward Plan was discussed, detailed as follows;

4.2 Town Foundation Stone

Councillor Ford advised that he and the Town Clerk had held a meeting with the Civic Society who had agreed to apply for grant funding for this project. It was anticipated that a further meeting would be held shortly to discuss both the project management and funding.

5.1 Town Council Website

The Town Clerk reported that the transfer of the website from a Webgineering server to the Town Council server/website had been completed successfully. The rebuilding of a new website was scheduled to be completed in 2019.

- RESOLVED      That all actions detailed in the Forward Plan for 2018/19 be ratified.**

**251/18      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 15<sup>th</sup> January 2019 at 1pm.**

**252/18      MATTERS TO BE 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:**

**253/18      FOOD FESTIVAL**

- RESOLVED**
- a) That the Town Council will not deliver the Food Festival for 2019.
  - b) That subject to agreement by the newly elected Town Council in 2019, the International Food Festival be re-launched in 2020.
  - c) That consideration be given to deliver the Food Festival in Ashton Gardens in the future.
  - d) That the Town Council create a delivery Committee, that includes all Councillors for any future Food Festival.

**254/18 TOWN COUNCIL PAYMENTS ADOPTED PROCESS AND POLICY**

**RESOLVED** That all payments for goods and services from 1<sup>st</sup> July – 30<sup>th</sup> September 2018 be approved by the Council.

*The meeting closed at 3.08 pm*

Signed.....

Chairman

15<sup>th</sup> January 2019