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Minutes of the Meeting of the Resources Committee, St Ives Town Council held in the Committee Room, The Guildhall, St Ives on Tuesday 1 December 2015 at 7.00pm.

PRESENT

Chairman – Councillor R Tulley  
Vice-Chairman – Councillor L Taylor

COUNCILLORS

Andrewes T	Nicholls C
Garrod H	Parsons A
Glanville R	Tanner J
Mitchell A	Williams T

OFFICER

Town Clerk

APOLOGIES FOR ABSENCE – were received from Councillor M Armstrong.

R.173 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Resources Committee meeting held on 6 October 2015.

R.174 CHAIRMAN’S ANNOUNCEMENTS

None.

R.175 DECLARATIONS OF COUNCILLOR AND OFFICER INTERESTS (INCLUDING REASONS THEREOF)

Councillors Williams and Nicholls each declared an Interest in Minute R.186 (Grants) as applicants / organisers, and withdrew from the meeting during consideration of this item.

Councillor Tulley declared an Interest in Minute R.186 (Grants) as a Trustee of Hayle Day Centre, and withdrew from the meeting during consideration of this item.

R.176 TOWN CLERK’S UPDATE REPORT

The Clerk’s report circulated prior to the meeting was noted.

R.177 FINANCE REPORT

The Chairman presented the Finance Report and noted that the majority of items were within budget.

Points raised in discussion included:

- £50,000 car park contribution from Cornwall Council towards cost of running public conveniences in the car parks – Councillor Andrewes reported that it was expected that the town council would receive the funding in due course as car park income was on track
- Island Centre – noted that income was already being generated
- Noted that the car park levy had been included twice (Administration and Devolution) – Clerk to amend.

RESOLVED – that the finance report be noted.

R.178 IMPLEMENTING OF COUNCIL DECISIONS FOLLOWING REVIEW OF STAFFING AND STRUCTURE

Of the decisions made by Council on 3 November (following the staffing and structure review), a number had been referred to Committee. Those relevant to Resources Committee were considered – as set out in the following sections of the Minutes.

179. REVIEW OF OFFICE OPENING HOURS

It was agreed to consider this item in conjunction with the later agenda item – Use of Ground Floor Office.

180. PERFORMANCE MANAGEMENT SYSTEM

Members considered the recommendation for performance management indicators to be applied across the Council in order to help improve outcomes and raise standards. Following discussion, it was

RESOLVED – that each Committee be tasked with recommending key performance indicators, for report to the next scheduled meeting of the Resources Committee.

R.181 REVIEW OF PAYROLL FUNCTION ARRANGEMENTS

Members considered the report which had been prepared in response to the suggestion that the operation of payroll be reviewed. The Clerk set out a way forward which would spread the workload on payroll and retain the benefit of the function being carried out in-house.

RESOLVED – that the approach set out in the report be approved.

R.182 NEW POST OF OFFICE APPRENTICE

Members considered the Clerk's report which set out considerations to take into account when recruiting and training an apprentice, along with a draft job description. It was noted that the job description might need to be adapted on the advice of training providers to ensure that the apprentice post was in line with training requirements.

The proposed post was considered, with agreement that this could be a good opportunity for the council to increase its staffing capacity and for a person embarking on their career to gain a placement to complement training. There was an intention for the apprentice to work across the organisation to gain transferrable skills.

**RESOLVED** – to authorise the Clerk to work with a training provider to recruit an apprentice as soon as possible, using the draft job description as an approved basis, subject to any amendments which may be recommended by the training provider. The appointment to be on the basis of a one year apprenticeship at level NVQ 2 or 3 (advice from training provider to be sought) and at a pay rate of £4 per hour.

R.183 **BUDGET FOR TRAINING**

Members considered the recommendation for the training budget to be increased in line with the sector norm for a local council of the size of the town council.

**RESOLVED** – that budget provision of £5,000 be allocated for training in the 2016/2017 budget, and that the wording of a training policy be a matter for consideration at a future meeting of the Resources Committee.

R.184 **GROUND FLOOR OFFICE USE**

This agenda item included consideration of office opening hours, deferred from earlier in the meeting.

