| | |
|---|---|
| **Title** | **Agenda for the Policy and Human Resources Committee** |
| **Council Name** | **St. Anne's on the Sea Town Council** |
| **Address** | West Lodge, 5 St. George's Road, St. Anne's on the Sea, Lancashire, FY8 2AE |
| **Date Notified** | Thursday 18th June 2026 |
| **To** | The Chairman and all Members of St. Anne's on the Sea Town Council Policy & HR (Human Resources) Committee. (Councillors G Harrison, K Harrison (Deputy Chairman), Small (Chairman), Thompson, Willder and Town Mayor [ex-officio]). |
| **Summons** | You are hereby summoned to attend a meeting of the Policy & HR (Human Resources) Committee on **Thursday 25th June 2026** commencing at 4.30 pm for the purposes of transacting the following business. The meeting will be held in the Meeting Room at West Lodge. |
| **Public Forum** | Members of the public are not permitted to participate in this meeting. Public Participation is allowed at Council meetings; the next Council meeting will be on 14th July 2026. |
| **From** | **Town Clerk John Nightingale** |
| **Clerk's Signature** | |
| **1.** | Welcome from Cllr Small as Chairman. |
| **2.** | **APOLOGIES FOR ABSENCE**<br><br>To receive and note apologies where valid reasons for absence have been given to the Clerk prior to the meeting. |
| **3.** | **DECLARATIONS OF INTEREST**<br><br>To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on the Members' Register of Interest and consideration of any written requests for dispensations. |
| **4.** | **MINUTES OF PREVIOUS MEETING**<br><br>To receive and approve the Minutes of the Policy & Human Resources Committee Meeting held on 12th March 2026. (attached)<br><br>The 14th May Policy & Human Resources Meeting was cancelled. |
| **5.** | **INTERNAL AFFAIRS** |

| | |
|---|---|
| **5.1** | **Monthly Budget Update –** The Clerk to update the committee. (attached) |
| **5.2** | **Premises (Leased & Managed) -** The Clerk to update the committee.<br><br>Hope Street Pavilion – Interpretation of fees. (attached). Licence to Occupy agreement. (attached). Verbal update.<br><br>Town Centre storage area – Verbal update. |
| **5.3** | **Administration -** The Clerk to update the committee. |
| **5.4** | **Democracy -** The Clerk to update the committee. |
| **5.5** | **Statutory / Policies -** The Clerk to update the committee.<br><br>Strategic Plan 2024 – 2028 – Assessment of Progress & Discussion. |
| **5.6** | **Local Government Reorganisation –** Update from Officers and Working Group for information and discussion (including future premises). |
| **6** | **EXTERNAL AFFAIRS – No items to discuss.** |
| **6.1** | **Fylde Local Plan to 2042 Publication Version –** For discussion. |
| **7** | **MATTERS TO BE CONSIDERED IN PRIVATE SESSION**<br>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: |
| **7.1** | **Staffing Update -** The Clerk to update the committee. The committee to offer guidance and advice where appropriate. |
| **7.2** | **Town Clerk Employment Matters –** The committee to address employment matters relating to the Town Clerk. |
| **8** | **DATE AND TIME OF NEXT MEETING**<br><br>To note that the next meeting of the Policy & Human Resources Committee will be on **Thursday 23rd July 2026** in the Meeting Room at West Lodge. The time is to be determined. |

# Terms of Reference for the Policy & HR(Human Resources) Committee

**Terms of Reference for the Policy & HR (Human Resources) committee**

1.1 All meetings of the Policy & HR Committee will be convened in accordance with St. Annes Town Council Standing Orders

1.2 Committee agendas will be formalised by the Clerk/Officer in discussion with the Committee Chair and will be minuted by a delegated officer of the Council.

1.3 The rules of the Policy & HR Committee are supplementary to and do not override the Town Councils, Standing Orders, Financial Regulations and Scheme of Delegation

1.4 The Committee will comprise of at least 5 councillors with the Council Chairman being ex-officio with voting rights.

1.5 The Committee will monitor finance monthly with the December meeting responsible for budget setting recommendations. The December meeting will comprise of all Policy & HR Committee members, Mayor, Deputy Mayor, committee Chairs and Deputy Chairs.

1.6 The Committee will meet in accordance with the dates set by Council and members of the Public can attend meetings to observe. Exclusion of the public to be made by resolution if their presence is deemed prejudicial to the public interest, or the nature of the business is confidential.

1.7 Other Councillors, staff and representatives of other organisations will be invited to participate in meetings where required.

1.8 Minutes from all meetings will be presented to Council for noting and agreement.

1.9 The Committee's overall purpose is to ensure that the Council's staffing, finances, and its statutory obligations are conducted in accordance with good practice.

1.10 Policy & HR are to provide advice, guidance, direction, supervision, and support to the Clerk as well as seeking to ensure any continued development of the Clerk and Officers where required for the benefit of the Council and its activities.

1.11 Policy & HR will deal with and/or oversee any employment matters relating to the Clerk, where allowed under National Joint Council for Local Government Services (Green Book), the Council's Standing Orders, Financial Regulations or Employee Handbook.

1.12 Subject to the requirements of the Council's Standing Orders and Financial Regulations the Committee shall have access to, and delegated authority to spend, up to the limit of the budget and reserves allocated by Council for Staffing, Premises, Administration and Democracy.

1.13 The Committee is expected to liaise with, and ensure agreement and compliance with the requirements of, Fylde Council, Lancashire County Council and any other regulatory body where it is needed.

Note: Advice and Guidance should be sought from the Clerk, in the first instance, should there be any clarifications required on the activities of the Committee. Referrals to Council will be made where required.

Note: The Committee will need to seek Council agreement to any charges it would like to make. E.g. rental income / room hire.

**To meet 10 months in a year (No meetings in April and August).**

## Approved by Council 16th December 2025

# St. Anne's on the Sea Town Council

**Minutes of the Policy & HR Committee held on 12th March 2026, 4.30 pm at the Meeting Room in West Lodge**

Present: Councillors G Harrison, O'Rourke and Small (Chairman).

Officers: Town Clerk & RFO and Deputy Clerk & TEPO.

**PHR 01/26 WELCOME FROM CHAIRMAN**

The Chairman welcomed everyone to the meeting.

**PHR 02/26 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Green, K Harrison and Thompson.

**PHR 03/26 DECLARATIONS OF INTEREST**

Cllr O'Rourke declared an interest in items 5.2, 5.6 and 6.1 as an employee of Fylde Council.

**PHR 04/26 MINUTES OF PREVIOUS MEETING**

That the minutes of the meeting held on 16th December 2025 be agreed as a true record of the meeting**.**

**After being proposed and seconded it was resolved that the minutes of the Committee meeting be accepted**

**Voting 3 for; 0 against.**

**INTERNAL AFFAIRS**

**PHR 05/26 MONTHLY BUDGET UPDATE**

The Clerk & RFO provided a verbal update regarding the current budget position.

**PHR 06/26 PREMISES (LEASED & MANAGED)**

The Clerk & RFO provided a verbal update. It was noted that Hope Street Pavilion room booking would become a Town Council responsibility from the 1st April 2026. Councillors suggested new keys which prevented them from being recut.

**PHR 07/26 ADMINISTRATION**

The Clerk & RFO provided an update regarding insurance renewal from the current provider.

**After being proposed and seconded it was resolved to renew insurance through the current broker for a period of three years up to the amount quoted.**

**Voting 3 for; 0 against.**

**PHR 08/26 DEMOCRACY**

The Clerk & RFO provided a verbal update. No additional Town Council elections took place within the financial year and therefore the allocated budget would be added to reserves.

**PHR 09/26 STATUTORY / POLICIES**

The Clerk & RFO provided a verbal update in relation to the status and future options around the Neighbourhood Plan. Councillors discussed and noted.

