



Agenda

Finance and Democracy Committee

Date:	Monday, 28 September 2020 at 6:30pm
Venue:	Remote meeting via Zoom
Committee members:	<p>Councillor Karen Buckley (Chairman) Councillor Vince Settle (Vice-Chairman)</p> <p>Councillors Peter Anthony, Peter Collins, Ellie Gaunt, Linda Nulty, Liz Oades, David O'Rourke, Richard Redcliffe, Elaine Silverwood, John Singleton JP, Michael Withers.</p>

Please Note: This meeting is being held remotely via Zoom. To access the meeting please click on the link below.

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Meeting ID: 898 7477 2922

Passcode: 253660

Public Platform

To hear representations from members of the public in accordance with Article 15 of the Constitution.

To register to speak under Public Platform: see [Public Speaking at Council Meetings](#)

	PROCEDURAL ITEMS:	PAGE
1	Declarations of Interest: Declarations of interest, and the responsibility for declaring the same, are matters for elected members. Members are able to obtain advice, in writing, in advance of meetings. This should only be sought via the Council's Monitoring Officer. However, it should be noted that no advice on interests sought less than one working day prior to any meeting will be provided.	1
2	Confirmation of Minutes: To confirm the minutes, as previously circulated, of the meeting held on 28 July 2020 as a correct record.	1
3	Substitute Members: Details of any substitute members notified in accordance with council procedure rule 23(c).	1
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9	Community Projects Fund	20 - 22

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DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 SEPTEMBER 2020	4
TIMETABLE FOR DEVELOPING BUDGET PROPOSALS 2021/22			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

A budget timetable needs to be approved which complies with the budget and policy framework rules, statutory deadlines, and if possible, which facilitates early billing for Council Tax.

Attached at Appendix A is a draft budget timetable for 2021/22 for consideration. The timetable may need further consideration if there are any significant changes, for example if the timetables of precepting authorities change.

RECOMMENDATIONS

The Committee is recommended to:

1. Adopt the timetable as shown at Appendix A for the budget setting process for 2021/22

SUMMARY OF PREVIOUS DECISIONS

This is the first item that relates to the budget setting process for 2021/22 and marks the commencement of that process.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. INFORMATION

- 1.1 The setting of the composite Council Tax can only be agreed after Lancashire County Council, the Police and Crime Commissioner for Lancashire and the Lancashire Combined Fire Authority have arrived at their respective precept requirements.
- 1.2 The statutory deadline by which all the precepting authorities must determine their budget requirements is 28th February 2021. Currently the dates of the relevant meetings of each body are yet to be confirmed.
- 1.3 The timetable set out in Appendix A includes key budget decision dates and proposed timescales for a budget consultation process to be undertaken.
- 1.4 In light of the above it is proposed that if all information on precepts is available, the Budget decision will be taken at Budget Council on 4th March 2021.
- 1.5 If the budget cannot be set and Council Tax charges determined by 4th March 2021, it is likely that a Council Tax instalment date of 1st April 2021 may not be achieved with a resultant financial loss to the Council. The statutory deadline to set the Council Tax amounts for 2021/22 is 11th March 2021. Failure to set a Council Tax by the deadline is likely to have a financial impact on the Council and will be in breach of the statutory process.

2 CONSULTATION

- 2.1 As in previous years the Council will consult in respect of strategic budget issues. There will be a period of consultation with interested parties when any budget proposals are published. It is a requirement to consult with business rate payers over any proposed budget. There should also be meaningful consultation with those people who may be affected by any proposals in particular where they involve the discontinuance of a service. Detailed or specific consultation may be part of a proposal and follow after an in-principle decision is made.

IMPLICATIONS	
Finance	The financial implications are contained within the body of the report.
Legal	Timetable in place to ensure annual budget for 2021/22 is set with statutory and legislative guidelines
Community Safety	None arising from this report
Human Rights and Equalities	None arising from this report
Sustainability and Environmental Impact	None arising from this report
Health & Safety and Risk Management	None arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Paul O'Donoghue Chief Financial Officer	01253 658566	September 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
N/a	N/a	N/a

Attached Documents:

