

Minutes of the Meeting of St Ives Town Council held in The Guildhall, St Ives on Thursday 16 June 2016 at 7.00 pm

PRESENT

Chairman – Councillor L Taylor (Town Mayor)

Vice-Chairman – Councillor C Nicholls (Deputy Town Mayor)

COUNCILLORS

Andrewes T

Chard C

Garrod H

Glanville R

Lait R

Mitchell A

Prior P

Symons J

Tulley R

Williams T

OFFICERS

Town Clerk

Support Services Manager

Facilities Manager

APOLOGIES FOR ABSENCE - were received from Councillors M Armstrong, A Parsons, S Tanner and J Tanner

12. PUBLIC SPEAKING

None.

13. CHAIRMAN'S ANNOUNCEMENTS

None

14. DECLARATIONS OF MEMBER / OFFICER INTERESTS

Councillor Symons declared an Interest in Minute 36 (Long Service Award), as a Councillor to whom the item would apply, and withdrew from the meeting during consideration of this item.

Councillor Tulley declared an Interest in Minute 21 (Decorative Lights), as the Councillor representative on the Decorative Lights Association committee, and withdrew from the meeting during consideration of this item.

The Town Clerk and Support Services Manager each declared an Interest in Minute 33 (Accrued Time Off in Lieu), as the item would apply to them and so they withdrew from the meeting during consideration of this item.

The Town Clerk, Support Services Manager and Facilities Manager each declared an Interest in Minute 33 (Job Evaluation) as the item would apply to them and so they withdrew from the meeting during consideration of this item.

15. REQUESTS FOR DISPENSATION

None.

16. MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Meetings of the Council held on 21 April, 16 May and 19 May 2016.

17. TOWN CLERK'S UPDATE REPORT

Members considered the Clerk's update report.

With regard to Minute 180, the Clerk gave an undertaking that the letter regarding the park and ride would be sent as a priority.

RESOLVED - that the report be noted.

18. APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT

The Clerk presented the Annual Governance Statement, explaining that it was a statutory requirement for the Statement to be completed and that its purpose was to given an assurance that the town council was maintaining adequate controls to ensure the prudential management of public funds.

RESOLVED – that the Annual Governance Statement 2015 / 2016 be approved.

19. APPROVAL OF THE ANNUAL RETURN AND ANNUAL STATEMENT OF ACCOUNTS

The Clerk presented the report, explaining that it was a statutory requirement to complete and sign the Annual Return, for external audit purposes. The Annual Statement of Accounts was a document for the use of the town council, providing a greater level of detail behind the figures in the Annual Return.

RESOLVED – that the Annual Return and the Annual Statements of Accounts for 2015 / 2016 be approved.

20. APPROVAL OF BANK SIGNATORIES

It was noted that following the Annual Council meeting, the Council needed to approve bank signatories for the coming year.

RESOLVED – that the bank signatories be two Councillors drawn from a pool of either Councillor Taylor (as Mayor), Councillor Nicholls (as Deputy Mayor) or Councillor Williams (a former Deputy Mayor).

21. ST IVES DECORATIVE LIGHTS – UPDATE ON TRANSFER ARRANGEMENTS

Councillor Tulley declared an Interest in this item as the Councillor representative on the Decorative Lights Association committee and withdrew from the meeting during consideration of this item.

The Clerk reported that at a meeting with St Ives BID representatives earlier in the day, BID had expressed concern at some aspects of the planned transfer of ownership of the lights – a higher cost of removal than expected, the need to apply for permissions, and new plans to renew the lights section by section. BID had suggested that the town council decide whether to retain the lights in their ownership or to remove them.

It was noted that as the meeting had only been held earlier in the day, there was not a full report available and so it was

RESOLVED - that the matter be referred to the next scheduled meeting of the Finance & General Purposes Committee.

