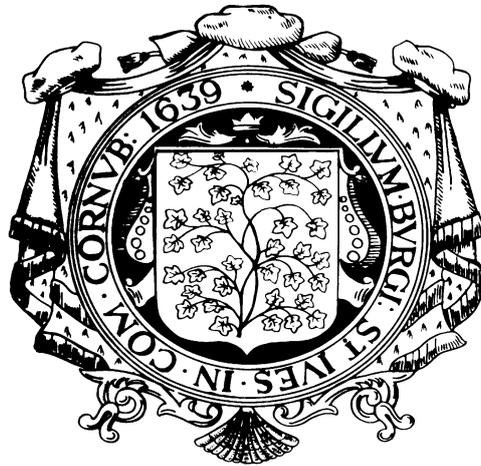


St Ives Town Council

Annual Report 2015/2016



Presented to

Annual Meeting of Electors

Tuesday 31 May 2016

6.00pm at the Guildhall, St Ives

www.stivestowncouncil-cornwall.gov.uk

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Mayor's report 2015/2016

This report provides an overview of events in the town council during the mayoral year 2015/2016

In the past few weeks the Neighbourhood Plan has dominated the news here in St Ives and throughout the UK and overseas. Within the plan are the following objectives: Community; Culture and Heritage; Local Economic Development; Housing; Open and Green Spaces; Well-being; Sports and Leisure; Transport and Built Environment. It's the H2 policy (Principal Residence Requirement), that has sent a ripple to many other communities who have the same concerns and issues. St Ives is not alone in wanting to ensure adequate affordable housing to enable local young people to remain within their community, this will strengthen the community and continue to keep St Ives vibrant for business and where people of all ages can live and work. I firmly believe that the Neighbourhood Plan will sit very successfully with the holiday maker and the second home owner. St Ives cannot underestimate the importance of the visitor to the economy. This initiative shows what a community can do, I applaud those volunteers and Town Councillors involved, we have given hope to many communities and I am sure our Neighbourhood Plan, will be used as the basis for the next generation of community ownership.

Traditional ceremonies within St Ives and the neighbouring settlements of Carbis Bay, Lelant and Halsetown continue to be important to our residents, and it has been an honour to participate in those traditions. Halsetown has very successfully brought back its summer fair, and this year will now be spread over 2 days.

The twinning committee have continued to actively promote the links between ourselves and Camaret-Sur-Mer, the sister city of Laguna sent a resident artist in November, and an active social programme combined with studio space, really cemented the friendship. We have some interesting exchanges planned over the next couple of years. The pupils from Mashiko continue to visit yearly as do students from Michigan State University.

Planning during the last 12 months has caused many concerns for the Town Council and electors, though not necessarily the same sites! The adoption of the Neighbourhood Plan within the Cornwall Local Plan, will give the community of St Ives their voice, their aspirations and more importantly control.

The Town Council, continues to hold devolution discussions with Cornwall Council, and have many aspirations, however progress is slow when it comes to completion in view of the various legal and other requirements, as has been found with the Island Centre. The Town Council has at its heart the preservation of open and green spaces. We also ask the question at every opportunity, can we have our car parks back into the control of the council, to no avail, I am of the opinion, that Cornwall Council treat them as Cash Cows, but we will not give up.

BID has become an intrinsic part of the Business community, and with Carl Lamb as BID manager, the Town Council have a very good working relationship, I look forward to continuing that relationship and the partnership projects.

The Youth Council continues to grow and engage within the community, and the political awareness and the difference they can make has never been more important.

Next year sees the elections for full council in May 2017, I would ask that you consider standing for those elections, we need diverse representatives from the community so if you have sat at home, disagreeing with certain decisions, or if you have skills that will benefit the council, think about those elections.

The appointment of Peter Curnow as the Facilities Manager, has proved effective and harmonious to the existing team. His commitment at the Consols Boating on Good Friday, was courageous as, rumour has it, he sank in his boat and it took many days to dry out his phone. Peter, amongst many responsibilities is responsible for managing the council-run public conveniences, and the Council have commenced a rigorous refurbishment programme.

Weddings as I have alluded to in my main report, have the potential of becoming a vital income stream, and resourcing and costings are being reviewed regularly.

Front of office is another area, that Jeremy Ward and Peter Curnow will be developing in relation to the service to the public and the numerous enquiries and advice.

Our Finance Officer Linda Holmes, keeps the accounting systems to a very high standard, and this contributed to a very satisfactory audit.

Andy Dale and Julie Cox with their team of staff and volunteers, provide a first class service to the holiday visitor and locals alike, well done.