The Chairman presented this item, suggesting that in order to achieve staffed office opening hours of 9am to 5pm, Monday to Friday, the four members of the support services team should be located in the ground floor reception office. To achieve this, the wall joining the two offices (reception and the former Community Network Manager's office) was suggested to be removed.

During discussion there was consideration as to whether the wall was load-bearing, it was questioned how the office space would be arranged and the need for hot-desking / screening to enable work such as detailed accounts work to be conducted away from the general reception area.

In response to a question whether 9 to 5 opening was needed, it was noted that a number of wedding enquires and room bookings arose through people walking in off the street to make an enquiry, and the wish to provide a good level of customer service.

**RECOMMENDED** – to Council that

- 1) office opening hours remain from 9am to 5pm, Monday to Friday; and
- 2) the wall between the reception office and the former Community Network Manager's office be knocked through to create an office space for the four members of the Support Services team.

R.185 **AMENDMENT TO FINANCIAL REGULATIONS (ARRANGEMENTS FOR DIRECT PAYMENT OF SALARIES)**

The Clerk advised that a meeting with the bank had been arranged to sort out the details for direct payment of salaries.

RESOLVED – that this matter be deferred to a future meeting of the committee, pending the further advice on processes from the bank.

R.186 GRANTS APPLICATIONS

Application: Cornwall Air Ambulance Trust

Consideration: Value of the Air Ambulance to the community. Non specific project. Noted surplus by the Trust in the previous year.

Recommendation: That no grant be awarded but that a letter of thanks be sent for all the work the air ambulance does.

Councillors Mitchell and Glanville requested that their names be recorded as voting against this decision.

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Application: St Ives Sling Support

Consideration: Support for a new community group providing a useful service for new parents.

Recommendation: That a grant of £300 be awarded for the purpose set out in the application.

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Application: Collaboration of local organisations including Hayle Day Care Centre (Christmas Tea Party for the over 60's)

Councillor Tulley declared an Interest in this item as a Trustee of Hayle Day Care Centre.

Consideration: Noted that around 30% of Hayle Day Care Centre clients were from the St Ives area. The benefit of this community event.

Recommendation: that a grant of £200 be awarded for the purpose set out in the application.

\* \* \* \*

Application: Collaboration – Christmas Day Community Lunch (Application submitted by Tamsyn Williams)

Councillors Nicholls and Williams each declared an Interest in this item as organisers of the event.

Consideration: Would normally be concerned – not a charity, constitution, but fully endorse the principle of providing food and a community event.

**Recommendation:** that a grant of £200 be awarded for the purpose set out in the application.

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**RECOMMENDED** – that the grant recommendations, as set out above, be approved.

R.187 **CONSIDERATION OF FUNDING SUPPORT FOR ST JOHN AMBULANCE COVER FOR NEW YEARS EVE**

It was reported that St John Ambulance had advised that their costs involved in this community event were greater than in other areas and that they might need to review their cover. For this year they had committed to continue with their usual level of cover.

During discussion it was noted that the St John Ambulance did a sterling job, giving their time, commitment and dedication. It was noted that no contribution was to be made from the Chamber or St Ives BID.

**RECOMMENDED** – to Council that £500 be paid to St John Ambulance as a contribution towards the cover provided on New Years Eve.

R.188 **RESOURCING IMPLICATIONS OF MOVING TO PAPERLESS PLANNING APPLICATION SYSTEM IN READINESS FOR APRIL 2016**

Members considered the Clerk's report setting out the costs of equipment for projecting planning images onto a screen at meetings, also considerations around how plans should be presented in future and the possible staff resources needed. Following consideration, it was

**RECOMMENDED to Council that:**

1. A projector be purchased for around £500 and a screen be purchased for around £250;
2. Additional officer time of around 1 day per meeting cycle and 2 hours per meeting be allocated and budgeted for;
3. Councillors be given access to a laptop with the downloaded plans in the Council offices;
4. Members of the public be directed to view plans at the One Stop Shop;
5. The new system be trialled from January 2016;
6. A dedicated laptop for planning presentations / viewings be purchased (with a 30" screen if practicable);
7. The 2016/17 budget have provision for the additional staffing commitment needed for paperless planning processes.

