NOTICE OF MEETING

You are hereby summoned to attend the Meeting of St. Anne’s on the Sea Town Council to be held at Parish Rooms, Oxford Road, St. Anne’s on the Sea, FY8 2EA on Tuesday 15th July 2014 commencing at 7.00 pm.

Sally Taylor
Town Clerk

AGENDA

1 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

Members are asked to declare any interests, and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest in any matter to be considered at this meeting. A Member with a personal interest will also have a prejudicial interest if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Members’ judgement of the public interest. A Member who has a prejudicial interest must withdraw from the meeting room.

3 DISPENSATIONS

To consider any dispensations in relation to the previous item.

4 TOWN MAYOR’S ANNOUNCEMENTS – INFORMATION ONLY

The Town Mayor will address the meeting.

5 MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the Minutes of the Council Meeting held on 20th May 2014 at Appendix A.

6 COMMITTEE MINUTES

To receive the Minutes of the following Committees:

Planning and Environment Committee 15th May 2014
Policy & Resources Committee 10th June 2014
Leisure & Community Committee 16th June 2014

Appendix B  Appendix C  Appendix D
RECOMMENDATION

a) That the minutes of the above Committees be noted.
b) That the Council agree the scheme of delegated authority for urgent planning applications, as recommended by the Planning & Environment Committee 15th May 2014, minute reference 142/14.
c) That the Council agree the provision of a credit purchase card, as recommended by the Policy & Resources Committee 10th June 2014, minute reference 172/14.

7 NEIGHBOURHOOD PLAN

The Town Clerk will update provide an update of the Neighbourhood Plan progress at the meeting.

8 PUBLIC PARTICIPATION TIME

Note: It is necessary to adjourn the meeting at this point to allow for public participation.

Please note the Councillors do not respond or answer questions during the public session. The Chairman will advise if a response is required and the member of the public will be asked to leave their details with the Town Clerk, after the end of the meeting.

9 ACCOUNTS FOR PAYMENT

A schedule of accounts for payment detailing expenditure in the sum of £27,098.22. is attached at Appendix F.

RECOMMENDED That the schedule of accounts for payment in the sum of £27,098.22 be approved.

10 GRANTS

The Grants Working Party has recommended payment of the following grants:
- Heyhouses Community Choir, provision of keyboard and PA system £ 750
- St Anne’s Parish Church, towards vestry repairs £1000
- AFC Fylde, to provide outreach activities for young people £1000
- Kilgrimson Girlguiding, feasibility study for new centre £ 500
- Fylde Foodbank, provision of building materials for storage area £ 500

RECOMMENDED The Council is asked to approve the above detailed community grants.

11 YOUTH COUNCIL

Members from the Youth Council will provide a report on their recent achievements and proposed projects.

12 STANDING ORDERS

The Council’s Standing Orders have been rewritten using the updated 2013 NALC model being adapted to the Town Council requirements. The Council is now asked to approve these, attached at Appendix G.
13 FINANCIAL REGULATIONS

The Council’s Financial Regulations have been rewritten and updated using the 2014 NALC model; being adapted to the Town Council requirements. The Council is now asked to approve these, attached at Appendix H.

14 INTERNAL AUDIT

The report of the Internal Auditor in respect of the audit of the 2013/14 is attached at Appendix I.

The recommendations in relation to the Town Council’s Standing Orders and Financial Regulations have been implemented and are included in this agenda for consideration by the Council. It is suggested that the recommendation regarding the adoption of a defined ‘Reserves Policy’ be implemented and the production of the policy be scheduled into the Council’s Forward Plan 2014/15.

15 TOWN COUNCIL POEM

The Council is asked to discuss the Town Council poem written by Councillor Dawn Prestwich, attached at Appendix J.

16 MEMBERS REPORTS

Members may use this opportunity to report on any matter of community interest they would like to bring to the attention of the Council. In making reports Members will be aware that it is not lawful for decisions to be taken on any matter not on the agenda.

17 DATE AND TIME OF THE NEXT MEETING

The next meeting will be on Tuesday 30th September 2014 7pm, at the Parish Rooms, Oxford Road, St. Anne’s on the Sea, FY8 2EA.

18 MATTERS TO BE CONSIDERED IN PRIVATE SESSION

The Council may consider it appropriate to consider the following resolution should they consider that any discussion would be prejudicial to the public interest:

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:

18a PENSION DISPENSATIONS POLICY
St. Anne's on the Sea Town Council

Minutes of the Annual Parish Council Meeting of the Town Council held on
20th May 2014 at 7pm
Parish Rooms, Oxford Road, St. Anne’s on the Sea FY8 2EA

Present:  Councillors  V Willder  Chairman
          C Akeroyd
          T Ford
          G Goodman
          K Henshaw
          A Jacques
          C Lanyon
          B Mackenzie
          E Nash
          D Prestwich
          V Settle

Officers  S Taylor  Town Clerk
          S Dunn  Community Development Manager
          H Kennedy  Promotion and Event Officer

Members of the Public  55

144/14   ELECTION OF TOWN MAYOR

Councillor E Nash was proposed and seconded as Town Mayor for the Municipal Year 2014–2015.

RESOLVED  That Councillor E Nash be appointed as Town Mayor for the ensuing Municipal Year.

_Councillor Willder then vacated the Chair in favour of Councillor Nash and passed over the Chain of Office._

145/14   DECLARATION OF ACCEPTANCE OF OFFICE

Councillor E Nash thereupon signed and accepted the Statutory Declaration of Acceptance of Office which was witnessed by the Town Clerk.

146/14   ELECTION OF DEPUTY MAYOR

The Council was asked to consider appointing a Deputy Mayor elect for the Municipal Year 2014/15.

The Council proposed two Members for the position of Deputy Mayor, Councillor Goodman and Councillor Settle. A paper ballot was undertaken during the meeting, with Councillor Goodman being declared the Deputy Mayor for the Municipal Year 2014-15.

RESOLVED  That Councillor Goodman be appointed Deputy Mayor for the 2014-2015 Municipal Year.

147/14   APOLOGIES FOR ABSENCE

There were no apologies for absence received.
148/14 DECLARATIONS OF INTEREST

Councillor Nash declared a personal interest in agenda item 16 - Funding for the Armed Forces Day.

149/14 TOWN MAYOR’S ANNOUNCEMENTS – INFORMATION ONLY

The newly elected Town Mayor, Councillor Nash expressed his appreciation of the ‘tireless’ work and much enthusiasm of the outgoing Town Mayor and said that he looked forward to his own year as Mayor.

The outgoing Town Mayor, Councillor Willder said that it had been a pleasure to attend the many events on behalf on the Council. She gave thanks to everyone involved in these events and thanked everyone for their support during her year in office.

Councillor Settle on behalf of the Council thanked Councillor Willder for the high number of civic events that she attended as Town Mayor. Councillor Settle also thanked Councillor Willder for the excellent work she had undertaken within her mayoral year and the 110% enthusiasm she put into this role.

Councillor Nash welcomed everyone to the meeting. He advised that his nominated charity for his Mayoral year was Veterans for the Fylde. He intended to support the excellent work they undertook for Veterans.

150/14 MINUTES OF THE PREVIOUS COUNCIL MEETING

RESOLVED That the minutes of the Council Meeting of the Council held on the 8th April 2014 be approved as a correct record and signed accordingly.

151/14 COMMITTEE MINUTES

Planning and Environment Committee 10th April 2014

RESOLVED That the minutes of the above Committee be noted.

152/14 NEIGHBOURHOOD PLAN

The Town Clerk updated the meeting of the progress of the Neighbourhood Plan as follows:

The Neighbourhood Plan is well under way and the first stage consultation process began on 14th April 2014 for six weeks and ends on 28th May 2014.

Consultation Events

There have been four open to the public consultation events held across the town. These are:

1. Friday 25th April 2014 - at the covered dome in the square from 2.30 to 4.30 pm – reasonable response in spite of the rain
2. Friday 2nd May 2014 - Parish Rooms from 2 to 6 pm – not many people attended, however several questionnaires were collected from people working/visiting this venue
3. Friday 9th May 2014 – Morrison’s foyer from 4pm to 6pm – best event to date, interviewed many people and obtained completed questionnaires. Sally and Sarah delivered over 170 leaflets to the Westgate area prior to the event. It appeared to have worked because several people brought in these leaflets and knew we would be at Morrison’s. These residents are now aware that they live in St. Anne’s not Blackpool.
4. Friday 16th May 2014 – St Annes Library Foyer from 2-3pm – not many people wanted to be involved, despite Sarah, Heather and Sally’s efforts. However the Neighbourhood Plan static display in the Library had to be re-stocked because all of the leaflets were taken by the public.
The Town Clerk thanked Councillor Tony Ford and Councillor Viv Wilder for attending the consultation events that have been held.

An additional two events to be held on:
- Thursday 22nd May 2014, Memorial Hall, St Albans Road from 2pm to 6pm, supported by Town Council staff
- Saturday 24th May from 11 am to 2pm in the covered dome in the square, supported by Town Councillors

**Questionnaire**
The neighbourhood plan questionnaire went live on 14th April 2014 via Surveygizmo, so 228 responses have been received. This software collates the data as people complete the questionnaire. Alan Oldfield CEO of Fylde Borough Council kindly agreed to circulate the questionnaire link to all his staff. Hard copy questionnaires were available at the Town Council offices and at all the consultation events.

**Webpage**
The Neighbourhood Plan is on the home page on the Town Council website, including the electronic link. There is also a separate designated Neighbour Plan page, which includes the work and project documents completed to date. This evidence is growing continuously.

**Newsletter**
The new style Town Council newsletter was distributed from 4th – 11th April which included a two centre page spread on the Neighbourhood Plan. There was a very positive response to the newsletter and the new delivery firm had achieved far better delivery distribution.

**Miscellaneous**
LSA High School has agreed to undertake a photography competition as part of the Neighbourhood Plan consultation process. Sally and Sarah attended the Chamber of Trade on 8th May 2014 and gave a presentation on the Neighbourhood Plan, which was very well received.

**Press**
In the last two weeks, the Neighbourhood Plan has received two large prominent articles on the Neighbourhood Plan in the Lytham St Annes Express. Tony Durkin has been very supportive and given free publicity.

**Promotion**
To help promote the Neighbourhood Plan, a supply of customised Neighbourhood Plan fluffy bugs and pens has been produced. The bugs were the most popular.

**Theme Groups**
There are three theme groups that have been held:

**Housing**
Chairman Wilder Chairman, Councillor Henshaw
Meeting date
Friday 9th May 9.30am, attended by 11 people, including representatives from the Private Rented Sector and the Social Housing Sector.

**Transport and Movement**
Chairman Ford Chairman, Councillor Jacques
Meeting date
Tuesday 13th May 2014 at 9.30am, attended by 13 people, including representatives from the Bus Industry, Rail User Groups and officers from Lancashire County Council, Fylde Borough Council and Blackpool Council.
Summary
The Town Clerk thanked Sarah and Heather for all the additional work they had undertaken as part of producing the Neighbourhood Plan. Envision had met with Fylde Borough Council Officers to go through the summary findings. Draft options had been produced, mirroring the consultation to date. Initial analysis of the consultation so far detailed the three main issues in order of preference:
1. Employment - need
2. Open Spaces including Parks – provision
3. Affordable Housing - need
Envision and Town Council were working on the emerging Neighbourhood Profile document, which would be supported by the evidence base. After the end of the 1st stage consultation process, the next stage was to produce the policies.

RESOLVED That the progress on St. Anne’s Neighbourhood Development Plan be noted and all actions agreed.