The honour of being Mayor, is one I enjoy immensely, the opportunity to meet people attend invites and represent the Town Council, I thank the councillors for their support and guidance, and the loyal and hard working staff lead by Louise Dowe the Town Clerk, once again our recognition of the work of the team in implementing the council decisions. To everyone I have met over the last 12 months thank you, it has been an honour.

Councillor Linda Taylor
Town Mayor

The Council

The Council is made up of 16 Councillors representing the three wards of St Ives East, St Ives West and Lelant & Carbis Bay. The parish of St Ives includes the areas of Lelant, Carbis Bay, Halsetown and St Ives. The Town Mayor for the year 2015/2016 has been Councillor Linda Taylor and the Deputy Town Mayor was Councillor Maxine Armstrong.

Meetings of the Council and Committees are open to the public to attend (with the exception of the consideration of reports of a confidential nature) and there is provision for public speaking at the start of each meeting. Details of meetings, including dates, agendas and minutes are published on the Town Council's noticeboards and website. Decisions made by the town council are implemented by the Town Clerk and team of town council staff.

Committee Chairmen's Reports:

Planning Committee

Committee Chairman – Councillor Joan Symons

The main responsibility of the Planning Committee is to submit observations on planning consultations to the planning authority, Cornwall Council. Cornwall Council is duty bound to take the views of town and parish councils into account when determining planning applications, as statutory consultees. To date, approximately 229 planning applications have been considered this year, an average of 18 applications per planning committee meeting.

Whilst the majority of planning applications are determined by Cornwall Council under delegated powers, some are considered by the West Sub Area Planning Committee. For the majority of applications from the St Ives parish considered by the committee, a representative of the council attends to speak in support of the Town Council's comments.

Resources Committee

Committee Chairman – Councillor Ron Tulley

The Resources Committee deals with the financial, legal and property matters of the Council. Its workload has increased considerably in recent years as numerous responsibilities have been passed from Cornwall Council to the Town Council. The Town Council is responsible for the Visitor & Information services in the town, the running of the Guildhall and the provision of Public Conveniences, and negotiations are currently underway for the devolution of additional property and services. Separate committees oversee the detailed supervision of these devolved services, but the Resources Committee monitors the financial performance of these services.

As the workload of the Town Council has increased we are mindful that we need to ensure that services are provided as efficiently as possible and during the course of the year a major Staffing and Structure Review was undertaken by an external consultant. We are in the process of implementing numerous recommendations and this should ensure that we have a staffing and committee structure in place which will enable current and future council services to be delivered in the most efficient manner.

The council owns a number of properties which produce a rental income and the Resources Committee is responsible for the letting arrangements: finding tenants and drawing up leases, monitoring rental payments and dealing with any maintenance which is necessary. All of these properties are fully let and this produces a useful additional income to supplement the precept.

The Town Council has a budget for grants to local organisations and responsibility for allocating these grants is the responsibility of the Resources Committee. At each meeting the committee examines any grant applications which have been received and makes recommendations to Council about the grants which should be awarded.

At every meeting the Resources Committee scrutinises a debtors and creditors list and ensures that appropriate action is taken for any overdue items. The income and expenditure accounts of the council are monitored on a regular basis and are checked against the budgeted figures for each heading. To assist with longer term planning we are in the process of drawing up a 3 year budget and every committee has drawn up estimates of planned income and expenditure over the course of the next 3 years.

Other mundane, but very essential, activities which have continued to occupy the committee during the course of the year include regular internal audit checks, monitoring security arrangements and risk assessments, and updating Financial Regulations as necessary.

This has been another busy year for the Resources Committee, as for the rest of the council. As the work of the council has grown, the production and monitoring the accounts has become much more complex and we are grateful to the Town Clerk and the staff for all the work they have put in over the last 12 months.

Community & Environment Committee

Committee Chairman – Councillor Tamsyn Williams

The Community and Environment Committee deals with anything which impacts on the life and amenities of the community. The following is a selection from the past year.

One of our jobs is to respond to consultations and letters. This year we supported Tree Preservation Orders at Barclays Bank in town and at Fuggoe Croft and a footpath diversion west of Menhyr Drive. We made amendments to Cornwall Council's Street Trading Review and asked for an extension to the 20mph zone proposed at Polmennor Drive. In response to letters we tried to tackle problems to do with parking at Lelant Saltings and at Royal Square.

The committee oversees the organisation of community events such as the regular Free for All and the New Year celebrations. This year we took on the clearing of Consols Pond in readiness for Good Friday for which thanks go to our maintenance team and to our Facilities Manager who survived the leaky boat.