Appendix A - TIMETABLE FOR DEVELOPING BUDGET PROPOSALS 2021/22

TIMETABLE FOR DEVELOPING BUDGET PROPOSALS 2021/22

Meeting Dates	Detail
Apr 2020 – Feb 2021	Consideration of draft revenue budget growth options / capital bids by Budget Working Group
Sept, Nov, and Jan cycles of meetings	Consideration of draft revenue budget options and capital bids by programme committees
23 rd Nov 2020	Finance & Democracy Committee - Updated Financial Forecast 2020/21 to 2024/25
7 th Dec 2020	Council - Updated Financial Forecast 2020/21 to 2024/25
Nov 2020/Feb 2021	Independent Group Briefings - to be arranged
Nov 2020/Feb 2021	Budget consultation exercise with stakeholders, including Town & Parish Councils and Business Rate Payers
16 th Feb 2021	Finance & Democracy Committee - Budget Proposals Meeting - expected publication date of Budget & Policy Proposals
4 th Mar 2021	Budget Council Meeting
11 th Mar 2021	Statutory Deadline for Council to set Council Tax

*Revenue growth options and capital bids are all subject to formal assessment to determine best value and alignment with corporate objectives with priority given to initiatives that are essential on health and safety grounds or which save money / generate income.

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 SEPTEMBER 2020	5
COMMUNITY GOVERNANCE REVIEW			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Legislation allows the council to review the pattern of community governance in its area. A review can recommend the establishment or abolition of parish councils, re-align boundaries between them and change the number of parish councillors.

Lancashire County Council and other authorities have put forward proposals for the reorganisation of local government in Lancashire based on a small number of unitary authorities. The possibility of a move to unitary government at the principal council level makes it an appropriate time to revisit the pattern of community governance in Fylde.

The committee is asked to recommend to the council whether to undertake a community governance review and agree the basis of the terms of reference and an indicative timetable for any review.

RECOMMENDATIONS

1. Recommend that the council undertakes a community governance review.
2. Recommend that the terms of reference of the review comprise a review of community governance in the whole of the council's district.
3. Adopt the indicative review timetable in paragraph 14

SUMMARY OF PREVIOUS DECISIONS

Community Outlook Overview and Scrutiny Committee, 14 May 2009: received a report recommending a community governance review of the whole of the council's district. Recommended that a review be not carried out.

Council, 27 July 2009: Commissioned review of the whole of the council's district.

Council, 26 July 2010: Received the review; deferred consideration until further consultation had taken place.

Council, 27 September 2010: Accepted the recommendation of the review to increase the council size of St Annes on the Sea Town Council; declined to proceed with the remaining recommendations.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	
Delivering the services that customers expect of an excellent council (Clean and Green)	√
Working with all partners (Vibrant Economy)	√
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

BACKGROUND

1. The Fylde district contains fifteen parish councils. The largest of these is St Annes-on-the-Sea, with a population of 26,9351. The smallest is Greenhalgh-with-Thistleton, with 421. The entire district is covered by parish councils, except for Lytham and Ansdell.
2. There was no parish council in St Annes-on-the-Sea until 2005, when the present council was established following a petition by local residents. Apart from this, the number of parish councils and their boundaries has remained unchanged since local government reorganisation in 1974.
3. The formation and abolition of parishes, changes to their boundaries and adjustments to council size (the number of councillors who comprise a parish council) can only happen following a community governance review. Community governance reviews are scoped, carried out and implemented by district councils. When carrying out a review, the district council has to consult local government electors and others who appear to it to have an interest in the review. It should follow guidance on reviews² issued by the Ministry for Housing and Local Government.

WHY CARRY OUT A REVIEW?

4. Successive governments have seen dynamic and confident parish councils as being important to the agenda of community empowerment. They are also seen as a key element in building cohesive communities. However, to fulfil these roles, the structure of parish councils needs to reflect present-day patterns of living, working and community identity.
5. The guidance says, *“it would be good practice for a principal council to consider conducting a review every 10-15 years”*. It continues, *“In the interests of effective governance, the principal council should consider the benefits of undertaking a review of the whole of its area in one go, rather than carrying out small scale reviews in a piecemeal fashion of two or three areas”*.³
6. Fylde’s most recent community governance review was carried out in 2009-10, though most of its recommendations were not accepted. It is therefore timely to programme another review.
7. Additionally, moves to replace the present structure of principal councils across Lancashire are gaining traction, with the county council and some other councils having submitted proposals to the Government. Those proposals and most other suggestions for reform envisage a pattern of unitary authorities covering much larger footprints than the present district councils. (for example, the present areas of Blackpool, Fylde, Lancaster, Ribble Valley and Wyre). These larger authorities are likely to leave a vacuum in community governance in areas without a parish council. A review would be able to consider whether a new parish council or councils should be formed to cover the presently unparished areas of Fylde.
8. According to the guidance, a review also *“offers an opportunity to put in place strong, clearly-defined boundaries, tied to firm ground features, and remove the many anomalous parish boundaries that exist...”*.⁴ Although a review could recommend that an area that presently has a parish council should become

¹ Office of National Statistics, mid-2017 population estimates

² “Guidance on Community Governance Reviews”, available at www.gov.uk/government/publications/community-governance-reviews-guidance.

