

Minutes of the Reconvened Meeting of the 6 April 2017 Finance & General Purposes Committee, St Ives Town Council, held in the Committee Room, The Guildhall, St Ives on Thursday 13 April 2017 at 7.00pm

PRESENT

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

COUNCILLORS

Andrewes T	Nicholls C
Garrod H	Prior P
Glanville R	Symons J
Mitchell A	Williams T

OFFICERS

Town Clerk  
Facilities Manager

APOLOGIES FOR ABSENCE – none.

F&GP.130 CHAIRMAN’S ANNOUNCEMENTS

None.

F&GP.131 DECLARATION OF COUNCILLOR AND OFFICER INTERESTS

None.

F&GP.132 FINANCE REPORT INCLUDING UPDATE ON RESERVES AND STAFF COSTS

Members considered the report circulated, noting the amendment to the figures showing the accrued income from the car park levy contribution from Cornwall Council.

There was also a reference to the error in deleting the ‘Christmas’ budget line and the need to include provision for Christmas 2017.

During discussion the following points were raised:

- Noted that the job evaluation provision for funding from Reserves also applied to the VIC job evaluation increases in salary costs, to be drawn from General Reserves rather than the VIC Earmarked Reserve
- Noted that there had been budgetary overspends and the respective responsibilities of this Committee and each of the other Committees in budget monitoring and review
- Looking ahead to the implications for three-year budget setting, planned to be implemented in this financial year

RESOLVED – that the contents of the finance report be noted

RECOMMENDED to Council – that

- 1) the repairs to the Market House guttering to be funded from the Property Reserve in Earmarked Reserves (£20,000 from Property Earmarked Reserve and the remainder from

General Reserves), rather than drawing the full amount from the General Reserves.

- 2) the funding of £1,200 from Reserves for Christmas 2017, to correct the unintended omission of this budget line from the 2017/2018 budget, be endorsed.

F&GP.133 **REVIEW OF RESERVES POLICY AND ASSIGNMENT OF RESERVE AND WORKING FUND**

Members considered the report which sought to bring together for decision a number of items related to the council's reserve funds. During the ensuing discussion the following comments and amendments were made:

- Property Earmarked Reserve to reduce to zero (funding Market House guttering repairs)
- General Reserves are due to be risk assessed at the next meeting of this committee as part of the Financial Risk Assessment (on an annual basis) and then approved by Council.
- Noted the guidance regarding the levels of General Reserves to be held
- Removed the provision of £17,500 from Earmarked Reserves – the fund agreed by Council to be an authorised overspend from General Reserves at the end of the 2017/2018 financial year (the costs of running Porthmeor public conveniences due to delay in redevelopment project.)

**RECOMMENDED** – to Council that

- 1) The minor amendments to the Reserves Policy be approved;
- 2) Movements in Earmarked Reserves 2016/2017 and the proposed levels of Earmarked Reserves as of 1 April 2017, as set out in the report and amended at the meeting, be approved;
- 3) The provisional figure for General Reserves as of 1 April 2017 as set out in the report, be noted and agreed; and
- 4) The adequacy of the levels of Reserves held be confirmed.

F&GP.137 **INVESTMENT STRATEGY**

The proposed Investment Strategy had been circulated and it was noted that the key objectives of the strategy were for security and liquidity of funds, rather than income generation.

During discussion it was noted that the return on funds need not be centred on bank interest and so the investment strategy could be reviewed to include other forms of investment, such as exploring the potential for funding affordable housing. The Town Clerk confirmed that the Investment Strategy could be reviewed and extended at a later date.

It was noted that rather than setting out figures and details of potential investment, the Strategy set out the principles by which future investment decisions would be guided.

**RECOMMENDED** to Council – that the Investment Strategy be adopted as council policy.

F&GP.138 **REVIEW OF INTERNAL CONTROLS**

The Town Clerk advised that this report had been withdrawn.

F&GP.139 **CODE OF CONDUCT AMENDMENT**

It was noted that recent case law had prompted a recommended change to the model Code of Conduct, details of the proposed relevant Standing Orders had been circulated prior to the meeting.

**RECOMMENDED** – to Council that Standing Orders be amended to incorporate the amendment as set out in the report.

F&GP.140 **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.”

F&GP.141 **VACANCY OF COMMUNITY PRIDE OFFICER POST – CONSIDERATION OF OPTIONS**  
(Paragraph 3)

Following the resignation of a member of staff, a suggested replacement post (an Amenities Officer) had been detailed in the report to Committee.

Discussion on the post included:

- the benefits of a full time post in aiming to reduce the amount of work carried out by contractors to provide a more responsive and high standard of service in a cost effective way;
- the job description was considered too full and detailed and so it was stated that the bullet points in item 11 would be deleted
- line management for the post would fall to the Facilities Manager in view of the nature of the work to be primarily carried out by the post-holder, when appointed.

The Facilities Manager gave an assurance that the community pride work would continue to be prioritised in this post and that a valuable addition to the role would be the work in assisting the Facilities Maintenance Officer to enable more work to be carried out in-house and in a cost-effective way.

**RECOMMENDED** – to Council that the post of Amenities Officer (as set out in the report) be approved as a full time post and at the same salary scale as the existing Community Pride Officer post (estimated cost of £900 in addition to the cost of the post as set out in the report.)

F&GP.142 **REVIEW OF DEVOLUTION PROJECT MANAGER CONTRACT – (Paragraph 3)**

The report to Members set out the suggested settlement terms for the Devolution Project Manager contract.

During discussion, consideration was put to the work carried out by the Devolution Project Manager in addition to the original contract terms. It was noted that the additional works had

been valuable in covering a wider remit than originally appointed for, including provision of the Schedule of Condition which was attached to the lease for the Island Centre and the changing circumstances regarding Porthrepta car park and the Open Spaces. The report detailed the works carried out and the basis of the fees recommended for payment.

**RESOLVED** – that a full and final payment of £5,000 be made to the Devolution Project Manager, with no further work needing to be carried out at this stage, and with a request for the council to be presented with all work carried out to date. (£500 allocated for the refurbishment works on West Pier public conveniences to be drawn from the public conveniences refurbishment budget rather than the Devolution budget.)

F&GP.143 **ANNUAL REVIEW OF TOWN COUNCIL PROPERTY ARRANGEMENTS (Paragraph 3)**

This report was withdrawn, to be presented to the next meeting of this committee. The Town Clerk gave an undertaking to fast-track the elements relating to rent reviews due to be carried out, and to action them accordingly.

F&GP.144 **UNACCOUNTED INCOME (Paragraphs 1, 2 & 3)**

Members considered the report circulated.

**RESOLVED** – that

- 1) documents pertaining to the hire of the hall be reviewed as outlined in the report, in terms of consistency;
- 2) the advance payment requirement is strictly adhered to;
- 3) the covering letters to hirers should highlight that payments made by cash can only be made during office hours and that a receipt must be obtained and held by the payee as proof of payment; and
- 4) it be noted that the proposal by staff to introduce a Performance Rights Society fee deposit would give emphasis to hirers of the need for timely returns in this respect.

Meeting closed at 8.27 pm

Chairman