

## **ST ANNE'S ON THE SEA TOWN COUNCIL**

### **Minutes of the Council Meeting held on 19<sup>th</sup> January 2021, 6.45 pm via the conferencing app Zoom**

Present: Councillors Gardner, G Harrison, J Harrison [from 6.51 pm], K Harrison, Jacques, Lanyon, Little, Settle, Small, Trudgill, Willder.

Officers: Town Clerk Kevin Martin. CEM Sarah Dunn, RFO John Nightingale.

Members of the public: 0

The Chair opened the meeting and asked all Councillors to observe our standing orders and use Zoom etiquette as regards asking to speak, muting their speakers, showing their hands when voting and not allowing themselves to be distracted.

#### **C1/21 APOLOGIES FOR ABSENCE**

There were apologies from Councillor Green. These were accepted by Council.  
**Voting 10 for; 0 against; 0 abstentions**

#### **C2/21 DECLARATIONS OF INTEREST**

There were no declarations of interest or requests for dispensations.

#### **C3/21 MINUTES OF PREVIOUS MEETING**

#### **AFTER BEING PROPOSED AND SECONDED IT WAS RESOLVED**

**That the minutes of the meeting held on 17<sup>th</sup> November be agreed as a true record of the meeting. Voting 10 for; 0 against; 0 abstentions**

#### **C4/21 MINUTES**

The minutes of the Planning Meetings held on 19<sup>th</sup> November and 17<sup>th</sup> December were noted.

The minutes of the Policy & Resources Meeting held on 15<sup>th</sup> December were noted.

#### **C5/21 ACCOUNTS**

The schedule of payments (greater than £300) totalling £8747.74 covering the period 11<sup>th</sup> November to 8<sup>th</sup> January was received.

#### **AFTER BEING PROPOSED AND SECONDED IT WAS RESOLVED**

**That the payments list be approved. Voting 10 for; 0 against; 0 abstentions**

[Councillor J Harrison joined the meeting at this point]

#### **C6/21 BUDGET AND PRECEPT 2021-22**

The Deputy Chairman referred to the 0% change in the precept which has been effected by the Covid-19 pandemic and careful financial management. It was hoped that more activities will be possible this year due to savings made from postponed activities during 2020.

## **AFTER BEING PROPOSED AND SECONDED IT WAS RESOLVED**

**That the net budget of £239,000 for the Council and setting a precept of £234,000 be approved. Voting 11 for; 0 against; 0 abstentions**

### **C7/21 STANDING ORDERS**

The Clerk has reworked the Standing Orders to make them easier to read and to add clauses around: appointing task and finish groups, reversing Council decisions within six months in extreme circumstances, the requirement for more than one councillor to request a recorded vote and the need for councillors to move a recommendation made by the Clerk on an agenda before it is discussed.

The Clerk has also added an amendment relating to canvassing:

“In addition to the requirement to act properly, councillors and officers must not;

- Canvass or allow themselves to be canvassed, directly or indirectly, for or by any candidate seeking appointment to or by the Council.
- Solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but they may give a written testimonial of a candidate’s ability, experience or character for submission to the Council with an application for appointment.
- This requirement also applies to tenders as if the person making the tender were a candidate for an appointment “

The Chairman proposed a further change to page7 10j as follows:

“The Chairman may receive an allowance of £320 per annum which will increase annually with the prevailing Consumer Price index at the time of the annual budget setting. This will be reviewed at the start of each new Council.”

## **AFTER BEING PROPOSED AND SECONDED IT WAS RESOLVED**

**That the updated Standing Orders document be approved and adopted. Voting 11 for; 0 against; 0 abstentions**

### **C8/21 BANKING ARRANGEMENTS**

The Clerk outlined recent issues with the banking arrangements and that additional signatories would be needed to the banking mandate. This will mean that either the Town Clerk or the RFO plus any two Councillors will need to sign cheques.

Once agreed the Clerk will arrange for new signatories to sign the mandate.

## **AFTER BEING PROPOSED AND SECONDED IT WAS RESOLVED**

**That Councillors G Harrison, K Harrison be added to the banking mandate with the existing signatories who are Councillors Jacques and Willder.**

**Voting 11 for; 0 against; 0 abstentions**

### **C9/21 SCHEME OF DELEGATION**

The Clerk outlined some changes to the policy as follows:

- Removal of the Neighbourhood Plan Working Group and delegations moved to the Policy and Resources Committee
- Added delegation to the Events Working Group for Civic Events
- Addition of Town Clerk for the award of community grants of up to £250
- Inclusion of the Communications and Engagement Manager for dealing with press and public relations

**AFTER BEING PROPOSED AND SECONDED IT WAS RESOLVED**

**That the revised document be approved. Voting 11 for; 0 against; 0 abstentions**

**C10/21 REVIEW OF INTERNAL CONTROLS**

As part of an annual review the document has been updated with some minor changes including updates to standing orders, financial regulations and a new RFO protocol.

**AFTER BEING PROPOSED AND SECONDED IT WAS RESOLVED**

**That the revised policy be approved. Voting 11 for; 0 against; 0 abstentions**

**C11/21 CREATION OF AN SATC COMMUNITY AND NEIGHBOURHOOD (“CAN”) GROUP**

Following the success of the Christmas Switch On Task and Finish Group it was proposed that the same group form a new one to look at town centre regeneration ideas including those in satellite areas of the town. The group comprises Councillors Gardner, Little and K Harrison (Chairman) and is supported by the three town council officers.

**AFTER BEING PROPOSED AND SECONDED IT WAS RESOLVED**

**That the working group be approved and renamed the SATC CAN. Voting 11 for; 0 against; 0 abstentions**

**C12/21 STRATEGY TASK AND FINISH GROUP**

A brief update was provided by Cllr G Harrison. A further report will be made to Council at its next meeting.

**C13/21 TOWN CENTRE WORKING GROUP**

Councillor Trudgill provided the following update which was noted.

The first Town Centre Working Group meeting of 2021 took place today and included these items:

Improved signage to car parks is to be addressed, the temporary Covid adaptations such as pavement widening on The Crescent will be retained but reviewed monthly, and the Pier-Link work will commence in September. Tree planting in Wood Street is anticipated to begin shortly. The Town Centres Manager role is being advertised by Fylde Council shortly.

The Town Centre Working Group strategy will incorporate a transport study, production of a masterplan and a marketing plan. The sub-groups meeting will resume next week.

Councillor Little added that she has sent information out about the Kirkham regeneration and recommended looking at the Kirkham Futures website.

**C14/21            UPDATES FROM DUAL HATTED COUNCILLORS PLUS WARD MATTERS**

Councillor Little and the Chairman discussed the issue of increased dog fouling which has got worse since lockdown and the dark conditions at this time of year.

It was emphasised that instances of dog fouling should be reported to Fylde Council.

**C15/21            STEP**

Councillor Green and the TEPO were not present to provide an update but it is understood that a STEP Board meeting is due to take place soon.

**C16/21            COMMUNITY GOVERNANCE REVIEW**

The Chairman advised that following recent speculation regarding a possible creation of parish from within the St. Anne's boundaries a response has been communicated to Fylde Council stating the Town Council's view that the current parish should remain as is.

The Clerk reassured members that despite the speculation the Town Council would be involved in the wider community governance review going forward.

**C17/21            DATE AND TIME OF NEXT MEETING**

The meeting finished at 7.55 pm.

The next meeting will be on **Tuesday 23<sup>rd</sup> March 2021 at 6.45 pm**. The meeting will be via the Zoom conferencing app.

**Signed as a true and correct record**

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**Chairman 23<sup>rd</sup> March 2021**