153/14 PUBLIC PARTICIPATION
Members of the public raised the following items:
- The success of the Triathlon event held on Sunday 18th May 2014
- People must report crime to ensure that it was not underreported
- The was no service of the number 14 bus service operated by Blackpool Transport after 6.30pm
- That the Town Council give consideration to a dedicated Art Centre within St. Anne’s
- The South Fylde Railway Line did not meet the requirements of Fylde residents
- The franchise for the South Fylde Railway Line was up for renewal in 2016
- That St. Anne’s Youth Council were represented at Town Council meetings and be a voice for the young people of the town
- There should be an increased train services to and from Blackpool Pleasure Beach (from Preston) in the summer months
- The work and time that Councillor Willder had undertaken during her Mayoral year had been fantastic

The meeting then re-convened.

154/14 ACCOUNTS
RESOLVED That the schedule of accounts for payment in the sums of £678.49 for 2013/14 be approved.
That the schedule of accounts for payment in the sums of £13683.75 for 2014/15 be approved.

155/14 APPOINTMENTS TO STANDING COMMITTEES AND WORKING PARTIES/GROUPS

The Town Clerk informed the meeting of the amendments to the proposed Committee membership. It was agreed that Councillor Goodman be added to Internal Scrutiny

Policy and Resources Committee
Membership Councillors Settle (Chairman), Ford, Lanyon, Little, Settle, Willder and Town Mayor (ex-officio)

Planning and Environment Committee
Membership Councillors Ford (Chairman), Akeroyd, Goodman, Henshaw, Jacques, Lanyon, Mackenzie, and Town Mayor (ex-officio)

Leisure and Community Committee
Membership Councillors Little (Chairman), Akeroyd, Henshaw, Mackenzie, Prestwich, Settle, Willder and Town Mayor (ex-officio)

Grants Working Party
Membership Councillors Goodman, Henshaw, Little, Mackenzie and Willder.

Christmas Event Working Group
Membership Councillors Akeroyd, Henshaw and Little

Internal Scrutiny
Membership Councillors Akeroyd, Henshaw and Little.

Public Offices Working Party
Membership Councillors Akeroyd, Ford, Lanyon, Mackenzie, Nash, Settle

Public Rights of Way Working Party
Membership Councillors Settle (Chairman), Ford, Lanyon and Jacques

The Public Rights of Way Working Party was formally a Sub-Committee

RESOLVED That membership of Standing Committees and Working Parties/Groups be approved.

156/14 APPOINTMENTS TO OUTSIDE ORGANISATIONS

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Current Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackpool Airport Consultative Committee</td>
<td>Councillor Henshaw</td>
</tr>
<tr>
<td>Citizens Advice Bureau</td>
<td>Councillor Henshaw</td>
</tr>
<tr>
<td>LALC Fylde Area Committee</td>
<td>Councillors Akeroyd and Mackenzie</td>
</tr>
<tr>
<td>District Parish Liaison Committee</td>
<td>Councillors Lanyon and Settle</td>
</tr>
<tr>
<td>Community Rail Partnership</td>
<td>Councillor Ford</td>
</tr>
<tr>
<td>Shepherd Road Allotment Society</td>
<td>Councillor Ford (Councillor Lanyon substitute)</td>
</tr>
<tr>
<td>St Annes in Bloom</td>
<td>Councillor Ford</td>
</tr>
<tr>
<td>St Annes Kite Festival</td>
<td>Councillor Settle</td>
</tr>
<tr>
<td>St Annes Youth Council</td>
<td>Councillors Ford, Goodman, Lanyon, Little</td>
</tr>
</tbody>
</table>

RESOLVED That membership of Standing Committees and Working Parties/Groups be approved.

That the Blackpool Airport Consultative Committee which had been omitted from this the list of Appointments to Outside Bodies, be included.

157/14 ANNUAL REPORT

The Town Clerk informed the meeting that the Annual Report had been discussed at the Annual Parish Meeting on the 8th April 2014.
The Town Mayor gave a presentation on the Annual Report and advised that it was something to be proud of due to the amount of work the Town Council had undertaken and the successes that had been achieved. He highlighted the following items:

- The Town Council had delivered the Music and Arts Festival in September 2013, organised the Christmas Light Switch On, the Easter Event and the Mayors Carol Service. The Council had given financial support to St. Anne’s Carnival and St. Anne’s Kite Festival.
- A blue plaque was unveiled at the Parish Rooms on Wednesday 5 June 2013 which commemorated the historic importance of the building. A successful partnership between the Town Council, Civic Society and the Parish Church ensured the plaque was erected.
- The Town Crier, Colin Ballard had worked very hard supporting and promoting the town of St. Annes in the last 12 months. He had attended over 70 events in the town as Town Crier and has now become a well known figure in the local community.
- As part of the Street Representatives Project, there are now 10 volunteers who regularly keep an eye on an area within their neighbourhood. This is a working partnership with Fylde Borough Council who train the street representatives, whilst the Town Council supervise and support them.
- Blundell Road allotments have won the outstanding neighbourhood award from North West in Bloom being selected as best of the best and grow your own award in 2012. The site was highly commented in the Lancashire Green Awards Recycling category. In 2013 the allotments were the outright winners of the recycling award.
- In 2013 two flag poles were installed on Clifton Drive and The Crescent. The town flag was unfurled at a ceremony before the Carnival on Saturday 6 July, attended by Mark Menzies MP and other dignitaries.
- Public Rights of Way - In 2013 the Town Council took over the maintenance of the public rights of way network within the parish. As the first project, the Council with the support of volunteers cleared the footpath that runs parallel to Wildings Lane. This required some very hard work, with the 500 metre path now being clear for the use of walkers and horse riders.

RESOLVED To note the Annual Report to 31st March 2014.

158/14 FUNDING FOR ARMED FORCES DAY

Councillor Nash advised that a Armed Forces Day was being held at Ashton Gardens on Sunday 29th June 2014. The Town Council was asked to support this event by way of a £450 grant towards the costs of the day.

RESOLVED That a sum of £450 be made from the grants budget for Armed Forces Day on 29th June 2014.

159/14 MEMBERS REPORTS

Councillor Jacques informed the meeting that volunteers were required to support St. Anne’s Carnival on 12-13th July 2014. This event was held to raise funds for charity and did not make a profit. It was noted that this event was not organised and run by any Council, but by the Carnival Committee and many volunteers with people giving their time freely. She thanked Fylde Borough Council for allowing Ashton Gardens to be used as part of the Carnival event.

Councillor Ford reported the following to the Council:
- The 30th Anniversary of Town Twinning between St. Anne’s and Werne, with 40 representatives from Werne visiting the town on the Friday prior to St. Anne’s Carnival
- Blundell Road Allotments were being entered in the Neighbourhood Award as part of North West In Bloom
- St. Anne’s in Bloom members had last autumn planted up the grass verges on Queensway with daffodil bulbs. They were now looking for volunteers to help plant more bulbs up to the boundary with Blackpool in late October early November this year.
Councillor Lanyon stated how proud she and Councillor Ford were of the two Youth Council representatives who accompanied them to the recent Fylde Borough Council Mayor Making Ceremony at Lowther Pavilion. They were both excellent ambassadors for the St. Anne's Youth Council. She noted their presence at the meeting and offered them their congratulations. Councillor Lanyon added that they appreciated being included in this prestigious event and thoroughly enjoyed the occasion. She formally thanked Councillors Kevin Eastham and Karen Henshaw and wished them both every success in their respective terms of Office.

Councillor Mackenzie reported the Lytham St. Annes Festival – Music and Arts was being held from the 19th July until 27th July 2014.

The Mayor thanked all Town Council staff for their hard work for putting on the Easter Competition held on Monday 21st April 2014 in Ashton Gardens. This event had been a great success, with over 60 children and their families participating in the Easter Egg Hunt Competition. He requested that as part of the 100th First World War Centenary, everyone plant as many Flanders Poppy variety poppies in their gardens and hanging baskets. Free poppy seed could be obtained from Dobbies Garden Centre in Blackpool Road, Clifton.

160/14 DATE AND TIME OF NEXT MEETING

It was noted that the next Council Meeting would be held at Parish Rooms, Oxford Road, St. Anne’s on the Sea FY8 2EA on Tuesday 15th July 2014 at 7.00 pm.

The meeting finished at 8.10 pm.

Signed…………………………………..

Chairman
15th July 2014
# 8th May 2014 (2013-2014)

## St Annes on The Sea Town Council

### PAYMENTS LIST - VOUCHERS 377-387 2013/2014

<table>
<thead>
<tr>
<th>Voucher No</th>
<th>Cheque No</th>
<th>Name</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>377</td>
<td>1349</td>
<td>63 S Taylor refund</td>
<td>Dog Dispenser modification</td>
<td>16.67</td>
</tr>
<tr>
<td>378</td>
<td>1349</td>
<td>155 S Taylor refund</td>
<td>Survey gizmo neighbourhood plan</td>
<td>46.00</td>
</tr>
<tr>
<td>379</td>
<td>1349</td>
<td>32 S Taylor refund</td>
<td>Office Supplies</td>
<td>2.91</td>
</tr>
<tr>
<td>380</td>
<td>1349</td>
<td>158 S Taylor refund</td>
<td>Easter bags</td>
<td>21.09</td>
</tr>
<tr>
<td>381</td>
<td>1349</td>
<td>35 S Taylor refund</td>
<td>Stamps</td>
<td>110.00</td>
</tr>
<tr>
<td>382</td>
<td>1349</td>
<td>12 S Taylor</td>
<td>Travelling Expenses</td>
<td>13.60</td>
</tr>
<tr>
<td>383</td>
<td>1350</td>
<td>156 J Russell</td>
<td>Lodge Cleaning</td>
<td>88.00</td>
</tr>
<tr>
<td>384</td>
<td>1351</td>
<td>154 SB Waste Management</td>
<td>Shepherd Road - waste removal</td>
<td>316.66</td>
</tr>
<tr>
<td>385</td>
<td>D/debit 138</td>
<td>United Utilities</td>
<td>Water Charges - Blundell Rd Allotments</td>
<td>18.56</td>
</tr>
<tr>
<td>386</td>
<td>1352</td>
<td>14 James Knowles &amp; Co</td>
<td>HR Fees Months 4-6</td>
<td>40.00</td>
</tr>
<tr>
<td>387</td>
<td>1353</td>
<td>35 S Taylor refund</td>
<td>Postage</td>
<td>5.00</td>
</tr>
</tbody>
</table>

**Total**  £678.49

Signed……………………………………

Chairman  
15<sup>th</sup> July 2014
## St Annes on The Sea Town Council
### PAYMENTS LIST VOUCHERS 1 - 42 (2014-2015)

