



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
Email: stivestowncouncil@gmail.com
Website: www.stivestowncouncil-cornwall.gov.uk
Date: 29 June 2018

Dear Councillor

MEETING OF THE
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
5 JULY 2018

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 5 July 2018**, 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 - to be voted upon
Vice-Chairman - to be voted upon
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: Garrood H Messenger K
 Glanville R Mitchell A
 Harris A 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

5 JULY 2018

AGENDA

1. **Apologies for absence**
2. **Election of Committee Chairman 2018/2019**
3. **Election of Committee Vice-Chairman 2018/2019**
4. **Public Speaking**
5. **Minutes**

To pass the following resolution:

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Finance & General Purposes Committee meeting held on 5 April 2018 (*copy previously circulated*).

6. **Chairman's Announcements**
7. **Declarations of Councillor and Officer Interests**
8. **Town Clerk's Update Report**
9. **Reports for Decision**

- | | | Page(s) |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------|---------|
| (1) Finance Report | <i>Town Clerk</i> | |
| i. 2017/2018 year end overview | | |
| ii. 2018/2019 budget against actual expenditure, April and May | | |
| <i>Report on actual income and expenditure against budget, overview of staffing costs and update on reserves and balances.</i> | | |
| (2) Update of Reserves Policy and Financial Regulations | <i>Cllr. Glanville</i> | |
| <i>Alternative approach to a policy on Reserves, for consideration</i> | | |
| (3) Guildhall Charges – Ticket Split Proposal | <i>Town Clerk</i> | |
| <i>Report on a recommendation from the Facilities Committee</i> | | |
| (4) Review of Financial Risk Assessment | <i>Town Clerk</i> | |
| <i>Annual review with opportunity to update and amend as necessary.</i> | | |
| (5) Review of Internal Controls | <i>Town Clerk</i> | |
| <i>Annual review with opportunity to update and amend as necessary.</i> | | |
| (6) Grant Applications | <i>Town Clerk</i> | |
| <i>To consider grant applications received.</i> | | |

10. **Reports for Information**

- (1) Internal Audit meetings held since last meeting *Councillor Tulley*
- (2) Staffing update *Town Clerk*

11. **Correspondence**

None.

12. **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.

13. **Confidential reports for decision**

- (1) Renewal of lease for allotments site at Trowan *Town Clerk*
(Paragraph 3)
To consider the proposed terms for a renewed lease for the site.
- (2) Update on staffing matter *Town Clerk*
(Paragraphs 1, 2 & 3)
If necessary, to consider a verbal report from the Town Clerk on an ongoing staffing matter.
- (3) Job Evaluation Recommendation *Town Clerk*
(Paragraphs 1, 2 & 3)
To consider the recommendation on the revaluation of the salary of the Admin Support Officer post
- (4) Debtors and Creditors - no report to this meeting *Town Clerk*
(Paragraph 3)
Due to scale of work in moving accounts systems, the information for this report is split across the two systems and so not practicable to compile into a report for this meeting. Questions on specific matters previously identified may be raised with the Town Clerk or Finance Officer before the meeting if necessary.