A few new projects have started up. Led by Councillor Andrewes, we have successfully applied to take part in a pilot Waste Incentive Neighbourhood Scheme run by Cornwall Council. Our angle is to tackle the amount of commercial waste which ends up in the domestic waste stream (targetting holiday lets in particular) and Councillor Andrewes and I are working with other organisations to move this forward. An idea from Councillor Nicholls for a new fund is now up and running as the St Ives Community Fund and has broken free from the town council. Also we have set up a Fair Rent Forum as a discussion group to look at the problem of high rents in town. Councillor Garood is working on problems of sewage in Carbis Bay and street trading in town and brings these matters regularly to our meetings. Councillor Armstrong is keeping us updated about her project to 're-map' St Ives for disabled people.

We continue in our bid to maintain and improve Palemon Best recreation area (thanks to St Ives Signs for supplying a roadside sign for free) and we have come up with suggestions for new play areas in Carbis Bay and Lelant.

Those who took part in the annual garden competition have said how much they enjoyed it and I would urge more contestants to come forward. There is a range of categories to suit all sorts of gardens and styles of growing and you can nominate someone else's garden as well as or instead of your own. To encourage community gardening we have a budget so please do ask if this applies to you. The volunteers at Norway Square have benefitted from this during this year.

As well as the Town Clerk, my thanks go to our Support Services Manager, Jeremy Ward, and his maintenance team who respond rapidly to reports of overgrown footpaths, clearance of community garden waste and the like. I have appreciated the enthusiasm for Palemon Best shown by our new Facilities Manager, Peter Curnow, and the helpful attendance at meetings of Cornwall Council's Community Link Officer, Vanessa Luckwell.

Staffing Committee

Committee Chairman: Councillor Linda Taylor

Over the course of the year, the Staffing Committee has considered staffing matters including the additional staff impacts of the move to paperless planning consultations, appraisals and training, review of job descriptions and recruitment of new posts. There has been agreement to adopt a TOIL Policy and carry out a review of contracts – both areas of work to be taken up under the new committee system in 2016 / 2017 by the Finance & General Purposes Committee.

The Staffing Committee played its part in agreeing to a Visioning Event, followed by a review of the staffing and governance of the town council. Recommendations from the structure and governance review have been put to the Council, with some changes already implemented and more to follow.

I would like to take this opportunity to thank Louise Dowe, the Town Clerk and the staff for their commitment and support over the last 12 months. The team within the Guildhall are a loyal and cohesive force and perform many duties outside the normal 9 to 5 hours, and without that commitment many formal occasions and traditions would struggle to be delivered.

Facilities Committee

Committee Chairman: Councillor Tim Andrewes

This committee is responsible for three services provided by the Town Council: the Guildhall, the town's public conveniences, and the Visit St Ives Information Centre.

The Guildhall continues to develop as a venue for events. The cessation of the Friday night roller discos has opened up opportunities for a wider range of uses at weekends. The concert

hall kitchen has been fully refurbished. The redecoration of the public areas in the first floor is now complete. The building is becoming increasingly popular for weddings and meetings. For the coming year, the Council will be looking at options to create disabled access to the first floor and improve the bar facilities in the concert hall.

The Town Council has begun to refurbish the town's least presentable public conveniences, starting with a major facelift for the West Pier toilets. The conveniences at Trenwith Burrows have been re-opened, as part of the new St Ives Brewery development, which is also bringing useful income into the Council, and we thank St Ives Leisure Centre for opening up their toilets for public use during the protracted building period. In the coming years, the Council is looking to introduce charging for toilets where this is cost-effective and practical to do so, and we hope to experiment with charging at the Sloop toilets this summer.

The Visit St Ives Information Centre (VIC) has had another busy and successful year. It continues to provide a comprehensive information service, has increased the range of products on offer, and has again published the town guide. We are working in partnership with St Ives BID and St Ives Tourism Association (SITA) to create a single website for the town, and as part of this project we hope to introduce a single, combined membership for both the VIC and SITA.

For all the services within the remit of the Facilities Committee, we are lucky to have such dedicated and hard-working staff, as well as all the volunteers, local businesses and other partners, who together have helped provide these important facilities for our community. To help tackle the increased workload, the Council has created the new post of Facilities Manager. We were pleased to welcome Peter Curnow to this role in January, and we look forward to seeing him continue to improve the facilities the Council provides into the future.

