

*We publish these draft minutes on the website as soon as possible after each meeting, as part of our commitment to communicating council decisions and transparency. Please note that these remain a draft until they are approved and signed at the next meeting of the Council/Committee.*

Minutes of the Meeting of the Resources Committee, St Ives Town Council held in the Committee Room, The Guildhall, St Ives on Thursday 19 February 2015 at 7.00pm.

PRESENT

Chairman – Councillor R Tulley  
Vice-Chairman – Councillor L Taylor

COUNCILLORS

Andrewes T	Mitchell A
Glanville R	Nicholls C
Lait R	Williams T

OFFICERS

Town Clerk

APOLOGIES FOR ABSENCE – were received from Councillor J Tanner.

R.88 MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Resources Committee meeting held on 4 and 9 December 2014, and the Minutes of the Extraordinary meeting of the Resources Committee held on 21 January 2015.

R.89 CHAIRMANS ANNOUNCEMENTS

An additional agenda item had been included due to its urgent nature: Vexatious and unreasonable complainant policy.

R.90 DECLARATIONS OF COUNCILLOR AND OFFICER INTERESTS (INCLUDING REASONS THEREOF)

Councillor Tulley declared an Interest in Minute R.93 (Grants) as a member of the St Ives 50+ Forum, and withdrew from the meeting during consideration of this item.

R.91 TOWN CLERKS UPDATE REPORT

The Clerk's report had been circulated prior to the meeting. Following consideration,

RESOLVED – that the report be noted.

R.92 FINANCE REPORT

Members considered the finance report circulated prior to the meeting. There was discussion on the levels of the various earmarked reserves and the budget update was reviewed.

RESOLVED – that the report be noted.

R.93 **GRANTS APPLICATIONS**

Councillor Tulley declared an Interest in this item as a member of the Penwith 50+ Forum, and withdrew from the meeting during its consideration.

Applicant – Penwith 50+ Forum (St Ives Satellite Group), application for funding towards transport.

Consideration – the value of the service to older people in the area

Recommendation – that a grant of £1,000 be awarded to the Penwith 50+ Forum for the purpose set out in the grant application. Also that a suggestion be made that the transport be made available to users in other age groups when not needed for older people.

**RECOMMENDED** – that the grants recommendation set out above be approved.

R.94 **CHANGE OF WEBSITE NAME TO: [stivestowncouncil-cornwall.gov.uk](http://stivestowncouncil-cornwall.gov.uk)**

The Clerk reported that there was the option to change the name of the council's website from [www.stivestowncouncil.co.uk](http://www.stivestowncouncil.co.uk) to [stivestowncouncil-cornwall.gov.uk](http://stivestowncouncil-cornwall.gov.uk)

The .gov.uk name would give greater confidence to visitors to the website that they had found the official council website for the area, and the .gov.uk ending would help the site to be found by search engines. It was noted that with a wealth of information available via the website, efforts should be made to ensure that it was easy for people to find.

RESOLVED – that the name of the town council's website be changed to [stivestowncouncil-cornwall.gov.uk](http://stivestowncouncil-cornwall.gov.uk)

R.95 **DECORATIVE LIGHTS UPDATE**

It was noted that the town council had agreed to take on the decorative lights as a holding step to ensure that they would be retained for the town. Members discussed the matter and reinforced the previous wishes that the Decorative Lights Association take on the lights from the town council. It was noted that the Association were reluctant to take on full ownership whilst various issues were being resolved.

RESOLVED – that the Decorative Lights Association be requested to take on responsibility of the lights from 31 March 2015.

R.96 **FINANCIAL RISK ASSESSMENT – TO BE COMPLETED BEFORE FINANCIAL YEAR END**

The Clerk reported that this agenda item had been included with the aspiration that the report would be ready to be presented, but this had not proved possible.

**RESOLVED** – that this item be deferred to the next meeting of this committee.

R.97 **REPAIR / REPLACEMENT OF CIVIC UNIFORM (MACEBEARERS' HATS)**

The Clerk reported that the Macebearers' hats were in need of repair or replacement. Costings from a provider of civic products were given. Members also considered the option to enquire whether a local college's textiles course could carry out the work.

**RESOLVED** – that the Macebearers' hats be repaired or replaced at a cost of up to £160 each.

R.98 **CORRESPONDENCE**

Grants 'thank you' letters had been received from:

- The Parish Church of St Anta, Carbis Bay
- CHICKS
- Hayle Day Care Centre
- St Ives Table Tennis Club

The correspondence was noted.

R.99 **POLICY FOR VEXATIOUS AND UNREASONABLY PERSISTENT COMPLAINANTS**

The Clerk presented a draft policy based on guidance from the Local Government Ombudsman and taking account of best practice in other local councils. Following discussion, it was

**RECOMMENDED** – to Council that

1. the principle of the policy be approved, and the policy wording in full to be considered and presented to the next meeting of the Council for consideration;
2. and that a provision be added that if a person's access to the Council is decided to be restricted in any way, that all Councillors should be advised of this fact.

R.100 **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** – “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”.

R.101 **REVIEW OF STAFFING / OPERATION OF THE COUNCIL, INCLUDING VISIONING DAY EVENT (Paragraph 3)**

It had originally been raised at Staffing Committee that the structure of the council and its staffing be reviewed to ensure that the structure was suitable for the existing and future work of the council. In view of the range of such a review, the lead on this had been referred to the Resources Committee.

The Clerk noted that three elements for review had been identified: Visioning event to determine the aims of the council for the coming 3 to 5 years; staffing review to ensure that the staffing of the council was best matched to the services to be provided; and a structural / organisational review which would include a review of processes, committees and the scheme of delegation.

The Clerk had sought quotes from two companies and a third quote had been sought by the Chairman of Staffing Committee and was reported upon although not available to circulate at the meeting.

**RECOMMENDED** – to Council that the local HR company who had supplied a quote be appointed to carry out the visioning event and the review, with the scope of the work to be refined to better match the needs of the council.

R.102 **APPOINTMENT OF INTERNAL AUDITOR** (Paragraph 3)

The Clerk reported that an Internal Auditor needed to be appointed.

**RESOLVED** – that the Internal Auditor appointed in the previous year be invited to carry out the internal audit work for the current financial year.

R.103 **UPDATE ON NEGOTIATIONS RELATING TO DEVOLUTION AND LEASE ARRANGEMENT FOR COMMUNITY BUILDING** (Paragraph 3)

It was noted that the Devolution Panel were due to consider this item in detail on Monday 23 February. A brief update was given and Members noted that a business plan had been submitted to Cornwall Council to enable the process to move forward, and that the plan would be presented to Council on 26 February to seek approval for the principle and technicalities of the transfer and the business plan. Some concern was stated regarding the potential electricity costs.

An update on the recent Open Day was given, and it was noted that although turnout was low, those who had attended had been genuinely interested in using the building.

**RESOLVED** – that the report be noted.

R.104 **DEBTORS AND CREDITORS** (Paragraph 3)

Councillors considered the report circulated prior to the meeting.

With regard to the invoice dated 01/04/2014 listed on the debtors summary (for the sum of £50), it was agreed to make a final attempt to receive payment and then, if not successful, for the amount to be written off. This in view of the particular circumstances in this instance.

**RESOLVED** – that the above action be approved and that the remainder of the report be noted.

Website draft