



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

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Date: 2 February 2018

Dear Councillor

MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING – 8 FEBRUARY 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 8 February 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 - 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 – 8 FEBRUARY 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 Resources Committee meeting held on 23 November 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**

Page(s)

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| (1) Finance Report | Town Clerk |
| <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 | Cllr. Glanville |
| <i>Alternative approach to a policy on Reserves, for consideration</i> | |
| (3) Review of Earmarked Reserves | Town Clerk |
| <i>Annual review with opportunity to realign the earmarked reserves alongside current council plans and priorities</i> | |
| (4) Review of Standing Orders and Financial Regulations | Town Clerk |
| <i>To consider proposed amendments to these policy documents</i> | |
| (5) Review of fire risk in the Guildhall lane | Facilities Manager
(for Supp. Srvs. Manager) |
| <i>To consider the steps proposed to mitigate an identified risk</i> | |
| (6) Grant Applications | Town Clerk |
| <i>To consider grant applications received.</i> | |
| (7) Data Protection | Town Clerk |
| <i>Considering new, statutory, requirements and implementation necessary</i> | |

8. **Reports for Information**

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| (1) Internal Audit meetings held since last meeting | Councillor Tulley |
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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) Staffing and Governance Review *Town Clerk*
(Paragraphs 1, 2 & 3)
Proposed broad principles to guide restructuring to accommodate the integration of the Library and Information Service and the Council’s changing workload and priorities.
- (2) CCTV Maintenance Agreement and Installation Plans *Town Clerk*
(Paragraph 3)
Agreeing the detail of the maintenance agreement, and receiving report from officers on the planned installation of the public realm CCTV system
- (3) Potential purchase of allotment site *Town Clerk*
(Paragraph 3)
Receiving the valuation of the site and decision on the way forward for negotiating the purchase of the site
- (4) Appointment of Auditor *Town Clerk*
(Paragraph 3)
To approve the appointment of Internal Auditor for the 2017/2018 financial year.
- (5) VAT update: Exempt activities; and wedding charges (Paragraph 3) *Town Clerk*
Verbal update to be given at the meeting.
- (6) Staff Appraisals (Paragraphs 1, 2 & 3) *Town Clerk*
To receive a report on appraisals carried out in 2017
- (7) Salary Review *Town Clerk*
(Paragraphs 1, 2 & 3)
To include the Living Wage rate, increments and suggested rates of pay for staff.
- (8) Porthmeor Public Conveniences Redevelopment *Town Clerk*
(Paragraph 3)
To seek Council approval to subsidise the additional site compound rent costs caused by delays in the legal process.
- (9) Debtors and Creditors *Town Clerk*
(Paragraph 3)
To receive the schedule of debtors and creditors and agree any necessary action arising from this.

