

Minutes of the Meeting of St Ives Town Council held in The Guildhall, St Ives on Thursday 18 August 2016 at 6.00 pm

PRESENT

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

COUNCILLORS

Andrewes T	Prior P
Garrod H	Symons J
Glanville R	Tanner S
Lait R	Williams T
Mitchell A (from 6.10pm)	

OFFICERS

Town Clerk

APOLOGIES FOR ABSENCE - were received from Councillors M Armstrong, C Chard, A Parsons, J Tanner and R Tulley.

63. PUBLIC SPEAKING

None.

64. CHAIRMAN'S ANNOUNCEMENTS

None.

65. DECLARATIONS OF MEMBER / OFFICER INTERESTS

None.

66. REQUESTS FOR DISPENSATION

None.

67. MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Meetings of the Council held on 28 July 2016.

68. TOWN CLERK'S UPDATE REPORT

The Clerk gave a brief update on action made to implement the decisions made at the previous meeting of the Council.

RESOLVED - that the report be noted.

69. COMMITTEE REPORTS

To receive and consider the Committee Minutes as reports of the following committee meetings:

- (1) Planning Committee – no meetings held during this period.
- (2) Community & Environment Committee – no meetings held during this period.
- (3) Finance & General Purpose Committee – 28 July 2016
- (4) Facilities Committee – no meetings held during this period.
- (5) Devolution Panel – no meetings held during this period.

(6) Committee Recommendations

a. Finance & General Purposes Committee meeting on 28 July 2016

i. F&GP.42 - that the amendment to wedding package charges for ceremonies in the Council Chamber be approved as set out in the report.

ii. F&GP.45 – that

1. all staff contracts be re-issued / revised on the basis that holiday entitlement across the board to be worded as set out in the model contract as circulated with the report;
2. the steps relating to holiday calculations for part-time staff members, as set out as Options A and B in the report, be approved and actioned accordingly.

iii. F&GP.45 – that

1. Administration Assistant – salary scale as recommended at Recommendation 1, page 5 of the report, with the existing post holder's salary to be set at the starting increment;
2. Finance Officer – salary scale as recommended at Recommendation 2, page 6 of the report, with the existing post holder's salary to be set at the highest increment;
3. Visit St Ives Assistant Manager – salary scale as recommended at Recommendation 3, page 8 of the report, with the existing post holder's salary to be set at the highest increment;
4. Community Pride Officer – salary scale as recommended at Recommendation 4, page 9 of the report, with the existing post holder's salary to be set at the highest increment;
5. Neighbourhood Plan Project Officer – salary scale as recommended at Recommendation 5, page 10 of the report (single salary point);
6. Facilities Maintenance Officer – single point salary as recommended at Recommendation 6, page 11 of the report (salary protected until 1 April 2017);
7. Staff on Living Wage Foundation living wage rate – to defer this item pending a further report to Council, to use the same benchmarking / comparison system as the other posts covered in this report.

RESOLVED – that the Minutes of the committee meetings set out above be received and the recommendations and resolutions set out within those Minutes be approved and adopted.

70. REPORTS FOR INFORMATION

None.

71. CORRESPONDENCE

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

72. 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.”

73. SALARY REVIEW (SECOND PHASE) (Paragraphs 1, 2 & 3)

Further to the previous consideration of external consultant recommendations for four senior officer posts and then the benchmarking information and review of a number of posts at the meeting of the Finance & General Purposes Committee of 28 July 2016, this report was presented to enable full consideration of the salary review of employees currently paid at the Living Wage Foundation rate of Living Wage.

The Clerk presented the report circulated prior to the meeting, setting out benchmarking information and notes for consideration to inform this phase of the review of salaries.

During discussion it was noted that the town council was proud to have adopted the National Living Wage rate, acknowledging that a number of posts had benefited from an increase in rate of pay when this had been introduced. The benchmarking information indicated that existing pay rates were commensurate with similar posts in other local councils.

It was noted that a salary review is carried out each year and that having conducted a thorough review this year, the process should be more straightforward in coming years.