<table>
<thead>
<tr>
<th>Voucher</th>
<th>Cheque No</th>
<th>Code</th>
<th>Name</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1354</td>
<td>155</td>
<td>St Annes Pensioners Association</td>
<td>Neighbourhood Plan Consultation venue booking</td>
<td>10.00</td>
</tr>
<tr>
<td>2</td>
<td>1355</td>
<td>53</td>
<td>Scribe 2000 Ltd</td>
<td>Software licence</td>
<td>245.00</td>
</tr>
<tr>
<td>3</td>
<td>1356</td>
<td>37</td>
<td>Konica Minolta Ltd</td>
<td>Printer costs</td>
<td>34.54</td>
</tr>
<tr>
<td>4</td>
<td>D/Debit</td>
<td>34</td>
<td>British Telecom</td>
<td>Internet Line</td>
<td>92.91</td>
</tr>
<tr>
<td>5</td>
<td>D/Debit</td>
<td>34</td>
<td>O2</td>
<td>Telephone Rental and Calls</td>
<td>36.17</td>
</tr>
<tr>
<td>6</td>
<td>D/Debit</td>
<td>10</td>
<td>Lancashire County Council</td>
<td>Superannuation</td>
<td>29.26</td>
</tr>
<tr>
<td>7</td>
<td>1358</td>
<td>37</td>
<td>Konica Minolta Ltd</td>
<td>Printer Rental</td>
<td>128.40</td>
</tr>
<tr>
<td>8</td>
<td>1357</td>
<td>131</td>
<td>Gosvenor Print &amp; Design</td>
<td>Newsletter Printing</td>
<td>1,100.00</td>
</tr>
<tr>
<td>9</td>
<td>D/Debit</td>
<td>151</td>
<td>United Utilities</td>
<td>Water Charges - Shepherd Rd Allotments</td>
<td>15.89</td>
</tr>
<tr>
<td>10</td>
<td>D/Debit</td>
<td>138</td>
<td>United Utilities</td>
<td>Water Charges - Blundell Rd Allotments</td>
<td>17.11</td>
</tr>
<tr>
<td>11</td>
<td>1359</td>
<td>40</td>
<td>St Annes Parish Church</td>
<td>Hall Hire</td>
<td>22.75</td>
</tr>
<tr>
<td>12</td>
<td>1360</td>
<td>12</td>
<td>H Kennedy</td>
<td>Travelling Expenses</td>
<td>4.55</td>
</tr>
<tr>
<td>13</td>
<td>1361</td>
<td>36</td>
<td>Discount Ink Cartridges Fylde</td>
<td>Printer Paper</td>
<td>23.33</td>
</tr>
<tr>
<td>14</td>
<td>1362</td>
<td>131</td>
<td>City Distributors Limited</td>
<td>Newsletter Delivery</td>
<td>409.50</td>
</tr>
<tr>
<td>15-18</td>
<td>1363-66</td>
<td>10</td>
<td>Salaries</td>
<td>Salaries</td>
<td>4,645.22</td>
</tr>
<tr>
<td>19</td>
<td>1367</td>
<td>158</td>
<td>H Kennedy refund</td>
<td>Easter Supplies</td>
<td>1.50</td>
</tr>
<tr>
<td>20</td>
<td>1368</td>
<td>155</td>
<td>Total Merchandise Ltd</td>
<td>Neighbourhood Plan promotion</td>
<td>522.50</td>
</tr>
<tr>
<td>21</td>
<td>1369</td>
<td>138</td>
<td>Flying Colours Flagmakers Ltd</td>
<td>Flag Pole Maintenance</td>
<td>250.00</td>
</tr>
<tr>
<td>22</td>
<td>1370</td>
<td>131</td>
<td>Vivid</td>
<td>Newsletter Typesetting</td>
<td>150.00</td>
</tr>
<tr>
<td>23</td>
<td>1371</td>
<td>155</td>
<td>Fylde Borough Council</td>
<td>Shepherd Rd Annual P/Control Contract</td>
<td>500.00</td>
</tr>
<tr>
<td>24</td>
<td>1372</td>
<td>156</td>
<td>J Russell</td>
<td>Lodge Cleaning</td>
<td>88.00</td>
</tr>
<tr>
<td>25</td>
<td>D/Debit</td>
<td>10</td>
<td>Lancashire County Council</td>
<td>Superannuation - April</td>
<td>1,144.83</td>
</tr>
<tr>
<td>26</td>
<td>1373</td>
<td>36</td>
<td>P Jackson refund</td>
<td>Stationery</td>
<td>12.91</td>
</tr>
<tr>
<td>27</td>
<td>1374</td>
<td>10</td>
<td>HM Revenue</td>
<td>PAYE</td>
<td>1,501.72</td>
</tr>
<tr>
<td>28</td>
<td>1375</td>
<td>152</td>
<td>Jewson Ltd</td>
<td>Gravel/Shingle (washed) PROW</td>
<td>252.10</td>
</tr>
<tr>
<td>29</td>
<td>1376</td>
<td>152</td>
<td>Shepherd Road Allotment Society</td>
<td>Allotment Course</td>
<td>150.00</td>
</tr>
<tr>
<td>30</td>
<td>1377</td>
<td>10</td>
<td>James Knowles &amp; Co</td>
<td>HR</td>
<td>70.00</td>
</tr>
<tr>
<td>31</td>
<td>1379</td>
<td>36</td>
<td>S Taylor refund</td>
<td>Stationery</td>
<td>9.98</td>
</tr>
<tr>
<td>32</td>
<td>1379</td>
<td>40</td>
<td>S Taylor refund</td>
<td>Supplies</td>
<td>1.00</td>
</tr>
<tr>
<td>33</td>
<td>1379</td>
<td>158</td>
<td>S Taylor refund</td>
<td>Easter Egg Hunt</td>
<td>53.95</td>
</tr>
<tr>
<td>34</td>
<td>1379</td>
<td>158</td>
<td>S Taylor refund</td>
<td>Easter Egg Event</td>
<td>21.67</td>
</tr>
<tr>
<td>35</td>
<td>1379</td>
<td>34</td>
<td>S Taylor refund</td>
<td>Telephone adapter</td>
<td>16.66</td>
</tr>
<tr>
<td>36</td>
<td>1379</td>
<td>155</td>
<td>S Taylor refund</td>
<td>Survey gizmo neighbourhood plan</td>
<td>46.00</td>
</tr>
<tr>
<td>37</td>
<td>1379</td>
<td>155</td>
<td>S Taylor refund</td>
<td>Travelling Expenses</td>
<td>32.36</td>
</tr>
<tr>
<td>38</td>
<td>D/Debit</td>
<td>34</td>
<td>O2</td>
<td>Telephone Rental and Calls</td>
<td>35.96</td>
</tr>
<tr>
<td>39</td>
<td>1380</td>
<td>119</td>
<td>HALSA</td>
<td>Guaranteed Grant</td>
<td>500.00</td>
</tr>
<tr>
<td>40</td>
<td>Canx</td>
<td>n/a</td>
<td>Canx</td>
<td>Voucher cancelled</td>
<td>n/a</td>
</tr>
<tr>
<td>41</td>
<td>1381</td>
<td>119</td>
<td>St Annes in Bloom</td>
<td>Guaranteed Grant</td>
<td>1,500.00</td>
</tr>
<tr>
<td>42</td>
<td>1382</td>
<td>150</td>
<td>L Underwood</td>
<td>Allotment Transfer refund</td>
<td>7.98</td>
</tr>
</tbody>
</table>

**Total**

<table>
<thead>
<tr>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>£13,683.75</td>
</tr>
</tbody>
</table>

Signed............................................
Chairman
15th July 2014
APPENDIX B

St. Anne's on the Sea Town Council

Minutes of the Planning and Environment Committee held on 15th May 2014 at
West Lodge, 5 St George’s Road, St. Anne’s on the Sea FY8 2AE

Present: Councillors T Ford Chairman
C Akeroyd
K Henshaw
A Jacques
C Lanyon

Officer P Jackson Assistant to the Town Clerk

Members of the Public/Press 0

135/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Goodman, Mackenzie and Wilder.

136/14 DECLARATIONS OF INTEREST

There were no declarations of interest.

137/14 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on the 10th April 2014 be approved and signed as a correct record.

138/14 FEEDBACK

There was a discussion on the difficulties experienced when the Chairman had attended the Development Management Committee to support the Committee’s objections to a recent application. These difficulties related to the timing of when various applications were to come forward for decision. It had not been possible for the Chairman to make himself available all day for the meeting.

139/14 FYLDE BOROUGH COUNCIL – PLANNING APPLICATIONS CONSIDERED

RESOLVED That the following comments be forwarded to Fylde Borough Council on the applications received:

Application Number 14/0195 338 Clifton Drive North
Proposal Change of use from single dwelling to provide 7 residential apartments (Class C3) with provision of basement access and revisions to windows and doors to rear to facilitate change of use.
Observations Support:
- Adding to housing supply – 7 residential apartments.
- Re-activation/preservation of Porritt property in Conservation Area.
- Meets NPPF – Desirability of sustaining and enhancing the significance of the Conservation Area.
### Application Number 14/0215 6 Moorland Road

**Proposal**
Proposed erection of detached dwelling to side following demolition of existing two storey element to property.

**Observations**
- **Objection:**
  - Over intensive use of the site/overcrowding
  - Contrary to HL5 of Criteria 3 of the Local Plan
  
  Note: Site map appears to be incorrect in relation to positioning of road names.

### Application Number 14/0235 13 St Andrews Road South

**Proposal**
Change of use from Shop A1 use to A3 Bistro Restaurant, with installation of extractor fan to side.

**Observations**
None specific.

### Application Number 14/0246 Pontins, Clifton Drive North,

**Proposal**
Scoping opinion request under environmental impact assessment regulations relating to proposed residential development

**Observations**
None specific

### Application Number 14/0248 94-98 Kilnhouse Lane

**Proposal**
Advertisement consent to display 1 x eternally illuminated fascia sign, 1 x externally illuminated hanging sign, 3 x vinyl window graphics panels and 1 x externally illuminated ATM graphic panel.

**Observations**
Support. More visually pleasing than current fascia.

### Application Number 14/0254 129 Mayfield Road

**Proposal**
Proposed formation of extended roof to front of both properties

**Observations**
None specific

### Application Number 14/0265 36 Chatsworth Road

**Proposal**
Proposed hip to gable roof lift and rear dormer

**Observations**
None specific

### Application Number 14/0271 43 Baltimore Road

**Proposal**
Proposed single storey rear extension

**Observations**
None specific

### Application Number 14/0290 1 Lomond Avenue

**Proposal**
Proposed single storey side/rear extension

**Observations**
None specific
Application Number 14/0294  Beach Huts Adjacent Mini Golf, South Promenade
Proposal  Proposed siting of 30 new beach huts.
Observations  Objection
- Too many in this one location will detract from the amenities of the area.
- Concern over the distance to toilet facilities – can consideration be given to the provision of additional toilet facilities.
- Views from upper Promenade will be obscured by backs of Beach Huts, if approved.

Application Number 14/0301  34 St Albans Road
Proposal  Change of use from rest home (Class C2) to single dwelling house (Class C3)
Observations  None specific

Application Number 14/0339  53 St Annes Road West
Proposal  Proposed alterations to front window to create a serving hatch to sell ice cream
Observations  Objection - The proposed development will affect the symmetry of the front elevation

140/14 PRIOR NOTIFICATIONS
Application Number 14/0306  103 St Andrews Road North,
Proposal  Application for prior notification of single storey rear extension of 3.6m projection with 3.5m ridge and 2.6m eaves
Application Number 14/0264  36 Chatsworth Road
Proposal  Application for prior notification for a single storey rear extension 3.425metre projection, 3.6 metre high ridge and 2.25 metre high

RESOLVED  To note the above Prior Notifications.

141/14 REPRESENTATIONS
None.

142/14 URGENT DECISIONS
Following the decision to have less frequent meetings of the Committee considered a Protocol for dealing with planning applications where an urgent decision was required.

The following Proposal was considered.

If any Member or Officer becomes aware that a major or significant application is pending where the deadline for observations from the Council will fall before the next available Committee date, details of that application should be brought to the attention of the Town Clerk or designated officer. When receiving details of the pending application the Town Clerk, or designated officer will ascertain whether the Council’s
observations can wait until after the next Committee. If not, the Town Clerk or designated officer will consult with the Chairman and Vice Chairman of the Planning and Environment Committee and a response to the application will be formulated and circulated by e-mail to Members of the Planning and Environment Committee together will details of the application. If there is no disagreement then the Town Clerk is authorised to make the response on behalf of the Council. Should any Member disagree with the response an urgent meeting of the Committee will be called. Should any Member wish to add any comments in support of the response these additional comments may be added to the response at the Town Clerk’s discretion.