**PHR 10/26 LOCAL GOVERNMENT REORGANISATION**

The LGR Working Group members provided a verbal update regarding the status of the process.

**PHR 11/26 UK TOWN OF CULTURE**

The Clerk & RFO provided an update on the status of the UK Town of Culture bid. It was noted that the report would be sent to Council for a decision with an amendment that the Council would act in a finance and governance role but not be the named contact.

**EXTERNAL AFFAIRS**

**PHR 12/26 MORGAN AND MORECAMBE WIND FARM**

Councillors discussed the status on the wind farm issue and determined to continue monitoring.

**PHR 13/26 BANKING HUB**

The Clerk & RFO provided an update on the status of the Banking Hub with the committee noting the report.

**RESOLUTION TO MOVE INTO CLOSED SESSION**

**After being proposed and seconded it was resolved that the meeting moved into closed session.**

**Voting 3 for 0 against and 0 abstentions**

**PHR 14/26 STAFFING UPDATE**

The Clerk & RFO provided an update on the status of staffing including vacancies and appointments and flexible working hours.

**PHR 15/26 TOWN CLERK EMPLOYMENT MATTERS**

The committee discussed with the Clerk & RFO the 'appointment support period', performance and support on an ongoing basis.

**DATE AND TIME OF NEXT MEETING**

To note that the next meeting of the Policy and HR Committee will be at 4.30 pm on Thursday 14th May 2026 in the Meeting Room at West Lodge.

The meeting closed at 17.31pm

**Signed as a true and accurate record** **…….**

**Chairman** **14th May 2026**

# St Annes on The Sea Town Council

## Receipts and Payments compared with Flexed Budget (01/04/2026 to 31/05/2026 - All Cost Centres)

| | | Budget Receipts | | | Budget Payments | | | Variance |
|---|---|---|---|---|---|---|---|---|
| | | Total for year | Year to Date | Act. Receipts | Total for Year | Year to Date | Act.Payments | Year to Date |
| **Cost Centre** | **10 STAFFING** | | | | | | | |
| 1 | 10 Salaries | | | | 192,100.00 | 32,016.70 | 29,453.49 | 2,563.21 |
| 2 | 12 Expenses | | | | | | | |
| 3 | 13 Training | | | | | | | |
| 4 | 14 HR Fees | | | | | | | |
| 5 | 15 Subscriptions | | | | | | | |
| **Cost Centre** | **100 PRECEPT** | | | | | | | |
| 168 | 50 Precept | 476,196.00 | 238,098.00 | 238,098.00 | | | | |
| 169 | 61 Support Grant | | | | | | | |
| **Cost Centre** | **20 PREMISES** | | | | | | | |
| 6 | 30 Rent | | | | 4,808.00 | 1,202.00 | | 1,202.00 |
| 7 | 31 Repair and Maintenance | | | | 700.00 | 116.70 | 165.00 | -48.30 |
| 8 | 32 Supplies | | | 5.40 | 400.00 | 66.70 | 103.42 | -31.32 |
| 9 | 33 Refuse Collection | | | | 100.00 | 16.70 | | 16.70 |
| 10 | 34 Telephone | | | | 800.00 | 133.30 | 153.68 | -20.38 |
| 11 | 35 Postages | | | | 250.00 | 41.70 | | 41.70 |
| 12 | 36 Stationery | | | | 200.00 | 33.30 | 96.41 | -63.11 |
| 13 | 37 Printing/Photocopier | | | | 800.00 | 133.30 | 291.73 | -158.43 |
| 14 | 38 Furnture/Equipment | | | | 250.00 | 41.70 | | 41.70 |
| 15 | 40 Hall Hire | | | | 1,000.00 | 166.70 | 200.00 | -33.30 |
| 156 | 156 Lodge Cleaning | | | | 2,000.00 | 333.30 | 160.00 | 173.30 |
| 160 | 160 IT Equipment | | | | 3,000.00 | 500.00 | | 500.00 |
| 182 | 182 Utilities | | | | 3,000.00 | 500.00 | 528.14 | -28.14 |
| 183 | 183 Business Rates | | | | | | | |
| 184 | 184 Security | | | | 700.00 | 116.70 | 179.75 | -63.05 |
| 194 | 194 Relocation / Refurbishment | | | | 80,000.00 | 20,000.00 | 692.00 | 19,308.00 |
| **Cost Centre** | **30 ADMINISTRATION** | | | | | | | |
| 17 | 51 Bank Charges | | | | 400.00 | 66.70 | 2.00 | 64.70 |
| 18 | 52 Bank Interest | 3,197.00 | 532.80 | 788.60 | | | | 255.80 |
| 19 | 53 Software Licences | | | | 4,000.00 | 666.70 | 1,297.80 | -631.10 |

# St Annes on The Sea Town Council

## Receipts and Payments compared with Flexed Budget (01/04/2026 to 31/05/2026 - All Cost Centres)

| | | Budget Receipts | | | Budget Payments | | | Variance |
|---|---|---|---|---|---|---|---|---|
| | | Total for year | Year to Date | Act. Receipts | Total for Year | Year to Date | Act.Payments | Year to Date |
| 20 | 54 Audit Fees | | | | 3,100.00 | 516.70 | 475.00 | 41.70 |
| 21 | 55 Insurance | | | | 2,700.00 | 450.00 | 552.72 | -102.72 |
| 23 | 57 Subscriptions | | | | 4,500.00 | 750.00 | 2,803.55 | -2,053.55 |
| 24 | 58 Professional Fees | | | | 750.00 | 125.00 | 78.33 | 46.67 |
| 40 | 40 Allotments Admin | 1,000.00 | 166.70 | | | | | -166.70 |
| 175 | 175 Training | | | | 2,500.00 | 416.70 | | 416.70 |
| 178 | 178 Legal Challenges | | | | 600.00 | 100.00 | | 100.00 |
| **Cost Centre** | **35 MAYORAL CHARITY** | | | | | | | |
| 187 | 187 Mayoral Charity | | | | | | | |
| **Cost Centre** | **40 DEMOCRACY** | | | | | | | |
| 25 | 70 Election Expenses | | | | | | | |
| 172 | 172 Elections | | | | | | | |
| 173 | 173 Election Reserve | | | | 2,500.00 | 416.70 | | 416.70 |
| **Cost Centre** | **50 CIVIC** | | | | | | | |
| 26 | 90 Mayor's Allowance | | | | | | | |
| 27 | 91 Members Expenses | | | | 500.00 | 83.30 | | 83.30 |
| 28 | 92 Civic Events | | | | 1,500.00 | | 120.00 | -120.00 |
| 29 | 93 Training/Conferences | | | | 250.00 | 41.70 | | 41.70 |
| 30 | 94 Regalia | | | | 500.00 | | | |
| 98 | 98 Town Crier Expenses | | | | | | | |
| 223 | 0223 Blue Plaque | | | | 1,200.00 | | | |
| **Cost Centre** | **60 COMMUNITY** | | | | | | | |
| 31 | 110 Community Grants | | | | | | | |
| 32 | 111 Projects | | | | | | | |
| 33 | 112 Christmas Lights | | | | | | | |
| 34 | 113 Christmas Lights Infrastructure | | | | | | | |
| 49 | 115 St Annes in Bloom TCSG | | | | | | | |
| 139 | 118 Youth Council | | | | | | | |
| 140 | 119 Carnival TCSG | | | | | | | |