The Clerk presented financial information, setting out the costs and budget implications of the previously agreed salary changes and the costs of options considered as part of this phase of the review. Staff costs for the current financial year were anticipated to fall within budget, with the exception of ex-gratia payments which would be covered from Reserves as they had been made with reference to work carried out in previous years; and the cost of the Administration Support Officer, which would be drawn from Reserves for this financial year as not budgeted for. Also, with the exception of the budgets for Services / Projects and for properties, where staff costs were likely to slightly exceed budget and would be expected to bring savings in the Repairs and Maintenance

budget, with the recent appointment of a Facilities Maintenance Officer.

It was noted that the Living Wage rate was due to increase at an escalator rate over the coming 2 or 3 years.

RESOLVED – that all posts currently paid at the National Living Wage rate, continue to be paid at the Living Wage rate.

Councillor Prior requested that his name be recorded as voting against this decision.

74. CONTRACTS REVIEW (SECOND PHASE) (Paragraphs 1, 2 & 3)

The Clerk presented the written report circulated prior to the meeting.

Continue as written in report

RESOLVED – that

1. the model contract / letter of casual engagement templates be adopted as circulated, with adjustments to be made by the Clerk to reflect the current working arrangements for town council staff, and that the council adopts recommended contractual arrangements in principle, subject to consultation with staff for those with existing contracts;
2. the staff consultation to be carried out during September, for report to Finance & General Purposes Committee on 29 September; and
3. new members of staff yet to be issued with a contract be issued a contract based on the appropriate contract template as set out in the report.

Clerk's note: as it had been agreed previously for zero hours contracts to be reviewed at a future meeting of the Finance & General Purposes Committee meeting, the casual letter of agreement would be presented for scrutiny at the 29 September 2016 meeting of that committee.

75. ADJOURNMENT OF MEETING

It was noted that the intention had been for this meeting to be concluded by 7.00pm in readiness for the Planning Committee meeting scheduled for that time, with attendance by architects to present plans. Consequently, it was

RESOLVED – that the meeting be adjourned, to be reconvened immediately following the conclusion of the Planning Committee meeting to commence at 7.00pm.

Minutes of the Reconvened Meeting of St Ives Town Council held in The Guildhall, St Ives on Thursday 18 August 2016 at 8.30 pm

PRESENT

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

COUNCILLORS

Andrewes T	Prior P
Garrod H	Symons J
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OFFICERS

Town Clerk

APOLOGIES FOR ABSENCE - were received from Councillors M Armstrong, C Chard, Parsons, J Tanner, and R Tulley.

76. BASIS OF TERMS FOR TRANSFER OF COMMUNITY FACILITY (Paragraph 3)

The Town Clerk set out the background to the report, noting that, in April, the town council had agreed in principle to the project to improve and regenerate the public conveniences at Porthmeor Car Park. The scheme would enable a local surf group to create a community facility and would save the council costs of cleaning and maintaining the public toilets at this location.

Since that time, the project had progressed rapidly and the group was nearly ready to submit a planning application. Before significant costs were incurred, Members were asked to consider again the project and to consider giving a more definite endorsement.

In response to a question about whether it was necessary to put the option out to tender, it was noted that on previous occasions the town council had invited businesses and organisations to come forward with proposals for alternative uses and operational options for the public conveniences. During the previous 3 years, only one alternative operational model had been suggested and had been quickly discounted as unworkable. These invitations for alternative uses were considered to be recent enough to be relevant as a consideration for the current project.

To give further assurance to the town council, it was agreed that the group would be asked to provide a constitution and accounts, to confirm their legal status and that they will be operating as a community organisation in the long term. Town Council officers would also seek confirmation on the legal position and whether tenders had to be invited.

Councillors wished to include a clause for the public toilets to be ready for use for the 2017 summer season.

RESOLVED – that

1. in view of the community benefit of the proposed project, community ownership and pride of place, and the strong link between the location and the proposed use being a compelling reason for this project to continue, the town council supports the Saints Board Riders' proposal for the redevelopment of the Porthmeor Public Conveniences subject to confirmation that it is not a legal necessity for the use of the site to be put to tender / expressions of interest;
2. to enable a sub-lease arrangement to be possible, the clause in the Head Lease giving the town council the option to give 12 months' notice of returning the Porthmeor Public Conveniences to Cornwall Council (originally requested as a safeguard for the town council), to be rescinded.

Meeting closed at 8.57 pm

Chairman