

185. PUBLIC SPEAKING

A representative from PASTI, a group of residents lobbying Cornwall Council about parking in the town, attended to ask that in future a large local group should not be required to pay when holding a meeting at the Guildhall, and spoke of concerns with regard to Cornwall Council's car park charging policy. They asked for the town council's support in future negotiations with Cornwall Council in relation to car parking charges.

A speaker representing the Safe Harbours Initiative explained that the initiative had been established in response to increasing incidents of bullying and anti-social behaviour in the town. They asked for a meeting with police and youth services to find a way forward. They stated that businesses were trying to help address the problem through the Safe Harbour Initiative, and that schools were also working to reduce bullying. The town council was also asked to play a role.

186. CHAIRMAN'S ANNOUNCEMENTS

None.

187. DECLARATIONS OF MEMBER / OFFICER INTERESTS

None.

188. REQUESTS FOR DISPENSATION

None.

189. MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Meetings of the Council held on 22 February 2018 and 22 March 2018.

190. TOWN CLERK'S UPDATE REPORT

Members considered the report circulated prior to the meeting and providing update on actions taken in relation to decisions made by the Council, following which it was

RESOLVED – that the report be noted

191. CAR PARKING IN ST IVES

Local lobby group PASTI (Parking Action St Ives) had requested that its correspondence of 25th February 2018 be considered by the council. Members considered the letter which set out the group's concerns regarding a room booking misunderstanding at the Guildhall, and the wider question of the town council's involvement and response to Cornwall Council's recent parking consultation. The representations made by a member of the lobby group earlier in the meeting were taken into account.

Following consideration, it was

RESOLVED – that

- 1) well ahead of next year's parking consultation the town council will consult with interested parties and will organise the meeting to which PASTI, interested members of the public and

stakeholders (including BID, the Chamber, StITA and Cornwall Councillors) would be invited, to discuss the proposals and seek to arrive at a town response; and

- 2) that the town council supports the stance that market value should not be part of the consideration for reserved spaces, and support the charges to remain frozen until the parking review is complete,

Councillor Mitchell requested that it be recorded that he abstained from voting, as member of the Cornwall Council cabinet.

192. **SAFE HARBOURS INITIATIVE**

Councillor Mitchell spoke in support of the Safe Harbours Initiative, as outlined by the speaker earlier in the meeting.

Councillors stated their abhorrence of bullying in any form and there was a consensus that bullying and antisocial behaviour as reported earlier in the meeting should be tackled wherever possible. The benefits of the campaign by businesses in the town were acknowledged, along with the role of the police in tackling crime and supporting community safety.

A note of caution was raised regarding the Safe Harbours Initiative, and the need for safeguarding to apply to the scheme, as with any other scheme relating to children and vulnerable people. As this was an issue brought to the council without comprehensive background information, it was agreed that there was a need to gather the facts, establish the root of the problem and to address the wider issues.

In considering the potential role of the council, it was suggested that the police be asked to look into the matter and to call a meeting with relevant organisations, and for the advice of the police to be sought to establish the extent of the problem before the council took the matter any further.

RESOLVED – that

- 1) information be sought from the Police and from the Safe Harbours Initiative, and then for the matter to be referred to the Community & Environment Committee to decide a way forward; and
- 2) a letter be sent to Sharon Livermore to welcome the initiative and to thank her and her fellow shopkeepers for their actions in promoting community safety.

193. **TOWN CLOCK**

Councillor Mitchell declared an interest in this item, as a newly appointed Church Warden of St Johns in the Field and withdrew from the meeting during consideration of this item.

The Council considered the request from the Church Wardens of St Ia Parish Church, for the town council to assume responsibility for the costs of repairing and maintaining the clock located in the church tower, with the Church Wardens advising that the clock is understood to be owned by the Town and not by the Church.

Following discussion, it was

RESOLVED – that no action be taken until there is proof that the clock is owned by the town council.