³ Guidance, paragraphs 26-7

⁴ Guidance, paragraph 16.

unparished, the guidance states that *“it would be undesirable to see existing parishes abolished with the area becoming unparished with no community governance arrangements in place”*.⁵

9. Although a review does not directly affect district council warding or county council electoral divisions, parish boundaries are used as the building blocks for changes to these units. This is another reason why parish council boundaries should reflect present-day population distribution and identity.

WHAT CAN A REVIEW DO?

10. A review can make recommendations relating to any or all of the following, depending on its terms of reference:
- the creation of a parish
 - the name of a parish
 - the alteration of boundaries of existing parishes
 - the abolition of a parish
 - the dissolution of a parish council
 - changes to the electoral arrangements of a parish council
 - Whether a parish should be grouped under a common parish council or de-grouped.

WHAT HAPPENS IN A REVIEW?

11. The key decision to be made at the start of a review is on its terms of reference. If the committee agrees to recommend that the council carry out a review, there are two suggested alternative bases for the terms of reference:
- A review of community governance in the whole of the council’s district
 - A review of community governance in the unparished area of the council’s district (Lytham and Ansdell)

The first of these alternatives is recommended as it most closely follows the guidance

12. Within its terms of reference, a review should secure that community governance reflects the identities and interests of the community in the area under review, and the need to secure that community governance in that area is effective and convenient.⁶
13. The review process has to include consultation. This must include consultation with local government electors and others that appear to the principal council to have an interest in the review. These would include the county council, existing parish councils, local businesses, and local public and voluntary organisations - such as schools or health bodies. The council must take into account any representations it receives.⁷

WHEN SHOULD THE REVIEW TAKE PLACE?

14. A review should take a maximum of twelve months to complete. The council should aim for the recommendations of a review to be implemented in time for the parish council elections in May 2022. The following timetable would achieve this:

September 2020: Finance & Democracy Committee considers officers’ report recommending a review be undertaken, and the basis of its terms of reference.

October 2020: Full council accepts the recommendation of the committee to undertake the review, and adopts the terms of reference.

⁵ Guidance, paragraph 117.

⁶ Guidance, paragraph 33.

⁷ Guidance, paragraph 34.

November 2020 – May 2021: Review conducted.

June 2021: Draft recommendations of review reported to committee for recommendation to council

July 2021: Full council considers report of committee and confirms (or otherwise) the draft recommendations of the review. Gives authority to publish the agreed recommendations.

July 2021: Committee decides whether to recommend to council to confirm the review recommendations.

October 2021: Council confirms (or otherwise) the recommendations and gives formal authority to make the order.

Post October 2021: Order made and published (including anticipated precept for any new parish council), any recommendations to the Electoral Commission made.

May 2022: Parish council elections.

DECISIONS FOR THE COMMITTEE

15. The committee is asked to recommend to the full council:

- Whether there should be a community governance review;
- If so, which of the alternatives in paragraph 11 should form the basis of the terms of reference; and
- To adopt the indicative timetable in paragraph 14

IMPLICATIONS	
Finance	Any review would need to be carried out internally using existing Council resources and not involve any additional expenditure.
Legal	The powers to carry out a review are contained in the Local Government and Involvement in Health Act 2007 as explained in the body of the report.
Community Safety	Empowered and confident parish councils will be able to play a significant role in improving community safety and combating the fear of crime.
Human Rights and Equalities	Any review would need to have regard to community cohesion.
Sustainability and Environmental Impact	The cohesiveness of communities and enhancement of community identity are key elements of sustainability and will be important considerations in any review.
Health & Safety and Risk Management	None

LEAD AUTHOR	CONTACT DETAILS	DATE
Ian Curtis	ian.curtis@fylde.gov.uk & 01253 658506	14 September 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
Guidance on Community Governance Reviews	March 2010	www.gov.uk/government/publications/community-governance-reviews-guidance

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
OFFICE OF THE CHIEF EXECUTIVE	FINANCE AND DEMOCRACY COMMITTEE	28 SEPTEMBER 2020	6
BOUNDARY COMMISSION REVIEW – CROSS PARTY WORKING GROUP			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The report outlines the requirement for a cross party working group to be established from the committee to develop a submission for the Boundary Review on the proposed council size. A cross party working group with advice and support from officers and other stakeholders drafting the submission is in line with best practice.

RECOMMENDATION

1. That the committee nominates 6 members, made up of four from the leading group and two opposition members, to form a cross party working group responsible for producing a council size submission, with the support of senior officers, for the boundary review at Fylde to be put before Full Council on December 7th, 2020.