Devolution Single Issue Panel

Panel Chairman: Councillor Colin Nicholls

The remit of the Devolution Panel is to achieve the local control of services through negotiation with Cornwall Council and drawing up business plans for each devolved service. Once devolved, the service then becomes the responsibility of the appropriate committee of the Town Council. In many cases this is resulting in services returning to being locally run by the town council - bringing back control of services and community buildings to a local level. This can be a process with many challenges, but is proving to be rewarding work and is bringing a real benefit to the local community.

St Ives Town Council already has a strong track record for taking on devolved services, in recent years assuming responsibility for the Visit St Ives Information Centre, the Guildhall and the majority of public conveniences in the town. We continue to take the approach that a robust business plan and appropriate level of preparatory work is carried out before accepting the transfer of any service or facility.

Over the past year we have carried out discussions and negotiations regarding the Island Centre and we are now at the stage where the lease agreement is due to be signed in the next few

weeks, some repair works will be carried out and then the building will be fully operational and the responsibility of the Town Council. Having already taken on a management role for the building, there is a growing general use, including markets and classes. When the leases are signed over, there will be two community groups using the building alongside the hires which will help generate the revenue needed to help cover the running costs of this community facility.

Whilst the key achievement of the Panel over the course of the last year is the handover of the Island Centre, the Panel has also been busy with the following:

- Initial Proposal Form has been submitted for taking on the management of the Porthrepta Car Park in Carbis Bay (the Initial Proposal Form is the first formal step in the devolution process and follows on from the early negotiation stage)
- Early discussions to establish the potential for the town council to take on responsibility for reserve parking spaces
- Initial Proposal Form has been submitted for taking on open spaces across the parish of St Ives
- We will be inviting expressions of interest for alternative uses of the greenhouses in the nursery adjacent to Trewyn Gardens
- The Town Council is pleased to be working alongside partner organisations in efforts to establish a sustainable plan for the transfer of the St Ives Library to the local community.
- £13,000 of unspent devolution funds have been reallocated for use in maintaining the town council's existing open spaces – making sure that we have our house in order before taking on more areas
- Considering devolution funding options
- Contributing towards the 3 year budget plan for the town council as a whole.

Everyone should remember that nothing is given back to local areas without cost and a responsible attitude for the future of our town under my Chairmanship of the Devolution Panel will always be upheld. I would like to take this opportunity to highlight my appreciation for the dedicated help and support of the Devolution Project Manager, Stephen Litherland, and for the tireless enthusiasm for the devolution process shown through the work of the Community Link Officer, Vanessa Luckwell.

Health and Safety Advisory Committee

Committee Chairman – Councillor Joan Tanner

This committee's role is to oversee the Health and Safety arrangements and policies for the town council, covering council activities which involve staff, volunteers, councillors and the public. During 2015 / 2016, in addition to the ongoing H&S contract to ensure a professional approach is taken to health and safety matters, the town council has also appointed a Facilities Manager, with one of their key roles being to take the officer lead for all health and safety matters.

During the year, the committee has overseen the town council's involvement in the New Years Eve arrangements and the town's decorative lights, with another key role being the review of the Fire Risk Assessment.

The committee prides itself on ensuring continuing awareness and adherence to Health and Safety matters. With the new committee structure next year, the work of this committee will in future fall within the remit of the Facilities Committee, with a continuing commitment to this important area of work.

Other activities

In addition to the work of the committees listed above, the Town Council as a whole have also been involved in the following.

- The Town Council is a statutory consultee for street naming, and street trading licences, in addition to planning applications.
- Supported the work of the St Ives Bay Youth Council.
- Organised the annual Fun Run from Lelant to St Ives with numerous runners taking part last year, many raising funds for local good causes.
- Supported the continuation of May Day, St Ives in Bloom, and Good Friday boating at Consols.
- Organised the annual St Ives Gardens Competition to encourage and recognise those that contribute to the overall look of the area through their gardening skills
- Held the sixth St Ives Citizen of the Year Award
- Continued to liaise closely with the Police regarding their work throughout the parish and encouraging community links whenever possible.
- Continued to enable the use of the St Nicholas Chapel on the Island for Wedding Blessings

Traditions of the Town

The following ceremonies and traditions have continued to be observed by the Town Council:

- Mayor Choosing / Drinking from the Loving Cup
- Town Mayor Civic Sunday Service
- Remembrance Sunday
- Christmas – provision of Christmas trees for St Ives, Halsetown, Carbis Bay and Lelant, and Mayors visits to hospitals and residential homes

- Lelant Feast
- St Ives Feast
- The Mayor's presentation of a plaque to those celebrating a Golden Wedding Anniversary

St Ives Guildhall Activities

St Ives Town Council took on responsibility for the St Ives Guildhall in April 2013. Efforts continue to increase the uses of this key community building, and to continue to make improvements to the building itself. Maintenance in 2015 / 2016 included the refurbishment of the kitchen which services the concert hall – enabling catering for larger functions.

