

Minutes of the Meeting of the Resources Committee, St Ives Town Council held in the Committee Room, The Guildhall, St Ives on Tuesday 18 February 2016 at 7.00pm.

PRESENT

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

COUNCILLORS

Andrewes T	Parsons A
Garrood H	Tanner J
Mitchell A	Williams T
Nicholls C	

OFFICERS

Town Clerk  
Facilities Manager

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

R.207 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Resources Committee meeting held on 1 December 2015.

R.208 CHAIRMAN’S ANNOUNCEMENTS

Two additional items had been included on the agenda in view of urgency. The reports would be considered following the exclusion of the press and public: Re-designation of job titles; and Job Description for Facilities Manager.

R.209 DECLARATIONS OF COUNCILLOR AND OFFICER INTERESTS (INCLUDING REASONS THEREOF)

Councillor Taylor declared an Interest in Minute R.213 (Grants – May Day), as a member of the Rotary Club of St Ives, and withdrew from the meeting during consideration of this item.

Councillor Andrewes declared an Interest in Minute R.222 (Debtors and Creditors) in relation to items noted but not debated.

Councillor Tulley declared an Interest in Minute R.215 (Decorative Lights) as a member of the Decorative Lights Association and withdrew from the meeting during consideration of this item.

Councillor Mitchell declared an Interest in Minute R.213 (Grants: St Ives BID) as a member of St Ives BID by virtue of being the town council’s representative – not a part of the controlling mind of the organisation.

R.210 **TOWN CLERK'S UPDATE REPORT**

The Clerk invited questions on any recent committee decisions, none were raised.

R.211 **FINANCE REPORT**

The Finance Report figures had been circulated prior to the meeting, Members considered the overview report circulated at the meeting, and the summary of the Council's performance against the budget for the year as presented by the Committee Chairman.

There was concern expressed that the town council had paid more in PRS payments than the fees received, the Clerk explained that a number of PRS fee payments were expected and a further update would be given at the next scheduled meeting of the committee.

**RESOLVED** – that the finance report be noted and that the underspend in year in the 'dog enforcement' budget line be re-allocated to 'services & project staff costs', for the underspend from 'tools and equipment, services & projects' to be reallocated to 'uniforms, projects & services' and for the remainder to be drawn from the general reserve fund.

R.212 **REVIEW OF SCHEME OF DELEGATION**

The Clerk advised that a revised draft of the Scheme of Delegation was not yet ready for consideration. It was noted that there would be two aspects to the review – the delegations to officers and delegation of powers to committees. This review was necessary in view of the recent appointment of a senior officer and following the adoption of recommendations from the recent staffing and structure review.

**RESOLVED** – that this item be deferred to the next scheduled meeting of the Resources Committee.

R.213 **GRANTS APPLICATIONS**

Applicant: St Ives Jumbo Association – to provide access road hardstanding and timberwork to barn.

Consideration: support of this valued local community organisation, the number of people to benefit, whether grants should be used for access to a building,

Recommendation: – to grant £500 to the Jumbo Association for the purpose set out in the application

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Applicant: St Ives Business Improvement District – to seagull proof the lamp posts around St Ives Harbour

Councillor Mitchell declared that he was the non-voting town council representative on the BID Board, and so not part of the controlling mind of the organisation. He remained in the room but did not vote on this item.

Consideration: supportive of the move which is in line with the town council's efforts to reduce the seagull nuisance. Noted that funds held by BID were allocated to projects

Recommendation: to grant £535 to St Ives BID for the purpose set out in the application.

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Applicant: St Ives Fishing Community Association – towards the cost of a new set of (second-hand) paddles for the SIFCA CRP rowing gig 'Sloop'

Consideration: No accounts received with the application

Recommendation: to defer this item pending receipt of financial information.

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Applicant: St Ives Foodbank – to assist in increasing hours and location of services provided by the Foodbank.

Consideration: a worthy project. Concern that there was a need for a foodbank in the area, but supportive of the project.

Recommendation: to award the amount requested (£762) for the purpose set out in the application.

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Applicant: The Rotary Club of St Ives – towards the organisation of May Day celebrations in St Ives, Monday 2 May

Consideration: noted that in previous years there had been some concern at surplus funds circulated after the event. There had been a previous intention that surplus funds should be held over to the following year. Surplus funds had apparently been circulated to other worthwhile organisations.

Recommendation: to award a grant of £500 this year, with a note that if there is a surplus from May Day, an amount be reserved from these funds in readiness for future years. Also a suggestion to meet to discuss plans for future years

**RECOMENDED** – to Council that the grants be awarded as set out above.

R.214 **THREE YEAR FINANCIAL PLAN**

The Clerk reported that the council had previously agreed to start to work to a three year financial plan, to give a longer view to the financial planning of the town council and assist with the funding of projects, setting of the Precept, etc. Each of the committees were being asked in the first instance to set out the broad budgetary increases / decreases expected in the coming three years.

