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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 Thursday 16 July 2015 at 7.00pm.

PRESENT

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

COUNCILLORS

Andrewes T	Mitchell A
Glanville R (until 9.26pm)	Nicholls C
Garrod H	Tanner J

OFFICER

Town Clerk

APOLOGIES FOR ABSENCE – were received from Councillor M Armstrong

R.126 MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Resources Committee meeting held on 16 April 2015 and the Minutes of the Resources Committee meeting held on 4 June 2015.

R.127 CHAIRMANS ANNOUNCEMENTS

The Chairman noted that the Clerk had circulated reports in advance and that as the meeting had a full agenda items could be discussed with the assumption that the reports had been read in advance.

R.128 DECLARATIONS OF MEMBER / OFFICER INTERESTS

The Clerk declared an interest in Minute R.139 (Staffing Review), as a member of staff.

R.129 TOWN CLERK'S UPDATE REPORT

The Clerk's report had been circulated prior to the meeting.

RESOLVED – that the report be noted.

R.130 FINANCE REPORT

It was noted that the Finance Report had been circulated prior to the meeting.

Councillor Mitchell raised concern that the town council needed to do more to seek alternative forms of income for the funding of the public conveniences for future years. Councillor Andrewes reported that this was being progressed by the Facilities Committee, with recommendations due to Council.

Councillor Nicholls noted the need for careful oversight of the Visit St Ives budget in order to ensure that it remained on target.

Councillor Andrewes noted that the comparison with the same quarter last year of the concert hall income was approximately £2,000 down. Whilst efforts were underway to encourage bookings, it was important to note this at Resources Committee level.

Councillor Glanville noted his appreciation of those involved in building up the numbers of weddings held at the Guildhall.

RESOLVED – that the report be noted.

PUBLIC SPEAKING

Toni Carver spoke of his concerns at the gas piping leading to the kitchen at the rear of the Guildhall, raising concern at risk of vandalism, damage, etc. He suggested that a safer route would be for the piping to be located inside the building and asked that this matter be reviewed.

Councillor Tulley advised that either galvanised casing or an alternative route for the pipes would be considered.

R.131 GRANTS APPLICATIONS

Cornwall Film Festival

Application – to support the first green film festival as part of the Cornwall Film Festival.

Consideration – a worthy film festival that would be good for the area to be staged in St Ives.

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

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St Ives in December

Application – to support the St Ives in December initiative

Considerations – this is the type of project that St Ives BID and the Chamber should be leading. The benefits to the town and the area of having a good festive programme in St Ives, benefitting the local resident community and businesses.

Recommendation – that this application be deferred pending full details of the proposal with costings.

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Cornwall Deaf Centre

Application – towards automatic doors, improvements to the Cornwall Deaf Centre.

Considerations – A very worthy community benefit. Policy not to fund ongoing repair and maintenance.

Recommendation – that a grant of £100 be awarded for the purpose set out in the report (subject

to circulation of the accounts).

RECOMMENDED – to Council that the awards of grants be awarded as set out above.

R.132 **REVIEW OF GRANTS POLICY**

The Chairman noted that the existing grants policy had been circulated prior to the meeting and that comments had been invited.

RECOMMENDED – to Council that the policy be amended to add ‘environment’ to the list of priorities.

R.133 **RESOURCING IMPLICATIONS OF MOVING TO PAPERLESS PLANNING APPLICATION SYSTEM FROM SEPTEMBER 2015**

The Chairman reported that Cornwall Council had announced that planning applications would no longer be circulated to town and parish councils from September 2015. To enable plans to be shared, the potential resourcing implications would be:

- Equipment for presentation (laptop, projector, screen)
- Staff time (around 11 hours per meeting additional) for preparing presentations and operating the display equipment at meetings.

Councillor Andrewes reported that there was due to be an announcement that the implementation of this process would be delayed for a few months to give town and parish councils time to bring in changes.

Options considered:

- could the plans be printed locally for meetings and to advise
- the need for Cornwall Council to improve the naming and accessibility of their plans
- improvements for Councillor and the public in displaying the plans at a meeting
- benefit to have a screen and projector (or similar) which could also be utilised elsewhere at the Guildhall.

RESOLVED – that further investigation into the options be carried out:

- Cost the IT equipment (laptop, projector, screen or smart screen)
- Cost the printing option (from R A Design)
- Approach 5 or 6 main architects to ask if they could send to us and what it would cost

RECOMMENDED – (with the agreement of the Chairman of the Staffing Committee), that in view of the delay in implementation and the various options to be investigated, that the recommendation from Staffing Committee be withdrawn at this time.

R.134 **REVIEW OF GENERAL AND EARMARKED RESERVES**

Members considered the Clerk’s report on the current levels of reserves and made the following

suggestions:

- transfer the funds held under Jubilee reserves back to the general reserve as this fund was no longer needed
- review the Visit St Ives Reserves (spend since startup, how much of the transfer funding remains) and report back to this Committee.
- elections, note for budget setting that the elections reserve contribution may need to increase next year
- Decorative Lights: £2,500 was the reserve (£1,000 was the figure put forward as part of the tripartite agreement suggestion.) Hold reserve figure at £2,500

RECOMMENDED – that the amendments to reserves as set out above be approved.

