

St. Anne's on the Sea Town Council

Minutes of the Council Meeting held on 18th May 2021, 7.00 pm at Town Hall Fylde Council

Present: Councillors Gardner, G Harrison, J Harrison, K Harrison, Jacques, Lanyon, Little, Settle, Small, Trudgill, Willder.

Officers: Town Clerk Kevin Martin & Town Enterprise & Promotions Officer Darrel Treece-Birch.

Members of the public: 0

The Clerk opened the meeting and asked all Councillors to observe our standing orders.

C 40/21 WELCOME FROM OUTGOING CHAIRMAN/MAYOR

A welcome from the outgoing Chairman/Mayor Cllr Small was given thanking all members, officers and public for support given in the term of 20/21, concluding that it was a privilege to have served as Chairman.

C 41/21 NOMINATIONS FOR, AND ELECTION OF, CHAIRMAN/MAYOR OF ST. ANNE'S FOR THE 2021/22 YEAR FOLLOWED BY DECLARATION OF ACCEPTANCE OF OFFICE

Cllr G Harrison was nominated for Chairman. No other nominations were suggested.

After being proposed and seconded it was resolved that Cllr G Harrison be therefore elected as Chairman for the term 2021/22.

The new Chairman then signed, accepted, and read the Statutory Declaration of Acceptance of Office which was witnessed by the Town Clerk.

The Chairman also gave thanks to Cllr Small and stated he is looking forward to the role.

Voting 11 for; 0 against, 0 abstentions.

C 42/21 NOMINATIONS FOR, AND ELECTION OF, DEPUTY CHAIRMAN/MAYOR OF ST. ANNE'S FOR THE 2021/22 YEAR

Cllr K Harrison was nominated for Deputy Chairman. No other nominations were suggested.

After being proposed and seconded it was resolved that Cllr K Harrison be therefore elected as Chairman for the term 2021/22.

Voting 11 for; 0 against, 0 abstentions.

C 43/21 APOLOGIES FOR ABSENCE

Apologies given by Cllr Green and accepted.

C 44/25 DECLARATIONS OF INTEREST

There were no declarations of interest or requests for dispensations.

C 45/21 MINUTES OF PREVIOUS MEETING

That the minutes of the meeting held on 23rd March 2021 be agreed as a true record of the meeting.

After being proposed and seconded it was resolved that the minutes of the Council meeting held on 23rd March 2021 be accepted.

Voting 11 for; 0 against, 0 abstentions.

C 46/21 CHAIRMAN'S ALLOWANCE

Council to confirm whether allowance is payable for 2021/22.

The Chairman stated that he would not be claiming any allowance for the next term. It was agreed that the Chairman's Allowance Policy remain in place for 22/23 term.

C 47/21 MINUTES

To receive and note the minutes from the following meetings:

Planning Committee – 18th March 2021 & 22nd April 2021

Policy and Resources – 20th April 2021

The minutes for both Planning meetings and Policy & Resources were noted and accepted. Cllr Lanyon pointed out an error in omission of a previous declaration of interest which had since been addressed and corrected.

It was resolved that the minutes of the Planning Committee held on 18th March 2021 & 22nd April 2021 plus the Policy and Resources meeting held on 20th April 2021 be approved and accepted as a true record of the meetings.

Voting 11 for; 0 against, 0 abstentions.

C 48/21 COUNCIL AND COMMITTEE MEETING SCHEDULE FOR 2021/22

Meetings are anticipated to resume at The Palace Masonic Hall. Location will be confirmed.

It was resolved that the Council and Committee Meeting Schedule for 2021/22 be approved.

Voting 11 for; 0 against, 0 abstentions.

C 49/21 APPOINTMENT OF COUNCILLORS TO COMMITTEES

To appoint Councillors to the Planning Committee

To appoint Councillors to the Policy & Resources Committee

To appoint Chairs and Vice Chairs to both Committees.

Planning: Cllrs Lanyon (**Chairman**), Trudgill (**Deputy Chairman**), Jacques, Willder, J Harrison with (Green as substitute)

Policy & Resources: Cllrs Little (**Chairman**), K Harrison (**Deputy Chairman**), Jacques, Small, Settle, Gardner.

After being proposed and seconded it was resolved to appoint Councillors to the Planning Committee, Councillors to the Policy & Resources Committee and to appoint Chairs and Vice Chairs to both Committees.

Voting 11 for; 0 against, 0 abstentions.

After being proposed and seconded it was resolved that existing Chairman's & Deputies for each Committee to remain as term 2020/21.