194. **BORLASE SMART PAINTING “CLIPPER, ST IVES BAY”**

In response to the request from Penlee House Gallery for the loan of the above painting for an exhibition due to run from 15 September – 17 November 2018 it was

RESOLVED – that the Council agrees to the loan request.

195. **REVIEW OF TIMESCALES FOR WORK OF COMMITTEES**

In view of the current staffing capacity issues, the Finance & General Purposes Committee had asked the committee chairmen to consider whether any of the work covered by their committees could be deferred for up to six months. Council considered the report which updated on that exercise.

The discussion on this matter included the following points:

Mayoral Dinner

Following the previous decision of the council to hold the Mayoral Dinner at the Guildhall, officers raised concern that the logistics of preparing the hall were not workable. In the context of seeking to bring workloads to an acceptable level, Members were asked to consider reverting to holding the Dinner at a local hotel for 2018, as in previous years.

During the ensuing debate the options were considered, noting that the intention of holding the Dinner at the Guildhall was as much to showcase the Guildhall as a function venue, as well as a means of reducing costs. It was questioned whether the Monday market could finish earlier, to give additional time for the room set up.

It was noted that, in accordance with Standing Order 9(a) it would breach the Council’s Standing Orders to vote on the matter within 6 months of the original decision, without having been brought to Council by committee recommendation or by a letter signed by 9 Councillors. A proposal to suspend Standing Orders to enable a vote on the matter was not upheld and as no vote could be taken, by default the Mayoral Dinner 2018 would continue to be held at the Guildhall.

Fun Run

The Facilities Manager (covering the role of the Support Services Manager) reported that despite the event being widely advertised and numerous appropriate local organisations having been contacted, there was only 1 runner registered to participate. He also noted that there were insufficient marshals to cover enough road junctions identified as dangerous by the risk assessment. It was noted that official guidance on the organisation of fun runs stressed the importance of establishing an organising committee to help ensure that plans are sufficient and appropriate for each event.

Facilities Committee

The committee chairman advised that those items listed in the schedule as ‘low urgency’ were recommended to be deferred for 6 months.

Library Devolution Work

Members discussed the library transfer work and whether the transfer could be deferred. It was noted that the actual transfer is planned to be staggered between summer and autumn, and that HR

and external building works would be outsourced. Risks involved in any delay of the transfer process would damage the working relationship with Cornwall Council and would have the potential to derail the project.

RESOLVED – that

- 1) The Mayoral Dinner will be held at the Guildhall.
- 2) The 2018 Fun Run will be cancelled due to exceptionally low registration rate and insufficient number of marshals.
- 3) The writing of an agreement with Friends of the Guildhall be deferred for 6 months.
- 4) The feasibility of appointing a Venues Manager be deferred for 6 months.
- 5) Plans for future refurbishment of public conveniences be deferred for 6 months.
- 6) Promotion of the Island Centre as a venue be deferred for 6 months.
- 7) Work to complete the lease for the Baulking House be deferred for 6 months.
- 8) External works on the Island Chapel be outsourced.
- 9) HR support for the library transfer process be outsourced.
- 10) Review of internal controls be deferred for 6 months.
- 11) Compliance with the Local Government Transparency Code be accepted as a low priority.
- 12) The staffing review be deferred pending resolution of the current staffing situation.

196. **GENERAL DATA PROTECTION REGULATION (GDPR)**

Further to the written report circulated prior to the meeting, the Town Clerk reported on the evolving advice recently given at the conference hosted by the Society of Local Council Clerks. The GDPR will be European legislation which covers all data controllers across all sectors. The emerging legislation is coming forward more quickly than the advice on how it should actually be implemented in the local council sector. The National Association of Local Councils and the Information Commissioners Officer are aware that this is an issue, with the ICO having recently issued advice that local councils should be making positive steps towards full compliancy, noting that full compliance may not be possible from the implementation date of 25 May 2018.

The priority at this stage was review of data records and reducing stored data to a minimum before 25 May, as a principle of the new legislation. As Data Controller, it is the responsibility of the town council to put in place appropriate measures, including policies, procedures and resources. It was noted that function would ordinarily be carried out by the Support Services Manager and the support services team.

