

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 St Ives Town Council held in the Council Chamber, The Guildhall, St Ives on Thursday 26 February 2015 at 7.00pm

PRESENT

Chairman – Councillor L Taylor (Town Mayor)

Vice-Chairman – Councillor T Williams (Deputy Town Mayor)

COUNCILLORS

Andrewes T

Armstrong M

Chard C

Garrod H

Glanville R

Lait R

Mitchell A

Nicholls C

Parsons A

Symons J

Tanner J

Tanner S

Tulley R

OFFICERS

Town Clerk

Assistant Town Clerk

APOLOGIES FOR ABSENCE – None

148. POLICE LIAISON

None.

149. REPORTS FROM COMMUNITY ORGANISATIONS

Mark Osterfield of the Tate St Ives gave an update on progress in achieving the development of the Tate Phase II project which would effectively double the capacity of the gallery and would greatly increase the visitor experience. £87 million would be brought into the regional economy over the next 10 years on the strength of this project, protecting existing jobs and creating more. A £3.87million grant had been awarded from Coastal Communities, and the Arts Council had also agreed significant funding.

The works had started and now the foundations level had been reached. It was aimed to complete in summer 2017 and details of how the works were going to be carried out would be circulated to Councillors.

The Community Liaison Group was flourishing and would be continued with monthly meetings – open meetings, all welcome.

The Summer exhibition would be opening in May with a St Ives based artist and an exciting new artwork which would be based on the wishes of those in the community – an initiative to create a great piece of art.

The Mayor thanked Mr Osterfield for his report.

150. REPORTS FROM CORNWALL COUNCILLORS AND/OR THE COMMUNITY NETWORK PANEL

Councillors Andrewes and Mitchell each presented their written update reports.

In response to a question, Councillor Andrewes gave an explanation on the intention to receive an ongoing grant of £50,000 per annum from Cornwall Council, although an annual grant could not be guaranteed at this stage.

Councillor Taylor noted Councillor Andrewes' efforts on a recent matter and called for ongoing vigilance to help combat the recent damage to trees at Hain Walk.

151. PUBLIC SPEAKING

None.

152. CHAIRMAN'S ANNOUNCEMENTS

The Mayor welcomed newly elected Councillors Chard, Garrod and Parsons. She also stated that she would be holding a charity barn dance in support of her chosen charity, the St Ives Salvation Army.

153. DECLARATION OF MEMBER / OFFICER INTERESTS

Councillor Tulley declared an Interest in Minute 169 (Grants item only) as a member of the 50+ Forum committee, and withdrew from the meeting during consideration of that item.

Councillor Lait declared an Interest in Minute 177 (Transfer of Community Building) as the town council's representative on the St Ives Archive, and withdrew from the meeting during consideration of this item.

154. REQUESTS FOR DISPENSATION

None.

155. MINUTES

RESOLVED - that the Chairman signs as a true and correct record the Minutes of the:

- Meeting of the Council held on 18 December 2014; and the
- Extraordinary Meeting of the Council held on 29 January 2015

156. **TOWN CLERKS UPDATE REPORT**

It was noted that there was no update report from the previous meetings as the matters agreed had been routine.

157. **ADOPTION OF POLICIES RECOMMENDED BY COMMITTEES**

The Clerk's report set out two policies recommended by committees:
Staff Handbook; and
Policy for dealing with abusive, persistent or vexatious complaints and complainants.

Following consideration it was

RESOLVED – that the two policies listed above be approved and adopted as council policy.

158. **TIMETABLE OF MEETINGS 2015 / 2016**

A draft timetable of meetings had been circulated prior to the meeting.

RESOLVED – that the timetable of meetings 2015 / 2016 be approved.

159. **ST PIRAN'S DAY PARADE**

The Mayor reminded Councillors of an informal decision to avoid the event being held on St Piran's Day itself and so it had been agreed to consider holding a parade on the Saturday following St Piran's Day. It had since been found that other St Piran's events in other areas had been arranged on that day, and with the lack of the band being available, it was suggested that the parade not be held this year, and to make a concerted effort for next year.

RESOLVED – that the St Piran's Day parade be not held in St Ives in 2015.

160. **TOWN FUND IDEA**

Councillor Nicholls presented his idea for setting up a town fund. He had been made aware, partly through the neighbourhood plan process, that there were people (including second home owners) who were willing to contribute to put something back into the town. He noted that there was the potential for improvements to play areas, benches and other community benefits.

A St Ives Town Fund could be held as a separate entity to the town council's accounts, and could have Trustees to oversee it, suggested to be Councillor Nicholls, another Councillor, the Mayor of the day and perhaps one or two individuals from the community. A responsive charity could further the wellbeing of the whole of the community of the St Ives civil parish.

