



ST. IVES TOWN COUNCIL

The Guildhall
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St. Ives
Cornwall
TR26 2DS

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Our Ref: LD/F&GP/ag
Your Ref:
Ask for: Louise Dowe
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Date: 30 June 2017

Dear Councillor

MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING – 6 JULY 2017

You are given notice of a meeting of the Finance & General Purposes Committee meeting to be held in the Committee Room at the Guildhall, St Ives on **Thursday 6 July 2017**, commencing at **7.00 pm**.

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, **Facilities Manager, Support Services Manager & Visit St Ives Manager**
Press

Membership of Finance & General Purposes Committee:

Chairman - tbc
Vice-Chairman - tbc
Town Mayor and Deputy Town Mayor (ex officio, voting members)
Chairmen of Planning, Facilities and Community & Environment Committees:
Councillors J Symons, T Andrewes and T Williams
and Councillors: Garrod H Mitchell A
Glanville R Nicholls C
Henry R Tulley R

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.

FINANCE & GENERAL PURPOSES COMMITTEE MEETING – 6 JULY 2017

AGENDA

1. **Apologies for absence**
2. **Public Speaking**
3. **Election of Chairman**
4. **Election of Vice-Chairman**
5. **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 April (and reconvened on 13 April) 2017 (*copy previously circulated*).

6. **Chairman's Announcements**
7. **Declarations of Councillor and Officer Interests (including reasons thereof)**
8. **Town Clerk's update report**
9. **Reports for Decision**

- (1) Craze Hunkin Trust - request
- (2) Library Devolution
- (3) Electoral Review of Cornwall
- (4) Year-End Finance Report (including update on Reserves and Staff Costs)
- (5) Finance Report
- (6) Financial Risk Assessment
- (7) Review of Internal Controls
- (8) Internal Audit and Appointment of Councillors to this Function
- (9) NALC Good Councillors Guide to Finance and Transparency
(Councillor Garrod)
<https://www.nalc.gov.uk/library/publications/2468-the-good-councillors-guide-on-finance-and-transparency-2017/file>
Previously sent out to all councillors. Please advise reception if a paper copy is required.
- (10) Grants
- (11) Retrospective approval for payment of Island Chapel grant cheques

(12) Hospitality Budget

(13) Publicity and Communications
(*Councillor Tulley*)

(14) Approval and adoption of Grievance, Disciplinary and Capability procedures

10. **Correspondence**

None.

11. **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.

12. **Confidential reports for decision**

(1) Review of staff and governance structure to accommodate; the transfer of the Library and Information Service; business continuity of core functions (Paragraphs 1, 2 & 3)
(*attached*)

(2) Annual review of town council property arrangements (Paragraph 3) (*to follow*)

(3) Neighbourhood Plan Review – officer support arrangements (Paragraphs 1, 2 & 3)
(*attached*)

(4) Debtors and Creditors (Paragraph 3) (*attached*)

(5) Write-off of PRS deficit (Paragraph 3) (*attached*)