

Minutes of the Meeting of St Ives Town Council held in The Council Chamber, The Guildhall, St Ives on Thursday 14<sup>th</sup> December 2017 at 6.00 pm

PRESENT

Chairman – Councillor S Tanner  
Vice-Chairman – Councillor J Symons

COUNCILLORS

Andrewes T	Hughes K (until 8.30pm)
Chard C (until 8.24pm)	Lait R
Garrod H	Mitchell A
Glanville R	Nicholls C
Griffin J	Tanner J
Harris A	Tulley R
Henry R	Williams T

OFFICERS

Town Clerk  
Support Services Manager

A MINUTE'S SILENCE was held as a mark of respect following the recent death of former Town Mayor, Chris Cocklin.

100. APOLOGIES FOR ABSENCE

None.

101. REPORTS FROM COMMUNITY ORGANISATIONS

None.

102. REPORTS FROM CORNWALL COUNCILLORS AND/ OR THE COMMUNITY LINK OFFICER

The written reports received from Cornwall Councillors Taylor and Robinson were circulated at the meeting. Councillor Mitchell presented his verbal report.

Matters raised with the Cornwall Councillors in attendance included the works now underway on the wall above the station car park, and concerns at the proposals of Cornwall Council to drastically cut the budget provision for Citizens Advice Bureaux.

103. PUBLIC SPEAKING

A local business owner spoke on behalf of businesses, landlords and residents in support or reinstating the public realm CCTV system. Reasons given included the reduced police presence on the streets, fear of crime, violence and shoplifting.

104. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that, in response to the interest shown by members of the public with regard to the agenda item on CCTV, consideration of the relevant recommendation from the

Finance & General Purposes Committee would be brought forward to earlier in the meeting.

There would be two additional reports, included on the agenda in view of urgency:

- New Year's Eve security considerations
- Application of the Seal of the Council (St Ives Museum Trust document)

105. DECLARATIONS OF MEMBER/OFFICER INTERESTS

Councillors Nicholls, Tulley and Williams each declared an Interest in Minute 107 (use of the concert hall for Christmas Day community dinner), as trustees of the St Ives Community Fund, and withdrew from the meeting during consideration of that item.

106. REQUESTS FOR DISPENSATION

None.

107. MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Meetings of the Council held on 6 November and 13 November.

108. TOWN CLERK'S UPDATE REPORT

The Clerk's update report had been circulated prior to the meeting.

Members agreed that Minute 30 of the meeting of the 29 June 2017 be updated to say that this matter had been completed. (Pedestrian signage: that the town council agree to work with St Ives BID and be joint sponsor of the pedestrian signage scheme; and that advice be sought on whether the town council would be able to comment on the planning application, when re-submitted.)

RESOLVED – that the report be noted.

109. CORNWALL COUNCIL LOCAL BOUNDARY REVIEW – CONSULTATION EXERCISE

It was reported that the Local Government Boundary Commission for England was in the process of reviewing the ward boundaries for Cornwall Council, and that the views of local councils had been invited as part of the consultation process.

The town council's boundary review working group had met and Councillor Harris presented his report on the recommendations of that group. In addition, he provided an update on a meeting held earlier in the day with representatives from neighbouring councils where the potential for a combined response had been considered.

The report included a draft consultation response.

Following discussion, it was

RESOLVED – that the draft response to the Local Government Boundary Commission for England be approved and submitted as the council's consultation response.

110 CCTV – APPROVAL OF ANNUAL MAINTENANCE AND MONITORING CONTRACT

The Finance and General Purposes Committee had considered a report which set out the options available with regard to maintenance and monitoring contracts for the agreed public realm CCTV system, including to join the Cornwall Fire and Rescue Service (CFRS) system. Alternative systems had been considered, in the context of seeking best value and compliance with Financial Regulations.

During discussion at the Council meeting, the following points were raised:

- The town council had previously committed a capital contribution to the installation of a new CCTV system, and that the funding committed by St Ives BID and the Office of the Police Crime Commission was based on the town council's original expression of interest, utilising the CFRS system at Tolvaddon and expecting a comparative level of monitoring currently provided to the other town councils in the consortium type arrangement
- The CFRS system worked from a central control centre, can be accessed by the emergency command centre, had the ability to link with the proposed ShopNet system, is linked to the West Cornwall police radio network and is a network set up in response to a consortium approach by other local town councils.
- Concerns were expressed that by not carrying out a competitive tender process for the contract, the town council had not been able to guarantee value for money from the monitoring contract.
- The amount of monitoring to be provided under the contract was questioned, on the basis of being excessive for the needs of St Ives
- Concerns about any hidden costs that might be incurred at a later date.