During discussion, the following points were raised:

- Memorial benches were already place in areas such as the Island
- Considered how the town council could be involved in setting up a charity fund
- Noted the historical aspect of people who had already acted as benefactors in the town
- This could be seen as an opportunity to bring about improvements that might not otherwise be possible
- The need to investigate how such a fund could be established and run – whether through town council processes to grant funds, or to set up a standalone charity or similar organisation

RESOLVED – that the principle of a St Ives Town Fund be endorsed, and that this idea be further explored by referring to the Community & Environment Committee.

161. ST IVES SEPTEMBER FESTIVAL – INVITATION FOR THE TOWN COUNCIL TO APPOINT A NON-VOTING REPRESENTATIVE TO JOIN THE COMMITTEE

Members considered the invitation from the St Ives September Festival, and it was

RESOLVED – that Councillor Parsons be appointed to represent the town council at the St Ives September Festival committee meetings, and for this appointment to be added to the Council's list of appointments to outside bodies.

162. APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

The Clerk reported on the current vacancies on committees and outside bodies.

RESOLVED – that the following appointments be made:

- Councillor Garrod – Resources Committee
- Councillor Chard – Facilities Committee
- Councillors Chard and Garrod - Planning Committee

The Clerk gave an undertaking to check the remits of the Harbour Stakeholder Board (vacancy listed) and the St Ives Harbour Stakeholder Group (town council representative is Councillor S Tanner).

The Clerk advised that before the appointments were made again in full at the Annual meeting of the Council, checks would be made whether the Sure Start Committee was continuing, and to check on the current remit of the MCTI Group.

Councillor Mitchell asked that a meeting of the Harbour Stakeholder Group be called as soon as possible, to consider potential changes to the operation of harbours in Cornwall.

163. INFORMAL MAYOR CHOOSING (FOR 2015/2016)

It was reported that there had been one nomination for the appointment of Mayor for 2015 / 2016: Councillor Linda Taylor. Following vote by secret ballot, it was

RESOLVED – that Councillor Linda Taylor be declared as having been selected at this meeting and her name submitted to the Annual Council meeting on 18 May 2015 for election as Town Mayor for 2015/2016.

Councillor Mitchell congratulated Councillor Taylor on her selection and he and other Councillors noted the enthusiasm and energy that she had committed to her term of office as Mayor.

164. CORNWALL COUNCIL CONSULTATION – DRAFT RENEWABLE ENERGY SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION

Members considered the letter circulated with the agenda.

RESOLVED – that individual Councillors may respond to the consultation.

165. ST IVES BID UPDATE

Councillor Nicholls reported that the St Ives BID team were continuing to establish themselves, and that a recent informal meeting with a number of traders had helped to encourage a greater level of positivity for the BID team going forward.

RESOLVED – that the report be noted.

166. ST IVES BAY YOUTH COUNCIL MEETING – UPDATE

Councillor Williams reported on the latest meeting of the Youth Council. A response from the Harbour Master had been received had been read, with a decision that they would like to invite him to a future meeting, also that a representative from Highways be invited.

The Youth Council had requested name badges to show that they were youth councillors.

RESOLVED – that the Youth Council be supplied with name badges, to be funded from the Administration (Miscellaneous) budget.

167. NEIGHBOURHOOD PLAN UPDATE

Councillor Lait, Chairman of the Neighbourhood Plan Steering Group, extended an offer to all Councillors to discuss points related to the draft plan before the Council meeting on 3 March.

RESOLVED – that the report be noted.

168. EDWARD HAIN HOSPITAL

Councillor J Tanner reported on the Feast Day coffee morning, and looking forward to the formal opening of the Day Room.

RESOLVED – that the report be noted.

169. COMMITTEE RECOMMENDATIONS

Planning Committee:

No recommendations

Community & Environment Committee:

C&E.67 – New Year’s Eve Arrangements – Feedback and budget consideration for next year

Recommended that a budget allocation of £600 for New Year’s Eve to be made in the 2015/16 budget.

Clerk’s note: this item had been taken into account by Council in the budget setting process on 29 January 2015.

C&E.71 – Blue Flag Status – Update from meeting held on 9 January 2015

Recommended that the Town Council make a contribution of £150 towards the Blue Flag applications for Porthmeor and Porthminster beaches.

Facilities Committee

F.102 – Visit St Ives Centre Website Upgrade

Recommended to Council that Option A as set out in the report to be approved and implemented, to be funded from the budgeted amount for this financial year and the surplus from the brochure in the previous year, currently held in the V&IC earmarked reserves.

Clerk’s note – this item was considered as a separate agenda item later in the meeting.

F.114 – Bar Arrangements

Recommended that the policy for the bar be that hirers either appoint Friends of the Guildhall to run a bar to raise their own funds for FOG and the Guildhall or else a surcharge of £100 to be charged for another bar operator to run the bar (approved bar operators only).

