

Minutes of the Meeting of the Resources Committee, St Ives Town Council held in the Committee Room, The Guildhall, St Ives on Thursday 14 April 2016 at 7.00pm.

PRESENT

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

COUNCILLORS

Andrewes T	Nicholls C
Garrod H	Parsons A
Mitchell A	Williams T

OFFICERS

Town Clerk  
Facilities Manager

APOLOGIES FOR ABSENCE – were received from Councillors M Armstrong, R Glanville and J Tanner.

R.224 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Resources Committee meeting held on 18 February 2016.

R.225 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that:

The first report to be considered was Report 9 (Approved Contractors List)

The second report to be considered was an additional item included on the agenda due to urgency: Suggested Change to Vacant Post

R.226 DECLARATIONS OF COUNCILLOR AND OFFICER INTERESTS (INCLUDING REASONS THEREOF)

Councillor Andrewes declared an Interest in Minute R.233 (Scale of Charges), due to his links with the Farmers Market, and withdrew from the meeting during consideration of this item.

Councillor Nicholls declared an Interest in Minute R.237 (Grants – St Ives Pilot Gig Club) as a Trustee of the Club, and withdrew from the meeting during consideration of this item.

R.227 TOWN CLERK'S UPDATE REPORT

The Town Clerk's update report was considered, with items raised:

R.219 – IT and telephony upgrade – the Clerk confirmed that when the quotes had been received and advised upon by the appointed IT consultant, Councillors Andrewes and Tulley would be consulted with regard to the option to accept

R.141 – it was agreed that this item be actioned once the end of year accounts were complete and balances of reserves known.

R.228 **APPROVED CONTRACTORS LIST**

The Facilities Manager presented the report setting out the principle behind adopting an approved contractors list.

Discussion points included

- The approved contractors list gives opportunity to carry out a quote / assessment process in advance, to then be able to justify using from the approved list – setting a limit of the size of contract for which they will be used: £2,500
- The need to ensure that local contractors are aware of the opportunity to join the list
- References need not be necessary provided that competency can be proved
- Agreed that the application form and details be published on the website.

**RESOLVED** - that

1. the compilation of an Approved Contractors List be approved and for it to be used in conjunction with Standing Orders and Financial Regulations to procure services; and
2. the appended form be approved as the vehicle for identifying companies that should be added to the Approved Contractors List

R.229 **SUGGESTED CHANGE TO VACANT POST**

The Facilities Manager reported that a recent resignation had left a vacant post on the establishment of the Council (Maintenance / Traffic Control / Environmental Enforcement). The post had been reviewed in the light of the evolving work of the town council, increased facilities and increased need for maintenance work to be carried out.

By increasing the element of maintenance work carried out on the council's facilities, the aim was to reduce the need to call in contractors and so to carry out works in a cost effective way. A job description had been drafted and it was also suggested that the type of contract could be reviewed, with consideration of a minimum hours contract recommended.

It was suggested to bring a fully costed report to the first meeting of Finance & General Purposes Committee (an extra meeting to be held on 7 June).

During discussion the following points were raised:

- How to achieve splitting the maintenance and services roles utilising the budget available
- The aspiration to increase the amount of maintenance work carried out through an increase in hours
- Considering the plan for facilities works in the coming year
- Add training to the job description
- Noted that traffic control and dog patrol duties will be carried out by staff in the support services team
- The rate of pay would be based on comparisons with similar posts in the local council sector.

**RESOLVED** – that

1. it be agreed in principle to the changes to the post, to appoint on a fixed hours / minimum hours contract and to regularise the working time; and

2. a fully costed proposition be brought to an additional meeting of the Finance & General Purposes Committee on 7 June 2016

In considering the vacancy, Members noted with gratitude the role that Mr Perkin had played with the Council, with dedicated service across a range of areas, from traffic control, beach patrols and the improvements, repairs and decoration of the Guildhall and other Council properties. It was agreed that the Mayor action a way to make the Council's appreciation on his retirement.