**RESOLVED** That the Council be RECOMMENDED to adopt the proposed delegation authority.

**143/14 DATE AND TIME OF NEXT MEETING**

It was noted that the next meeting of the Committee would take place at West Lodge, 5 St Georges Road at 2.00 pm on Thursday, 19th June 2014.

The meeting finished at 3.15 pm.

Signed  ................................................

Chairman

Date 19th June 2014
APPENDIX C

St. Anne's on the Sea Town Council

Minutes of the Policy and Resources Committee held on 10th June 2014, 2pm, West Lodge, 5 St Georges Road, St. Anne's on the Sea, Lancashire FY8 2AE.

Present: Councillors V Settle Chairman
          T Ford
          A Jacques (part meeting, minute reference from 161/14 to 168/14)
          C Lanyon
          V Willder
          E Nash ex-officio

          Ward Councillor D Prestwich (part meeting, minute reference from 161/14 to 169/14)
          Officers S Taylor Town Clerk

161/14 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Little.

162/14 DECLARATIONS OF INTEREST

Councillors Ford, Lanyon, Jacques and Willder declared a personal interest in agenda number 8, Town Twinning.

Councillor Willder declared a personal interest in agenda item 13, Forward Plan, 2.2 Public Offices. It was noted that Councillor Willder was not a Member of the Public Offices Working Group.

163/14 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 25th March 2014 be approved.

164/14 OPEN SPACE TRANSFER

Councillor Nash reported that the leading group had met and on 9th June 2014 to discuss the potential Asset Transfer of Open Spaces.

The Conservative group agreed that Fylde Borough Council officers could undertake discussions with the Town Council to evaluate the costs of any transfer; however this would not take place until after May 2015. This was because of the work involved in formalising the Fylde Borough Council revised Governance arrangements that were required to be in place for next May.

RESOLVED a) That a dialogue be started from May 2014 to evaluate the cost of a potential Asset Transfer of Open Spaces, to the Town Council.
   b) That an Open Space and Parks Working Group be formed comprising of; Councillors Ford, Jacques, Nash and Willder.
   c) That the Town Clerk arrange a meeting between the Open Space and Parks Working Group and Fylde Borough Council officers.

165/14 PROVISION OF SECURITY RADIOS

The Committee considered the provision of security radios funded by the Town Council, to support local businesses in their efforts to reduce shoplifting.

RESOLVED a) To agree in principle the provision of security radios, to support local businesses in their efforts to reduce shoplifting.
   b) That Councillor Ford investigate the level of support from local traders for the provision of security radios and report back to the next meeting.
166/14 TOWN FLAG – PROMOTION AND PUBLICITY

The Town Clerk reported on the cost of producing mugs with and desk flags promoting the Town Flag.

Councillor Settle informed the meeting that he had investigated the potential for other flag poles in the town centre to fly the Town Flag. There was work required on the flag poles that were not owned by the Town Council, therefore the cost of the work needed to be met by the relevant owners.

RESOLVED  

a) That the Town Clerk purchases 150 mugs promoting the Town Flag.  
b) That the Town Clerk research the use of a local supplier for the 150 mugs, however if this was not possible that the Town Clerk source the most competitive price for these promotional mugs.  
c) That the cost of producing flags badges and desk flags from a local supplier be pursued.

167/14 TOWN TWINNING

Councillor Ford reported St. Anne’s town twinning with Werne celebrated its 30th Anniversary this year. As part of the celebrations 40 representatives from Werne were visiting St. Anne’s in July. The Committee agreed that 50 promotional mug and 38 St. Annes Town Maps from City Scape be given to the Werne representatives from the Town Council.

The Committee noted the financial implications for a small organisation such as Town Twinning to support the cost of this visit to the Town, agreeing to provide a grant of £250 to this community group.

RESOLVED 

a) That the Town Council present 50 promotional mugs and 38 City Scape Town Centre maps to the LSA Town Twinning Association.  
b) That a grant of £250 be paid to LSA Town Twinning Association to support the Town twinning with Werne 30th Anniversary.

168/14 FYLDE HIGH STREET INNOVATION FUND – BIDS SUBMITTED

Councillor Jacques left the meeting at this agenda item.

The Town Clerk reported that as part of the Christmas Light Infrastructure Project, Fylde Borough Council were transferring ownership of the existing lights to the Town Council. She was awaiting the outcome of the portfolio holder decision, which was anticipated to be completed by the end of June 2014. It was reported that only fairy lights could be put on the lamppost columns in Park Road, Orchard Road and Wood Street. This was because the columns had not been designed to take substantial loading. The Committee agreed that the outstanding £2000 from the FHSIF would be allocated towards the Christmas Light Infrastructure Project, subject to approval from Fylde Borough Council.

The Town Clerk had held a meeting with Mr P Drinnan, Head of Regeneration Fylde Borough Council and Mr B Stoddard Senior Engineer (Street Lighting), Lancashire County Council, to discuss the design and location of the Banners. Lancashire County Council would only give permission for lamppost banners that promoted the community not that advertised local businesses. They also limited the time the banners could be in place for. Councillor Nash agreed to discuss this issue (which would prevent delivery of this project) with Councillor Craig-Wilson, the Lancashire County Councillor for St. Anne’s South.

As part of the project delivery for Street Signs, a street audit was being undertaken by Town Council officers. Once this had been completed all relevant traders would be written to directly, outlining that their business would be promoted on the Street Signs, but would be removed if they continued to display A Boards on the street corners facing the square.
RESOLVED  a) That the eight lamppost banners be installed as previously agreed
   b) That Councillor Nash discuss with Councillor Craig-Wilson the restriction on
      limited the banners being displayed longer than 28 days.
   c) That Councillor Nash discuss with Councillor Craig-Wilson the restriction on
      advertising banners in the centre of St. Anne’s Town Centre.
   d) That the outstanding £2000 from the FHSIF would be allocated towards the
      Christmas Light Infrastructure Project, subject to approval from Fylde Borough
      Council.

169/14  TOWN TEAM

Councillor Nash gave an update on the progress of the Town Team, as follows:
• That a Town Centre Forum was being formed
• The first stage of establishing the Forum was to form a steering group, which was currently
  being undertaken
• That Paul Drinnan and Stephen Smith were working with Councillor Nash to produce a Town
  Centre Strategy
• That this strategy would be driven and supported by the Town Centre Forum
• That Section 106 funding was to be used to improve the Town Centre area of St. Andrews
  Road South

RESOLVED  That both Councillor Nash and Councillor Ford be the Town Council's
    representatives on the Town Centre Forum.

170/14  TOWN CENTRE MULTI STOREY CAR PARK

The Town Clerk advised that Charles Conway, the owner of the Multi Storey Car park, was flying
over from Belfast into Liverpool and catching a train to Blackpool, with a taxi to West Lodge on 20th
June 2014. Because this was an informal first meeting, it was agreed to keep the existing agreed
membership of Councillors Nash, Settle and Willder

RESOLVED  That for the first informal meeting with the owner of the car park; to keep the
    existing agreed membership of the Town Council to Councillors Nash, Settle and Willder.

171/14  GRANTS

RESOLVED  a) That Councillor Nash retrospectively complete a Town Council grant
    application for the grant recently awarded for the provision of Armed Forces
    Day.
   b) That the provision of Councillor led projects be considered as part of the
    Grant Review.

172/14  INTERNAL AUDIT

The Committee discussed the financial implication of the Town Clerk using their own personal credit
card to purchase items on behalf of the Town Council. It was noted that this was not considered best
practice by NALC.

RESOLVED  a) That the Town Clerk make the appropriate financial arrangements for a
    purchase card.
   b) That the provision of the purchase card be included in the Town Council's
    Financial Regulations.
WORK PLAN

The Committee considered the Work Plan and updated as required.

It was reported that Public Offices Working Group and met with Fylde Borough Council Officers to discuss the potential for purchasing the Public Offices only. The meeting had concluded that whilst the Town Council could purchase the offices, it would have to be in partnership with a developer who would purchase the whole site.

The Committee agreed that due to the importance of producing the Neighbourhood Plan, the Town Clerk discuss using Envision to produce the draft policies on the next stage of the plan.

RESOLVED

a) To consider the updated Work Plan at the next meeting and to note the following:
b) That the Town Clerk arrange a meeting between the Public Offices Working Group and the developer who had expressed an interest in acquiring the whole site.
c) That the election for Mayor Elect and Deputy Mayor be held at the Town Council meeting on 27th January 2015 or 17th March 2015.
d) That due to pressure of work of the Neighbourhood Plan, that the Town Council Planning Day be held later in 2014 or early 2015.
e) That Hope Street Pavilion be discussed at the next meeting of Policy and Resources Committee
f) That Forward Plan point number 2.6 should read eight banners
f) That the Youth Council would have a standing item on the Council agenda to give an update on proposed projects and achievements.
g) That the Town Council’s representation on the Youth Council be reduced to two Elected Members.
h) That the Mayor invites one of the Youth Councillors to give a reading at the Mayoral Carol Service on 5th December 2014.
i) That Envision be asked to assist in writing the draft Neighbourhood Plan policies, with the additional costs taken from the Neighbourhood Plan budget.

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 12th August 2014 at 2.00 pm.

The meeting ended at 3.59 pm.

Signed...........................................

Chairman
12th August 2014
Present: Councillors C Little Chairman  
V Settle  
C Akeroyd  
D Prestwich  
V Willder  
B Mackenzie  
K Henshaw  
Officers S Dunn Community Development Manager  
H Kennedy Promotion & Event Officer  
Members of the public 0

175/14 APOLOGIES FOR ABSENCE
No apologies for absence were received.

176/14 DECLARATIONS OF INTEREST
There were no declarations of interest.

177/14 MINUTES OF PREVIOUS MEETING
RESOLVED a) That the minutes of the meeting held on 31st March 2014 be approved, subject to;  
b) Councillor Vince Settle was present at the meeting.

178/14 EASTER EVENT 2014
This event took place on Easter Monday and was well attended. Good weather meant that the park was very busy and families seemed to enjoy the event. Positive feedback had been received by the Councillors and Councillor Little expressed her thanks to the Town Council officers for all their work in arranging the event.

179/14 CHRISTMAS LIGHTS SWITCH ON EVENT 2014
Due to the Neighbourhood Plan’s workload there has only been one meeting of the Switch On Event Working Party to date.

The Community Development Manager advised that she had spoken to Andrew Loynd regarding the need for closure of the usual car park (between Orchard Road and Park Road) on Saturday 29th November 2014.

180/14 LIFEBOAT CONCERT
The Community Development Manager reported that she had contacted the RNLI who were happy to host another concert at St. Anne’s Life Boat Station on 7th September 2014. For this year following a review of the event costs she hoped to find another orchestra who would be able to play for a significantly reduced rate, because it was a free event, raising money for charity.

It was hoped that if the concert goes ahead, chairs could be hired from the Scouts and the Carnival
Committee would be available to provide refreshments on the same basis as last year.

The Youth Councillors could be approached to help out with this event.

RESOLVED To arrange the concert for 7th September 2014 including music, catering and hire of chairs.

181/14 KITE FESTIVAL 2014

Councillor Settle reported that various hotels are ‘donating’ rooms as accommodation for the guest kite flyers. The Pier Cafe and the Pier have pledged substantial donations and there is going to be a food trailer.

Clothing firm Regatta have agreed to provide weatherproof jackets to the kite flyers.

Unfortunately the swing boats cannot be located on the beach due to the soft sand so they will only be available if vehicle access can be arranged with Fylde Borough Council so that temporary decking can be laid.

