



Ansdell & Fairhaven Parish Council

Dear Councillor,

You are summoned to attend the Annual Meeting of Ansdell & Fairhaven Parish Council to be held on **Monday 11th May 2026 at 7pm at Ansdell Library**, 59 Commonsides, Ansdell, Lytham St Anne's, Lancashire, FY8 4DJ. The agenda is set out below.

Your sincerely,

Daniel Guise
Clerk & RFO

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Agenda

1. Election of Chair

Upon election, the Chair will sign the Declaration of Acceptance of Office.

2. Election of Vice-Chair

3. Apologies for Absence

4. Declarations of Interest

5. Minutes of the Last Meeting

Held on 20th March 2026. To be approved as a correct record and signed by the Chair.

6. Public Participation

According to the Council's Standing Orders, a member of the public shall not speak for more than three minutes, and the time designated for public participation shall not exceed fifteen minutes, unless directed by the chair of the meeting.

7. Planning Consultations

The Council is asked if it wishes to comment on, object to, or support any of the planning application consultations received from Fylde Borough Council.

8. SPIDs

The Clerk will provide a verbal update.

9. Review of Committee Terms of Reference

A Terms of Reference document for the Finance Committee was approved by the Council at the December 2025 meeting (minute 7D).

A revised document is attached for consideration, which includes terms of reference for the Community Engagement & Events Committee.

10. Appointment of Members to Committees

The Council is asked to review the current committee membership, which is:

Finance

Cllr David Perkins (Chair)
Cllr Joanna Frith-Williams
Cllr Michelle Morris
Cllr Paul Wilkinson

Community Engagement and Events

Cllr Deborah Wilkinson (Chair)

Cllr Paul Spilsbury

Cllr Elliot Taylor

One vacancy (following the resignation of former Cllr Barnes)

To help avoid situations where a committee meeting is not quorate, it is suggested that both committees have four members, and that substitutes be appointed as per Standing Order 4(d)(v). The Council is asked to confirm which councillors may act as substitutes, if any.

11. Review of Standing Orders and Financial Regulations

The adopted documents are available via the AFPC website. The only suggested change concerns the rules regarding committee substitutes. It is proposed that the conclusion of Standing Order 4(d)(v) be changed from:

“...if the ordinary members of the committee confirm to the Proper Officer seven days before the meeting that they are unable to attend;”

to:

*“...if the ordinary members of the committee confirm to the Proper Officer **in writing twenty-four hours** before the meeting that they are unable to attend **and which substitute shall take their place;**”*

The seven-day requirement is considered excessive. It would make the substitute system awkward to operate, because notice of a substitute would be required before the meeting agenda was even published.

12. Bank Mandate

Online payment authorisation is a two-step process. Payments must be **submitted** by one user and then **authorised** by **two** signatories.

An application has been made to set the Clerk up with bank account access. The application will allow him the power to **submit** payments only. That is in line with the former Interim Clerk's access.

The Council's financial regulations are clear that the Clerk may be an authorised signatory, as well. This would allow him to both submit and authorise a payment. It would offer more convenience – only one councillor would have to approve each payment – but consequently less security. However, a minimum of two people would still be physically required to process a payment. In addition, the regulations

state that no-one should authorise a payment to themselves, so the regulations would not permit the Clerk to authorise his own salary or expenses. (See Reg 7.1.)

The financial regulations also state that *“in the prolonged absence of the [Clerk] an authorised signatory shall set up [i.e. submit] any payments due before the return of the [Clerk].”* (See Reg 7.5.) This emergency measure could only be carried out if a councillor who is an authorised signatory were also able to submit payments. This facility would not be for use in ordinary circumstances. For example, if the Clerk took a holiday of a normal duration that could not count as a “prolonged absence”. But if the Clerk is the only person with powers to submit payments, and something prevents him from attending to his duties for a long period, the Council would be unable to pay anyone until the mandate were updated.

The Council is asked if it wishes to either give the Clerk power to **authorise** payments, or give an authorised signatory (who will be a councillor) the power to **submit** payments. The Council could choose to do either, neither or both.