# St Annes on The Sea Town Council

## Receipts and Payments compared with Flexed Budget (01/04/2026 to 31/05/2026 - All Cost Centres)

| | | Budget Receipts | | | Budget Payments | | | Variance |
|---|---|---|---|---|---|---|---|---|
| | | Total for year | Year to Date | Act. Receipts | Total for Year | Year to Date | Act.Payments | Year to Date |
| 145 | 122 Kite Festival TCSG | | | | | | | |
| 146 | 123 Music & Arts Festival TCSG | | | | | | | |
| 147 | 124 Christmas Events | | | | | | | |
| 158 | 158 Easter Event | | | | | | | |
| 161 | 161 Miscellaneous Events | | | | | | | |
| 162 | 162 Town Enterprise | | | | | | | |
| 163 | 163 Kite Festival as AB | | | | | | | |
| 166 | 166 Urban Art Project A/Body | | | | | | | |
| 167 | 167 Bunting | | | | | | | |
| 171 | 171 Food Festival | | | | | | | |
| 174 | 174 South Fylde Community Rail Pa | | | | | | | |
| 179 | 179 Community & Neighbourhood ( | | | | | | | |
| 180 | 180 Blackpool Brass Band TCSG | | | | | | | |
| 181 | 181 Kite Festival Project | | | | | | | |
| 185 | 185 COVID Government Support G | | | | | | | |
| 188 | 188 STAIR TCSG | | | | | | | |
| 189 | 189 Friends of Squires Gate Station | | | | | | | |
| 190 | 190 Just Good Friends TCSG | | | | | | | |
| 193 | 193 OPCC Grant | | | | | | | |
| 195 | 195 150th | | | | | | | |
| **Cost Centre** | **65 CAN (Community and Neighbou** | | | | | | | |
| 197 | 197 Music Festival / Fantasy Fayre | | | 450.00 | 55,200.00 | 9,200.00 | | 9,650.00 |
| 198 | 198 Sounds in the Square | | | | 8,500.00 | 1,416.70 | 690.00 | 726.70 |
| 199 | 199 Christmas Switch On Event | | | | 12,500.00 | | | |
| 200 | 200 Community Grants - Small Grai | | | | 500.00 | | | |
| 201 | 201 Carnival TCSG | | | | 1,000.00 | 1,000.00 | 1,000.00 | |
| 202 | 202 Projects | | | | 7,000.00 | | 500.00 | -500.00 |
| 203 | 203 Christmas Lights | 7,982.00 | | | 20,000.00 | | | |
| 204 | 204 Miscellaneous Events | | | | | | | |
| 205 | 205 St. Anne's In Bloom TCSG | | | | 1,000.00 | 1,000.00 | 1,000.00 | |
| 206 | 206 Bunting | | | | 3,500.00 | | 60.00 | -60.00 |
| 207 | 207 South Fylde Community Rail Pa | | | | 1,000.00 | 1,000.00 | 1,000.00 | |

# St Annes on The Sea Town Council

## Receipts and Payments compared with Flexed Budget (01/04/2026 to 31/05/2026 - All Cost Centres)

| | | Budget Receipts | | | Budget Payments | | | Variance |
|---|---|---|---|---|---|---|---|---|
| | | Total for year | Year to Date | Act. Receipts | Total for Year | Year to Date | Act.Payments | Year to Date |
| 208 | 208 Town Enterprise (STEP) | | | | | | | |
| 209 | 209 Friends of Ashton Gardens | | | | 1,250.00 | 250.00 | 250.00 | |
| 210 | 210 Kite Festival Project | | | | 1,000.00 | 1,000.00 | | 1,000.00 |
| 211 | 211 STAIR | | | | | | | |
| 212 | 212 Friends of Squires Gate TCSG | | | | 500.00 | 500.00 | 500.00 | |
| 213 | 213 Just Good Friends | | | | | | | |
| 214 | 214 St. Anne's Activity Sessions | 3,333.00 | 555.50 | | 10,000.00 | 1,666.70 | 12.00 | 1,099.20 |
| 215 | 215 Environmental Improvements (- | | | | | | | |
| 216 | 216 Environmental Maintenance | | | | 13,000.00 | 2,166.70 | 1,129.89 | 1,036.81 |
| 217 | 217 Public Footpaths | | | | 500.00 | | | |
| 218 | 218 New Homes Bonus | | | | | | | |
| 221 | 221 150th | | | | | | | |
| 222 | 222 Windfarm | | | | 5,000.00 | | 389.02 | -389.02 |
| 224 | 0224 Business Support Projects | | | | 15,000.00 | 3,750.00 | 100.00 | 3,650.00 |
| 225 | 0225 Sensations in the Square | | | | 3,000.00 | 3,000.00 | 630.00 | 2,370.00 |
| **Cost Centre** | **70 PUBLICITY** | | | | | | | |
| 35 | 130 Advertising | | | | 500.00 | | | |
| 36 | 131 Newsletter | | | | 4,000.00 | | | |
| 38 | 133 Website | | | | 3,000.00 | | | |
| 141 | 135 Signage Boards | | | | | | | |
| 142 | 136 Blue Plaques booklet | | | | 2,500.00 | | | |
| 143 | 137 Town App | | | | | | | |
| 149 | 138 Town Flag | | | | 1,000.00 | | | |
| 186 | 186 Publicity Expenses | | | | | | | |
| 219 | 219 Banners / Signage | | | | 2,000.00 | 500.00 | | 500.00 |
| 220 | 220 Merchandise | | | | 1,500.00 | | | |
| **Cost Centre** | **75 ENVIRONMENT/PLAN** | | | | | | | |
| 63 | 63 Town Plan Delivery | | | | | | | |
| 152 | 152 PROW | | | | | | | |
| 155 | 155 Neighbourhood Planning | | | | | | | |
| 164 | 164 Lengthsman | | | | | | | |

# St Annes on The Sea Town Council

## Receipts and Payments compared with Flexed Budget (01/04/2026 to 31/05/2026 - All Cost Centres)

| | | Budget Receipts | | | Budget Payments | | | Variance |
|---|---|---|---|---|---|---|---|---|
| | | Total for year | Year to Date | Act. Receipts | Total for Year | Year to Date | Act.Payments | Year to Date |
| 165 | 165 NP Referendum Expenses | | | | | | | |
| 170 | 170 New Homes Bonus | | | | | | | |
| 177 | 177 Environmental Improvements | | | | | | | |
| 196 | 196 PCC | | | | | | | |
| **Cost Centre** | **85 SERVICES - ALLOTMENTS** | | | | | | | |
| 41 | 150 Rent | 4,450.00 | | 306.16 | | | | 306.16 |
| 42 | 151 Water | | | | 1,000.00 | 166.70 | 160.92 | 5.78 |
| 43 | 152 Supplies | | | | 250.00 | 41.70 | | 41.70 |
| 44 | 153 Equipment/Repairs | | | | 250.00 | 41.70 | | 41.70 |
| 45 | 154 Ground Maintenance | | | | 1,200.00 | 200.00 | | 200.00 |
| 46 | 155 Pest Control | | | | 750.00 | 187.50 | 212.00 | -24.50 |
| 47 | 157 Administration | | | | 1,000.00 | | | |
| 176 | 176 Environmental Project | | | | | | | |
| **Cost Centre** | **90 BLUNDELL RD ALLOTMENT** | | | | | | | |
| 136 | 136 Maintenance | | | | 3,000.00 | 500.00 | 572.08 | -72.08 |
| 138 | 138 Water Charges | | | | 150.00 | 37.50 | 70.95 | -33.45 |
| 150 | 150 Rent | 500.00 | | | | | | |
| 191 | 191 NSALG | | | | | | | |
| 192 | 192 Deposit | | | | | | | |
| **GRAND TOTALS** | | **£496,658.00** | **£239,353.00** | **£239,648.16** | **£496,658.00** | **£86,677.50** | **£45,629.88** | **£41,342.78** |

**AGENDA ITEM 5.2**

**To: Policy & HR** **Meeting: June 25th 2026**

**From: Town Clerk & RFO**

**Subject: Hope Street Pavilion Fee Rate Interpretation**

**Recommendation: The committee to determine implementation.**

**Background**

St. Anne's on the Sea Town Council has recently taken on the delivery of room booking for Hope Street Pavilion. Existing users of the room are allowed free usage or are charged an hourly rate dependent on community benefit.