**RECOMMENDED to Planning Committee** – that consideration be given to the format for the presentation of information to Planning Committee.

R.189 **RESERVES**

It was noted that a Reserves Policy had been previously agreed and that it had been suggested that a guide figure could be agreed. Members considered: areas of risk in budget; and guidance that general reserves of between 3 and 12 months of annual expenditure were the usual guidelines.

Thought was given to the need to be prudent and the good practice of keeping reserves, although balanced with the need for delivery of services and provision of facilities.

During debate it was acknowledged that there would always need to be a level of flexibility and so a sensible level of reserves should be determined by the Council of the day at the time of budget setting.

**RECOMMENDED** – to Council that there would not be a stated policy on the level of general reserves to be held, instead for the appropriate level of reserves to be held by the council to be determined by the Council of the day based on circumstances at that time.

Councillors Glanville and Garrod each requested that their names be recorded as voting against this decision.

R.190 **CRIMINAL RECORDS CHECKS FOR MEMBERS AND CO-OPTED PERSONS**

Members further considered advice presented at the previous meeting, setting out the ability for members of the town council to undergo criminal records checks, particularly in key roles with significant community engagement. Following brief discussion, it was

**RESOLVED** – that the Mayor and Deputy Mayor each undergo the criminal record check at the start of each term of office.

R.191 **TIMETABLE OF MEETINGS 2016/2017**

The Clerk apologised that this report was not available for the meeting.

**RESOLVED** – that this item be deferred to the next scheduled meeting of this Committee.

R.192 **CORRESPONDENCE**

None.

R.193 **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** – “that in accordance with the Public Bodies (Admissions to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and public be excluded from the meeting during the consideration of the following matters on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.”

R.194 **IMPLEMENTING OF COUNCIL DECISIONS FOLLOWING REVIEW OF STAFFING AND STRUCTURE – CONFIDENTIAL ITEMS** (PARAGRAPHS 1,2&3)

Of the decisions made by Council on 3 November (following the staffing and structure review), a number had been referred to Committee. Those confidential items relevant to Resources Committee were considered – as set out in the following sections of the Minutes.

R.195 **COMMITTEE RECOMMENDATION TO COUNCIL ON REPORTING / LINES OF MANAGEMENT FOR A STAFFING STRUCTURE BASED ON THE PRINCIPLE OF A CLERK AND THREE SERVICE MANAGERS** (Paragraphs 1, 2 & 3)

Councillors considered the proposed management structure for the council and discussed the line management arrangements. The Clerk reported that the current arrangement, with the weddings, bookings, finance and caretaking team having regular meetings to agree operational matters (such as room / furniture set up for bookings), was working well. Councillors questioned whether the maintenance function should fall more directly under the Facilities Manager.

**RECOMMENDED** – to Council that the Maintenance Officer be line managed by the Facilities Manager, all others remain as existing.

R.196 **POST TITLES TO BE RE-DESIGNATED TO BETTER REPRESENT DUTIES CARRIED OUT** (Paragraphs 1, 2 & 3)

Members considered the recommendations set out in the report following the recent structure and staffing review.

Recommendations relating to the re-designation of job titles were intended to better reflect the nature of the role being carried out / expected to be carried out.

Clerical Officer to be re-designated as Finance Officer  
Clerical Assistant to be re-designated as Administration Assistant  
Assistant Town Clerk to be re-designated as Support Services Manager.

Of these posts,

Following discussion, it was recognised that the job description for the Support Services Manager post would need review from that of the Assistant Town Clerk.

**RECOMMENDED** – to Council that the post titles be re-designated as set out above. It be recognised that the Assistant Town Clerk post would become the Support Services Manager and that the revised job description be drawn up, recognising the evolving role. Once the job description was approved, any training that might be needed to enable the incumbent officer to fulfil the role could be considered.

R.197 **JOB DESCRIPTION FOR SERVICE MANAGER POST** (Paragraph 3)

Drafts for consideration had been circulated at the meeting by the Chairman of the Staffing Committee and the Town Clerk. To give time for the job description to be fully considered, it was agreed that this item be deferred to the next scheduled meeting of the Resources Committee.