SUMMARY OF PREVIOUS DECISIONS

None

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	√
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	
Promoting Fylde as a great destination to visit (A Great Place to Visit)	

REPORT

1. Fylde will be subject to a boundary review after being contacted by the Boundary Commission in 2019. Electoral reviews look at whether the boundaries of wards or divisions within a local authority need to be altered. Fylde has not been reviewed since 2000, so it will be over 20 years since the current boundaries were set by the time this review's recommendations are in place. The Commission thinks this is a reasonable interpretation of 'time to time' and there is evidence of electoral inequality at Fylde that is forecast to increase. A review is also usually conducted when there is a change of governance arrangements, Fylde

changed arrangements in 2015 but did not ask for a boundary review as part of the process. The statutory criteria for a review are to:

- a. Deliver electoral equality for all voters
 - b. Reflect community interests and identities
 - c. Promote effective and convenient local government
2. The electoral review is carried out in two distinct stages;
- **Council Size:** before the Commission re-draw ward boundaries they will come to a view on the total number of councillors to be elected to the council in future (this will be implemented from 2023 for Fylde). The Commission will conclude on council size after hearing the council's, and / or other stakeholder views during the preliminary phase – this stage of the review is based on submission(s) from the council and / or other stakeholders.
 - **Ward Boundaries:** The Commission will re-draw ward boundaries so that they meet the statutory criteria. The council and the community will have an opportunity to put forward ideas in two phases of public consultation – this stage of the review is led and conducted by the Commission.
3. The first stage of the review is the starting point for the total number of councillors to be elected to the council in 2026, the 'Council Size'. The Commission will not consider ward boundaries until Stage 1 has been completed. As a result of the coronavirus outbreak and COVID 19 measures and to allow time for a cross party Working Group to consider the matter, the Boundary Commission has extended the Council Size submission deadline **16 December 2020**.
4. The Commission expect the council and/or its political groups, to present a case for a council size that is right for their authority. The Commission will make its judgment on council size by considering three broad areas:
- The governance arrangements of the council and how it takes decisions across the broad range of its responsibilities.
 - The council's scrutiny functions relating to its own decision making and the council's responsibilities to outside bodies.
 - The representational role of councillors in the local community and how they engage with people, conduct casework and represent the council on local partner organisations.

The council size submission must address these areas and should be backed up by evidence in order to be taken into consideration.

5. *Governance Arrangements* - The Commission aims to ensure councils have the right number of councillors to take decisions and manage the business of the council in an effective way. Evidence must be provided about committee responsibilities, number of committees and the workload, delegation to officials, other bodies and plans. The clear demarcation between the strategic and community leadership role of the members and the operational delivery by the officers must be evidenced.
6. *Scrutiny Functions* - Every local authority must have mechanisms to scrutinise the executive functions of the council and other local bodies. They also have significant discretion over the kind (and extent) of activities involved in that process. In considering council size, the Commission will want to satisfy itself that these responsibilities can be administered in a convenient and effective way. The Commission is looking for evidence about the number of councillors Fylde needs to hold the decision makers to account and ensure that the council can discharge its responsibilities to other organisations (e.g. other public-sector bodies, partnerships, contracts, and trusts).
7. *Representational Role of Councillors* - There is no single approach to representation, members represent and provide leadership to their communities in different ways. However, the Commission will look for evidence about the extent to which members routinely engage with communities and how this affects workload and responsibilities. The Commission is looking for evidence about how councillors interact with their

communities, their caseloads and the kind of support they need effectively to represent local people and groups to fulfil the strategic and community leadership role.

8. The number proposed in the council size will be assessed against Fylde's 15 'nearest neighbour' authorities as set out by CIPFA. If the proposal means the council size would be well above or below the average of your statistical neighbours, the evidence for that council must be particularly strong.
9. The most common approach to the submission of the council size proposal is for a cross party working group to lead the submission. This is not essential, the Commission has stated that any group of members, any single member, or other stakeholder can submit a council size proposal. Where local authorities choose to set up a cross party working group to coordinate a submission on behalf of the council there is usually consensus resulting in only one submission made. It is recommended that the committee follow the best practice experienced by authorities that have been subject to review over recent years and set up a cross party working group made up of 6 members, with four from the leading group and two opposition members.
10. In order to produce a thorough submission with the opportunity for enough member input any member nominated for the working group must be available for between 3 and 5 meetings in October and November to prepare a proposal for Full Council in December 2020.
11. A dedicated one-stop-shop information portal has been set up for members to access everything required to understand the Boundary Commission and the review process including full details of the member briefing session delivered by the Boundary Commission on January 23rd, 2020.
12. The cross-party working group will lead on producing the council size submission with advice and support from officers where necessary.