R.230 CCTV

The Chairman reported on the recent decision of the Council not to pursue CCTV at this moment and the media coverage and further representations to the council since that date. A meeting with the Fire Service had established the potential costs of installing CCTV for St Ives.

The report circulated prior to the meeting set out details of the costings and letters of support for CCTV from the local police.

During discussion it was noted that:

- The town council represents the community and needed to justify the expenditure of council tax raised from across the whole parish
- As a council, to represent views it could be considered important to listen and to explore potential ways of providing a CCTV system
- Noted the money spent on the town centre, including significant amount of funds spend on the public conveniences
- If the town council was willing to contribute a justifiable amount, then it would likely only be possible to fund the whole system if organisations across the town were also able to contribute financially, with a suggestion that PubWatch and the Police could help to fund, along with St Ives BID's stated offer of £10,000 in principle towards capital costs of installation
- Considered the data provided by the Police
- Noted that St Ives was a low crime area and so questioned the purpose of installing CCTV
- Considered alternative options to prevent and detect crime, with a preference towards police patrols.
- Whether the costs of monitoring could be reduced if less hours of monitoring were commissioned
- Noted the town council's Street Marshal initiative piloted last year and due to continue this year, noting that if funding were allocated to CCTV it would be taken from the Street Marshal budget.

**RECOMMENDED** – to Council that a meeting be convened further dialogue be held with potential partner organisations to establish whether sufficient funding could be drawn together in the town to fund a CCTV system, and to ask whether reduced monitoring would reduce charges. When organisations have stated their potential contribution, a report to be presented to the next scheduled meeting of this committee, with the potential for the town council's contribution to be £4,000 – the community safety budget figure for 2016 / 2017 (in lieu of paying for street marshals).

R.231 FINANCE REPORT

The Clerk presented the finance report circulated prior to the meeting, along with a summary exception report. It was noted that the income and expenditure against the budget for the year was largely satisfactory and Members thanked the Finance Officer and the rest of the finance team for their tireless efforts to ensure that accounts were up to date and accurate. Points of note:

Within the facilities budget, where income was below that budgeted, there was a general correlation with a decrease in expenditure  
The paperless planning expense should be listed under the Administration budget  
The invoice for rent for the Huers Hut needed to be issued  
It would be necessary to ensure sufficient provision for the 2017 elections.

RESOLVED – that the report be noted.

R.232 HANDOVER OF DECORATIVE LIGHTS – UPDATE

The Chairman reminded the committee that St Ives BID had agreed to take on the decorative lights and the Clerk reported that that they were seeking clarification on the permissions needed before taking them on. Town Council officers had provided BID with full information and assistance to help ensure a smooth handover process.

RESOLVED – that the report be noted.

R.233 GRANTS APPLICATIONS

Applicant - St Ives Fishing Community Association

Purpose – Towards the cost of a new set of (secondhand) paddles for the SIFCA GRP rowing gig ‘Sloop’

Consideration – the value of the project to the community.

Recommendation – that a grant of £600 be awarded for the use set out in this application.

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Applicant – St Ives Community Orchard and Nature Reserve Group

Purpose – maintenance of orchard, container for tools, more trees, bramble control, open days, management plan, advertising.

Consideration – the value of the work of the community orchard group to the local community and the improvements being made to public land.

Recommendation – that a grant of £1,000 be awarded for the use set out in the application

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Applicant – St Ives Pilot Gig Club

Councillor Nicholls declared an interest in this item as a Trustee and withdrew from the meeting during its consideration.

Purpose – to purchase 9 lifejackets for the juniors

Consideration – Noted the funds held by the group, whilst acknowledging the value of the work of the club.

Applicant – that a grant of £300 be awarded for the use set out in the application.

**RECOMMENDED** – to Council that the grant funding be awarded as set out above.

R.234 **ARRANGEMENTS FOR INTERNAL AND EXTERNAL AUDIT**

The Town Clerk presented the report on the process to be followed for the external audit and internal audit following completion of the year end accounts.

RESOLVED – that the actions of officers in the preparation of the end of year accounts be noted, and that it be confirmed that the internal auditor who carried out the internal audit last year be appointed to conduct the internal audit 2015 / 2016, for the same fee as the previous year.