R.135 **RESERVES POLICY**

The Clerk had drafted a reserves policy which had been circulated prior to the meeting and was discussed. It was noted that it was a fairly generic policy which set out the purpose of holding reserves.

During discussion it was noted that it would be more helpful as a policy to elaborate more on the desired level of reserves to carry forward from year to year.

RECOMMENDED – that the reserves policy be adopted as circulated at this stage, with a report be considered at the next meeting of the Resources Committee to determine a level of carry forward reserves to be stipulated in the policy.

R.136 **MARKET HOUSE GUTTERING**

Members noted the recent damage and failure of guttering fixings at the Market House. Options for ensuring the safety of the guttering included replacing the corroded screws with aluminium screws, and to check that the timber fixing was still intact.

During discussion, the need for a qualified decision on the condition of the guttering was established.

RESOLVED – that a structural assessment of the works be carried out (with written report) (Structural Surveyor) and for repairs to be carried out accordingly.

R.135 **DECORATIVE LIGHTS UPDATE**

Councillor Tulley reported that (although representative on the Lights Association, there had been no meetings and so no interest to declare) there had been little progress with the decorative lights due to various circumstances. There had been discussions with St Ives BID, plans for lights at St Andrews Street, quotes being sought and fundraising being carried out.

During discussion the following points were raised:

- September 2014 was the original deadline, which keeps slipping. No confirmation from the Decorative Lights Association that they wish to take on responsibility for the lights.
- The town council has not had sight of the full structural / electrical survey.
- Noted that the town council had not intended to take on permanent responsibility for the lights, but that many delays had been out of the control of the parties involved.
- As demonstrated by the town council taking on the lights on a temporary basis, there was support from the town council to enable the community to retain the lights, if an achievable way of doing so could be found.

RESOLVED – that as the town council have a legal responsibility for the lights, a copy of the structural and electrical survey report be requested as a matter of urgency (to be received within 7 days) in order that the town council can make an informed decision on the decorative lights.

R.136 CORRESPONDENCE

None.

R.137 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 the 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.139 REVIEW OF STAFFING/OPERATION OF THE COUNCIL, INCLUDING VISIONING DAY EVENT (Paragraph 3)

It was noted that the Clerk’s report had been circulated prior to the meeting.

Councillor Tulley noted the following points:

- concern that the staffing review had been moving slowly
- further work needed to be done to complete the visioning process
- discussions at Staffing Committee noted that August and early September were not good times for staff to put into a staffing review
- increasing cost implications
- Facilities Manager appointment had been deferred pending staffing review – a risk to the successful refurbishment of the public conveniences

In view of the need to progress projects such as the refurbishment of the public conveniences, Members considered the merits of appointing a Facilities Manager as soon as possible and outside of the staffing review process.

When invited to give views on potential helpfulness of a staffing review, the Clerk advised that current areas weak on staffing capacity were the overview of cleaning, alternative sources of funding and refurbishment of the public conveniences, refurbishment of public conveniences and an administrative support role in the office to provide support for existing core town council staff.

With regard to a review of the council's structures, it was suggested that councillors could play a greater role in working up projects before being brought to committee so that they were in a form ready for implementation. This could tie in with a streamlined committee system.

It was noted that any advert for a Facilities Manager was not intended to take over the work currently carried out by the Devolution Project Manager.

RECOMMENDED – to Council that the council advertise for a part time Facilities Manager, permanent contract, 3 day a week. Councillor Taylor to draft a job description in consultation with the Clerk and others.

Councillor Glanville left the meeting at this point.

The previous resolution that a staffing review be carried out was further considered at this point. Upon considering the options (and taking into account the principles of best value), it was

RECOMMENDED – to Council that the town council concludes the visioning process in-house and approach the company listed third on the quotes list contained in the report, to provide an up to date quote for carrying out a democratic structure and staff review.

R.140 UPDATE ON LEASE PROGRESS, DEVOLUTION OF COMMUNITY BUILDING
(Paragraph 3)

A report had been circulated prior to the meeting.

RESOLVED – that the report be noted.

R.141 BANKING ARRANGEMENTS (Paragraph 3)

Councillor Tulley reported on the Clerk's report on banking arrangements.

RECOMMENDED – to Council that the course of action as per report be adopted with the Clerk delegated to determine the amounts to be deposited in the various accounts, following the guidelines in the report and in consultation with Chairman and Vice-Chairman of Resources Committee. (Current account linked to deposit account to sweep over funds on a daily basis (£100,000), Cornwall Council deposit facility (£250,000), remainder in 6 month deposit account with HSBC.

R.142 DEBTORS AND CREDITORS (Paragraphs 1,2 &3)

Members considered the report circulated at the meeting. Noting that there were invoices raised for numerous small amounts, Councillor stressed the importance of receiving payments in advance of bookings etc.

RESOLVED – that the report be noted.

- R.143 APPOINTMENT OF ACCOUNTANTS TO CARRY OUT VAT PARTIAL EXEMPTION CALCULATIONS 2014/15 (Paragraph 3)

RESOLVED – that the company recommended in the report be appointed to carry out the VAT Partial Exemption calculations 2014/15

- R.144 REVIEW OF ASSET REGISTER (Paragraph 3)

Deferred to next meeting.

Meeting closed at 9.37 pm

Chairman