IMPLICATIONS	
Finance	None as a result of this report
Legal	None as a result of this report
Community Safety	None as a result of this report
Human Rights and Equalities	None as a result of this report
Sustainability and Environmental Impact	None as a result of this report
Health & Safety and Risk Management	None as a result of this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Allan Oldfield	Allan.oldfield@fylde.gov.uk	August 12 th

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
The Boundary Commission	Live	https://boundarycommissionforengland.independent.gov.uk/
The Member Portal	Live	https://fyldegovuk.sharepoint.com/sites/BoundaryCommissionReview

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 SEPTEMBER 2020	7
APPOINTMENT TO OUTSIDE BODIES/WORKING GROUPS			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

Appointments to Outside Bodies are made at Council following recommendations from the programme committees for nominations from within their respective memberships.

Nominations and appointments for the 2020/2021 municipal year have been delayed due to the Coronavirus outbreak. The Coronavirus (Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) allowed local authorities to extend current appointments for an additional year until 2021, therefore all appointments made in 2019/20 remain in place throughout 2020/21 unless the council decides to change them.

Following changes to committee membership at Council on 20th July 2020 it is timely for the programme committees to review the current Outside Body appointments and put forward any recommend changes to membership to the next Council meeting scheduled for 19 October 2020.

In line with the Protocol for Members on Outside Bodies (Part 5f of the Council's Constitution), every member serving on an outside body is required to complete a reporting form every six months, which is submitted to the relevant programme committee to which the external partnership relates. Members last reported in June 2020.

This report covers those nominations that relate to the Finance and Democracy Committee.

At the same time it seems prudent for the programme committees to review the current appointments to any working groups that relate to the terms of reference of the Finance and Democracy Committee that are currently established. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.

The report also provides details of a request to include the South Fylde Rail Users Group on the list of Outside Bodies for Fylde Council. The formalisation of the body has emerged from the discussions between the Leader of the Council and the Vice Chairman of the group, Councillor Vince Settle. The committee are also asked to recommend a mutually acceptable and appropriate representative on behalf of Fylde Council in the event that the South Fylde Rail Users Group is established as an outside body.

RECOMMENDATIONS

The committee is invited to:

1. recommend to Full Council that the South Fylde Rail Users Group is added to the approved list of Outside Bodies for Fylde Council.
2. nominate an appropriate elected member for Full Council to approve as the representative on the South Fylde Rail Users Group, if it is accepted on the Outside Bodies list.

3. recommend any nominations to the current outside bodies within the remit of the Finance and Democracy Committee for consideration by council,
4. confirm the membership to any working groups that relate to the terms of reference of the committee.

SUMMARY OF PREVIOUS DECISIONS

20th May 2015 - Council sought recommendations from individual programme committees as to nominations for representation.

6 July 2015 – Council confirmed the nominations from the programme committees.

11 April 2016 – Council confirmed the nominations from the programme committees.

3 April 2017 - Council confirmed the nominations from the programme committees.

16 April 2018 – Council confirmed the nominations from the programme committees

22 May 2019 – Council sought the recommendations from individual programme committees for nominations

20 July 2020 – Council noted and endorsed the list of current working groups.

CORPORATE PRIORITIES

Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. The Council makes a number of appointments to outside bodies in each municipal year. In an election year these appointments are made at the AGM. In non-election years, these appointments are made at the last Council meeting of the municipal year.
2. Nominations and appointments for the 2020/2021 municipal year have been delayed due to the Coronavirus outbreak. The Coronavirus (Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020) allowed local authorities to extend current appointments for an additional year until 2021, therefore all appointments made in 2019/20 remain in place throughout 2020/21 unless the council decides to change them.
3. Changes were made at Council on 20 July 2020 to committee memberships and it is now prudent for the programme committee to review the current appointments to the Outside Bodies within the remit of their committee as well as the value, in terms of contribution to the council, of retaining representation i.e. should the council continue to dedicate resource.
4. Any changes in representation or appointments on the Outside Bodies represented will be put forward to the next scheduled Council meeting for confirmation.
5. This report deals with the outside bodies that relate to the terms of reference for the Finance and Democracy Committee. The first table below includes the name of the body/group, the role/purpose and which elected member is the current appointee. The committee is invited to recommend nominations for consideration by Full Council.
6. Programme committees may wish to establish their own subject specific working groups to be set up when required in order to advise the parent programme committee on a particular topic/issue.