There will be music at the bandstand including a samba band on the Sunday, and beach art.

The Town Mayor will be invited to open the event and the Town Crier to do cries to publicise it.

182/14 MUSIC AND ARTS FESTIVAL 2014

Councillor Mackenzie circulated some general leaflets for the festival, which list the participating venues. There will be more detailed versions available soon.

The application to the Arts Council for a grant was unsuccessful which means some of the music events have had to be scaled back.

183/14 ST ANNES ON SEA IN BLOOM

Councillor Ford was not present at the meeting but he had provided a written report:

- The route for judging by North West in Bloom is being tested as there are more neighbourhood award entries including Blundell Road, The Chimes and Braxfield Court.
- The judges' handbook prepared by the In Bloom group is being prepared
- The Crescent railings should be back in place and some have been relocated to add impact to other areas.
- Brackets for hanging baskets in Park/Orchard Road have not been installed but the In Bloom group are pursuing options with Fylde Borough Council.
- ZPQ a local printing firm has agreed to fund a gardener for a few hours per month to assist with In Bloom activities.
- Some businesses on the Crescent have agreed to undertake watering of newly planted containers
- An audit of planters and locations has been completed so that the committee can manage their resources and check that participating businesses are continuing with their commitments
- Nominations for Best Front Garden have been disappointing – more are needed
- BIU who are based above B&M Bargains have agreed to work on the nearby open space in front of their building, in conjunction with Fylde Borough Council staff
184/14 ALLOTMENTS

Councillor Ford was not present at the meeting but he had provided a written report:

Shepherd Road
- Plot lettings are ongoing and all vacant plots have been let
- Myerscough College is planning a new course for plot holders and are discussing possible content and dates
- Regular grass cutting and strimming sessions held by working parties at Shepherd Road site ensure the site continues to look presentable
- Quotes for wall repairs near Singleton Avenue are being obtained
- The annual Open Day will be on Saturday 9th August 2014 and the committee were purchasing a marquee for use at this and other events
- A social committee is being set up
- The site will be participating in the North West in Bloom judging this year

Blundell Road
- Some newcomers are progressing well but one or two tenants have yet to make headway with their plots this year
- The stepped planters which replaced the vertical ones are a great improvement
- There is a social event being planned for July
- Work on harvesting & storage of rainwater continues to reduce costs

185/14 TOWN MAYOR’S CAROL SERVICE

The Community Development Manager reminded members of the date for this event, which is to be held on Friday 5th December 2014 at the Parish Church. She would contact Councillor Nash to see if he wishes to approach the Parish Church’s hand bell ringing group about taking part in the service.

186/14 DATE AND TIME OF NEXT MEETING

It was noted that the next meeting of the Leisure and Community Committee would be held at West Lodge, 5 St. George’s Road, St. Anne’s on the Sea, Lancashire FY8 2AE on Monday 4th August 2014 at 2.00 pm.

The meeting ended at 3.05 pm.

Signed............................................

Chairman
4th August 2014
St. Anne’s on the Sea Town Council

Minutes of the Planning and Environment Committee held on 19th June 2014 at
West Lodge, 5 St George’s Road, St. Anne’s on the Sea FY8 2AE

Present: Councillors T Ford Chairman
C Akeroyd
A Jacques
C Lanyon

Officer H Kennedy Promotion and Events Officer
P Jackson Assistant to the Town Clerk

Members of the Public/Press 0

187/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Goodman, Henshaw and Mackenzie.

188/14 DECLARATIONS OF INTEREST

Councillor Ford declared a personal interest in application 14/0334 on the basis that he knew the applicants and did not participate in discussion of this item.

189/14 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on the 15th May 2014 be approved and signed as a correct record.

190/14 FYLDE BOROUGH COUNCIL – PLANNING APPLICATIONS CONSIDERED

RESOLVED That the following comments be forwarded to Fylde Borough Council on the applications received:

Application Number 14/0276 23-25 St Albans Road
Proposal Proposed change of use from office on first floor to residential flat
Observations Support: Brings accommodation back into residential use.

Application Number 14/0307 Land Adjacent Holly Bank, Division Lane
Proposal Proposed erection of a detached agricultural building (renewal of approval 11/0695
Observations Could not pass comment as Application falls outside of boundary

Application Number 14/0315 414 Clifton Drive North
Proposal Proposed change of hipped roofs to bungalow to gables, formation of gable to front, introduction of dormer to front roof slope and extension of width of dormer to rear roof slope.
Observations Object: Overbearing and unsightly development
**Application Number 14/0320**  
**25-33 Fairhaven Road**  
**Proposal**  
Proposed erection of four storey building providing 33 apartments with associated landscaping, access alterations, car parking and ancillary works following demolition of existing hotel premises  
**Observations**  
Disappointing loss of a hotel supporting the Town’s trade and the consequent loss of jobs/economic activity. It is a Secondary Holiday area which allows for tourism and other residential uses. The footprint is smaller than the existing building and the design is visually pleasing.

**Application Number 14/0321**  
**1 Kilnhouse Lane**  
**Proposal**  
Re-submission of 13/0581 - erection of a single residential dwelling  
**Observations**  
We reiterate our concern over the retention of the original two gateposts. We would like the original conditions to 13/0581 to remain (ie grey water etc.)

**Application Number 14/0323**  
**The Lytham Link Hotel, 31-33 St Albans Road**  
**Proposal**  
Proposed change of use from guest house (class c1) to dwellinghouse (class c3).  
**Observations**  
None Specific

**Application Number 14/0327**  
**35-37 South Promenade**  
**Proposal**  
Proposed erection of a five and six storey building providing 36 retirement living apartments (category ii type accommodation), communal facilities, landscaping and car parking.  
**Observations**  
Object:  
- Was originally 31 apartments – it’s now 36 – over development of this site  
- Dominates sky-line and is higher than surrounding buildings  
- Only 32 parking spaces

**Application Number 14/0330**  
**Units at Snowdon Road**  
**Proposal**  
Proposed change of use of site and building to mixed use of general industrial (class b2), storage and distribution (class b8), offices (class b1), and associated showroom. Proposed alterations to front and side elevations to create new entrance with additional doors and windows, formation of parking areas around site and new cycle & bin stores.  
**Observations**  
None Specific

**Application Number 14/0334**  
**51 Crosland Road North**  
**Proposal**  
Proposed single storey rear extension and porch front extension  
**Observations**  
None Specific

**Application Number 14/0335**  
**2 Sawley Avenue**
Proposal: Proposed installation of 2 no. dormers to front elevation
Observations: None Specific

Application Number 14/0337  Ripala Cottage, Division Lane
Proposal: Proposed alterations to existing dormer bungalow to form three storey dwelling with two storey attached residential annex to rear, balconies to rear, single storey extension to rear, two storey extension to front and detached garage
Observations: None Specific

Application Number 14/0344  2/2a/4 Wood Street/14/16 St Andrews Road South
Proposal: Proposed alterations to 2 no. self contained flats at second floor level
Observations: None Specific

Application Number 14/0346  21a Queens Road
Proposal: Retrospective application for summer house / shed
Observations: None Specific

Application Number 14/0361  361 Clifton Drive North
Proposal: Proposed change of use from care home to 7 residential flats with alterations to form basement accesses
Observations: None Specific

Application Number 14/0377  Kilnhouse Service Station
Proposal: Proposed removal of condition 1 on planning permission 14/0045 to enable 1.8m high security fence and gates to be retained along site frontage on a permanent basis.
Observations: Object: The removal of this condition will not be conducive to early development of this site

191/14 PRIOR NOTIFICATIONS

Application Number 14/0389  42 Heyhouses Lane,
Proposal: Application for prior notification of single storey rear extension of 8.0m projection with 3.95m ridge and 2.6m eaves
RESOLVED  To note the above Prior Notification.

192/14 REPRESENTATIONS
RESOLVED To inform Fylde Borough Council that representatives of the Town Council wish to appear in person to voice their objections to applications 14/0315 and 14/0327

193/14 DATE AND TIME OF NEXT MEETING

It was noted that the next meeting of the Committee would take place at West Lodge, 5 St Georges Road at 2.00 pm on Thursday, 17th July 2014.

The meeting finished at 11.28am

Signed ..................................................