22. SUGGESTION TO START ANNUAL ST IVES CARNIVAL

Councillors Taylor and Chard put forward a suggestion to re-introduce a walking carnival from the coach park, through the town to Smeatons Pier. The aim was to encourage groups and individuals from around the town to take part, with opportunities for fund raising.

With a suggested date of Saturday 3 September at 6.00pm, the expected cost to the council would be the cost of the St John Ambulance cover and administrative support from the office.

During discussion, the following points were raised:

- Noted the potential benefit for the town
- Early September was a busy time in the town
- Suggested to refer back to committee for costings (staff time, road closures, publicity, risk assessment, entry forms, insurance)
- Whether there would be a carnival committee to carry out the organising of the event
- The Councillors leading on the idea would be encouraging others from outside the council to join an organising committee
- Concern at the potential cost and staff resources needed, and so the need to enlist the support of other organisations and volunteers
- Noted other areas (eg Halsetown) and their efforts to re-start their annual fete, and acknowledging the work involved over preceding months

Councillors Taylor and Chard gave an undertaking to take the above comments into consideration and return to Council at a later date with further ideas.

23. MANAGEMENT AGREEMENT

It was noted that discussion of this item included confidential matters and so it was

RESOLVED – that this item be considered as a confidential item later in the meeting.

24. NEIGHBOURHOOD PLAN UPDATE

Councillor Lait reported that the referendum had indicated strong support for the Neighbourhood Plan and that pending the legal challenge the Plan had yet to be formally adopted. Meanwhile, the policies in the Plan were starting to be incorporated into planning decisions, in view of the

considerable weight of endorsement for the plan from the referendum process. The first applications have been granted with the inclusion of a principal residence condition.

Cornwall Council had reported that they had issued a robust defence to the initial challenge.

RESOLVED – that the report be noted.

25. EDWARD HAIN HOSPITAL

Councillor Tulley reported as a member of the League of Friends. A letter had been received from NHS Property Services to MP Derek Thomas. The letter stated that beds had been closed due to a fire safety review, on a temporary basis. Steps taken included a survey by a fire engineer, with recommendations having been put forward for remedial work. A further report would be given as information became available.

It was noted that this was encouraging news but that there was an indefinite timescale, a matter with the MP was to pursue.

There was concern that NHS Property Services would have the prime purpose of managing property rather than patient care. The Cornwall Partnership Foundation Trust has carried out its own review and have identified a considerable amount of repairs and improvements to be carried out on community hospitals in the area.

RESOLVED - that a letter be sent to NHS Property Services calling for a full briefing, including sight of the fire safety report and recommendations, and an assurance that the aim is to provide all beds reinstated at the Edward Hain Hospital, and for an ongoing dialogue with NHS Property Services until the hospital is fully operational again.

26. COMMITTEE RECOMMENDATIONS

Members considered the recommendations proposed by the various committees.

F&GP.7 – amendment agreed, for the costs to be drawn from Reserves.

F.6 – already done.

F.7 – location of workstations – Resolved – as recommended

F.9 – Administrative Support Officer – Resolved – as recommended

F.10 – Facilities Maintenance Officer (Discussion – concern at increase in rate of pay, noted that this was a semi-skilled position, need a capable person to take up this post which aimed to generate improvements and cost savings. The rate of pay aimed to ensure that the council had the right level of skills at their disposal. Suggested that the job description be revised to include higher level work.)

RESOLVED – that the Facilities Maintenance Officer post be advertised as recommended by committee.

F.11 – IT and Telephony Review – Resolved – as recommended

F.12 – 2016/2017 Payscales – Resolved that the nationally recommended payscales be approved, to be backdated to 1 April 2016.

F.13 – TOIL confidential item, later in agenda.

F.14 – Job Evaluation – confidential item, later in agenda.

F.15 – Proposed Tenancy at Will – Resolved – as recommended

F.16 – sub lease of first floor office at the Island Centre – Resolved – as recommended.