Voting 11 for; 0 against, 0 abstentions.

C 50/21 APPOINTMENT OF COUNCILLORS TO OUTSIDE BODIES

Cllr Lanyon ask to be removed from Enterprise Zone and sought clarification on who is currently the In Bloom representative.

District Parish Liaison: Cllr Green
Community Rail: Cllr Settle
Shepherd Rd Allotments: Cllr Lanyon
Blundell Rd Allotments: Cllr Gardner
In Bloom: Cllr Small
Kite Festival: Cllr Gardner
Enterprise Zone/Airport: Cllr Jacques
STEP: Cllr K Harrison
Carnival: Cllr Jacques

Music & Arts: Remove from list to be taken in abeyance.

After being proposed and seconded it was resolved to appoint Councillors to the above listed outside bodies.

Voting 11 for; 0 against, 0 abstentions.

C 51/21 STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk informed the Council that the Zoom expiration date and rules will be removed.

C 52/21 FINANCIAL ACCOUNTS AND ANNUAL GOVERNANCE RETURNS (AGAR) FOR 2020/21

The Town Clerk advised that the Reserves had been approved and that financially the Council is in a reasonably healthy position. The accounts have now been closed for the term of 20/21.

Cllr Small left the meeting at 7.26pm

After being proposed and seconded it was resolved to accept the financial accounts and Annual Governance Returns for 2021/21.

Voting 10 for; 0 against, 0 abstentions.

Cllr Little also left the meeting at 7.27pm after vote. Apologies were given for a pre-arranged appointment.

The Town Clerk pointed out that the vote covered Agenda points 8.1, 8.2 and 8.3.
8.2 Annual Governance and Accountability Return Section 2 Accounting Statements including Asset Register, Earmarked Reserves & Balances 2020/21
8.3 Annual Governance and Accountability Return Part 3 - Section 1 Annual Governance Statement, as stated.

C 53/21 CREATION OF EARMARKED 'PROPERTY' RESERVE

The Town Clerk recommended a property reserve for future earmarking.

After being proposed and seconded it was resolved that Councillors will implement a property reserve of £20,000.

Voting 9 for; 0 against, 0 abstentions.

C 54/21

ACCOUNTS

To receive and approve payments (greater than £300) totalling £18,604.63 covering the period 15th March 2021 to 5th May 2021.

After being proposed and seconded it was resolved to receive and approve payments totalling £18,604.63 covering the period 15th March 2021 to 5th May 2021.

Voting 9 for; 0 against, 0 abstentions.

C 55/21

ST. ANNE'S ENTERPRISE PARTNERSHIP

Core funding allocation and proposal presented by the Town Clerk with the suggestion of a one-off grant for next financial year of £3,500 for 21/22 and then £2,500 thereafter to be reviewed each year.

Cllr Willder asked about receipts for proof of activity and accurate expenditure accounts. It was agreed that STEP must move to own financial administration.

After being proposed and seconded it was resolved for the Council to instruct the Clerk to support STEP with a one-off grant of £3,500 for this financial year and to thereafter be £2,500 upon annual reviews.

Voting 9 for; 0 against, 0 abstentions.

C 56/21

INTERNAL AUDIT

The Town Clerk advised that the Council had only 1 audit last year due to Covid. On page 52 of the audit notes the auditor suggests allotments to be self-maintained (admin). Account presentation was commended, but paperwork needs streamlining. Operation London Bridge procedures to be reviewed and ready which the Clerk is working on.

After being proposed and seconded it was resolved to accept the recommendations and findings of the Auditor to have

- 1. October Audits**
- 2. Allotment holders to manage their own site**
- 3. Reduce paperwork where applicable and possible**
- 4. Discontinue producing a commercial type of balance sheet**
- 5. To update the Land Assets by Land Registry searches**
- 6. That a ready to use procedural document is prepared for Operation London Bridge**

Voting 9 for; 0 against, 0 abstentions.

C 57/21

CLOSED SESSION

Darrel Treece-Birch left the meeting at 7.37pm

After it was proposed and seconded and it was resolved to move into closed session.

Voting 9 for; 0 against, 0 abstentions.

The Closed session involved a HR Matter whereby the Town Clerk gave a verbal update on a staff vacancy.

C 58/21 DATE AND TIME OF NEXT MEETING

The meeting finished at 7.45pm

The next meeting will be on **13th July 2021 at 6.45pm.**
Location to be confirmed.

Signed as a true and accurate record

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Chairman