RESOLVED- that

- 1) The appointment of a Data Protection Officer, although necessary, should be delayed until there is better understanding of options and of what is required;
- 2) Overtime payments be approved for staff working on data minimisation and compliance between the current date and 25 May 2018.

197. **RENEWAL OF ANNUAL SUBSCRIPTIONS**

It was reported that there are three annual subscriptions which officers regard as necessary until further notice. They are South West Councils (for HR support), and the general support provided by the Cornwall Association of Local Councils and the Society of Local Council Clerks.

RESOLVED – that the subscriptions listed in the report be approved for annual renewal until the Clerk or the Chairman of the Finance & General Purposes Committee brings forward a proposal that they should be terminated.

198. EDWARD HAIN HOSPITAL

Councillor J Tanner updated on the date of the next meeting of the Friends of Edward Hain.

RESOLVED – that the report be noted.

199. COMMITTEE REPORTS

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

- 1) Planning Committee – 8 March and 29 March 2018
- 2) Community & Environment Committee – No meeting in this cycle
- 3) Facilities Committee – 15 March and 12 April 2018
- 4) Finance & General Purposes Committee – 22 March, reconvened 22 March 2018, and 5 April 2018
- 5) Committee Recommendations – set out in the Committee Minutes and in the Schedule attached.

The following amendments to Minutes were agreed

Facilities Committee – 18 January

Minute F.60 – amend to reflect that Councillors Williams and Nicholls left the meeting (Councillor Tulley remained)

Community & Environment Committee – 25 January

Minute C&E.64 (Interests) – amend to reflect that Councillor Symons declared an Interest in Minute C&E.77 relating to the repair of the Mayoral Robes, as a relation of the seamstress who had carried out the work

Minute C&E.66 (Street weeding options) – amend to show that the committee has delegated that the process to identify a provider is delegated to the Facilities Manager, who will liaise with St Ives BID in relation to the areas that they will be covering.

Finance & General Purposes Committee – 8 February

Minute F&GP.91 (CCTV maintenance & monitoring) – amend to make reference to the contract for the purchase and installation of the CCTV system which had been referred to council for decision and subsequently approved.

RESOLVED – that the Minutes of the committee meetings set out above be received, noting that there had been amendments made to Minutes of the Facilities Committees, the F&GP Committee and the C&E Committee, and that these had been actioned.

The following decisions were made, in response to recommendations from committees:

Facilities Committee:

F.71 – RESOLVED - that unspent 2017/18 town council funds (£82,445 at time of writing) are carried over into earmarked 2018/19 reserves for the use of the library and information service.

F.75 – RESOLVED – that, should quotes exceed the budget allocation, there is committee endorsement for the contingency of £3,000 to be utilised for this purpose.

Finance & General Purposes Committee

F&GP.115 – Town Clerk’s Report – Second Vehicle

RESOLVED – that

- 1) The current vehicle lease be terminated
- 2) The purchase of two vehicles at a combined cost of no more than £12,000 be approved, with funds being derived from the vehicle budget (approx.£4,000) and Reserves (approx. £8,000)
- 3) A further £500 maximum (if necessary, from Reserves) to be spent on equipping the vehicles and having the town council logo affixed to them.

200. LOCAL COUNCIL PAYSCALES 2018/19

This information was circulated for information.

201. REPORTS FROM COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES

Councillor Henry provided an update on the work of the Workstation CIC and advised that the Department for Communities and Local Government is in talks with the CIC in view of the circumstances, with regard to the funding deadline.

202. CORRESPONDENCE

None.

203. SCHEDULE OF ACCOUNTS

After considering the report circulated prior to the meeting, it was

RESOLVED – that

- 1) payments made since the last meeting totalling £108,350.19 be approved;
- 2) credit card payments made since the last meeting totalling £2,335.32 be approved; and
- 3) the accounts listed totalling £20,962.02 be paid.