7. The second table below lists those working groups that relate to the terms of reference of the Finance and Democracy Committee that are currently established.
8. The establishment of working groups is within the responsibility of the individual programme committees and does not need the approval of Council.
9. It is important that the members nominated to represent the Council on outside bodies/working groups have an appropriate interest in the body/partnership/subject, can commit to positively represent the Council and be available to commit the time to attend the majority of the meetings involved.
10. The members nominated should ideally be a member of the programme committee to which the matter relates to.
11. The current protocol is that members are required to produce regular reports about the outside bodies on which they serve, currently every six months. It is the intention that this information will be made available to the programme committee members to which the external partnership relates.
12. The conclusion of any working group would be brought to committee in a formal report.

Table 1 - Finance and Democracy Committee- Outside bodies/partnerships

Outside body / partnerships	Role/Purpose	Frequency of meetings	Current representation
Blackpool Airport and Hillhouse Enterprise Zone Project Board	Responsible for the operational delivery of the two EZs, with a remit encompassing activity including commercial, financial, development, legal, planning, land, infrastructure, and highways works and, marketing and promotion.	As required	Chairman of Finance and Democracy – Councillor Karen Buckley
Fylde Community Project Fund	Decision making body allocating small grants to local volunteer groups and organisations from the Community Project Fund	3 x p/a plus smaller bids considered by email	The Mayor
North West Employers Organisation	Provides a network of support, advice and consultancy regarding human resources, policy and practice, leadership, development, organisational design and performance. It works with regional and national partners representing North West authorities as employers including consultation on pay and conditions.	Quarterly (4xp/a)	Chairman of Finance and Democracy (plus a named substitute) – Councillor Karen Buckley and Vince Settle
North West of England & the Isle of Man Reserve Forces & Cadets Association	To support and maintain Armed Forces Reserves and Cadets in North West England.	Annually with two optional outside days	Councillor Ed Nash

Table 2 - Finance and Democracy Committee– Working groups

Working group	Role/purpose	Notes	Current representation
Budget Working Group	To co-ordinate and oversee the budget setting process and to provide a strategic steer to programme committees on key elements of the budget setting process such as the level of growth or savings required in light of	The establishment of this working group was considered and recommended for approval by the Governance Working Group. The group meet as and when required during the annual budget setting cycle. It is recommended that the group includes representation	Councillor Sue Fazackerley, Chairman & Vice Chair of F&D Chairmen of T&L, Op Mgmt, EH&H & Planning Plus 2 F&D members – Richard Redcliffe & John Singleton

	the overall financial position of the Council, capital bid expectations, fees and charges levels etc	from each of the main programme committees in order to ensure a corporate cross-cutting approach to budget setting	
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13. Members of the committee are also asked to consider recommending for approval at full council the addition of an outside body for South Fylde Rail Users Group.
14. The group comprises Northern Rail, Network Rail, LCC, Fylde Council, Blackpool Council and St Annes Town Council and its aim is to improve both the passenger usage and facilities on the line by considering ways of accessing government and other grants and new projects to promote increased use as an alternative to private transport. It forms one of the lines within the Lancashire Community Rail Partnership as approved by the Department of Transport.
15. The committee are asked to recommend a mutually acceptable and appropriate representative on behalf of Fylde Council in the event that the South Fylde Rail Users Group is established as an outside body

IMPLICATIONS	
Finance	No implications arising from this report
Legal	No implications arising from this report
Community Safety	No implications arising from this report
Human Rights and Equalities	No implications arising from this report
Sustainability and Environmental Impact	No implications arising from this report
Health & Safety and Risk Management	No implications arising from this report

LEAD AUTHOR	CONTACT DETAILS	DATE
Democratic Services	democracy@fylde.gov.uk	30/7/20

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None		

DECISION ITEM

REPORT OF	MEETING	DATE	ITEM NO
DEVELOPMENT SERVICES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 SEPTEMBER 2020	8
TOWN CENTRES WORKING GROUP UPDATE AND PROPOSALS TO SUPPORT THE REGENERATION OF ST ANNES TOWN CENTRE			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY

The Planning Committee at its meeting on 16 September 2020 considered an updated report in relation to the Town Centres Working Group and proposals to support the regeneration of St Annes Town Centre.

A copy of the full report that went to the Planning committee can be accessed via this [link](#).

Amongst other things, the report recommended that the Finance & Democracy Committee approve a revenue funded budget increase for 2020/21 in the sum of £150,000, to be funded from the Funding Volatility Reserve, to provide for the commissioning of a vision/strategy for St Annes Town Centre, such vision to include a town centre health check and be informed by the survey results and working group proposals for St Annes.

RECOMMENDATION

The Committee is recommended to:

1. To approve a revenue funded budget increase for 2020/21 in the sum of £150,000, to be funded from the Funding Volatility Reserve, to provide for the commissioning of a vision/strategy for St Annes Town Centre, such vision to include a town centre health check and be informed by the survey results and working group proposals for St Annes.