R.198 **JOB DESCRIPTION FOR PROPOSED APPRENTICE POST**

It was noted that this item had been determined earlier in the meeting.

- R.199 JOB EVALUATION (not considered at Staffing Committee as the committee was inquorate)  
(Paragraphs 1, 2 & 3)

It was noted that the job evaluation of the Clerk's and the three service manager posts could not be carried out until the job description for the Support Services Manager had been approved.

Following discussion, it was

**RESOLVED** – that Chris Rolley Associates be appointed to carry out the job evaluation on the posts set out above, to be appointed following the approval of the job description for the Support Services Manager.

- R.200 HR SUPPORT REVIEW (Paragraph 3)

**RESOLVED** - that this item be deferred to the next scheduled meeting of the Resources Committee.

- R.201 IT AND TELEPHONES UPGRADE FOR TOWN COUNCIL OFFICES, INCLUDING CONSIDERATION OF COUNCIL DECISION TO DEDICATE STAFF RESOURCE TO IT AND COMMUNICATIONS (Paragraph 3)

Members considered the Clerk's report, setting out the broad options available and indicative costings. In view of the complexity of this issue, it was

**RESOLVED** - to investigate further and report back to the next scheduled meeting of this Committee for report and decision.

- R.202 UPDATE ON LEASE PROGRESS, DEVOLUTION OF COMMUNITY BUILDING  
(Paragraph 3)

Councillor Andrewes reported on the recent meeting with future sub-tenants. A suggestion had been offered by the town council representative that the first five year break clause be foregone by the town council, to give an element of security for the sub-tenants.

**RECOMMENDED** – to Council that the first break provision in the lease be at the 10 year point, then 5 yearly thereafter.

- R.203 MARKET HOUSE REPAIRS (Paragraph 3)

Members considered the Clerk's report, following which it was

**RESOLVED** – that the report be noted and the matter be referred to the Facilities Manager when appointed.

R.204 **DEBTORS AND CREDITORS** (Paragraph 3)

Members considered the report circulated.

It was noted that despite officers best efforts, there were four payments for the wedding fair outstanding (totalling £120 in all) and the remainder of a fee due for a wedding blessing (£75) for which there was a complication which was anticipated to lead to non-payment of the fee.

The Clerk advised that officers had been diligent in sending demands and reminders for these payments, and that systems were now in place to ensure payment in advance for this type of booking.

**RESOLVED** – that the report be noted and that the items referred to above be written off as bad debt.

R.205 **RE-ADMITTANCE OF THE PRESS AND PUBLIC**

**RESOLVED** that the press and public be readmitted to the meeting.

R.206 **BUDGET RECOMMENDATIONS**

Members considered the Clerk's report setting out the procedure to be followed for the budget setting process and the need for justification of the Precept demand.

The approval of the budget makes provision for next year's spending plan. Revenue provision must be made to cover liabilities and service growth. The town council needs to provide for adequate reserves for identified expenditure and in the event of sudden unforeseen expenditure demands. Other considerations include the need to provide for continuing service provision, growth and improvements, devolution plans and maintaining an adequate level of reserves.

Discussion points:

- Managing increases in revenue
- Provision for devolution of services
- Taking on more services locally that would otherwise be lost when Cornwall Council stop funding.
- Taking into account the need to minimise increases, particularly for those on low and fixed incomes
- Need to justify the level of precept set
- Debated a prudent level of reserves and to what extent should reserves be utilised for devolution initiatives
- Investing in the future, safeguarding services and facilities.

**RECOMMENDED** – to Council that

- 1) the Town Council budget for 2016 / 2017 be approved (as per the draft attached to these

Minutes);

- 2) the Precept for 2016 / 2017 be approved in accordance with the provisions in Sections 39, 41 and 50 of the Local Government Act 1992; and
- 3) the Town Clerk as Responsible Finance Officer be authorised to sign the Precept demand on Cornwall Council.

With regard to proposals to produce a three year Forward Financial Plan, it was

**RESOLVED** – that each committee be tasked to propose three year budget proposal figures for inclusion in a Forward Financial Plan to be drafted in the next meeting cycle.

Meeting closed at 10.14 pm

Chairman