With regard to budget areas covered by the Resources Committee, the following points were raised:

Market House rental income expected to rise with inflation  
Significant property maintenance works to be funded from the Property Reserve  
Administration – might be a need for further increase as more devolution projects are taken on.  
Huers Hut – the aim is to raise more revenue and so this should be built into the plan.

**RESOLVED** – that the principles set out above form the basis of the detailed figures to be included in the draft financial plan to be presented to the next scheduled meeting of the Resources Committee.

R.215 **HANDOVER OF DECORATIVE LIGHTS**

Councillor Mitchell reported that the St Ives BID had agreed to take on responsibility for the decorative lights. It had been noted that the town council had previously offered £1,000 to accompany the transfer of the lights, should the organisation taking them on need to remove them at some point in the future. BID had also considered whether the town council would be willing to offer £250 per annum towards the additional insurance cost, to help make this a tripartite agreement.

Members were pleased to note that the future operation of the lights had been secured and noted the significant work of the volunteers of the Decorative Lights Association in their fundraising efforts and for the work they had put into the project to date.

**RECOMMENDED** – to Council that the legal transfer of the decorative lights to the St Ives BID be approved and that a financial contribution of £1,000 be transferred towards their upkeep or to retain as funding towards removal of the lights should this prove necessary at a later stage.

R.216 **TIMETABLE OF MEETINGS 2016/2017**

This item was referred directly to Council, with the proposed dates to be circulated prior to the next meeting of the Council.

R.217 **CORRESPONDENCE**

None.

R.218 **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.219 **IT AND TELEPHONES UPGRADE FOR TOWN COUNCIL OFFICES** (Paragraph 3)

The Clerk circulated a report setting out the need to upgrade both the IT and phone systems of the town council, the process followed to date in seeking recommended options and quotes, and

a number of considerations, including indicative costings.

Members considered the report and noted that it was important to achieve a system fit for purpose (for staff using the system and for Councillors and the public wishing to make contact and seek information). There was concern expressed that the council needed to be assured that best value had been achieved in sourcing an IT and telephones solution.

**RESOLVED** – that the Clerk, Visit St Ives Manager and Facilities Manager meet with Councillors Andrewes and Tulley to further work through the quotes and specifications to narrow down to one or two preferred options, and then to seek advice from an IT consultant on the chosen solution and the quote received. This working group to be open to any other interested Councillor.

R.220 **MARKET HOUSE REPAIRS** (Paragraph 3)

Members considered the report circulated by the Facilities Manager. He advised that the guttering was due to be better attached and that the leak in the roof needed to be fixed. It was noted that the present guttering was in good condition and could continue with adequate fixings, albeit heavier than a plastic alternative.

It was viewed as a matter of urgency to replace the screws fixing the guttering in place, and making good any areas of the guttering which currently leak.

The Facilities Manager was considering options for scaffolding or other options for working at height.

**RESOLVED** – that the Market House guttering be fixed as soon as possible, using stainless steel screws, using the best identified means of working at height on the guttering and for the roof repairs.

R.221 **H R SUPPORT REVIEW** (Paragraph 3)

This item was deferred to the next meeting of the Resources Committee.

R.222 **DEBTORS AND CREDITORS REPORT, AND WRITE OFF OF BAD DEBTS** (Paragraph 3)

The debtors and creditors report circulated prior to the meeting was considered. It was noted that a number of payments had been received in the time between the report being produced and this meeting.

The Clerk advised on a bad debt to be written off, and 2 invoices to be cancelled.

**RECOMMENDED** – that Invoice CH0013 be written off, and for the invoices made out to Kidz R Us dated 26/07/14 and 4/12/15 be cancelled.

R.223 **ADDITIONAL REPORTS – STAFFING ITEMS** (Paragraph 3)

Members were advised that following the recommendations of the recent staffing and structure review it had been agreed to re-designate the following job titles:

Assistant Town Clerk to become Support Services Manager (this was now possible as a job description had been recommended for approval by the Staffing Committee)

Clerical Officer to become Finance Officer (to better reflect the actual duties carried out)

Clerical Assistant to become Administration Assistant (to better reflect the actual duties carried out)

**RECOMMENDED** – to Council that the job titles for the three posts set out above be re-designated with immediate effect, upon approval by the Council on 25 February.

The Clerk reported that a brief job description had been approved for the post of Facilities Manager and that it was appropriate to review this more fully to reflect the reality of the post now that a post-holder had been appointed, and to give the same level of information for the forthcoming job evaluation of the post, as for the other posts to be job evaluated.

A draft job description was circulated at the meeting and it was noted that there may be amendments suggested once Members had had opportunity to read through fully.

**RECOMMENDED** – to council that the revised job description for the Facilities Manager be approved in principle, with any amendments able to be suggested prior to the next meeting of the Council where it will be presented for approval.

Meeting closed at 8.55 pm

Chairman