SUMMARY OF PREVIOUS DECISIONS

Council 5 March 2020

Resolved - That the regeneration of St Annes town centre will be a priority commitment of the Council, with the first call on the Funding Volatility Reserve to be in support of this initiative;

Planning Committee - 11 March 2020

Resolved- To establish a Town Centres Working Group comprising a core group of 7 councillors namely: Councillors Richard Redcliffe, Liz Oades, David O'Rourke, Stan Trudgill, Michael Sayward, Roger Small and Michael Withers with Minutes - Planning Committee – 11 March 2020 Councillors Cheryl Little and Viv Willder being co-opted as and when appropriate to consider matters relating to St Annes Town Centre.

Planning Committee – 16 September 2020

Resolved - To approve a revenue funded budget increase for 2020/21 in the sum of £150,000, to be funded from the Funding Volatility Reserve, to provide for the commissioning of a vision/strategy for St Annes Town Centre, such vision to include a town centre health check and be informed by the survey results and working group proposals for St Annes.

CORPORATE PRIORITIES	
Spending your money in the most efficient way to achieve excellent services (Value for Money)	✓
Delivering the services that customers expect of an excellent council (Clean and Green)	✓
Working with all partners (Vibrant Economy)	✓
To make sure Fylde continues to be one of the most desirable places to live (A Great Place to Live)	✓
Promoting Fylde as a great destination to visit (A Great Place to Visit)	✓

REPORT

1. At its meeting on 11 March 2020, The Planning Committee resolved to establish a Town Centres Working Group. Its Terms of Reference were reiterated in the report to Planning Committee on 16 September (See link to report)
2. Since it was established, the working group has met (via Zoom) on 9 occasions with a smaller subgroup of 3 members and a representative of St Annes on the Sea Town Council meeting separately to consider a number of site specific issues in St Annes town centre that benefitted from a physical inspection. The group was limited in size in order to comply with Covid secure guidelines.
3. With the onset of the Coronavirus pandemic, the working group initially considered several interventions to assist in the safe reopening of the high street. As customers and business owners have become accustomed to the new way of life that the continuing situation requires to be observed, the working group has been able to consider a number of longer term projects that will benefit the three town centres and assist in maintaining and improving their prosperity as part of the wider Covid recovery.
4. The working group is currently exploring a number of initiatives for each of the borough's town centres. The Planning Committee supported the submission of funding bids to the Future High Street Fund (FHSF) and Heritage Action Zone (HAZ) programmes in Kirkham. The council has also identified capital funding to address a number of issues previously identified in Lytham. The Working Group is now working to understand the likely budgetary implications of a number of projects in St Annes. As these are still under consideration members will be presented with an outline of the latest projects and estimated costs involved at the meeting.
5. In 2013/14, the council established a funding volatility reserve from additional Business Rates received under the Business Rate Retention Scheme. The budget report to council in March 2020 identified that the reserve currently stands at £5.221m. As part of that report members made a commitment to the regeneration and revitalisation of St Annes town centre and that this should be a priority for the Council's Funding Volatility Reserve.
6. In order to better understand the issues that St Annes Town Centre is facing and to support any future applications for central government funding it is considered necessary to commission a town centre health check. This would be undertaken by specialist consultants and is estimated to cost in the region of £20-30k, depending upon the scope of the commission. The findings of the health check would inform the production of a revised town centre strategy for St Annes which in turn would act as a vehicle to deliver a new vision for St Annes town centre. This wider piece of work would be a similar undertaking to the work carried out to support the Kirkham Future High Street Fund final business case (which included a town centre health check), funded by a grant of £150,000 provided by central government. Accordingly, the Planning Committee at its meeting on 16 September 2020 recommended that the Finance & Democracy Committee approve a revenue budget increase for 2020/21 in the sum of £150,000, funded from the Funding Volatility Reserve, to provide for the commissioning of a town centre health check and town centre strategy.

IMPLICATIONS	
Finance	This report recommends approval of a revenue funded budget increase for 2020/21 in the sum of £150,000, funded from the Funding Volatility Reserve, for the commissioning of a town centre health check for St Annes.
Legal	No implications
Community Safety	No implications
Human Rights and Equalities	No implications
Sustainability and Environmental Impact	The commissioning of a town centre health check will ensure any proposals and actions which emerge are founded on need.
Health & Safety and Risk Management	No implications

LEAD AUTHOR	CONTACT DETAILS	DATE
Mark Evans	mark.evans@fylde.gov.uk & Tel 01253 658460	September 2020

BACKGROUND PAPERS		
Name of document	Date	Where available for inspection
None	NA	NA

INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
RESOURCES DIRECTORATE	FINANCE AND DEMOCRACY COMMITTEE	28 SEPTEMBER 2020	9
COMMUNITY PROJECTS FUND			

PUBLIC ITEM

This item is for consideration in the public part of the meeting.