13. LALC Membership

As a newly created Council, AFPC was gifted membership of the Lancashire Association of Local Councils (LALC) in its first year 2025-26. To renew membership for 2026-27, the usual charge will apply, which has been calculated at £1049.16.

See invoice 67033 attached. The Council is asked if it wishes to renew membership and authorise the Clerk to pay the invoice.

Councillors may also wish to report on the meeting of the Fylde Area Committee held on Monday 27th April.

14. Review of Other Working Relationships

The standing orders prescribe that the Annual Meeting shall review *“arrangements with other local authorities, not-for-profit bodies and businesses”* as well as *“representation on or work with external bodies and arrangements for reporting back”*.

The current deal with Easy Websites (website and email hosting) is for £63.36 per month.

15. Review of Assets

To review the Council’s Asset Register.

16. Confirmation of Insurance Arrangements

Policy and certificate attached. The current policy will expire on 14th July 2026.

17. Miscellaneous Items for Review

The standing orders prescribe that several items be reviewed at the Annual Meeting which are not (yet) relevant to AFPC, or are trivial for one reason or another. However, this highlights that some important policies have not yet been put in place, which are reserved to the end of the list:

- **Minutes/recommendations of a committee.** There have been no committee meetings since the last Full Council meeting.
- **Review of delegation arrangements to sub-committees, staff and other local authorities.** There are no such arrangements, besides the delegations to the Clerk which exist in the Standing Orders & Financial Regulations.
- **Appointment of any new committees.** None are proposed or expected.
- **General Power of Competence.** Since the Clerk does not yet hold a CiLCA qualification, the Council is not yet eligible to the General Power. It is noted that the Clerk is expected to obtain CiLCA by October 2026.
- **Council or Clerk subscriptions to other bodies, beyond membership of LALC.** There are not thought to be any.
- **Expenditure under s137 (Local Government Act 1972) or the General Power of Competence.** It is not thought there has been any.
- **Complaints Procedure.** None has been adopted.
- **Freedom of Information and Data Protection.** No policies, procedures or practices have been adopted.
- **Policy for dealing with the press/media.** None has been adopted.
- **Employment policies and procedures.** None have been adopted.

The Clerk will bring forward draft policies in these critical areas as soon as possible, but it will not be feasible to prepare them all for one meeting. The Council is asked if it wishes to assign an order of priority for these or any other policies.

18. Meeting Dates 2026-27

The proposed calendar of Full Council meetings is:

1 June^a
29 June^a
27 July
24 August^b
28 September
26 October
23 November

25 January 2027

1 March 2027^c

29 March 2027^c

26 April 2027

24 May 2027 – Next Annual Meeting

In general, the proposed dates are on the fourth Monday of each calendar month.

No meeting is proposed for December.

Notes:

- a) In addition to this Annual Meeting, it is thought prudent to hold the regular May 2026 meeting, as well. The Clerk has only been in position for a month. At time of writing, the Clerk does not have access to the Council's bank facility, and so is unable to prepare end of year accounts etc. This explains why no financial matters are included in this agenda. However, these matters will have to be examined in short order. To make sure the Council can consider such matters in a timely fashion, it is recommended to keep the regular May 2026 meeting.

This raises the further problem that the fourth Monday in May 2026 is a bank holiday. Therefore, it is proposed to hold the "May" meeting on Monday 1st June, and push back June's meeting to the fifth Monday, 29th June.

- b) A meeting for August has been included in the calendar, provisionally. Many Councils do not hold a meeting in August, because members are likely to be on holiday. However, practice on this varies. The Council may prefer not to miss the August meeting, or to avoid doing so while the Clerk is still relatively new to the Council. The Council is asked to decide this.
- c) The February 2027 meeting would usually fall on Monday 22nd February, which is the Clerk's birthday. The Council is asked if it would be acceptable to apply the same trick as point (a) above. i.e. Move the "February" meeting to 1st March and push back March's meeting to the fifth Monday.

END