At full Council on the 21st of April the hourly fee rates of £12 for 'commercial' benefit or £0 for 'community' benefit was set. Council requested that the interpretation to be defined and this responsibility sits with the Policy & HR committee. This is in line with how Fylde Council applied room booking.

**Current Position**

The Town Council has inherited a system of inconsistent application of fee rates to users of Hope Street Pavilion. Council agreed when it took on the room booking that management would remain essentially the same for the first year.

Officers are recommending this approach is confirmed and applied until the end of March 2027. This will allow officers time to establish relationships with building users, collect information and determine how best to define 'commercial' and 'community benefit'.

**Town Clerk & RFO** **12th June 2026**

**DATED**

4th June 2026

# LICENCE TO OCCUPY ON SHORT TERM BASIS

**relating to the area known as Hope Street Pavilion, Hope Street, Lytham St Annes, FY8 3SL**

between

**FYLDE BOROUGH COUNCIL**

and

**ST ANNES ON THE SEA TOWN COUNCIL**

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## Annexes


Annex A – Plan.....

THIS LICENCE is dated 4th June 2026

**PARTIES**

**(1) Fylde Borough Council of Town Hall, St Annes Road West, Lytham St Annes, FY8 1LW (Licensor)**

**(2) St Annes on the Sea Town Council of 5 St George's Road, Lytham St Annes, FY8 2AE (Licensee)**

**AGREED TERMS**

**1. Interpretation**

1.1 In this licence the following definitions apply:

**Land:** all the land and buildings on the north-east side of Hope Street known as Hope Street Recreational Park registered at the land registry under title number LAN261627 shown edged red on the Plan.

**Licence Fee:** £1.00 (one pound) per annum, if demanded.

**Licence Period:** the period commencing on 1 January 2026 and expiring on 31 December 2026, unless terminated earlier in accordance with clause 5.

**Necessary Consents:** all consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any competent authority for the Permitted Use.

**Permitted Use:** the management of room bookings for community facilities at the Property and the promotion and facilitation of community and civic activity for a wide range of users, and not for commercial use without the Licensor's prior written consent.

**Plan:** the plan attached at Annex A (Licence Plan).

**Property:** the premises known as Hope Street Pavilion, Hope Street, Lytham St Annes, FY8 3SL, on the Land edged blue on the Plan, together with the right of access necessary for ingress and egress.

**Service Media:** all media for the supply and removal of heat, electricity, gas, water, sewage, energy, telecommunications, data and all other services and utilities and all structures, machinery, and equipment ancillary to those media.

1.2 The clause and paragraph headings shall not affect the interpretation of this licence.
1.3 A person includes a natural person, corporate or incorporated body (whether or not having separate legal personality).

1.4 Unless the context otherwise requires, words in the singular include the plural and in the plural include the singular.
1.5 A reference to a statute or statutory provision is a reference to it as amended or re-enacted and includes all subordinate legislation.
1.6 A reference to writing or written excludes fax and email unless expressly stated otherwise in this licence.
1.7 Unless expressly provided otherwise in this agreement, a reference to legislation or a legislative provision shall include all subordinate legislation made from time to time under that legislation or legislative provision.

1.8 Nothing in this licence creates a relationship of landlord and tenant between the parties, nor confers any right of exclusive possession on the Licensee.

**2. Licence to occupy**

2.1 Subject to the terms of this licence, the Licensor permits the Licensee to occupy and use the Property for the Permitted Use for the Licence Period, in common with the Licensor and all others authorised by the Licensor (so far as consistent with the rights granted by this licence).

2.2 The Licensor grants the Licensee a right to use the Service Media serving the Property.

2.3 The Licensee acknowledges that:

(a) The Licensee shall occupy the Property as a licensee and that no relationship between landlord and tenant is created between the Licensor and the Licensee by this licence;

(b) The Licensor retains control, possession and management of the Land and Property, and the Licensee has no right to exclude the Licensor from the Land or Property;

(c) This licence to occupy is personal to the Licensee and is not assignable and the rights given by this licence may only be exercised by the Licensee.

(d) The Licensee shall not grant any tenancy, sub-licence or other right of occupation to any third party and shall not permit any person to occupy the Property except in

accordance with the Permitted Use.

**3. Licensee's obligations**

The Licensee agrees and undertakes:

**3.1 Fee and income**

(a) To pay to the Licensor the Licence Fee in advance on the grant of this licence, if demanded.
(b) The Licensee may retain any income received in relation to bookings or use of the Property to offset its reasonable costs associated with staffing and administration of the Permitted Use.

**3.2 Use**

(a) Not to use the Property other than for the Permitted Use.
(b) Not to hold any auction or sale at the Property nor do anything which is illegal or a nuisance or annoyance to neighbouring occupiers.
(c) Not to make any alterations or additions to the Property without the prior written consent of the Licensor.
(d) To display signage stating: 'Bookings managed by St. Anne's on the Sea Town Council'. Any other signage visible externally requires the Licensor's prior written consent (such consent not to be unreasonably withheld or delayed).
(e) To keep the Property clean and tidy after each use and to ensure users are notified of their obligation to keep facilities in a clean state.

**3.3 Compliance and insurance**

(a) to comply with all relevant legislation applicable to its role under this licence.
(b) to maintain, for the duration of this Licence at it's own expense appropriate public liability insurance of not less than £5,000,000 (five million pounds) in respect of its own activities when it uses the Property and ensure that any third-party users it permits to use the Property hold appropriate insurance for their activities. The Licensee shall be responsible for verifying such insurance and shall indemnify the Licensor for any loss arising from a failure by such third parties to maintain adequate insurance.
(c) shall not do anything that would vitiate any insurance effected by the Licensor in respect of the Property.

(d) shall provide to the Licensor, on request, copies of all insurance policies and evidence of payment of premiums required under this licence.

(e) shall immediately notify the Licensor of any cancellation, lapse, avoidance or material amendment to any insurance policy maintained pursuant to this licence.

(f) shall indemnify and keep indemnified the Licensor against all losses, liabilities, claims, damages, costs, expenses and demands arising directly or indirectly from:

(i) the Licensee's use or occupation of the Property;

(ii) any breach of this licence by the Licensee;

(iii) any act or omission of the Licensee, its employees, agents, contractors, volunteers or users;

(iv) any injury, loss or damage occurring at the Property during activities organised, facilitated or permitted by the Licensee; and

(v) any failure by third-party users to maintain adequate insurance.

**3.4 Access and Management of Community Use**

(a) The Licensee shall be responsible for managing and coordinating all access to the Property by community users during the Licence Period, including operating and administering the booking system for all community use.

(b) The Licensee shall be responsible for key handling and the opening and closing of the Pavilion for all community bookings.

(c) The Licensee shall notify existing users of the change in day-to-day management arrangements prior to commencement of this licence.

(d) The Licensee shall ensure that all community users are granted access only in accordance with procedures approved by the Licensee and notified to the Licensor.

(e) For the avoidance of doubt, the Licensee's role is limited to facilitating access and managing bookings for community use and does not confer any right of exclusive possession or control of the Property beyond that necessary to discharge this function.

(f) The Licensee shall maintain accurate records of bookings, users, income received in connection with use of the Property and associated expenditure relating to the management and operation of the Permitted Use and shall provide copies of such records to the Licensor on reasonable request.

**4. Licensor's obligations**

4.1 The Licensor shall:

(a) remain responsible for the maintenance and repair of the Land and Property (including structural and non-structural elements) and for arranging and paying for all necessary repairs and supplies;

(b) remain responsible for all Service Media serving the Property, including all utilities relating to the kitchen and toilet facilities, and for the cleaning of the facilities (including kitchen and toilets) on a weekly basis, together with replenishment of consumables for those facilities.

