



ST. IVES TOWN COUNCIL

The Guildhall
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Cornwall
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Our Ref: LD/F&GP/ag
Your Ref:
Ask for: Louise Dowe
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Date: 17 October 2017

Dear Councillor

MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING – 23 NOVEMBER 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 23 NOVEMBER 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 - Tulley R
Vice-Chairman - Nicholls C
Town Mayor and Deputy Town Mayor (ex officio, voting members)
Chairmen of Planning, Facilities and Community & Environment Committees:
Councillors Symons J, Andrewes T and Williams T
and Councillors: Garrod H Mitchell A
Glanville R Harris A
Henry 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 – 23 NOVEMBER 2017

AGENDA

1. **Apologies for absence**

2. **Public Speaking**

3. **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 28 September 2017 (*copy previously circulated*).

4. **Chairman's Announcements**

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

6. **Town Clerk's Update Report**

7. **Reports for Decision**

(1) External auditor's report on financial year ending 31 March 2017.

To receive and note the report.

(2) Finance report – including staffing, reserves and balance sheet.

Including a review to ensure sufficient funding allocation in this year for the Finance Officer.

(3) Budget & Precept 2018/2019

Including budget provision for re-establishing a Citizens Advice Bureau in the Library (*Councillor Henry*).

(4) Grants

8. **Reports for Information**

(1) Office opening times – Christmas and New Year

9. **Correspondence**

None.

10. **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.

11. **Confidential reports for decision**

- (1) CCTV - Approval of annual maintenance and monitoring contract.
- (2) Accounts Package
To receive a report on options.
- (3) Review of Staff Structure
Accommodating the Library and Information Service and the Council's changing workload and priorities.
- (4) Review of the Scheme of Delegation
To update alongside changes in staff structure
- (5) Job Evaluation
Consideration of a review of roles in the light of the Library transfer and changes identified as necessary in staff appraisals.
- (5) Staff Appraisals (to follow)
To receive a report on appraisals carried out in 2017.
- (7) Salary Review (to follow)
To include the Living Wage rate, increments and suggested rates of pay for staff.
- (8) Debtors and Creditors