Services at the Guildhall

Along with the town council, the Visit St Ives Information Centre is based at the Guildhall. Along with provision of a quality tourist information service, the Visit St Ives Information Centre staff and volunteers are happy to help with ticket sales for events, accommodation bookings, left luggage service, internet access, coach tickets, bus and rail information, souvenirs, books, maps and much more.

Weddings at the Guildhall

Since our first wedding at the Guildhall in March 2014, numerous couples have taken the opportunity to tie the knot at St Ives Guildhall. We pride ourselves on helping to make each wedding individual to suit the wishes of each couple. Wedding bookings cover the room hire for the ceremony (function rooms may also be hired for receptions). We can also help with contact details for booking the Registrar, and are developing a range of packages with local suppliers to make it easy to add the extra elements to make each ceremony special and unique.

In 2015 / 2016 we were pleased to host weddings at the Guildhall, Blessings at the St Nicholas Chapel and the Guildhall was also the venue for a number of wedding receptions. It is lovely that as part of bringing the Guildhall back into the heart of the town as a community building, it is also a place where we can be honoured to welcome couples to hold their marriage ceremonies. We hope that the Guildhall will continue to form part of the happy memories of the special day of many more couples in years to come.

Concerts at the Guildhall

The St Ives Guildhall hosts the annual St Ives September Festival and also plays host to numerous concerts and events throughout the year. For information about what's on, contact the Visit St Ives Information Centre. Hall bookings are made through the town council's support services team.

Markets at the Guildhall

Regular markets held include the Farmers Market, held throughout the year every Thursday, giving the opportunity to buy fresh, local produce. The Collectables Market is held on Mondays, and a Craft Market on Wednesdays give more opportunities to find unique gifts, souvenirs and treasures.

Town Councillors

St Ives Town Councillors are listed by Ward below. Their contact details are available on the town council website www.stivestowncouncil.co.uk or by contacting the town council offices.

EAST WARD	WEST WARD	LELANT & CARBIS BAY WARD
Tim Andrewes Christine Chard Andrea Parsons Ron Tulley Tamsyn Williams	Andrew Mitchell Colin Nicholls Pedyr Prior Joan Tanner Suzanne Tanner	Maxine Armstrong Hayden Garrood Richard Glanville Rita Lait Joan Symons Linda Taylor

Council Staff

Town Clerk / Responsible Finance Officer – Louise Dowe

Support Services Manager – Jeremy Ward

Support Services Team (office based):

Finance Officer (p/t) – Linda Holmes

Administration Assistant (p/t) – Sarah Kevern

Support Services Team (operational):

Community Pride Officer – Andrew Lawry

Traffic Control Officer (p/t) – Robert Sheridan and a vacancy, being recruited.

Caretaker (p/t) – Peter Craze

Guildhall cleaning (p/t) – Gill Davies and Jackie Trotman

Facilities Manager – Peter Curnow

Facilities Maintenance support post – vacant (under review)

Seasonal Public Convenience Attendants / Cleaners – being recruited

Visit St Ives Information Centre Manager (p/t) – Andrew Dale

Visit St Ives Assistant Manager (p/t) – Julie Cox

Visit St Ives Information Assistants (p/t) – Rissa Parsons and Susan Kelly

Neighbourhood Plan Project Officer (p/t) – Lucy Davis

Mace Bearers: Alan Major and Simon Major

Contact the Town Council

Town Clerk, St Ives Town Council
The Guildhall
Street An Pol
St Ives, Cornwall
TR26 2DS

Telephone: 01736 797840

Email: townclerk@stivestowncouncil.co.uk

Website: www.stivestowncouncil-cornwall.gov.uk

Contact the Visit St Ives Information Centre

Visit St Ives Information Centre Manager
St Ives V&IC
The Guildhall
Street An Pol
St Ives, Cornwall
TR26 2DS

Telephone: 0905 252 2250*
(*call charge of 20p per minute applies,
towards funding the service)

Email: info@visitstives.org.uk

Website: www.visitstives.org.uk

For more information about events at the Guildhall:

Website: www.stivesguildhall.co.uk

Tel. 01736 797840
(Hall Bookings)

Tel: 0905 252 2250*
(Box office ticket sales)
(*call charge of 20p per minute applies,
towards funding the service)

Wedding enquiries should be direct to the
main Town Council contact point.