



ST. IVES TOWN COUNCIL

The Guildhall
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St. Ives
Cornwall
TR26 2DS

Tel: (01736) 797 840

Our Ref: LD/Resources/ag
Your Ref:
Ask for: Louise Dowe
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Date: 24 November 2015

Dear Councillor

MEETING OF THE RESOURCES COMMITTEE MEETING – 1 DECEMBER 2015

You are given notice of a meeting of the Resources Committee meeting to be held in the Committee Room at the Guildhall, St Ives on **Tuesday 1 December 2015**, commencing at 7.00pm.

Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business set out in the Agenda attached. Please note that Councillors who are not members of this committee are entitled to attend if they wish to do so, and may be permitted by the Committee Chairman to speak.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of St Ives Town Council's procedure for the recording of meetings is available on the website, or from the Clerk's office on request.

Louise Dowe
Town Clerk

To: All Councillors
Press

Membership of Resources Committee:

Chairman -	Councillor R Tulley
Vice-Chairman -	Councillor L Taylor
Town Mayor and Deputy and Councillors:	Town Mayor (ex officio, voting members) Andrewes T Garrood H Glanville R Mitchell A Nicholls C Parsons A Tanner J Williams T

If you consider yourself to be a person with a disability and need further information about the suitability of the venue, please phone (01736) 797840.

RESOURCES COMMITTEE MEETING – 1 DECEMBER 2015

AGENDA

1. **Apologies for absence**

2. **Minutes**

To pass the following resolution:

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Resources Committee meeting held on 6 October 2015 (*previously circulated*).

3. **Chairmans Announcements**

4. **Declarations of Councillor and Officer Interests (including reasons thereof)**

5. **Town Clerk's update report**

Report attached.

6. **Reports for Decision**

(1) Finance report

(2) Implementing of Council decisions following review of staffing and structure

- a) Review of office opening hours
- b) Performance Management System
- c) Review of payroll function arrangements
- d) New post of office apprentice
- e) Budget for training
- f) Ground floor office use

(3) Amendment to Financial Regulations (arrangements for direct payment of salaries)

(4) Grants applications

(5) Consideration of funding support for St John Ambulance cover for New Years Eve

(6) Resourcing implications of moving to paperless planning application system in readiness for April 2016.

(7) Reserves:

- Level of Reserves
- Reserves Policy

(8) Criminal records checks for Members and co-opted persons

(9) Timetable of meetings 2016 / 2017

7. **Correspondence**

None.

8. **Exclusion of the press and public**

To consider passing the following resolution:

“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.

9. **Confidential reports for decision**

(Reports to follow)

- (1) Implementing of Council decisions following review of staffing and structure – confidential items (Paragraphs 1, 2 & 3)
 - a) Principle of Clerk and 3 Service Manager agreed – Committee recommendation needed on reporting / lines of management
 - b) Post titles to be re-designated to better represent duties carried out
 - c) HR support review
- (2) IT and telephones upgrade for town council offices, including consideration of council decision to dedicate staff resource to IT and communications (Paragraph 3)
- (3) Update on lease progress, devolution of community building (Paragraph 3)
- (4) Market House repairs (Paragraph 3)
- (5) Debtors and creditors (Paragraph 3)

10. **RE-ADMITTANCE OF THE PRESS AND PUBLIC**

To resolve that the press and public be re-admitted to the meeting.

11. **Reports for decision**

- (8) Budget recommendations

12. **Agenda items for next meeting**