Devolution Panel

D.46 – Community Asset Transfer

Recommended that a full structural survey of the building be commissioned prior to

transfer.

Clerk's note – this item was considered as a separate agenda item later in the meeting.

Staffing Committee

S.50 – Staff Handbook

Recommended to Council that the Staff Handbook, as amended at the meeting Dated 12 February 2015, be approved and adopted.

Clerk's note – this item was considered as a separate agenda item earlier in the meeting.

S.55 – Recommendation from Facilities Committee – Appointment of third Information Assistant (Paragraphs 1,2 &3)

Recommended to Council that a third Information Assistant be recruited on the same basis as existing staff, with a 6 week probation period. The Visit St Ives Information Centre Manager and Assistant Manager delegated to appoint.

S.56 – Advertise for New Post to cover duties following reduction in existing post (Paragraph 3)

Recommended to Council that the vacancy be approved and to be advertised on a 0 hours contract, permanent basis. Advertise in the Times & Echo, McColls, Town Council notice board and website. Interviews and appointments to be delegated to the Clerk and Assistant Clerk.

Resources Committee

R.86 – Budget and Precept recommendations and notification to accompany Council Tax demand

Recommended to Council that:

1. The Town Council budget for 2015/16 be approved, as circulated with the report.
2. The precept for 2015/16 be appointed in accordance with provisions in Section 39,41 & 50 of the Local Government Act 1992; and
3. The Town Clerk as Responsible Finance Officer be authorised to sign the Precept demand on Cornwall Council.

Clerk's note: this item had been taken into account by Council in the budget setting process on 29 January 2015.

R.93 – Grants Applications

Recommended to Council that the grants recommendation set out be approved.

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

R.99 – Policy for Vexatious and Unreasonably Persistent Complainants

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. A provision to be added that if a person's access to the Council is decided to be restricted in anyway, that all Councillors should be advised of the this fact.

Clerk's note – this item was considered as a separate agenda item earlier in the meeting.

R.101 – Review of Staffing/Operation of the Council – including Visioning Event (Paragraph 3)

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

Clerk's note – this item was considered as a separate agenda item later in the meeting.

Health & Safety Advisory Committee

None.

Neighbourhood Plan Steering Group

It was noted that the Neighbourhood Plan Steering Group had made a recommendation in relation to the approval of the Neighbourhood Development Plan for submission to Cornwall Council, and that this recommendation would be considered by the Council at the meeting on 3 March which had been called for the purpose of considering this matter.

RESOLVED – that

1. it be noted that a number of committee recommendations were dealt with as separate agenda items and so the following recommendations only be approved: C&E.71 (Blue Flag application); F.114 (Bar arrangements); and R.93 (Grants); and
2. Staffing Committee recommendations S.55 (third Information Assistant post) and S.56 (relief caretaker, traffic control and environmental enforcement officer) be referred back to Staffing Committee in view of the wish to further consider whether these posts

be advertised on a zero hours contract basis, on the understanding that an extraordinary meeting of the Council may need to be called to enable timely recruitment.

170. **COMMITTEE MINUTES**

Members considered the following committee Minutes, which had been circulated with the agenda, and tabled at the meeting in the case of those meetings which had been held after the agenda was posted out.

Planning Committee – 11 December 2014, 8 January 2015 and 5 February 2015

Community & Environment Committee – 15 January 2015

Facilities Committee – 22 January 2015

Devolution Panel – 27 January 2015 and 23 February 2015

Staffing Committee – 12 February 2015

Resources Committee – 21 January 2015 (Extraordinary Meeting) and 19 February 2015

Health and Safety Advisory Committee – No meetings held in this period

Neighbourhood Plan Steering Group – 5 January 2015, 4 February and 24 February 2015

RESOLVED – that the Minutes referred to above be approved and adopted.

171. **ELECTION OF NEW TOWN COUNCILLORS**

It was noted that following the elections held on 19 February 2015, the following Councillors had been elected:

- St Ives East – Councillor Andrea Parsons and Councillor Christine Chard
- Lelant & Carbis Bay – Councillor Hayden Garrod

This report for information was noted.

172. **REPORTS FROM COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES**

Councillor Mitchell reported on the latest meeting of the Cornwall Association of Local Councils, noting the shared concern of local councils at the need for greater involvement of town and parish councils in the planning process. A planning sub-group was to be established, with nominations invited.

RESOLVED – that Councillor Lait be appointed as the town council's representative on the CALC planning sub-group, and that this outside body be added to the Council's list of annual appointments.

173. CORRESPONDENCE

None

174. SCHEDULE OF ACCOUNTS

Members considered the schedule of accounts circulated prior to the meeting, and the updated version of the schedule circulated at the meeting.