Chairman

Date 17th July 2014
<table>
<thead>
<tr>
<th>Voucher</th>
<th>Cheque</th>
<th>Code</th>
<th>Name</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>1383</td>
<td>110</td>
<td>Victoria Hotel Community Association</td>
<td>Community Grant</td>
<td>400.00</td>
</tr>
<tr>
<td>44</td>
<td>1384</td>
<td>110</td>
<td>NW Blood Bikes</td>
<td>Community Grant</td>
<td>1,000.00</td>
</tr>
<tr>
<td>45</td>
<td>1385</td>
<td>110</td>
<td>Tarka Explorer Scouts</td>
<td>Community Grant</td>
<td>1,000.00</td>
</tr>
<tr>
<td>46</td>
<td>1386</td>
<td>30</td>
<td>Fyde Borough Council</td>
<td>Rent</td>
<td>1,500.00</td>
</tr>
<tr>
<td>47</td>
<td>1387</td>
<td>158</td>
<td>St John Ambulance</td>
<td>First Aid Kits</td>
<td>25.00</td>
</tr>
<tr>
<td>48</td>
<td>1389</td>
<td>155</td>
<td>Keith Reed Ltd</td>
<td>Neighbourhood Plan</td>
<td>2,560.00</td>
</tr>
<tr>
<td>49</td>
<td>1390</td>
<td>54</td>
<td>Ian T Cropper</td>
<td>Internal Audit Fee</td>
<td>200.00</td>
</tr>
<tr>
<td>50-53</td>
<td>1391-4</td>
<td>10</td>
<td>Salaries</td>
<td>Salaries</td>
<td>4,734.42</td>
</tr>
<tr>
<td>54</td>
<td>1395</td>
<td>10</td>
<td>HM Revenue</td>
<td>PAYE</td>
<td>1,562.52</td>
</tr>
<tr>
<td>55</td>
<td>D/Debit</td>
<td>10</td>
<td>Lancashire County Council</td>
<td>Pension</td>
<td>1,144.83</td>
</tr>
<tr>
<td>56</td>
<td>1396</td>
<td>119</td>
<td>St Annes Carnival Association</td>
<td>Guaranteed Grant</td>
<td>500.00</td>
</tr>
<tr>
<td>57</td>
<td>1397</td>
<td>122</td>
<td>St Annes Kite Festival</td>
<td>Guaranteed Grant</td>
<td>1,500.00</td>
</tr>
<tr>
<td>58</td>
<td>1398</td>
<td>12</td>
<td>H Kennedy</td>
<td>Travelling Expenses</td>
<td>11.05</td>
</tr>
<tr>
<td>59</td>
<td>1398</td>
<td>158</td>
<td>H Kennedy refund</td>
<td>Easter Supplies</td>
<td>3.80</td>
</tr>
<tr>
<td>60</td>
<td>1399</td>
<td>153</td>
<td>Smiths Equipment Hire Ltd</td>
<td>Blundell Road Maintenance</td>
<td>19.51</td>
</tr>
<tr>
<td>61</td>
<td>1406</td>
<td>156</td>
<td>J Russell</td>
<td>Lodge Cleaning</td>
<td>66.00</td>
</tr>
<tr>
<td>62</td>
<td>1402</td>
<td>150</td>
<td>Mr Da Silva</td>
<td>Refund of Allotment Plot rent</td>
<td>50.00</td>
</tr>
<tr>
<td>63</td>
<td>1403</td>
<td>12</td>
<td>S Dunn</td>
<td>Travelling Expenses</td>
<td>5.20</td>
</tr>
<tr>
<td>64</td>
<td>1403</td>
<td>12</td>
<td>S Dunn</td>
<td>Subsistence</td>
<td>3.50</td>
</tr>
<tr>
<td>65</td>
<td>1403</td>
<td>36</td>
<td>S Dunn refund</td>
<td>Stationery</td>
<td>1.32</td>
</tr>
<tr>
<td>66</td>
<td>1404</td>
<td>90</td>
<td>Councillor E Nash</td>
<td>Mayor's Allowance</td>
<td>320.00</td>
</tr>
<tr>
<td>67</td>
<td>1405</td>
<td>110</td>
<td>Fyde Veterans</td>
<td>Grant</td>
<td>450.00</td>
</tr>
<tr>
<td>68</td>
<td>1407</td>
<td>15</td>
<td>SLCC</td>
<td>Subscriptions</td>
<td>184.00</td>
</tr>
<tr>
<td>69</td>
<td>1408</td>
<td>155</td>
<td>St Annes Pensioners Association</td>
<td>Hall Hire</td>
<td>20.00</td>
</tr>
<tr>
<td>70</td>
<td>1409</td>
<td>40</td>
<td>St Annes Parish Church</td>
<td>Hall Hire Council meeting</td>
<td>36.75</td>
</tr>
<tr>
<td>71</td>
<td>1410</td>
<td>153</td>
<td>Smiths Equipment Hire Ltd</td>
<td>Strimmer Blades etc</td>
<td>60.00</td>
</tr>
<tr>
<td>72</td>
<td>1411</td>
<td>12</td>
<td>S Taylor</td>
<td>Travelling Expenses</td>
<td>9.38</td>
</tr>
<tr>
<td>73</td>
<td>1411</td>
<td>32</td>
<td>S Taylor refund</td>
<td>Office Supplies</td>
<td>0.59</td>
</tr>
<tr>
<td>74</td>
<td>1411</td>
<td>155</td>
<td>S Taylor refund</td>
<td>Neighbourhood Plan refreshments</td>
<td>4.38</td>
</tr>
<tr>
<td>75</td>
<td>1411</td>
<td>155</td>
<td>S Taylor refund</td>
<td>Neighbourhood Plan refreshments</td>
<td>7.09</td>
</tr>
<tr>
<td>76</td>
<td>1411</td>
<td>32</td>
<td>S Taylor refund</td>
<td>Lodge Supplies</td>
<td>1.88</td>
</tr>
<tr>
<td>77</td>
<td>1411</td>
<td>155</td>
<td>S Taylor refund</td>
<td>Neighbourhood Plan refreshments</td>
<td>6.38</td>
</tr>
<tr>
<td>78</td>
<td>1411</td>
<td>32</td>
<td>S Taylor refund</td>
<td>Mugs for Lodge</td>
<td>10.00</td>
</tr>
<tr>
<td>79</td>
<td>1411</td>
<td>155</td>
<td>S Taylor refund</td>
<td>Survey gizmo neighbourhood plan</td>
<td>46.00</td>
</tr>
<tr>
<td>80</td>
<td>1411</td>
<td>32</td>
<td>S Taylor refund</td>
<td>Lodge Supplies</td>
<td>5.82</td>
</tr>
<tr>
<td>81</td>
<td>1411</td>
<td>155</td>
<td>S Taylor refund</td>
<td>Neighbourhood Plan refreshments</td>
<td>1.00</td>
</tr>
<tr>
<td>82</td>
<td>1411</td>
<td>92</td>
<td>S Taylor refund</td>
<td>Mayoral Flowers</td>
<td>20.83</td>
</tr>
</tbody>
</table>

Sub Total c/f £17,471.25
<table>
<thead>
<tr>
<th>Voucher</th>
<th>Cheque</th>
<th>Code</th>
<th>Name</th>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>83</td>
<td>1411</td>
<td>155</td>
<td>S Taylor refund</td>
<td>Neighbourhood Plan refreshments</td>
<td>5.79</td>
</tr>
<tr>
<td>84</td>
<td>1411</td>
<td>155</td>
<td>S Taylor refund</td>
<td>LSAE - Neighbourhood Plan</td>
<td>0.90</td>
</tr>
<tr>
<td>85</td>
<td>1411</td>
<td>155</td>
<td>S Taylor refund</td>
<td>Neighbourhood Plan refreshments</td>
<td>4.89</td>
</tr>
<tr>
<td>86</td>
<td>1411</td>
<td>138</td>
<td>S Taylor refund</td>
<td>Town App Window Stickers (proofs)</td>
<td>14.00</td>
</tr>
<tr>
<td>87</td>
<td>1411</td>
<td>138</td>
<td>S Taylor refund</td>
<td>Town Flag Window Stickers</td>
<td>204.00</td>
</tr>
<tr>
<td>88</td>
<td>1411</td>
<td>32</td>
<td>S Taylor refund</td>
<td>Flask for Lodge</td>
<td>11.66</td>
</tr>
<tr>
<td>89</td>
<td>1411</td>
<td>32</td>
<td>S Taylor refund</td>
<td>Lodge Supplies</td>
<td>0.49</td>
</tr>
<tr>
<td>90</td>
<td>1411</td>
<td>32</td>
<td>S Taylor refund</td>
<td>Extension Cable - Heavy Duty</td>
<td>11.66</td>
</tr>
<tr>
<td>91</td>
<td>D/Debit</td>
<td>34</td>
<td>O2</td>
<td>Telephone Rental and Calls</td>
<td>36.20</td>
</tr>
<tr>
<td>92</td>
<td>1412</td>
<td>33</td>
<td>S Taylor refund</td>
<td>Grey refuse sacks</td>
<td>66.26</td>
</tr>
<tr>
<td>93</td>
<td>D/Debit</td>
<td>34</td>
<td>British Telecom</td>
<td>Internet Line</td>
<td>57.00</td>
</tr>
<tr>
<td>94</td>
<td>D/Debit</td>
<td>34</td>
<td>British Telecom</td>
<td>Telephone Rental and Calls</td>
<td>213.96</td>
</tr>
<tr>
<td>95</td>
<td>1413</td>
<td>37</td>
<td>Discount Ink Cartridges Fylde</td>
<td>Printer Paper</td>
<td>23.33</td>
</tr>
<tr>
<td>96-99</td>
<td>1414-17</td>
<td>10</td>
<td>Salaries</td>
<td>Salaries</td>
<td>4,675.22</td>
</tr>
<tr>
<td>100</td>
<td>1418</td>
<td>10</td>
<td>HM Revenue</td>
<td>PAYE</td>
<td>1,521.72</td>
</tr>
<tr>
<td>101</td>
<td>D/Debit</td>
<td>10</td>
<td>Lancashire County Council</td>
<td>Superannuation - April</td>
<td>1,144.83</td>
</tr>
<tr>
<td>102</td>
<td>1419/1423</td>
<td>157</td>
<td>Bay Media Ltd</td>
<td>Banners - 1st installment</td>
<td>792.60</td>
</tr>
<tr>
<td>103</td>
<td>1420</td>
<td>138</td>
<td>CDC Ltd</td>
<td>Town Flag Mugs</td>
<td>265.50</td>
</tr>
<tr>
<td>104</td>
<td>1421</td>
<td>110</td>
<td>LSA Twinning Association</td>
<td>Grant</td>
<td>250.00</td>
</tr>
<tr>
<td>105</td>
<td>1422</td>
<td>118</td>
<td>Embro-Print</td>
<td>Youth Council T shirts</td>
<td>120.00</td>
</tr>
<tr>
<td>106</td>
<td>1424</td>
<td>156</td>
<td>J Russell</td>
<td>Lodge Cleaning</td>
<td>110.00</td>
</tr>
<tr>
<td>107</td>
<td>1425</td>
<td>161</td>
<td>Fylde Borough Council</td>
<td>Lifeboat Concert - TEN</td>
<td>21.00</td>
</tr>
<tr>
<td>108</td>
<td>1426</td>
<td>14</td>
<td>James Knowles &amp; Co</td>
<td>HR Fees</td>
<td>40.00</td>
</tr>
<tr>
<td>109</td>
<td>D/Debit</td>
<td>34</td>
<td>O2</td>
<td>Telephone Rental and Calls</td>
<td>35.96</td>
</tr>
</tbody>
</table>

**Sub Total b/f (from 1st sheet)** 17,471.25

**TOTAL** £27,098.22
<table>
<thead>
<tr>
<th>Standing order</th>
<th>Page</th>
<th>Standing order</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Meetings</td>
<td>1</td>
<td>19 Financial controls and procurement</td>
<td>11</td>
</tr>
<tr>
<td>2 Ordinary Council meetings</td>
<td>3</td>
<td>20 Matters affecting Council employees</td>
<td>12</td>
</tr>
<tr>
<td>3 Proper Officer</td>
<td>4</td>
<td>21 Canvassing of and recommendations by Councillors</td>
<td>13</td>
</tr>
<tr>
<td>4 Motions requiring written notice</td>
<td>5</td>
<td>22 Inspection of documents</td>
<td>13</td>
</tr>
<tr>
<td>5 Motions not requiring written notice</td>
<td>5</td>
<td>23 Unauthorised activities</td>
<td>14</td>
</tr>
<tr>
<td>6 Rules of debate at meetings</td>
<td>6</td>
<td>24 Confidential business</td>
<td>14</td>
</tr>
<tr>
<td>7 Code of Conduct</td>
<td>7</td>
<td>25 Requests for Information</td>
<td>14</td>
</tr>
<tr>
<td>8 Questions</td>
<td>8</td>
<td>26 Relations with the press/media</td>
<td>14</td>
</tr>
<tr>
<td>9 Minutes</td>
<td>8</td>
<td>27 Communicating with the Borough Council</td>
<td>14</td>
</tr>
<tr>
<td>10 Disorderly conduct</td>
<td>9</td>
<td>28 Disclosable Pecuniary and Other Interests</td>
<td>14</td>
</tr>
<tr>
<td>11 Previous resolutions</td>
<td>9</td>
<td>29 Allegations of breaches of the Code of Conduct</td>
<td>15</td>
</tr>
<tr>
<td>12 Voting on appointments</td>
<td>9</td>
<td>30 Variation, revocation and suspension of standing orders</td>
<td>15</td>
</tr>
<tr>
<td>13 Expenditure</td>
<td>9</td>
<td>31 Standing orders to be given to Councillors</td>
<td>15</td>
</tr>
<tr>
<td>14 Execution &amp; sealing of legal deeds</td>
<td>9</td>
<td>32 Committee meetings</td>
<td>10</td>
</tr>
<tr>
<td>15 Committees and Sub-Committees</td>
<td>10</td>
<td>33 Responsible Financial Officer</td>
<td>11</td>
</tr>
<tr>
<td>16 Extraordinary meetings</td>
<td>10</td>
<td>34 Standing orders to be given to Councillors</td>
<td>15</td>
</tr>
<tr>
<td>17 Responsible Financial Officer</td>
<td>11</td>
<td>35 Accounts and Financial Statement</td>
<td>11</td>
</tr>
</tbody>
</table>
1 MEETINGS

- Full Council meetings
- Committee meetings

a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

c The minimum three clear days’ public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.

d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion.