Councillors Glanville, Mitchell and Prior requested that their names be recorded as voting against the decision in F.16.

RESOLVED – that the committee recommendations as set out above, be approved.

27. COMMITTEE MINUTES

(1) Planning Committee – 28 April and 26 May 2016

(2) Community & Environment Committee – 2 June 2016 amendment : Councillor Prior present.

(3) Finance & General Purpose Committee – 7 June 2016

(4) Facilities Committee – 9 June 2016, noting the amendment in F.7 to be paid from Reserves.

(5) Devolution Panel – no meetings held during this period.

RESOLVED – that the Minutes referred to above be received, incorporating the amendments agreed at the meeting.

28. REPORTS FOR INFORMATION

None.

29. REPORTS FROM COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES

Councillor Mitchell reported on St Ives BID, with meetings ongoing regarding Christmas Lights, St Ives in December, Smeatons shelter restoration underway (DCLG funded), the lighthouse at Smeatons Pier being treated for rust, and the newsletter was due to be published next week.

Councillor Lait reported that a name change of the now CALC Planning Partnership (not forum).

Councillor Taylor reported on attending the West Cornwall LAG meeting, it had been an interesting meeting but no decisions made due to purdah regarding the EU Referendum.

30. CORRESPONDENCE

RESOLVED – that the correspondence circulated prior to the meeting be noted.

31. SCHEDULE OF ACCOUNTS

RESOLVED – that

- (1) payments made since the last meeting totalling £90,509.38 be approved;
- (2) credit card payments made since the last meeting totalling £759.48 be approved; and
- (3) the accounts listed totalling £5,011.62 be paid.

32. EXCLUSION OF THE 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.”

33. RECOMMENDATIONS OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
(Paragraph 3)

**Implementation of the TOIL policy**

It was pointed out that the proposed payments would be subject to superannuation.

RESOLVED - that Option B be applied for both the Town Clerk and the Support Services Manager and that these should be one-off payments, with a file note to record the purpose of the payment.

The Council then discussed and

RESOLVED – that future TOIL policy be that TOIL cards & holiday leave cards, with a maximum of 30 hours TOIL to be accrued at any one time and to be zero'd in each financial year.

**Job evaluation**

RESOLVED – that the recommended salary scales and the alignment of the salary points for the Officers be approved, as set out in the report.

34. APPROVAL OF ASSET REGISTER (Paragraph 3)

Members considered the report circulated.

RESOLVED – that the asset register be approved.

35. UPDATE ON LEGAL CHALLENGE TO NEIGHBOURHOOD PLAN (Paragraph 3)

Members noted the written summary circulated and the report earlier in the meeting given by Councillor Lait, Chairman of the Neighbourhood Plan Steering Group.

RESOLVED – that the matter be noted.

36. PROPOSED LONG SERVICE AWARD (Paragraph 3)

Councillor Symons declared an Interest in this item as a Councillor to whom this item would apply, and withdrew from the meeting during consideration of this item.

The Support Services Manager reported that having noted that a serving councillor had completed 25 years service on the town council and that it was suggested that this was a significant contribution to public service and could be marked accordingly.

RESOLVED – that

- 1) a Long Service Award be presented to Councillor Symons at the next scheduled meeting of the Council to mark 25 years of service on the town council, with provision of refreshments after the meeting as hospitality for any invited guest; and
- 2) this become standard practice for any future town councillors having served 25 years.

There was a suggestion made that an award should also be given to members of staff serving for 25 years.

37. MANAGEMENT AGREEMENT – PALEMON BEST RECREATION GROUND (Paragraph 3)

Members considered the report circulated.

RESOLVED – that, subject to agreement of the Trustees, the Management Agreement between St Ives Town Council and the Trustees of the Charity of Palemon Best be approved and signed by the Town Clerk as Proper Officer and by the Town Mayor as Mayor and as Chairman of the Trustees.