

Minutes of the Meeting of the Resources Committee, St Ives Town Council held in the Committee Room, The Guildhall, St Ives on Tuesday 6 October 2015 at 7.00pm.

PRESENT

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

COUNCILLORS

Andrewes T
Glanville R

Nicholls C
Williams T

OFFICER

Town Clerk

APOLOGIES FOR ABSENCE – were received from Councillors M Armstrong, A Mitchell, H Garrod, A Parsons and J Tanner.

R.148 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Resources Committee meeting held on 16 July 2015, and the Minutes of the Resources Committee (meeting as Complaints Committee) held on 28 August 2015.

R.149 CHAIRMAN'S ANNOUNCEMENTS

An additional confidential report (office space for Facilities Manager) was included as an additional item on the agenda in view of urgency.

R.150 DECLARATIONS OF COUNCILLOR AND OFFICER INTERESTS (INCLUDING REASONS THEREOF)

Councillor Glanville declared an Interest in Minute R.155 (Grants) as a volunteer for the National Coastwatch Institution, and withdrew from the meeting during consideration of this item.

R.151 TOWN CLERK'S UPDATE REPORT

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

R.152 FINANCE REPORT

The finance report, circulated prior to the meeting, was considered. Discussion included noting the drop in income in the Visit St Ives Information Centre. The Committee Chairman reported that he had spoken to the Manager and understood that it was still expected that the Visit St Ives Information Centre would operate within its annual budget. It was understood that the majority of purchases for the year had been made, and that staff would be focussing on existing priorities rather than new projects.

The Clerk reported that the kitchen refurbishment was complete, and that the grant from Cornwall Council had been requested.

Councillor Andrewes reported that the funds from Cornwall Council for the car parks income contribution were expected to be received at the end of the financial year.

RESOLVED – that the finance report be noted.

R.153 CONCLUSION OF ANNUAL AUDIT 2014/2015

The Clerk reported that the external audit had been completed, with no comments or recommendations received.

The Committee noted that to achieve a clear audit, especially with the volume and complexity of the Council's transactions was welcomed and extended their appreciation to the officers whose diligence were instrumental in achieving this. The Clerk noted too the value of the advice from the Council's accounts adviser, and the benefits of the Councillor audit / reconciliation meetings.

RESOLVED – that the report be noted.

R.154 AMENDMENT TO FINANCIAL REGULATIONS (ARRANGEMENTS FOR DIRECT PAYMENT OF SALARIES)

The Clerk advised that it would be best practice to detail in the Financial Regulations the means of making direct salary payments, moving away from paying by cheque. Final details first needed to be worked out with the bank and so it was

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

R.155 GRANTS APPLICATIONS

Applicant - St Ives in December

Considerations – the community benefit in supporting these seasonal events, balanced against not being clear on the costs of the initiative, some of the events requiring paid entry, the main beneficiaries being the traders and businesses.

Resolved that the vote on this application be recorded.

Councillor Andrewes proposed, seconded by Councillor Taylor, a grant of £250.

Voting for the proposal: Councillors Andrewes, Taylor and Tulley.

Voting against the proposal: Councillors Glanville, Nicholls and Williams.

Abstaining: None.

Not present: Councillors M Armstrong, A Mitchell, H Garrod, A Parsons and J Tanner.

As the vote was tied, the decision was made based on the Chairman's casting vote. Councillor Tulley announced his casting vote for the proposal.

Recommendation – that a grant of £250 be awarded for the purpose set out in the report.

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Applicant – NCI St Ives

Councillor Glanville declared an interest in this application as a volunteer with the NCI, and withdrew from the meeting during consideration of this item.

Consideration – an improvement to the information service provided by the NCI and an important means to assist the NCI to continue to raise much needed funds into the future.

Recommendation – that a grant of £1,000 be awarded for the purpose set out in the report.

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

R.156 **S.106 CONTRIBUTION**

Councillor Andrewes presented the report on the opportunity to accept a potential Section 106 planning contribution, explaining that the Palemon Best Recreation Ground was the closest applicable open space to the development site.

RECOMMENDED – to Council that the town council approve the acceptance of the Section 106 agreement and authorise the Town Clerk as Proper Officer to sign the agreement when received from Cornwall Council.

R.157 **RESOURCING IMPLICATIONS OF MOVING TO PAPERLESS PLANNING APPLICATION SYSTEM IN READINESS FOR APRIL 2016**

The Clerk advised that officers would be attending workshops in November, hosted by Cornwall Council, to learn from best practice for paperless planning applications at planning committee meetings.

During discussion it was agreed that pending the workshops and a separate agenda item (review of the Council's IT system), this item would be deferred to the December meeting of this committee.

RESOLVED – that this item be deferred to the December meeting of this committee.