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. However, this must be arranged and agreed with the Town Clerk prior to the meeting and confirmed with the Council Chairman or the Chairman of the relevant Standing Committee.

f The period of time designated for public participation at a meeting in accordance with standing order 1 (e) above shall not exceed 15 minutes unless directed by the Chairman of the meeting.

g Subject to standing order 1 (f) above, a Member of the public shall not speak for more than 5 minutes.

h In accordance with standing order 1 (e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.

i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.

l Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council’s prior written consent.

m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before a Vice-Chairman of the Council (if any).

o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.

p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors or Councillors with voting rights present and voting.

q The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

See standing orders 2 (i) and 2 (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

r Voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Any Councillor can propose the taking of a paper ballot as part of a voting question, this must be seconded. Such requests shall be made before moving on to the next item of business on the agenda.

s The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;
ii. the names of Councillors present and absent;
iii. interests that have been declared by Councillors and non-Councillors with voting rights;
iv. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
v. if there was a public participation session; and
vi. the resolutions made.

A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council’s Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.

No business may be transacted at a meeting unless at least one-third of the whole number of Members of the Council are present and in no case shall the quorum of a meeting be less than three.

If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

A meeting shall not exceed a period of 3 hours.
2 ORDINARY COUNCIL MEETINGS

See also standing order 1 above

a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.

c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.

e The first business conducted at the annual meeting of the Council shall be the election of the Chairman of the Council.

f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.

g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

h In an election year, if the current Chairman of the Council has not been re-elected as a Member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

i In an election year, if the current Chairman of the Council has been re-elected as a Member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

j Following the election of the Chairman of the Council and Deputy Mayor of the Council at the annual meeting of the Council, the business of the annual meeting shall include:

i. In an election year, delivery by the Chairman of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a Committee;

iv. Consideration of the recommendations made by a Committee;

v. Review of delegation arrangements to Committees, sub-Committees, staff and other local authorities;

vi. Review of the terms of reference for Committees;

vii. Appointment of Members to existing Committees;

viii. Appointment of any new Committees in accordance with standing order 4 above;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;

xi. Review of representation on or work with external bodies and arrangements for reporting back;
xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;

xv. Review of the Council’s and/or staff subscriptions to other bodies;

xvi. Review of the Council’s complaints procedure;


xviii. Review of the Council’s policy for dealing with the press/media; and

xix. Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

3 PROPER OFFICER

a The Proper Officer shall be either (i) the Clerk or (ii) other staff Member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. at least three clear days before a meeting of the Council, a Committee and a sub-Committee serve on Councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer

See standing order 1 (b) for the meaning of clear days for a meeting of a full Council and standing order 1 (c) above for a meeting of a Committee.

c The Proper Officer shall give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a Committee or a sub-Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);

See standing order 3(b) above for the meaning of clear days for a meeting of a full Council and standing order 3(c) above for a meeting of a Committee.

i. subject to standing order 4, include on the agenda all motions in the order received unless a Councillor has given written notice at least 2 days before the meeting confirming his withdrawal of it;

ii. convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;

iii. facilitate inspection of the minute book by local government electors (or provide copies of minutes);

iv. receive and retain copies of byelaws made by other local authorities;

v. retain acceptance of office forms from Councillors;

vi. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council’s policies and procedures relating to the same;

vii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

viii. manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;

ix. arrange for legal deeds to be executed;

x. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council’s financial regulations;

xi. record every planning application notified to the Council and the Council’s response to the local planning authority

xii. refer a planning application received by the Council to the next Planning and Environment Committee
xiii. If there is insufficient time for a planning application to be considered, consideration of this be delegated the Chairman of Planning and Environment Committee or the Chairman of the Standing Committees in their absence.

xiv. manage access to information about the Council via the publication scheme

4 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council’s statutory functions, powers and obligations or an issue which specifically affects the Council’s area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 4 (b) above, correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 4 (b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 2 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f Subject to standing order 4 (e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

5 MOTIONS NOT REQUIRING WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice;
   i. to correct an inaccuracy in the draft minutes of a meeting;
   ii. to move to a vote;
   iii. to defer consideration of a motion;
   iv. to refer a motion to a particular Committee or sub-Committee;
   v. to appoint a person to preside at a meeting;
   vi. to change the order of business on the agenda;
   vii. to proceed to the next business on the agenda;
   viii. to require a written report;
   ix. to appoint a Committee or sub-Committee and their Members;
   x. to extend the time limits for speaking;
   xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
   xii. to not hear further from a Councillor or a Member of the public;
   xiii. to exclude a Councillor or Member of the public for disorderly conduct;
   xiv. to temporarily suspend the meeting;
   xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
   xvi. to adjourn the meeting; or
   xvii. to close a meeting.
6 RULES OF DEBATE AT MEETINGS

a. Motions on the agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman’s direction for reasons of expediency.

b. A motion (including an amendment) shall not be considered unless it has been proposed and seconded.

c. A motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.

d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder.

e. An amendment to a proposal to remove or add words. It shall not negate the motion.

f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.

g. An amendment shall not be considered unless early verbal notice of it is given at the meeting to the Chairman. Written notice of an amendment can be given to the meeting Chairman, before or at the start of a meeting.

h. A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder.

i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.

j. Subject to standing order 6 (k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.

k. One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l. A Councillor may not move more than one amendment to an original or substantive motion.

m. The mover of an amendment has no right of reply at the end of debate on it.

n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o. Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another Councillor;

ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. in exercise of a right of reply.

p. During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
q A point of order shall be decided by the Chairman of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:
   i. to amend the motion;
   ii. to proceed to the next business;
   iii. to adjourn the debate;
   iv. to put the motion to a vote;
   v. to ask a person to be no longer heard or to leave the meeting;
   vi. to refer a motion to a Committee or sub-Committee for consideration;
   vii. to exclude the public and press;
   viii. to adjourn the meeting; or
   ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved understanding order 6 (r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the Chairman of the meeting.

7 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 6 (t) above.

a All Councillors and non-Councillors with voting rights shall observe the Code of Conduct adopted by the Town Council, on 7th August 2012. The Code of Conduct adopted is the Code of Conduct now in force at Fylde Borough Council, the principal authority and adopted by all Parish and Town Councils within the Borough boundary.

b There is an obligation for Members to complete a new Declarations of Interest Form within 28 days of it adopting the new Code of Conduct.

c All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.

d Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

e Unless he has been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s Code of Conduct. He may return to the meeting after it has considered the matter in which he had the interest.

f Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

g A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

Subject to standing orders 7 (d) and 7 (f) above, dispensation requests shall be considered (by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting) for which the dispensation is required.

A dispensation may be granted in accordance with standing order 7 (e) above if having regard to all relevant circumstances the following applies:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or

ii. granting the dispensation is in the interests of persons living in the Council’s area or

iii. it is otherwise appropriate to grant a dispensation.

8 QUESTIONS

a A Councillor may seek an answer to a question concerning any business of the Council provided two clear days' notice of the question has been given to the Proper Officer.

b Questions only related to items of business on the agenda for a meeting shall only be answered at the meeting.

c Every question shall be put and answered without discussion.

d Questions not relating to agenda items must be sent to the Clerk and/or the Chairman.

9 MINUTES

a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5 (a) (i).

c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings.”

e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.
10 DISORDERLY CONDUCT
   a  No person shall obstruct the transaction of business at any Council/Committee meeting or behave offensively or improperly.
   b  If person(s) disregard the request of the meeting Chairman to moderate or improve their conduct, any Councillor or the meeting Chairman may move that the person be no longer heard or excluded from the meeting. The motion if seconded, shall be put to the vote without discussion,
   c  If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 PREVIOUS RESOLUTIONS
   a  A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least three Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a Committee.
   b  When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 VOTING ON APPOINTMENTS
   a  Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.
   b  Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman’s casting vote.

13 FINANCIAL CONTROLS AND PROCUREMENT
   a  Any expenditure incurred by the Council shall be in accordance with the Council’s financial regulations.
   b  The Council’s financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council’s functions to be delegated to a Committee, sub-Committee or to an employee.

14 EXECUTION AND SEALING OF LEGAL DEEDS
   a  A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
   b  In accordance with a resolution made under standing order 14 (a) above, any two Members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.
15 COMMITTEES AND SUB-COMMITTEES

a Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and Members shall be determined by the Committee.

b The Members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.

c Unless the Council determines otherwise, all the Members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.

d The Council may, at its annual meeting, appoint standing Committees and may at any other time appoint such other Committees as may be necessary, and:
   i. shall determine their terms of reference;
   ii. may permit Committees to determine the dates of their meetings;
   iii. shall appoint and determine the term of office of Councillor or non-Councillor Members of such a Committee (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next annual meeting;
   iv. may appoint substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer two days before the meeting that they are unable to attend;
   v. may in accordance with standing orders, dissolve a Committee at any time.
   vi. At the first meeting of a Committee after the Annual General meeting the first order of business is to appoint a Chairman.
   vii. No business may be transacted at a Committee or Sub-Committee meeting unless one third of the Members (including substitutes) are present and in no case shall the quorum of a meeting be less than 3.

e The Council may appoint advisory Committees comprised of a number of Councillors and non-Councillors.

f Advisory Committees and any Sub-Committees must have at least one Town Councillor and cannot consist wholly of persons who are non-Councillors:

g Unless there is a Council resolution to the contrary, every Committee may appoint a sub-Committee whose terms of reference and Members shall be determined by resolution of the Committee.

16 EXTRAORDINARY MEETINGS

a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.

b If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two Councillors.

c The Chairman of a Committee, or a Sub-Committee, may convene an extraordinary meeting of the Committee, or the Sub-Committee, at any time.

d If the Chairman of a Committee or Sub-Committee does not or refuses to call an extraordinary meeting within seven days of having been requested in writing to do so by two Members of that Committee, or Sub-Committee, any two Members may convene an extraordinary meeting of that Committee or Sub-Committee.
17 RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff Member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18 ACCOUNTS AND FINANCIAL STATEMENT

a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England).

b All payments by the Council shall be authorised, approved and paid in accordance with the law, Proper practices and the Council’s financial regulations.

c The Responsible Financial Officer shall supply to each the Policy and Resources Committee as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
   i. Council’s receipts and payments for each quarter;
   ii. the Council’s aggregate receipts and payments for the year to date;
   iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
   i. each Councillor with a statement summarising the Council’s receipts and payments for the last quarter and the year to date for information; and
   ii. to the full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by Proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with Proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council and formal approval before 30 June.

f The Council shall approve written estimates for the coming financial year at its meeting before the end of January. This is subject to the amount of the Council Tax Support Grant being agreed by the principal authority (Fylde Borough Council) before the end of January.

19 FINANCIAL CONTROLS AND PROCUREMENT

a The Council has considered and approved financial regulations drawn up by the Responsible Financial Officer, which include detailed arrangements in respect of the following:
   i. the keeping of accounting records and systems of internal controls;
   ii. the assessment and management of financial risks faced by the Council;
   iii. the work of the independent internal auditor in accordance with Proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
   iv. the inspection and copying by Councillors and local electors of the Council’s accounts and/or orders of payments; and
   v. procurement policies (subject to standing order 19 (c) below) including the setting of values for different procedures where a contract has an estimated value of less than £40,000.
b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £40,000 shall be procured on the basis of a formal tender as summarised in standing order 19 (d) below.

d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

1. a specification for the goods, materials, services or the execution of works shall be drawn up;
2. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
3. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
4. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
5. tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed;
6. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or Sub-Committee with delegated responsibility.

e Neither the Council, nor a Committee or a Sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

20 MATTERS AFFECTING COUNCIL EMPLOYEES

a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1 (d).

b Subject to the Council’s policy regarding absences from work, the Council’s most senior employee shall notify the Chairman of the Council or, in his absence, a Chairman of the Standing Committees, of the Council of any absence occasioned by illness or urgency and that person shall report such absence to the Council, at its next meeting.

c The Chairman of the Council or a Chairman of the Standing Committees, may conduct an annual review of the performance and/or appraisal of the Town Clerk and shall keep a written record of it.

d Subject to the Council’s policy regarding the handling of grievance matters, the Council’s most senior employee shall contact the Chairman of the Council or in his absence, a Chairman of the Standing Committees of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
e  Subject to the Council’s policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Town Clerk relates to a Councillor, this shall be communicated to the Chairman or Chairman of the Standing Committees of the Council or another Member of the Council, which shall be reported back and progressed by resolution of the Council.

f  Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

g  The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

h  Records documenting reasons for an employee’s absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

i  Only persons with line management responsibilities shall have access to employee records referred to in standing orders 20 (g) and 20 (h) above if so justified.

j  Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20 (g) and 20 (h) above shall be provided only to the Town Clerk.