Following debate, it was

RESOLVED – that

- 1) The committed £7,500 for the supply and installation of the camera system, previously approved by Council, be allocated from Reserves;
- 2) The Council will proceed with the Cornwall Fire and Rescue Service consortium approach and so to sign up to the CFRS contract on the basis of Option 2 of the quote circulated with the report; and
- 3) Budget provision of £9,129 be made for the maintenance and monitoring of the public realm CCTV system in 2018/2019, acknowledging that this would be the first year of a seven year contract.

Councillor Chard requested that her name be recorded as voting for the resolution.

111. APPROVAL OF LIVING WAGE RATES FROM NOVEMBER 2017

The Town Clerk reported that, while the council had previously approved the principle that a number of members of staff on the Living Wage Foundation rate of Living Wage, the intention of the council with regard to application of annual increases needed to be clarified.

It was noted that the Living Wage Foundation announced annual increases each year in early November on the basis that they would be implemented at some point at or before the start of the following financial year.

Following consideration, it was

RESOLVED – that

- 1) the Council confirms the intention that member of staff on the Living Wage Foundation rate of Living Wage will receive an automatic pay increase each year (as decided by the Living Wage Foundation)
- 2) the Living Wage pay increase will be implemented from 1 April each year
- 3) a referral is made to the Finance & General Purposes Committee to consider the town council becoming an accredited Living Wage Foundation employer.

112. BUDGET PROVISION – USE OF RESERVES AGREEMENT NEEDED IN THIS FINANCIAL YEAR

The Town Clerk had sought approval for an authorised budget overspend/use of reserves, to cover the additional costs associated with upgrading the accounting system (in terms of additional staffing costs and the cost of a new accounts package).

RESOLVED – that the authorised budget overspend/use of reserves for the necessary costs associated with the upgrade of the accounts system be approved.

113. PROPOSED AMENDMENT TO FINANCIAL REGULATIONS

Councillor Glanville had proposed a motion to amend the council’s Financial Regulations in relation to the level of Reserves to be held by the council.

During consideration it was noted that this was an important issue and deserved full consideration in an appropriate forum, and so it was

RESOLVED – that this item be referred to the next scheduled meeting of the Finance & General Purposes Committee, with full report to include advice from the Responsible Finance Officer.

114. REVIEW OF FINANCE REGULATIONS AND STANDING ORDERS

The Town Clerk advised that the further detail required had not been prepared in time for this meeting, and so it was

RESOLVED – that this item be referred to the Finance & General Purposes Committee.

115. BUDGET AND PRECEPT 2018/2019

The Town Clerk’s report referenced the comprehensive report presented to the most recent meeting of the Finance & General Purposes Committee along with the budget as drafted at that stage, following the usual initial input from each of the standing committees. A number of amendments had been agreed by the Finance & General Purposes Committee, and a number of issues raised for further review.

As the detailed budget had only been circulated shortly before the Council meeting, in order to give sufficient time for full consideration of the proposed budget before final decision, it was

RESOLVED – to adjourn this item to be considered at a reconvened meeting on 11 January 2018.

116. INTRODUCTION OF POLICE LIAISON GROUPS

Town and parish councils have been invited to appoint a representative to the Police Liaison Groups being established by the newly appointed Police Inspector, Nicholas Clarke.

RESOLVED – that Councillor Hughes be appointed as the representative on the Police Liaison Group, and for Councillor Nicholls to be appointed as the deputy.

117. FREE LET OF CONCERT HALL FOR CHRISTMAS DAY COMMUNITY DINNER

Councillors Tulley, Nicholls and Williams each declared an interest in this item and withdrew from the meeting during its consideration.

Members considered the request for the concert hall to be made available as a free let to the volunteers working with the Town Fund to provide a Christmas Day Dinner for those in the community who wished to attend.

RESOLVED – that the hall be granted as a free let, and the volunteers organising the event be commended for their efforts.

118. RENEWAL OF MEMBERSHIP SUBSCRIPTION – SOCIETY OF LOCAL COUNCIL CLERKS

The Clerk reported on the annual subscription which was due for renewal. In answer to a question she confirmed that the society provided sector specific professional advice and each year had proved to provide value for money.

RESOLVED – that the annual subscription to the SLCC be paid.

