

Minutes of the Annual Meeting of St Ives Town Council held in the Council Chamber, Guildhall on Wednesday 19 May 2021 at 6.pm

PRESENT

Chairman – Councillor K Arthur (Town Mayor)

Vice-Chairman – Councillor S Tanner (Deputy Town Mayor)

COUNCILLORS

Beveridge J

Messenger K

Ryall

Bradford R

Mitchell A

Tanner S

Dale A

Hodson C

Taylor L

Harris T

Hynes S

Wells

OFFICERS

Town Clerk, Minute Taker and Mace Bearers

11. APOLOGIES FOR ABSENCE - were received from Councillor Luke Rogers

12. DECLARATION OF MEMBER/ OFFICER INTERESTS

None

13. CHAIRMAN'S ANNOUNCEMENTS

- The Mayor stated that the Town Clerk would be sending a letter to thank the councillors that are standing down. Some councillors are leaving after 20 years in office.
- Guidance on face-coverings was re-stated: face coverings should be worn when entering the Guildhall and Council Chamber but may be removed when councillors were seated.
- New Councillors were advised of the protocol for full Council meetings – that Councillors should indicate they wished to speak by raising their hand and stand to address the meeting.

14. APPOINTMENT OF COMMITTEES

Nominations for Committee membership for the year had been circulated with the agenda and the Clerk referred Council to the table at Appendix A. The position was that there were no vacancies on the Finance & General Purposes or the Community & Environment Committees. Other Committees and working groups had vacancies. In response further Councillor nominations were approved as follows:

Staffing: Councillors Arthur, Dale and Wells

Facilities: Councillors Wells, Messenger and Ryall

Health & Safety Working Group: Councillor Wells, Harris and Dale

The Chairman stated that Committee membership could be reviewed, once all Chairmen were in place and additional Councillors co-opted.

RESOLVED - that subject to the above amendments, the Committees be appointed as set out.

15. APPOINTMENTS TO OUTSIDE BODIES

Nominations for appointments to outside bodies for the year had been circulated with the agenda. A number of amendments were proposed as follows:

The Town Clerk clarified that being a representative of the Council on an outside organisation differed from serving as a Council nominated trustee on a charitable trust. After nomination, charity trustees held their positions as individuals with legal responsibilities, set out in law and as such, continued in office until they stepped down. There were, however, a number of vacancies on local trusts including the museum and the Clerk would write to the members about them following the meeting.

Council then reviewed the list of outside representatives to address queries, over subscription and vacancies. The following amendments were made:

CALC: Councillor Harris noted that Cornwall Association for Local Councils (CALC) had been omitted and should be added as he has been the representative. The Clerk would follow up.

Coastal Communities (CCT): The Town Clerk advised that this was a councillor with responsibility to monitor a live project (the St Ives Workstation) which had a funding allocation, rather than an organisation per se. As such Council elected not to appoint a representative

Community Network Panel: Although any councillor could attend, councillors must be nominated, in order to cast a vote. Councillor Arthur would be the nominated representative as mayor.

Cornwall Community Flood Forum: Council elected not to appoint a standing representative but would provide details of meetings to all councillors.

Friends of Edward Hain: The Mayor would represent the Council

Hayle Day Care Centre: The Mayor would represent the Council

Lelant Village Hall Committee: Councillor Hynes would deputise for Councillor Harris

Library Partnership Board: The Town Clerk confirmed that in the light of a request from the board, terms of reference were due to be reviewed at the next Facilities Committee.

Penwith 50plus: The Council would wait for a request for a representative

Plastic Free St Ives: Councillor Dale Lead; Councillor Bradford Deputy

Police Liaison Group: Councillor Beveridge

September Festival: Leads Councillor Ryall and Beveridge, Deputy Councillor Hodson

St Ives Archive: Councillor Harris

St Ives Youth Council: to be removed as this had been disbanded

St Ives BID Board: Councillor Messenger

St Ives Climate Action Group: Lead Councillor Ryall; Deputy Councillor Dale

St Ives Harbour Stakeholder group: Mayor

St Ives in December: Lead Councillor Tanner; Deputy Councillor Ryall

Tate Gallery Advisory Council: Councillor Hodson

Tate Gallery Community Liaison Group: Councillor Hynes

Town Twinning and Friendship: Councillors Beveridge, Harris, Wells

Town Deal Board: The Mayor

West Penwith Local Action Group: Councillor Wells, subject to the Town Clerk confirming that this was required.

West Cornwall CCTV: Lead Councillor Harris, Deputy Councillor Dale

West Cornwall Healthwatch: Lead Councillor Arthur, Deputy Councillor Bradford

West Cornwall Local Development Group: Councillor Harris

The Town Clerk reminded members that there was a standing agenda item to enable

councillors to feedback from any organisation on which they were represented and this was encouraged.

RESOLVED - that subject to the above amendments, the appointments to outside bodies be made as set out.

16. **APPROVAL OF BANK SIGNATORIES**

The Town Clerk confirmed that the Mayor and Deputy Mayor were the primary bank signatories but it was good practice to have additional signatories in case of emergencies. This process had been revised to reflect the majority of payments being on-line. It no longer required Councillors to be available to sign multiple cheques but required them to be able and willing to respond to regular email requests to review and authorise payments (with an occasional cheque to be signed).