Following some questions and answers to clarify some items on the accounts, it was

RESOLVED – that

- (1) payments made since the last meeting totalling £102,416.32 be approved; and
- (2) the accounts listed totalling £26,354.93 be paid.

175. 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.”

176. VISIT ST IVES INFORMATION CENTRE WEBSITE (Paragraphs 3)

Members considered the report circulated prior to the meeting which set out the background to the recommended way forward to upgrade the Visit St Ives Information Centre website. Councillor Andrewes reported that the Committee had put considerable thought to this and that the possible options had been explored, leading to this recommendation.

During discussion the following points were considered:

- Essential to have a website – necessary for the membership model of the Visit St Ives Information Centre, and provision of information to the visitor
- Noted that the level of proposed spend was significant and so required full consideration
- Provision of a service to thousands of people
- The website was part of the model which made the Information Centre financially sustainable
- The management team recommended the upgrading of the website
- The website needed to be mobile friendly (for the user and to be rated on search engines)
- Other organisations had been approached to seek a combined approach and discussions would continue to try to achieve this
- There was general consensus on the need to invest in a good website for the Visit St

RESOLVED – that

1. the upgrading of the Visit St Ives website be referred back to the Facilities Committee for further consideration;
2. Council approves in principle the business case for an upgraded website for Visit St Ives, and approves the expenditure on this item, as set out in the report (some of which is to be drawn from the V&IC Earmarked Reserve); and
3. Council delegates to the Facilities Committee the award of the contract for the upgrade of the Visit St Ives website, in line with the business case presented to Council.

177. BUSINESS PLAN FOR COMMUNITY ASSET TRANSFER (Paragraph 3)

Councillor Lait declared an Interest in this item as the town council's representative on the St Ives Archive, and withdrew from the meeting during consideration of this item.

The Clerk reported on the recommendation from the latest meeting of the Devolution Panel for a full structural survey to be carried out; the option to carry out a condition survey; and the initial feedback from the floor loading inspection.

During discussion the following points were considered:

- The relative merits of a full structural survey or a condition survey
- The need to further refine the business plan
- An update from the recent Open Day, which had brought about other potential uses and income streams
- Whether the proposed uses of the building could be provided elsewhere in town
- A growing interest in the community by potential users and groups
- The room options that the building would offer, not available at the Guildhall
- The project had the potential for a great deal of community benefit

RESOLVED – that this item be deferred and added to the agenda of the Extraordinary meeting of the Council on 3 March.

178. PUBLIC CONVENIENCES CLEANING 2015 / 2016 (Paragraph 3)

Councillor Taylor spoke to raise the concerns that numerous people had raised with her and with the town council in general about the condition of the toilets in the previous year. During discussion the following points were raised:

- Whether to revisit the cleaning specifications – with a suggestion of 5 cleans a day being necessary in the summer, whether it should be aimed to clean every 2 or 2 ½ hours
- To achieve a higher number of cleans per day whilst adhering to the budget, a balance would need to be struck with the number of facilities open
- The need for contractors / operatives to be competent in health & safety, COSHH,

legionella testing, risk assessments

- The budget for the coming year included refurbishment provision, which would give the potential to include ways to make the public conveniences easier to clean
- The need to revisit the Facilities Manager vacancy
- Consideration put to other ways of providing the service – whether it could be geographically split
- Options for reducing the non-domestic rates liability

Councillor Garrod raised the question of the re-opening of the closed public conveniences at Lelant Park & Ride, and was advised that the toilets at this location had been previously considered and agreed to be a matter for Cornwall Council and the rail service provider.

It was agreed that the current contract arrangements would need to continue until an alternative solution had been established.

RESOLVED – that the matter be referred to the Facilities Committee with the task of exploring options including drawing up a new specification for a cleaning tender, or other new options for cleaning.

And RESOLVED – to meet with the existing contractor to advise that the town council wishes to continue the cleaning contract on a monthly basis and for the Clerk to report back to the Facilities Committee on the contract arrangement and any implications.

179. VISIONING EVENT AND STAFFING / ORGANISATIONAL REVIEW (Paragraph 3)

The Clerk had circulated a written report prior to the meeting, including costed options from the three providers approached.

Councillor Taylor reported that following consideration by the Staffing Committee and the Resources Committee it had been concluded that the visioning and the review should be carried out by the same organisation, and that the option recommended by the Resources Committee was set out in the report.

During brief discussion the relative merits of having the review carried out by a public sector or private sector organisation were considered.

RESOLVED – that the company recommended by the Resources Committee be appointed to carry out the visioning event and staffing / organisational review, and to delegate to the Clerk in consultation with the Chairmen of the Staffing Committee and Resources Committee, to review and amend the specification of works to more closely meet the needs of the council.

Meeting closed at 9.51 pm

Chairman