



ST. IVES TOWN COUNCIL

The Guildhall
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St. Ives
Cornwall
TR26 2DS

Tel: (01736) 797 840

Our Ref: LD/F&GP/ag

Your Ref:

Ask for: Louise Dowe

Email: stivestowncouncil@gmail.com

Website: www.stivestowncouncil-cornwall.gov.uk

Date: 21 September 2018

Dear Councillor

MEETING OF THE
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
27 SEPTEMBER 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 27 September 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 and Visit St Ives Manager**
Press

Membership of Finance & General Purposes Committee:

Chairman - Glanville 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 Messenger K
Harris A Mitchell A
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

27 SEPTEMBER 2018

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 Finance & General Purposes Committee meeting held on 28 August 2018 (*copy previously circulated, note the requested amendment from the Chairman of FOSIL*).

4. **Chairman's Announcements**

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

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

7. **Reports for Decision**

		Page(s)
(1)	Finance Reports	<i>Town Clerk</i>
(2)	Proposed Revised Job Description for Support Service Manager Post	<i>Town Clerk</i>
(3)	Extension of Contract for Temporary Administrative Support	<i>Facilities Manager</i>
(4)	Job Description for New Posts in the Combined Library and Information Service	<i>Facilities Manager</i>
(5)	Funding of £10,000 for Skatepark Project	<i>Town Clerk</i>
(6)	By-Election for St Ives West: Issue of Poll Cards	<i>Town Clerk</i>
(7)	Review of Internal Controls	<i>Town Clerk</i>
(8)	Proposals for Purchasing Policy	<i>Councillor Nicholls</i>
(9)	Grant Applications	<i>Town Clerk</i>

8. **Reports for Information**

(1)	Internal audit update (Verbal report)	<i>Councillor Glanville</i>
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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**

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|--|---------------------------|
| (1) Job Evaluation of Posts (Paragraph 3) | <i>Town Clerk</i> |
| (2) Out of Hours Cover (Fire and Security) (Paragraph 3) | <i>Facilities Manager</i> |
| (3) Debtors and Creditors (Paragraph 3) | <i>Town Clerk</i> |

14. **Agenda Items for Next Meeting**

- Budget setting
- Review of Reserves
- Update following 2018 Staff Appraisals
- To consider becoming a Living Wage Employer (from 14 Dec Council)
- Fishermen’s Lodges
- revision of Staff Handbook
- Bayview Lodge