119. TIMETABLE OF MEETINGS 2018/2019

The draft timetable of meetings for the coming year had been circulated prior to the meeting.

RESOLVED – that the timetable of meetings 2018/2019 be approved.

120. EDWARD HAIN HOSPITAL (STANDING ITEM)

Councillor J Tanner paid tribute to the former chairman of the League of Friends, Chris Cocklin.

Councillor Mitchell reported on a recent meeting of an action group attended by the local MP and advised that there had been productive talks held.

RESOLVED – that the updates be noted.

121. COMMITTEE REPORTS

To receive and consider the **Committee Minutes** as reports of the following committee meetings:

- (1) Planning Committee – 9 November and 7 December 2017
- (2) Community & Environment Committee – 26 October 2017
- (3) Facilities Committee – 2 November and the reconvened meeting of this committee held on 6 November 2017
- (4) Finance & General Purposes Committee – 23 November 2017

- (5) Committee Recommendations – set out in the Committee Minutes and in the Schedule attached.

RESOLVED – that the Minutes of the committee meetings set out above be received.

Note – all budget recommendations were deferred, to be considered at the reconvened meeting of the Council to be held on 11 January 2018.

Upon considering the remaining committee recommendations, it was:

RESOLVED – that in response to the recommendation of the Facilities Committee, up to £25,000 be vired from the Library & Information Service budget 2017/2018 for the redesign and refurbishment of the retail and information area of the library, if the town council receives a satisfactory response from Cornwall Council with regard to the repair and maintenance works

RESOLVED – that in response to the recommendation of the Finance & General Purposes Committee, the council purchases the preferred financial management system, including purchase order and phased budget module, with the intention that the system will be ready for use in the 2018/2019 financial year or earlier if possible.

122 REPORTS FROM COUNCILLOR REPRESENTATIVES ON OUTSIDE BODIES

Councillor Henry reported on the work of the Workstation CIC, explaining that they are following due process in their efforts to secure the building required for the project. It was noted that the disruption to bus services had been poorly communicated but this was not due to the CIC. He raised some concerns regarding the need for care in communications and publicity, with town councillors urged to follow protocol and for communications with the CIC to be directed through the town council representatives.

123. CORRESPONDENCE

None.

124. SCHEDULE OF ACCOUNTS

RESOLVED – that

- 1) payments made since the last meeting totalling £105,722.95 be approved;
- 2) credit card payments made since the last meeting totalling £3,686.74 be approved; and
- 3) the accounts listed totalling £20,249.69 be paid.

125. EXCLUSION OF THE 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 the 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.”

126. LEGAL NEGOTIATIONS FOR THE REDEVELOPMENT PROJECT AT PORTHMEOR CAR PARK PUBLIC CONVENIENCES (Paragraph 3)

The Town Clerk's brief report advised that a delay in the ongoing negotiations and legal agreements had led to this item had been included on the agenda in case there was a need for urgent decision. The Clerk gave a further verbal update at the meeting.

**RESOLVED** – that this matter be adjourned to the 11 January 2018 meeting of the Council.

Councillor Chard left the meeting at this point.

127. **STARTING SALARY SCALE – FINANCE OFFICER** (Paragraphs 1, 2 & 3)

Members considered the Town Clerk's report which set out relevant information and the recommendation of the Clerk (as line manager), and the Chairman of the Finance & General Purposes Committee, following which it was

**RESOLVED** – that the Finance Officer's salary be set at the scale as detailed in the report.

Councillor Hughes left the meeting at this point.

128. **NEW YEAR'S EVE**

Further to previous decisions on the steps to be taken by the town council to mitigate the potential risk to public safety by implementing a road closure on New Year's Eve, the Council had been asked to consider taking steps which had, last year, been carried out by the police.

During discussion, it was noted that the town council carried out a specific role in helping to ensure that regular vehicles would not access the town centre streets by implementing the road closure but that there was no further obligation on the town council to take further action.

Councillor Mitchell gave an undertaking to meet with relevant officers and Councillors at Cornwall Council to establish what steps that authority would be able to take to mitigate remaining risks.

**RESOLVED** – that the town council will not issue instruction for any vehicles to be parked for security measures.

129. **APPLICATION OF THE SEAL OF THE COUNCIL**

The Town Clerk reported that the St Ives Museum Trust document was to be signed by the Mayor and should also have the Seal of the Council applied.

**RESOLVED** – that the Seal of the Council be applied to the St Ives Museum Trust document.

Meeting adjourned at 8.37 pm

Chairman