(c) insure the Property against the usual insured risks;
(d) be responsible for any business rates liability for the Property; and
(e) maintain public liability insurance for the Property;
(f) provide the Licensee, prior to commencement of this licence, with all existing non-Licensor operational keys required for the purposes of managing access during the Licence Period;

4.2 Reserves the right at all reasonable times and upon reasonable notice (except in emergency) to enter the Property for the purposes of inspection, maintenance, repair, safeguarding compliance, health and safety compliance, monitoring compliance with this licence or for any other reasonable purpose connected with the management of the Property.

**5. Termination**

5.1 This licence shall end on the earliest of:

(a) 31st December 2026;
(b) the expiry of any notice given by either party to the other at any time, such notice to be not less than three months and in writing addressed to the Service Director for Governance and Legal, and the Town Clerk at St. Anne's on the Sea Town Council; or
(c) termination by the Licensor on written notice in the event of a material breach by the Licensee of its obligations under clause 3;

(d) immediately by written notice where the Licensee fails to maintain the insurance required under this licence;

(e) immediately by written notice where the Licensor reasonably considers there to be a serious safeguarding, health and safety or reputational concern relating to activities at the Property;

(f) immediately by written notice where the Property is used for any unlawful purpose or otherwise than in accordance with the Permitted Use; or

(g) immediately by written notice if the Licensee ceases, or is unable to carry out the Permitted Use.

5.2 Termination of this licence shall not affect the rights of either party in connection with any antecedent breach.

5.3 Upon expiry or earlier termination of this licence the Licensee shall:

(a) immediately cease occupation and use of the Property;

(b) remove all signage, equipment and property belonging to the Licensee;

(c) return all keys and access devices to the Licensor; and

(d) leave the Property in a clean and tidy condition.

5.4 The parties shall review the operation of this licence towards the end of the Licence Period.

**6. Notices**

6.1 Any notice or other communication given under this licence shall be in writing and shall be delivered by hand or sent by pre-paid first-class post or other next working day delivery service to the relevant party as follows (or as otherwise notified in writing):

(a) to the Licensor at Fylde Borough Council, Town Hall, St Annes Road West, Lytham St Annes, FY8 1LW, marked for the attention of the Service Director for Governance and Legal; and
(b) to the Licensee at St Annes on the Sea Town Council, 5 St George's Road, Lytham St Annes, FY8 2AE, marked for the attention of the Town Clerk.

6.2 A notice shall be deemed received if delivered by hand, on signature of a delivery receipt, or if sent by pre-paid first-class post, at 9.00 am on the second working day after posting.

6.3 A notice or other communication given under this licence shall not be validly given if sent by e-mail unless expressly permitted by the receiving party in writing.

**7. No warranties for use or condition**

7.1 The Licensor gives no warranty that the Property possesses the Necessary Consents for the Permitted Use.

7.2 The Licensor gives no warranty that the Property is physically fit for the purposes specified in clause 2.

7.3 The Licensee acknowledges that it does not rely on, and shall have no remedies in respect of, any representation or warranty (whether made innocently or negligently) that may have been made by or on behalf of the Licensor before the date of this licence as to any of the matters mentioned in clauses 7.1 or 7.2.

7.4 Nothing in this clause shall limit or exclude any liability for fraud.

**8. Limitation of Licensor's liability**

8.1 Subject to clause 8.2, the Licensor is not liable for:

(a) the death of, or injury to, the Licensee, its members, customers or invitees to the Property;

(b) damage to any property of the Licensee or that of the Licensee's members, customers or other invitees to the Property; or

(c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by the Licensee in the exercise or purported exercise of the rights granted by clause 2.

8.2 Nothing in this licence shall limit or exclude the Licensor's liability for:

(a) death or personal injury caused by negligence on the part of the Licensor or its employees or agents; or

(b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability.

**9. Costs**

9.1 Each party shall bear its own legal and other costs incurred in relation to the preparation and execution of this licence.

**10. Third party rights**

10.1 A person who is not a party to this licence shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this licence.

**11. Data Protection**

11.1 Each party acknowledges that it acts as an independent data controller in respect of any personal data it processes under or in connection with this licence. Nothing in this licence creates a joint controller relationship.

11.2 Each party shall comply with its obligations under all applicable data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, when processing personal data in connection with this licence.

11.3 Each party shall ensure that it has a valid lawful basis for processing personal data under this licence, including for the operation of any booking system and related communications.

11.4 The Licensee shall implement and maintain appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing and against accidental loss, destruction or damage, having regard to the nature of the data and the risks involved.

11.5 Personal data collected and processed under this licence shall be retained only for as long as is necessary for the purposes of managing bookings and fulfilling obligations under this licence, after which it shall be securely deleted or anonymised.

11.6 Each party shall notify the other without undue delay upon becoming aware of any personal data breach affecting personal data processed in connection with this licence. The notification shall include sufficient information to allow the other party to meet any obligations under applicable data protection law.

11.7 Each party shall provide reasonable assistance to the other in responding to any data subject rights requests, regulatory investigations, or other compliance obligations arising under applicable data protection law, to the extent such assistance relates to personal data processed under this licence.

**12. Safeguarding**

12.1 The Licensee shall comply at all times with Fylde Borough Council's Safeguarding Policy (a copy of which will be provided on request) and any statutory requirements relating to the safeguarding of children and vulnerable adults.

12.2 The Licensee shall ensure that all staff, volunteers, or other persons engaged in activities at the Property involving children or vulnerable adults have undergone appropriate Disclosure and Barring Service (DBS) checks and are not barred from working with such groups.

12.3 The Licensee shall immediately report to the Licensor any safeguarding concerns, incidents, or allegations arising in connection with activities at the Property and shall cooperate fully with the Licensor and any relevant authority in any investigation.

12.4 The Licensee shall ensure that its staff and volunteers receive appropriate safeguarding training and are aware of their responsibilities under this clause.

12.5 The Licensee shall, on reasonable request, provide the Licensor with copies of its safeguarding policies, DBS certification records (redacted where appropriate), risk assessments and evidence of safeguarding training, and shall cooperate with any safeguarding audit or compliance review undertaken by the Licensor.

**13. Governing law**

13.1 This licence and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

**14. Jurisdiction**

14.1 Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this licence or its subject matter or formation (including non-contractual disputes or claims).

Signed by: IAN CURTIS

for and on behalf of **Fylde Borough Council**

Authorised Signatory

Signed by:

for and on behalf of **St Annes on the Sea Town Council** JOHN NIGHTINGALE

Authorised Signatory

Annex A: Plan

# HM Land Registry
## Official copy of title plan

Title number **LAN261627**
Ordnance Survey map reference **SD3329SW**
Scale **1:2500 reduced from 1:1250**
Administrative area **Lancashire : Fylde**