204. 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.”

205. DEPUTISING POLICY (Paragraph 3)

In response to the current deficit in management staffing capacity, the Town Clerk drafted an interim policy to clarify the management and leadership arrangements for the council in the event of planned or unplanned absences of the Clerk or a senior manager.

The Finance & General Purposes Committee Chairman noted that both documents had been drafted in some haste, in order to enable a decision to be made at this meeting, in response to the staffing capacity issues caused by a long-term sickness absence. This and the Acting-Up Policy were described as “odd” and needed some adjustment to reflect the staffing circumstances at the current time and in the context of the partial review of the staffing structure.

RESOLVED – that the Interim Deputising Policy be approved and adopted – and that the interim nature of the policy be made clear by deleting all references to the SSM stepping in, in the absence of the Town Clerk.

206. ACTING-UP POLICY (Paragraph 3)

The Town Clerk presented the report which sought approval for a policy which would enable acting-up and acting-across to be carried out with staff agreement, recognising the benefit of such an arrangement to the council and the need for staff to be appropriately remunerated.

The policy was recommended as good practice and was considered necessary for adoption at this time in view of the current working practices of colleagues covering the long-term absence of the Support Services Manager. The Chairman of the Finance & General Purposes Committee explained that this absence had led to staff carrying out additional duties for an extended period which the council should appreciate and reward.

It was considered debatable by some councillors whether extra payments should be made for officers who ‘acted across’ (something not proposed in the policy).

RESOLVED – that

- 1) the Acting Up/Additional Responsibility Payments Policy be approved and adopted with the following amendments:
 - a. change paragraph 1.2 – to be approved by the Town Clerk and approved by the Town Mayor and Chairman of Finance & General Purposes Committee
 - b. delete all references to Support Services Manager, making it clear that this is an interim policy
- 2) to serve the purpose of addressing the current staffing circumstances, this interim policy be approved and adopted.

207. INTERIM MANAGEMENT ARRANGEMENTS (Paragraphs 1,2 & 3)

The Town Clerk presented the report written in response to the current depleted staffing capacity preciously referred to. Council was advised of the increased workload pressures on staff and difficulties in meeting all service requirements, particularly in view of the additional work involved in the devolution of the library to the town council.

The report recommends further steps to address the issue, including the review of scheduling of committee decisions considered earlier in the meeting. It was noted that there had been a previous decision of the Finance & General Purposes Committee for the Clerk to appoint temporary cover (in consultation with the Committee Chairman), and that this further report was brought to Council for consideration in view of the proposal to consider a project manager for external building works, and the changes proposed to the duties of the Facilities Manager.

Following consideration, it was

RESOLVED – that

- 1) The Facilities Manager assumes the role and responsibilities of the Support Services Manager on a temporary basis, that period being defined by one of the outcomes listed in paragraph 3.2;
- 2) That an external contractor is appointed to carry out project work under the supervision of the Facilities Manager, as described in 3.3 and 3.4; (noting that there is already funding for an element of the external works on the library)
- 3) Budgetary provision be agreed for the costs of appointing an external contractor to be delegated to the Town Clerk in consultation with the Mayor, Chairman of the Finance & General Purposes Committee and the Chairman of the Facilities Committee
- 4) Until decided by the Town Clerk or a vote in Council, the Reception opening hours are changed to 09:00 – 14:30 hours, Monday to Friday.
- 5) Callers are able to leave messages outside those hours, calls being checked by staff at least hourly;
- 6) If practicable, a part-time (at least two days per week, working set hours), seasonal administrative assistant is appointed for the summer period only (until Friday 28 September);
- 7) Temporary adjustments are made to the duties of the Admin Support Officer and Admin Assistant for a period defined by the Town Clerk, associated with acting-up duties.
- 8) Until the Support Services Manager returns to full duties, the Facilities Manager is authorised emergency cover signatory and is included on the bank mandate for the duration of the temporary period of cover currently required.

Meeting closed at 9.56 pm

Chairman