R.235 **FINANCIAL RISK ASSESSMENT**

The Chairman presented the Clerk's report, noting that there were a range of financial risks facing the town council and that these had all been considered and captured in the financial risk assessment.

Following consideration, it was

RECOMMENDED – to Council that the Financial Risk Assessment be approved and adopted.

R.236 **REVIEW OF THE SCHEME OF DELEGATION**

The Clerk reported that the Council's scheme of delegation sets out the delegated powers to Committees, Sub-Committees and Officers and that a review was due as the committee structure for the coming year was to be altered and in view of changes in senior officer posts.

During discussion a number of minor amendments were agreed.

**RECOMMENDED** – to Council that the Scheme of Delegation be adopted, incorporating the amendments agreed at this meeting, to be implemented from the date of the Council meeting (21 April 2016).

R.237 **APPROVAL OF SCALE OF CHARGES 2016/2017**

Councillor Andrewes declared an Interest in this item due to his links with the Farmers Market,

and withdrew from the meeting during consideration of this item.

Members considered the Scale of Charges document which incorporated all the previously agreed charges to be implemented from 1 April 2016, drawn together in a single document. It was noted by Members that each of the charges had been fully considered by the Facilities Committee.

**RECOMMENDED** – to Council that the Scale of Charges 2016 / 2017 be approved as circulated.

R.238 **DIRECT PAYMENT OF SALARIES – UPDATE**

Members noted the Clerk’s report setting out the steps taken towards moving away from cheques to pay staff. Members noted the update and stated their support in completing the system in the near future.

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

R.239 **TRAINING FOR COUNCILLORS – ESSENTIAL SKILLS FOR THE 21<sup>ST</sup> CENTURY COUNCILLOR**

Members considered the information circulated and questioned whether this particular training was the most suitable.

It was agreed that it would be helpful to look into compiling a training package for town councillors.

**RESOLVED** – that the funding of £45 for the training be approved, but that the travel fees would not be covered as the course was not considered strictly relevant to the work of the town council.

R.240 **CORRESPONDENCE**

The correspondence circulated was noted (thank you letters for grants from St Ives Foodbank and St Ives Jumbo Association).

R.241 **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.242 **REVIEW OF FEES FOR DEVOLUTION PROJECT WORK AND REFURBISHMENT OF WEST PIER (Paragraph 3)**

The Clerk reported that the devolution project work was due to be reviewed in order that adjustments to the fees be agreed at a level to reflect the work carried out, acknowledging that whilst work on open spaces had only moved forward to initial proposal stage, there had been considerably more work carried out on the devolution of the Island Centre than originally envisaged. Similarly, the scope of works for West Pier public conveniences had changed following the recruitment of the Facilities Manager and appointment of a CDM Principal

Designer.

RESOLVED – that the Devolution Project Manager be invited to meet with the Chairman of the Devolution Panel, the Mayor and the Town Clerk to discuss, in order to arrive at a level of fee acceptable to both parties.

R.243 HR SUPPORT REVIEW (Paragraph 3)

The Clerk reported that quotes had been sought for HR support services, in line with the recent recommendation arising from the organisational review.

RESOLVED – that the decision on HR support contract be delegated to the Town Clerk in consultation with the Chairman and Vice-Chairman of the Resources / Finance & General Purposes Committee.

R.244 DEBTORS AND CREDITORS REPORT, AND WRITE OFF OF BAD DEBTS, IF NECESSARY (Paragraph 3)

Members considered the report circulated prior to the meeting and the Clerk provided an update on invoices paid since the report was produced.

Agreement was sought to cancel the invoices for two hires which had been cancelled: CH0226 and CH0274

Agreement was sought to write off bad debts for invoice numbers: V082 (£5), 0037 (£20) and 0207 (£40)

RESOLVED – that the report be noted and that the write-off's listed at the meeting be approved.

R.245 AGENDA ITEMS FOR NEXT MEETING

Three year financial plan

Performance Management System

Meeting closed at 9.32 pm

Chairman