R.158 **INCREASE OF LIMIT ON CREDIT CARD TO £5,000**

Members considered the Clerk's report and noted that a move to using credit cards more often could help to tackle bank charges and to enjoy the benefit of protection from the Consumer Credit Act.

RECOMMENDED – to Council that the credit card limit be increased to £5,000 with immediate effect, and that this change be recorded in the Financial Regulations.

R.159 **RESERVES**

The Clerk advised that further advice would be sought on the proportion of reserves recommended to be held.

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

R.160 **DECORATIVE LIGHTS UPDATE**

Having received an updated version of the draft structural survey of the decorative lights, Councillors also noted that the BID Christmas Lights initiative would be operating separately to any work on the existing decorative lights, and that there had not been a willingness on the part of the Decorative Lights Association to take on the responsibility for the decorative lights from the town council.

It was noted that the original intention of the town council had been to safeguard the future of the lights whilst a way could be found to maintain them.

RESOLVED – that the Decorative Lights Association be asked to confirm whether they are in a position and willing to take on the lights – with a decision needed before 22 October.

RECOMMENDED – to Council that if no other organisation is in a position to take on the lights, they should be taken down with immediate effect.

R.161 **CHRISTMAS AND NEW YEAR OFFICE OPENING TIMES**

This report was withdrawn as it had been noted that the Clerk (in consultation with the Mayor) was authorised through the Scheme of Delegation to set the office opening times over the Christmas and New Year period.

R.162 **CRIMINAL RECORDS CHECKS FOR MEMBERS AND CO-OPTED PERSONS**

Members noted the update on the introduction of CRB checks by Cornwall Council and the suggestion that town and parish councils consider whether they would be useful to be introduced at their councils.

Discussion included:

- The need to safeguard vulnerable people set against the low level of extent of the council's interaction with potentially vulnerable people.
- Whether the town council should adopt a safeguarding policy, and the suggestion to check Cornwall Council's advice in their safeguarding toolkit

As there was a need for further consideration, it was

RESOLVED – that this be an agenda item for the next meeting.

R.163 CORRESPONDENCE

None.

R.164 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.165 OFFICE SPACE FOR FACILITIES MANAGER (Paragraph 3)

Members considered the need for suitable office space provision for the newly appointed Facilities Manager. After having considered the options available, it was agreed that the downstairs office next to the reception office should be utilised for this purpose, subject to the agreement of the current tenants.

RESOLVED – that the existing tenants of the office next to the reception office be asked whether they would be willing to relinquish their lease of the office, with the intention being to clear and equip the office as soon as possible.

R.166 REFURBISHMENT / CHARGING FOR PUBLIC CONVENIENCES – COSTINGS UPDATE
(Paragraph 3)

The Clerks advised that this item had been withdrawn as it was an item for consideration by the Facilities Committee.

R.167 REVIEW OF STAFFING/ OPERATION OF THE COUNCIL (Paragraph 3)

Members noted that following the recent review it was expected to receive the consultant’s report in the next few weeks, and that a single agenda item Council meeting should be convened to consider the findings and recommendations to be included in the report.

RESOLVED – that the consultant’s report be presented to Council at a single agenda item meeting of the Council to be held at 7.00pm on Tuesday 3 November.

R.168 IT AND TELEPHONES UPGRADE FOR TOWN COUNCIL OFFICES (Paragraph 3)

The Clerk reported that the IT systems and phones used for the council offices were fairly basic systems that had been in place for a number of years and that it had become necessary for them to be replaced in order to be able to assure of effective IT and communications. Following brief discussion, it was

RESOLVED – that quotes for upgraded IT and telephone systems for the office be sought, for report to the next meeting of this committee.

R.169 UPDATE ON LEASE PROGRESS, DEVOLUTION OF COMMUNITY BUILDING
(Paragraph 3)

It was noted that discussions to finalise a number of clauses within the draft lease were nearing conclusion and so it was expected that the lease would be completed in the near future.

RESOLVED – that the report be noted.

R.170 MARKET HOUSE REPAIRS (Paragraph 3)

Pending the appointment of the Facilities Manager, this item was

RESOLVED – that the Market House repairs be an agenda item for the next meeting of this committee.

R.171 DEBTORS AND CREDITORS (Paragraph 3)

The Clerk circulated the current list of debtors and creditors. During consideration of these items, there was discussion including suggestions that officers could introduce bill payments as the primary means of payment for bookings, the need to minimise debtors, and a suggestion for a separate bank account for weddings to help the bank reconciliation process.

The Clerk advised that options would be considered.

RESOLVED – that the report be noted.

R.172 REVIEW OF ASSET REGISTER (Paragraph 3)

The Clerk circulated copies of the current asset register. Following brief discussion, it was

RESOLVED – that the asset register be noted.

Meeting closed at 8.59 pm

Chairman