It was proposed that former Mayor Councillor Harris be retained as a signatory. In addition, Councillor Messenger due to his availability and proximity.

RESOLVED - that:

- i) The primary Councillor bank signatories for 2021-22 were the Town Mayor and Deputy Mayor with Councillors Harris and Messenger as substitutes to be reviewed, following the election of the Chairman of the Finance and General Purposes Committee
- ii) The officer bank signatories for 2021-22 to be Town Clerk (Proper Officer) and RFO (s151 Officer), with the Finance Officer to be a signatory in case of emergency.

17. **MINUTES**

Minutes moved and passed

RESOLVED – that, that the Chairman signs as a true and correct record the Minutes of the Meeting of the Council held on: 15th April 2021 and the Annual Council held on the 17th May 2021

18. **UNCONTESTED ELECTIONS AND PROPOSALS TO CO-OPT TO COUNCIL VACANCIES**

The Town Clerk informed members that following the elections, there were still two town councillor vacancies which must be filled in June 2021. Subject to Council resolving to fill the vacancies by co-option, officers would advertise the vacancies with immediate effect. Candidates would be invited to attend Council on the 10th of June to give a short presentation prior to selection by secret ballot.

RESOLVED – that the Council fill the vacancies in the Lelant and Halsetown wards by co-option, in accordance with the Council's adopted co-option policy.

19. **REVIEW OF ARRANGEMENTS FOR COUNCIL AND COMMITTEE MEETINGS TO ENABLE A RETURN TO PHYSICAL MEETINGS**

The Town Clerk explained the legal context for the necessity of returning to physical meetings. Following COVID security risk assessments, it was possible for all Council meetings to take place in the chamber. But this provided very little scope for public attendance which was a legal requirement of all Council meetings (included those committees to which decision making was delegated). The Council needed to agree a solution to ensure that meetings remained in public. There were two options; either to host

meetings in the concert hall or to invest in a live-streaming system for the Chamber. A single quote had been received and, based on the value, a further two would be required. Based on the initial quotation, this could be funded from the election reserve which had not been required.

Responses to members' questions, were as follows:

- CALC were clear that the court case and the legislation did not permit councillors to attend meetings remotely
- The public could comment on a live stream but a public speaking contribution would be limited but requests to speak could be accommodated at physical meetings
- The rules would not apply to working groups and panels which had no decision making powers. In addition, it would not apply to any meeting, such as Staffing Committee, where all agenda items were confidential.
- One quote had been received for the hardware. The Council's current broadband provision would need to be assessed at the same time.

The Council debated the report and the following summarises the comments made:

- the Concert Hall was impractical: there were issues with the acoustics without a pa and it may be booked for events. There was also a legal requirement that the meeting venue should not have an alcohol licence.
- Livestreaming was good practice generally and would also enhance audio quality for the public and Councillors, especially for those with impaired hearing.
- If the pandemic was brought under control, members of the public should be encouraged and invited to attend in person.

RESOLVED - that all public meetings of the Council should be held in the council chamber, together with the installation of a live stream system, to ensure that meetings are accessible to members of the press and public.

20. TO CONSIDER MATTERS PROGRAMMED FOR ANNUAL REVIEW UNDER STANDING ORDERS

The Town Clerk advised that, under Standing Orders a number of items needed to be reviewed annually. There were two categories, as set out in the report. The first included those which must be reviewed and confirmed at annual council. Others were capable of being reviewed later in the year. She advised that some of these (for example a review of the complaints policy) would be considered at the next meeting of the Finance & General Purposes Committee.

In response to a query about the Council's asset register and insurance, the Town Clerk explained that some assets were required to be valued in a specific way under local councils accounting practice guidance. For example, civic regalia or items gifted to the Council historically were recorded as community assets valued at £1. The Council's recent internal audit report required it to make some amendments to the asset register information (including market valuations) and these would be considered at Finance and General Purposes Committee. The Council's insurers fully understood the requirements of asset registers but were also supplied with regular market valuations to ensure that the Council's insurance was adequate.

In terms of property assets, the Clerk confirmed that not all Council properties were registered. First registration was a process which was often required for local councils' historic assets and this was being progressed with the Council's legal advisors and land registry currently.

RESOLVED - that the Council

- i) Confirms that it is eligible to exercise the General Power of Competence for the next four year term.
- ii) Notes arrangements for insurance are in place
- iii) Notes the regular time and date of meetings of the Council.
- iv) Adopts a revised scheme of delegation
- v) Confirms no changes to the terms of reference for committees
- vi) Adopts revisions to Financial Regulations and Standing Orders
- vii) Notes agency arrangements with other local authorities
- viii) Notes the updated asset register
- ix) Notes the annual subscriptions as set out
- x) Notes the timetable for reviewing policies and procedures under 5l.viii to 5l.xi above

21. COMMITTEE REPORTS

The Council received and considered the following committee minutes:

- 1) Planning Committee – 22 April 2021

RESOLVED – that the minutes of the committee meetings set out above be received and, subject to the above amendments, the resolutions therein be approved.

Meeting closed at 7 pm

Chairman