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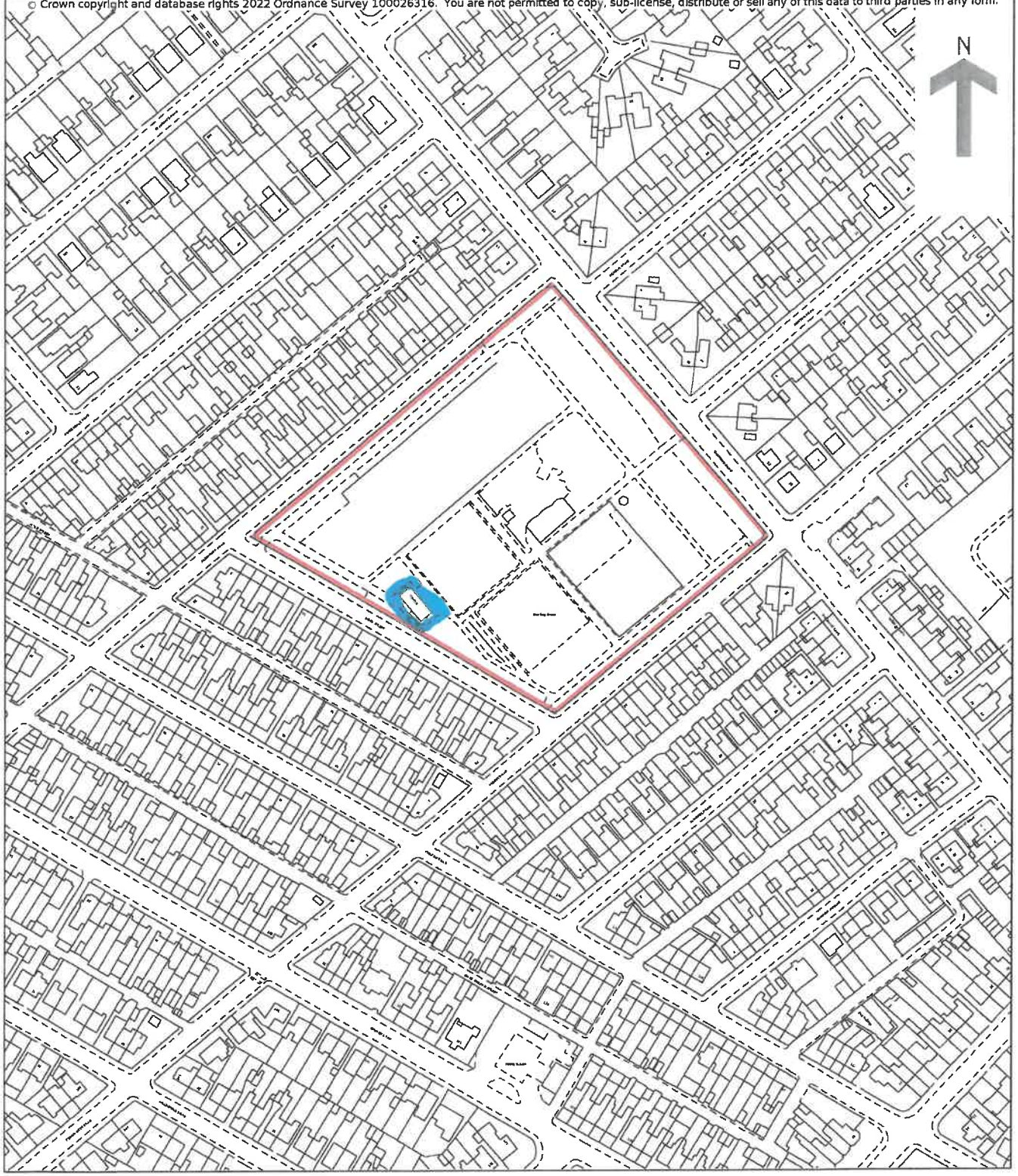


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**Agenda Item 5.5.1**

**To: Council** **Meeting 25th June 2026**

**From: Clerk & RFO**

**Subject: Strategic Plan 2024 – 2028 Report**

**Recommendation: For discussion, amending & noting**

**Current Position**

The Town Council has undertaken substantial changes in the last year and consequently it felt prudent to revisit the approved Strategic Plan to assess current position versus the anticipated impact on changing resources.

The attached document provides a more detailed breakdown of the benchmarking or resources. The 2024 document used existing delivery / resources as the benchmark and predicted an 8% increase in resource need over the following four years.

For 2026 I have assessed our current resource position in relation to the original benchmark as operating on a 15% increase in resource need. Future need is predicted as potentially reaching a 34% increase on the original benchmark.

It should be noted that most of the additional resource need has been anticipated and covered by the 2025 staffing restructure and that the 2026 resource capacity is higher than it was in 2024. Additional event needs, Marketing aspirations, Civic and Business support projects explain the resource increase.

The predicted future increase for beyond 2026 is explained mainly through the uncertainty of LGR.

**Town Clerk & RFO** **12th June 2026**

| Type | Service Area | Function | Council / Committee | Officer (Delivery) | Notes | Current Resources (1-Low to 5-High) | Development (What is the future plan for item?) | **Potential Resources (1-Low to 5-High)** |
|---|---|---|---|---|---|---|---|---|
| **Administration** | Audit | Maintaining a continuous internal audit system, Receiving and considering District Audit reports and monitoring implementation of recommendations. | Policy & HR | Town Clerk & RFO, TCSO (FIN) | Fixed process throughout year. | 2 | no changes | **2** |
| **Administration** | Audit | Internal review of accounting records. | Chairman and Deputy Chairman | Town Clerk & RFO | Monitored annually. | 1 | | **1** |
| **Administration** | Budgetary Control | Recommending the annual Budget and resolutions for level of Precept | Policy & HR - Budget Setting Group | Town Clerk & RFO, TCSO (FIN) | Most budget items are similar year to year and do not require detailed discussion. Big decisions are more time intensive on staff and do require Council input. | 1 | Future Budget / Precept is dependent on Strategy outcomes. | **1** |
| **Administration** | Capital Expenditure | Recommending capital works and sourcing the funding | Policy & HR | Town Clerk & RFO | Project dependent. | 0 | Relocation. | **0** |
| **Administration** | Financial Matters | Managing the Council's financial affairs | Policy & HR | Town Clerk & RFO | New grants tend to mean new projects but using existing staffing resources. | 2 | Continue this approach. Perhaps also look for larger scale funding for relocation. Continue to explore opportunities for sponsorship from local businesses and retailers including national chains. | **2** |
| **Administration** | Insurance | Arranging and maintaining insurance cover in respect of Council assets and against all other matters | Council | Town Clerk | Council insurance has increased in cost to cover Fidelity (fraud). | 1 | Leave as is. | **1** |
| **Administration** | Legal Proceedings | To institute, defend or settle judicial or quasi-judicial proceedings on behalf of the Council and to engage legal advisors and barristers as required | Policy & HR | Town Clerk | Minimal amount (£500) in budget in case of worst case scenario. | 0 | Leave as is. | **0** |
| **Administration** | Software Licences | monitoring licences | Policy & HR | Town Clerk | Year on year requirements and costs of software usage / licences increases. 5 staff means more can be delivered but also increased usage of software. | 1 | monitor. | **1** |
| **Administration** | Subscriptions | monitoring licences | Policy & HR | Town Clerk | Member of LALC | 1 | Advice and usage of policy templates has been beneficial. | **1** |
| **Administration** | Training | Staff CPD's | Policy & HR | Town Clerk | Town Clerk now has CILCA. All other staff supported with training to benefit themselves and Council. | 1 | Beneficial for an officer to take on a more prominent H & S responsibility. Training also required in website accessibility. | **1** |
| **Administration** | Agency Agreements | Recommending agency agreements and joint working practices | Policy & HR | Town Clerk | Continue to work in partnership but also recognise whether relationships work / or not and allow approach to adapt. Increase numbers of partners where and when appropriate. Relationship with Police has improved slightly. Meeting over Councils has increased. | 2 | Interaction with other agencies varies greatly and very much dependent on if they wish to engage. Keep on working on this. | **3** |
| **Administration** | Committee and Member Support | Recommending annual calendar of meetings | Policy & HR to Council | Town Clerk | Meetings has increased with greater Councillor engagement. | 1 | Monitor attendance. | **1** |
| **Administration** | Committee and Member Support | Recommending changes to Standing Orders, Financial Regulations and Powers and Duties of Committees | Policy & HR to Council | Town Clerk | Work undertaken by Clerk. Substantial number of policies updated in the last year. | 2 | monitor. | **2** |
| **Administration** | Committee and Member Support | Managing all committee and member functions | Council | Town Clerk, TEPO & DC, TCSO (CAN) | Number of meetings has increased greatly with additional officer support required. | 5 | Continue assessing ways to streamline administration. | **4** |
| **Administration** | Complaints | Monitoring the Complaints Procedure | Policy & HR | Town Clerk | New complaints Policy adopted September 2025 with additional new policy covering vexatiousness. | 2 | Will monitor impact on allotment complaints. | **2** |
| **Administration** | Constitution | See Committee and Member Support | Council | Town Clerk | Work undertaken by Clerk. | 1 | | **1** |
| **Administration** | Electoral Matters | Initiating requests for Community Governance Reviews and responding to proposals for electoral changes | Policy & HR to Council | Town Clerk | Work undertaken by Clerk. | 1 | With LGR occuring changes may come after 2028. | **1** |
| **Administration** | External Consultation and Representation | Dealing with casual appointments to serve on Outside Bodies | Council | Town Clerk | Work undertaken by Councillors. | 1 | New business matters Councillor role created. | **1** |
| **Administration** | Performance Matters | To set and review performance targets | Policy & HR to Council (for the Clerk only). | Town Clerk (Head of Paid Service) sets performance targets for staff. | New Clerk appointed and Policy & HR role clarified. | 2 | Staff have changed roles plus new staff. Monitor and adapt. | **2** |
| **Administration** | Policy Issues | Recommending and reviewing policies | Policy & HR to Council | Town Clerk | Work undertaken by Clerk. Unseen work which is time intensive. Greatly increased in the first year of a new Clerk. | 5 | This should settle down for the next year or so. | **4** |
| **Administration** | Policy Issues | Assisting in the development of new policies or changes in policy | All Committees | Town Clerk | Work undertaken by Clerk. Unseen work which is time intensive. | 3 | ongoing | **3** |
| **Administration** | Policy Issues | Commenting on strategic policy documents and consultation papers issued by the Government and other bodies | All Committees | Town Clerk | Random and can be time intensive. | 2 | ongoing | **2** |