21  CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

a  Canvassing Councillors or the Members of a Committee or Sub-Committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

b  A Councillor or a Member of a Committee or Sub-Committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate’s ability, experience or character for submission to the Council with an application for appointment.

c  This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22  INSPECTION OF DOCUMENTS

a  Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a Committee or a Sub-Committee, and request a copy for the same purpose. The minutes of meetings of the Council, its Committees or Sub-Committees shall be available for inspection by Councillors.

23  UNAUTHORISED ACTIVITIES

a  Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a Committee or a sub-Committee:
  i.  inspect any land and/or premises which the Council has a right or duty to inspect; or
  ii. issue orders, instructions or directions unless authorised to do so by the Council or the relevant Committee or Sub-Committee.
24 CONFIDENTIAL BUSINESS

a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b A Councillor in breach of the provisions of standing order 24 (a) above may be removed from a Committee or a Sub-Committee by a resolution of the Council.

25 REQUESTS FOR INFORMATION

a All requests for information held by the Council shall be processed in accordance with the Council’s policy in respect of handling requests under the Freedom of Information Act 2000.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

26 RELATIONS WITH THE PRESS/MEDIA

a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council’s policy in respect of dealing with the press and/or other media.

27 COMMUNICATING WITH THE BOROUGH COUNCIL

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Leader of Fylde Borough Council and/or the Chief Executive Officer that represents its electoral wards.

28 DISCLOSABLE PECUNIARY AND OTHER INTERESTS

a Under Section 30 of the Localism Act 2011, Councillors, including Town and Parish Councillors, are required to register their Disclosable Pecuniary Interests in the Register maintained by the Monitoring Officer of Fylde Borough Council. The Act also requires the Monitoring Officer to publish the register of interests on its website, which includes the interests of Town Councillors.

b A 'disclosable pecuniary interest' is an interest the Councillor or their partner (which means spouse or civil partner, a person with whom the Member is living as husband or wife, or a person with whom the Member is living as if they are civil partners) within the following descriptions:

i. Employment, office, trade, profession or vacation

ii. Sponsorship

iii. Contracts that are made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:

iv. Land within the area of the relevant authority.

v. Licences to occupy land in the area of the relevant authority for a month or longer.

vi. A corporate tenancy where the landlord is the relevant authority; and the tenant is a body in which the relevant person has a beneficial interest.

vii. Securities - Any beneficial interest in securities of a body where;

viii. that body (to the knowledge of the Member or their partner) has a place of business or land in the area of the relevant authority; and either

ix. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
x. if the share capital of that body is more than one class, the total nominal value of the share of any one class in which the relevant person has beneficial interest exceeds one hundredth of the total issued share capital of that class.

29 ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT

Upon notification by Fylde Borough Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council’s Code of Conduct, the Proper Officer shall report this to the Council.

a The Council may:
   i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
   ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter

b Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council’s Code of Conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

30 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

b A motion to permanently add to or to vary or to revoke one or more of the Council’s standing orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.

c The Chairman’s decision as to the application of standing orders at meetings shall be final.

d A Councillor’s failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

31 STANDING ORDERS TO BE GIVEN TO COUNCILLORS

a The Proper Officer shall provide a copy of the Council’s standing orders to a Councillor upon delivery of his declaration of acceptance of office.

Standing Orders are the written rules of St. Anne’s on the Sea Town Council. They are used to confirm the Council’s internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the Council policies but may refer to these. As a member of NALC, the Town Council has used the NALC model standing orders, adapted for this Council. Items marked in bold type contain statutory requirements; as recommended by NALC these have been adopted without changing them.

Adopted by the Town Council on .................
Updated and approved by the Council on Values are set by the Council when adopting Financial Regulations (other than the EU Procurement thresholds shown in Regulation 11).

ST ANNES ON THE SEA TOWN COUNCIL

FINANCIAL REGULATIONS

INDEX

1. GENERAL ...........................................................................................................................................2
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)...............................................................3
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .......................................................4
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND ..................................................................4
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .............................................5
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS ...................................................................6
7. PAYMENT OF SALARIES ...............................................................................................................8
8. LOANS AND INVESTMENTS ...........................................................................................................8
9. INCOME ........................................................................................................................................9
10. ORDERS FOR WORK, GOODS AND SERVICES ..........................................................................9
11. CONTRACTS ..................................................................................................................................10
12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS.....11
13. STORES AND EQUIPMENT ..........................................................................................................11
14. ASSETS, PROPERTIES AND ESTATES .........................................................................................11
15. INSURANCE ..................................................................................................................................12
16. CHARITIES ....................................................................................................................................12
17. RISK MANAGEMENT ......................................................................................................................12
18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS ....................................................12
These Financial Regulations were adopted by the Council at its Meeting held on

1. **GENERAL**

These financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council’s governing policy documents providing procedural guidance for Members and officers. Financial Regulations must be observed in conjunction with the Council’s standing orders* see end of document and any individual financial regulations relating to contracts.

1.1. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council’s functions, including arrangements for the management of risk.

1.2. The Council’s accounting control systems must include measures:
- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.3. These financial Regulations demonstrate how the Council meets these responsibilities and requirements.

1.4. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.5. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.6. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these Regulations will apply accordingly.

1.7. The RFO:
- acts under the policy direction of the Council;
- administers the Council’s financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.8. The accounting records determined by the RFO shall be sufficient to show and explain the Council’s transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.” see end of document.

1.9. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council’s income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.10. The accounting control systems determined by the RFO shall include:
• procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
• procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
• identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
• procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
• measures to ensure that risk is properly managed.

1.11. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
• setting the final budget or the precept (Council Tax Requirement);
• approving accounting statements;
• approving an annual governance statement;
• borrowing;
• writing off bad debts;
• declaring eligibility for the General Power of Competence; and
• addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.12. In addition the Council must:
• determine and keep under regular review the bank mandate for all Council bank accounts;
• approve any grant or a single commitment in excess of £5,000; and
• in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.13. In these financial Regulations, references to the Accounts and Audit Regulations or ‘the Regulations’ shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified. In these financial Regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in Governance and Accountability for Local Councils – a Practitioners’ Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or Governance and Accountability for Local Councils in Wales - A Practitioners’ Guide, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a Member other than the Chairman shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The Member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or Member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the Council.

2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. **ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

3.1. The RFO must each year, by no later than January prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.

3.2. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. This is subject to the amount of the Council Tax Support Information being provided by Fylde Borough Council. As soon as Fylde Borough Council has provided this information, the town Council will set the precept at the first available meeting which must be prior to 31st March. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.

3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. **BUDGETARY CONTROL AND AUTHORITY TO SPEND**

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £5,000
- a duly delegated Committee of the Council for items over £500
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate Committee, for any items below £500
4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (‘virement’).

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the Council's standing orders and financial Regulations relating to contracts.

4.8. The RFO shall every 12 months provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. **BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be every 12 months reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council Meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
   a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;
   b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
   c) fund transfers within the Council’s banking arrangements up to the sum of £10,000 for any individual item provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two Members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be effected by cheque or other instructions to the Council’s bankers, or otherwise, in accordance with a resolution of Council, or duly delegated Committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or Committee shall be signed by two Members of Council and countersigned by the Clerk, in accordance with a resolution instructing that payment. If a Member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment are normally presented for signature at a Council or Committee meeting (including immediately before or after such a meeting).

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two Members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

6.8. If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker’s Standing Order provided that the instructions are signed, or otherwise evidenced by two Members are retained and any payments are reported to Council as made. The approval of the use of a Banker’s Standing Order shall be renewed by resolution of the Council at least every two years.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which Members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council’s records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Members immediately and formally to the next available meeting of the Council. This will not be required for a Member’s personal computer used only for remote authorisation of bank payments.

6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated Committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any Members using computers for the Council’s financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these Regulations.
6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a Member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by Council or finance Committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end.

6.21. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a very regular basis.

7. **PAYMENT OF SALARIES**

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated Committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these Regulations above.

7.3. No changes shall be made to any employee’s pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Policy and Resources Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
   a) by any Councillor who can demonstrate a need to know;
   b) by the internal auditor;
   c) by the external auditor; or
   d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.7. Before employing interim staff the Council must consider a full business case.

8. **LOANS AND INVESTMENTS**

8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant Regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.5. All investments of money under the control of the Council shall be in the name of the Council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are every 12 months received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. An official order or letter shall be issued for all work, goods and services (wherever possible) unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.
10.3. All Members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (I) below.

10.4. A Member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11.  CONTRACTS

11.1. Procedures as to contracts are laid down as follows:
a. Every contract shall comply with these financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
   i. for the supply of gas, electricity, water, sewerage and telephone services;
   ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
   iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
   iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
   v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
   vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. Where it is intended to enter into a contract exceeding £40,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.

c. When applications are made to waive financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one Member of Council.

f. If less than three tenders are received for contracts above £40,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

g. Any invitation to tender issued under this regulation shall be subject to Standing Order 19c-f, and shall refer to the terms of the Bribery Act 2010.

h. When it is to enter into a contract of less than £40,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
j. Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery Notes shall be obtained (wherever possible) in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2. The Clerk shall give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.5. All appropriate Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated Committee.

16. CHARITIES

16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all Members of Council.

The position of Clerk and Responsible Finance Officer (RFO) at St. Anne's Town Council is the same role undertaken by one officer.

*Model standing orders for Councils are available in Local Councils Explained © 2013 National Association of Local Councils
**Accounts and Audit (England) Regulations 2011/817
Thursday, 15th May 2014

Mrs Sally Taylor, Town Clerk
St Anne’s on The Sea Town Council
West Lodge
5 St Georges Road
St Anne’s on Sea
FY8 2AE

Dear Mrs Taylor

Internal Audit 2013-2014

I can confirm that I completed the Internal Audit of the Council’s books, accounts and administrative affairs on Wednesday 14th May 2014 and have been able to answer positively to all the internal control objectives in Section four of the Annual Return.

As requested, a 5% sample inspection was again carried out in respect of payments for accuracy and authorisation and as to the adequacy of an audit trail; I have found the books and records to be sound, well organised and maintained without issues arising,

It is recommended that the Council adopt a defined “Reserves Policy” as it was noted that, whilst several reserves were earmarked, the total funds effectively carried forward exceeded the total Precept. It is also recommended that the Council’s “Standing Orders” are amended to reflect the local requirements rather than accepting the generic “NALC” format and that both these and the “Financial Regulations” are regularly reviewed and dated accordingly.

Yours sincerely

[Signature]

A Quality Parish Council granted the General Power of Competency
The Flag of St Anne’s On The Sea

A proud flag now flies at the heart of our town
In honour of our past and in pride for our future
Displayed at high vantage so we cannot forge
It sways and wraps around in the local sea breezes
For all to share in their claim of its ownership crown

Portraying the waves the sand on lines ever flowing
With its bright colours of gold and the deepest of blue
The old lifeboat ‘Laura Janet’ a memory of those so brave
To mark the history of our town of St Anne’s On The Sea
So may this non pretentious emblem stay forever flying

Dawn Prestwich