



# ST. IVES TOWN COUNCIL

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Date: 16 March 2018

Dear Councillor

**EXTRAORDINARY MEETING OF THE**  
**FINANCE & GENERAL PURPOSES COMMITTEE MEETING**  
**22 MARCH 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 22 March 2018**, commencing at **6.00 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 EXTRAORDINARY MEETING**

**22 MARCH 2018**

## **AGENDA**

Please note that the Chairman announces that the meeting will adjourn shortly before 7.00pm to enable the committee's recommendations on confidential reports 1 & 2 to be put to Council for consideration, at the meeting of the Council to commence at 7.00pm.

The committee meeting will reconvene after the council meeting closes.

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 8 February 2018 (*copy previously circulated*).

4. **Chairman's Announcements**

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

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

*(to follow)*

7. **Exclusion of the Press & 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.

8. **Confidential Reports for Decision**

- (1) Insurance Contract  
(Paragraph 3)

*Town Clerk*

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*To consider quotes received and award the five-year insurance contract*

- (2) Staff Cover for Sickness Absence  
(Paragraph 3)

*Town Clerk*

1 - 2

*To consider suitable cover for ongoing sickness absence*

9. **Re-admittance of the Press & Public**

To consider passing the following resolution:

“That the press and public be re-admitted to the meeting”.

10. **Reports for Decision**

(1) Deputising Policy *Town Clerk* 3  
*To consider interim and longer term arrangements for cover for the Town Clerk and senior officers*

(2) Review of Risk Assessment for Fun Run 2018 *Facilities Manager (on behalf of Support Services Manager)* 3

*To review the risk assessment taking into account steps to mitigate the risk involved, and to approve the arrangements for this year’s event.*

11. **Reports for Information**

(1) Issue of poll cards for forthcoming by-election *Town Clerk* 4

12. **Correspondence**

None.

13. **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.

14. **Confidential reports for decision**

(3) CCTV Monitoring and Maintenance Contract *Town Clerk* 5  
(Paragraph 3)  
*Receiving the valuation of the site and decision on the way forward for negotiating the purchase of the site*

(4) Report of the Staff & Governance Review Group *Town Clerk* 5 - 6  
(Paragraphs 1, 2 & 3)  
*To consider findings and recommendations of the review working group.*

(5) Job Evaluation of Admin Support Officer post *Town Clerk* 6  
(Paragraphs 1, 2 & 3)  
*To consider and decide upon a report on the job evaluation of this post*