| Type | Service Area | Function | Council / Committee | Officer (Delivery) | Notes | Current Resources (1-Low to 5-High) | Development (What is the future plan for item?) | Potential Resources (1-Low to 5-High) |
|---|---|---|---|---|---|---|---|---|
| **Administration** | Risk Management | Managing the Council's risk management practices and procedures | Policy & HR to Council | Town Clerk | Ongoing. | 3 | ongoing | **2** |
| **Administration** | Risk Management | Reviewing risks in relation to areas under the control of individual Committees | Policy & HR to Council | Town Clerk | ongoing. | 2 | ongoing | **2** |
| **Administration** | Neighbourhood Plan | Assessing the delivery of the plan and risks / rewards for updating etc. | Policy & HR to Council | Town Clerk | Reserves have been put aside to cover basic initial costs of a new NP. Councillors have discussed informally. To monitor based on the impact of LGR. Current plan runs to 2031. | 1 | Recent changes at government level will gradually filter down through the local plan. Will also assess as a secondary issue through LGR. | **2** |
| **Staffing** | Staffing | Recommending changes to the Council's approved establishment and reviewing and monitoring employment arrangements, Salary costs. | Policy & HR | Town Clerk | Major staff overhaul has been completed and staff are now bedding into new roles and being trained to maximise benefit. | 2 | Will review through staff performance reports. | **2** |
| **Administration** | Standing Orders | See Committee Member and Support | Council | Town Clerk | Work undertaken by Clerk. | 1 | monitor | **1** |
| **Staffing** | Town Clerk/Proper Officer | Recommending the appointment of the Town Clerk/Proper Officer | Policy & HR to Council | Town Clerk | New clerk appointed and settled in role. | 0 | Keep as a small potential increase, just in case. | **1** |
| **Civic** | Civic Events | Xmas Switch on reception etc | CAN | TCSO (CAN) | | 2 | Council confirmed this was a secondary event and to be a smaller gathering. | **1** |
| **Civic** | Mayor | Mayor's diary management | CAN | TCSO (CAN) | Town Mayor civic function role has increased to take on former Town Crier duties. | 3 | Monitor impact on staffing. | **3** |
| **Civic** | Members Expenses | | CAN | TCSO (CAN) | No expenses budgeted for. Policy in place. | 0 | LGR might impact on requirement for member allowances. | **1** |
| **Civic** | Conferences / Training | Councillor CPD's | CAN | TCSO (CAN) | No recent training or changes. | 1 | New Council in 2027 will require additional workload and Councillor training etc. Temporary increase in workload. | **4** |
| **Civic** | Regalia | Mayor and Deputy Mayor chains | CAN | TCSO (CAN) | Chains not updated recently. | 0 | Chains require a repair and refresh. Assign a suitable budget. | **1** |
| **Civic** | Carol Concert | Officer support for Mayoral event | CAN | TCSO (CAN) | This remains a Town Mayor organised event with additional officer support. | 1 | | **1** |
| **Civic** | Other | Additional Mayoral events and officer support fluctuates | CAN | TCSO (CAN) | | 3 | monitor | **2** |
| **Community** | CAN | Promote | CAN | TCSO (TECH & SOC) | New officer role created to promote the Council and maintain tech services. Will work with the Clerk to maximise impact and strategy. | 4 | monitor and develop | **4** |
| **Community** | Business Support / Promotion | | CAN | TEPO & DC | Council approved remit for business support projects. Councillor and officer assigned to undertake work. Initial projects have been approved. | 4 | Monitor approved projects. Assess and adapt for success. | **4** |
| **Community** | Allotments | Managing Shepherd Road Allotments, work with SRAS, complaints, collection of rents, attend meetings, risk assessment. | CAN | TCSO (CAN) | Tenancy agreement streamined and fees increased and linked to CPI. Reserves gradually to be increased to cover risk. | 5 | monitor and look for ways to decrease staff workload. Manage cost to all residents. | **4** |
| **Community** | Allotments | Managing Blundell Road Community Allotments, maintenance, collection of rent, risk assessments, viewings, community usage. | CAN | TCSO (CAN) | Tenancy agreement updated. Site requires investment. | 3 | monitor | **3** |
| **Community** | Community Events | Organising Events | CAN | All officers | Project to encourage others to create events for community benefit. | 2 | Support and encourage current and new friends groups. Promote equipment hire for events etc | **2** |
| **Community** | Music Festival & Fantasy Fayre | | CAN | TEPO & DC | Event reduced to 3 days. Additional staff and volunteer support has improved. Success of Fantasy Fayre has increased workload. Additional presence in town center. | 5 | Promotional benefits most likely to occur from 2027 onwards. | **5** |
| **Community** | Sounds in the Square | | CAN | TEPO & DC plus all other officers. | Workload spread throughout year. Now in house. | 4 | Monitor requirements for staff to be present at events. | **4** |
| **Community** | St. Anne's Activity Sessions | | CAN | TCSO (FIN) | Scheme now moving into its final match funded year. | 5 | CAN to review and assess to determine if to continue in 2027. | **5** |
| **Community** | Environment | Commenting on all matters within the built environment | CAN | TCSO (CAN) | Impact is project dependent. | 3 | monitor | **3** |
| **Community** | Environment | Initiating improvements. Ongoing projects, one off projects. PROW, NHB. | CAN | TCSO (CAN) | Due to delivery of 150th celebrations environment projects were not progress for a year. | 2 | Find more partnership schemes for (murals, tree carvings etc). Facilitate projects not deliver. Look at maintenance of infrastructure. | **4** |