SUMMARY OF INFORMATION

The Community Projects Fund (CPF) was previously financed from legacy funding earmarked for this purpose by the former Local Strategic Partnership (LSP). This legacy fund ended in 2016/17. For 2017/18 funding in the sum of £25k was approved as a revenue growth item for that year only. Similarly For 2018/19 funding in the sum of £20k was approved as a revenue growth item for that year only. In November 2018 this committee recommended that a revenue budget growth item be presented as part of the budget-setting consideration for 2019/20 in the sum of £20k per annum for each year from 2019/20 onwards. Council approved the revenue growth items at its budget-setting Council meeting in March 2019.

SOURCE OF INFORMATION

Director of Resources

WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?

In addition to the recommendation for ongoing funding, the Committee, at its November 2018 meeting, also resolved to receive an annual report. Below is the report for the period 2019/20.

FURTHER INFORMATION

Contact Tracy Manning, tracy.manning@fylde.gov.uk

INFORMATION NOTE

COMMUNITY PROJECTS FUND 2019/20

1. In 2019/20 the Council approved a revenue growth item for £20,000 to be allocated to the Community Projects Fund.
2. The Community Projects Fund is actually two funds, the larger fund for bids from £300-£2000, with bidding split over three rounds. Of the £20,000, £16,500 was allocated to the larger fund, with £5,500 (approximately) being allocated for each bidding round.
3. The successful bids for each round are set out below;

Round 1		
	No approved bids (only one received)	
Round 2		
	Friends of St Annes Station, LSA Civic Society – for replica foundation stone	£1200
	Friends of Strike Lane School – for purchase of ipads	£1000
	Freckleton Bowling Club - An ex-demonstrator lawn mower	£1500
	Kirkham Junior Football Club - Football equipment for pitches	£1875
	Church Road Methodist Church - Wesley's Café Project - Kitchen equipment and tables	£1300
	Staining in Bloom - Planting and self-watering pots	£1500
	Social Angels (Just Good Friends) - Laptop, printer and table tennis table	£950
Round 3		
	Friends of Lytham Hall - Personal safety & maintenance equipment, safety signage	£1950
	Laugh, Live, Love CIC - Kitchen equipment for luncheon club, large print board games for Poppies group, protective equipment for volunteers	£1950
	Weeton in Bloom - Equipment (pending at year end)	£1500
Total allocated		£14725

(The underspend on this part of the grant was used for the smaller discretionary bids. There was also a £259 return of monies from a community group whose project did not proceed)

4. The smaller fund, for bids from £1-£300, was allocated £3,500 and is open to receive bids throughout the year. The bids received were as follows;

Successful bids	Amount allocated
Weeton In Bloom for planters and plants	£300
Friends of Fairhaven Lake for purchasing one daylight projector	£300
Staining in Bloom for plants for new planters	£300
St Annes Carnival for purchase of 40 traffic cones	£300
St Annes Music Festival for purchase of gazebo	£253.99
Lytham YMCA Youth Football Club/Community Drop-In Football Session for pop up nets, training balls and coloured bibs	£300
Freckleton Singers for sheet music	£300
Friends of St Anne's & Squires Gate Stations for battery and harness & remote cable attachment for strimmer	£288
Fylde Rugby Club for celebration on Remembrance Sunday for Centenary year	£300
Kirkham Christmas Lights for 5 Christmas motifs for lampposts	£300
Kirkham and Wesham Amateur Swimming Club for swimming equipment	£300
Kirkham Singers for marketing material and contribution towards portable keyboard	£300
St. Anne's In Bloom for polytunnel	£295
Washington Group for promotional materials for International Women's Day	£300
Connect More Art and Peer Support Group for art materials	£290
Ansdell Business Development Partnership for Christmas lights	£300
Lytham Heritage Group for prizes for art competition	£300
Friends of Strike Lane School for school books	£300
Total	£5326.99

5. For the larger fund, monitoring forms are sent out after 6 months asking for feedback on how the money was spent and what difference it has made. For the vast majority of the projects, it is too early to have heard back from the groups, however historically many of the comments received is that the funding makes a big difference to the community groups in achieving delivery of their projects.

FURTHER INFORMATION AVAILABLE FROM

Contact Jo Collins, joanne.collins@fylde.gov.uk