



# ST. IVES TOWN COUNCIL

The Guildhall  
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Cornwall  
TR26 2DS

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Your Ref:  
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Website: [www.stivestowncouncil-cornwall.gov.uk](http://www.stivestowncouncil-cornwall.gov.uk)  
Date: 29 March 2019

Dear Councillor

**MEETING OF THE**  
**FINANCE & GENERAL PURPOSES COMMITTEE MEETING**  
**4 April 2019 at 7.00pm**

You are given notice of a meeting of the Finance & General Purposes Committee meeting to be held in the Council Chamber at the Guildhall, St Ives on **Thursday 4 April 2019**, commencing **7.00pm**

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, Support Services Manager, Facilities Manager, Library and Information Services 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: Harris A                      Messenger K                      Mitchell A  
Henry R                                      Arthur K                                      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 AND GENERAL PURPOSES COMMITTEE MEETING**

**4 April 2019**

## **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 7 February 2019 (*copy previously circulated*).

4. **Chairman's Announcements**

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

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

*(copy attached)*

7. **Reports for Decision**

*(reports attached)*

- |  |                                 |
|--|---------------------------------|
| (1) Finance Report   | <i>Town Clerk</i>               |
| (2) Virement in Community & Environment Committee budget<br><i>To consider a requested virement – and carry forward</i>  | <i>Town Clerk</i>               |
| (3) Office relocation to the former Visitor Information Centre<br><i>To consider a proposed scheme and budget for the re-location of the Town Council reception and Support Services team to the former VIC office</i> | <i>Support Services Manager</i> |
| (4) Review of earmarked and general reserves<br><i>Review of reserves prior to budget setting and financial year-end (to follow)</i>   | <i>Town Clerk</i>               |
| (5) Internal Audit:  |                                 |
| i. Update from Councillor Glanville on the regular councillor audit checks ( <i>verbal update</i> )  | <i>Councillor Glanville</i>     |
| ii. Arrangements for year end internal audit ( <i>verbal report</i> )  | <i>Town Clerk</i>               |
| (6) Grant Application(s)<br><i>To consider grant applications received.</i>  | <i>Support Services Manager</i> |

8. **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.”

9. **Confidential Reports for Decision**

*(Reports attached)*

- |  |                   |
|--|-------------------|
| (1) Debtors and Creditors (Paragraph 3)<br><i>A report on current debtors and creditors, consider write-off of bad debts or other actions if necessary</i> | <i>Town Clerk</i> |
| (2) Caretaker pay rates (Paragraphs 1, 2 & 3)  | <i>Town Clerk</i> |

To consider a Facilities Committee recommendation that caretaker staff be paid at double time after 1am.