| Type | Service Area | Function | Council / Committee | Officer (Delivery) | Notes | Current Resources (1-Low to 5-High) | Development (What is the future plan for item?) | **Potential Resources (1-Low to 5-High)** |
|---|---|---|---|---|---|---|---|---|
| **Community** | Grants | Award of grants to community organisations. Small grants, annual grants, projects. Carnival, In Bloom, Friends of St Anne's Station, Friends of Squires Gate Station, Kite Festival. | Dependent on level of grants requested. Town Clerk can award grants upto £250. Council awards grants £1000+. Committees between those numbers. | TCSO (FIN) | Delivered successfully to all groups. Some groups have lost funding or closed over the last few years. | 2 | May wish to support other groups and / or facilitate assistance in other ways. | **2** |
| **Community** | Land Management | Maintaining the areas of amenity land, play areas, recreation ground and open space belonging to or the responsibility of the Council | CAN | TCSO (CAN) | Council only owns allotments. | 1 | This may change significantly under LGR. | **5** |
| **Community** | Rights of Way | See Public Footpaths | CAN | TCSO (CAN) | Funding has stopped. Developer and landowners have been maintaining conditions and access. | 0 | monitor | **1** |
| **Community** | Twinning | Liaising with the Town Twinning Association in arranging for joint activities to and by towns twinned with St. Anne's | Policy & HR | Town Clerk | Twinning group is Lytham st annes. With new Councils Lytham and Ansdell identity of the town may be an issue. | 0 | To be proactive in clarifying where St. Anne's on the Sea sits geographically. | **1** |
| **Community** | Christmas Lights | Christmas Lights infrastructure, Lights Switch On event | CAN | TEPO & DC | Reinvestment in long term lights contract and new displays completed. | 5 | implement and monitor impact. | **3** |
| **Community** | Bunting | Purchase, Maintenance, Display. | CAN | TEPO & DC | Using contractor based in Blackpool | 2 | continue | **2** |
| **Community** | St. Anne's Multiverse | | CAN | Town Clerk | New event approved for 2027. | 5 | monitor and assess | **5** |
| **Community** | St. Anne's Christmas Market | | CAN | TEPO & DC | TC is delivering a Christmas Market for 2026. | 5 | monitor impact. | **5** |
| **Democracy** | Electoral Matters | Election Reserve | Policy & HR | Town Clerk | good as is | 0 | keep as is | **0** |
| **Democracy** | Electoral Matters | Elections | Policy & HR | Town Clerk | Every four years and by elections | 1 | keep as is | **1** |
| **Planning** | Car Parking | Commenting on all matters relating to the management of public and street parking facilities in the town | Planning | TCSO (CAN) | no recent consultations | 0 | | **0** |
| **Planning** | Conservation | Commenting on proposals for the creation or modification of conservation areas | Planning | TCSO (CAN) | built into planning | 0 | | **0** |
| **Planning** | Development Control | Commenting on planning applications referred to Council for comment | Planning | TCSO (CAN) | built into planning | 0 | | **0** |
| **Planning** | External Consultation and Representation | Commenting on consultation documents received from other bodies | Planning /Policy & HR | Town Clerk & TCSO (CAN) | built into planning | 0 | | **0** |
| **Planning** | Planning Policy | To comment on reviews of development plans affecting the town | Planning | TCSO (CAN) | built into planning | 0 | | **0** |
| **Planning** | Planning Policy | Delivery of Neighbourhood Plan | Policy & HR | Town Clerk | Council agreed to hold a small financial reserve and monitor for potential changes. | 1 | monitor and use LGR to assess. | **1** |
| **Planning** | New Public Footpaths | Making observations on matters affecting public footpaths in and around the town | Planning, CAN | TEPO & DC, TCSO (CAN) | built into planning | 0 | | **0** |
| **Planning** | Public Transport | Making observations and representation of matters affecting public transport in and around the town | Policy & HR, Planning | Town Clerk, TEPO & DC | | 1 | Blackpool Transport, forge links. | **1** |
| **Planning** | Traffic Issues | Making observations on matters affecting traffic management proposals in and around the town | Policy & HR, Planning | Town Clerk, TEPO & DC | built into planning | 0 | | **0** |
| **Planning** | Trees | Making observations on, applications for, works to trees in existing or proposed Tree Preservation Orders | Planning | TCSO (CAN) | built into planning | 0 | | **0** |
| **Premises** | Land Management (Estates) | Managing and maintaining buildings in the ownership of the Council | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | LGR potential impact. | **5** |
| **Premises** | Land Management (Estates) | Rent and Rates (Rent) | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | LGR potential impact. | **3** |
| **Premises** | Land Management (Estates) | Repair and Maintenance | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | LGR potential impact. | **3** |
| **Premises** | Land Management (Estates) | Supplies | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | LGR potential impact. | **2** |
| **Premises** | Land Management (Estates) | Refuse Collection | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | LGR potential impact. | **1** |
| **Premises** | Land Management (Estates) | Hall Hire | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | LGR potential impact. | **2** |
| **Premises** | Land Management (Estates) | Telephone | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | LGR potential impact. | **1** |
| **Premises** | Land Management (Estates) | Postages | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | | **1** |
| **Premises** | Land Management (Estates) | Stationery | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | | **1** |
| **Premises** | Land Management (Estates) | Photocopier/Printing | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | LGR potential impact. | **1** |

| Type | Service Area | Function | Council / Committee | Officer (Delivery) | Notes | Current Resources (1-Low to 5-High) | Development (What is the future plan for item?) | Potential Resources (1-Low to 5-High) |
|---|---|---|---|---|---|---|---|---|
| **Premises** | Land Management (Estates) | Furniture | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | LGR potential impact. | **3** |
| **Premises** | Land Management (Estates) | Miscellaneous (Inc cleaning) | Policy & HR | Town Clerk, TCSO (FIN) | Ongoing. | 1 | LGR potential impact. | **1** |
| **Premises** | Land Management (Estates) | Equipment/IT | Policy & HR | Town Clerk, TCSO (FIN) | Rolling replacement of IT equipment. Now have a works mobile phone. | 1 | monitor | **1** |
| **Premises** | Land Management (Estates) | Business Rates | Policy & HR | Town Clerk, TCSO (FIN) | Not currently paying rates | 1 | LGR potential impact. | **1** |
| **Premises** | Land Management (Estates) | Security | Policy & HR | Town Clerk, TCSO (FIN) | Cameras struggle with wifi | 1 | LGR potential impact. | **3** |
| **Premises** | Land Management (Estates) | Utilities | Policy & HR | Town Clerk, TCSO (FIN) | | 1 | monitor | **1** |
| **Premises** | Land Management (Estates) | Relocation | Policy & HR, LGR task & finish group. | Town Clerk, TEPO & DC | Delayed for various reasons. | 3 | Monitor through LGR. | **5** |
| **Publicity** | Advertising | Managing the Council's public relations activities and the content and circulation of the brochure | CAN | TCSO (TECH & SOC) | New staff member appointed. | 4 | develop and progress advertising avenues. | **4** |
| **Publicity** | Brochure | design, writing, production, printing, delivery | CAN | TCSO (TECH & SOC) | Change in staff working on the project. | 5 | Monitor for impact and potential improvements. | **5** |
| **Publicity** | Website | Managing, maintenance, compliance, posting etc | CAN | TCSO (TECH & SOC) | Website requires full redesign and continuing compliance with accessibility. | 3 | Create additional websites for marketing purposes. Streamline maintenance and usage. | **3** |
| **Publicity** | Town Flag | Purchase, display | CAN | TCSO (TECH & SOC) | Used well at moment. | 1 | More flags needed. | **1** |
| **Publicity** | Blue Plaques | Location, production, display, promotion | CAN | TCSO (CAN) | Civic Society proactive once again. | 1 | Town Council supporting the scheme. | **1** |
| **Publicity** | Press Release | Writing, dissemination | Town Clerk | TCSO (TECH & SOC) | Newspaper reach is dropping but our demographic age is still high. Have to think differently to reach St. Anne's audience. | 1 | Monitor | **1** |