



ST IVES TOWN COUNCIL
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TWINNED WITH STADTALLENDORF

Issued: 3 November 2022

The Town Mayor and Members of St Ives Town Council

You are hereby summoned to attend a Meeting of St Ives Town Council to be held in the **Town Hall on Wednesday 9 November 2022 at 7.00 pm.**

Proper Officer Locum Clerk Diane Bayliss

AGENDA

The Town Mayor's Chaplain will say Prayers prior to the start of the Meeting.

- C94.00 APOLOGIES**
To receive and note apologies for absence.
- C95.00 DECLARATIONS OF INTEREST**
To receive Declarations of Disclosable and/or Non-disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.
- C96.00 POLICE MATTERS**
To welcome Sgt. Andy Caruana and receive information from the new local Policing Team.
- C97.00 COUNTY COUNCIL MATTERS**
To receive update from Councillor Kevin Reynolds on County Council matters including Active Travel plans for The Broadway
- C98.00 PUBLIC PARTICIPATION**
A maximum of 15 minutes in total is permitted for members of the public to address the Council in accordance with the Town Council's approved Public Participation Policy. Each participant will be limited to 3 minutes in which to make their comments. Comments will be summarised in the minutes.
- C99.00 MINUTES**
To confirm as a correct record the Minutes of the Meeting held on 12 October 2022 (copy herewith).
- C100.00 TOWN MAYOR'S ANNOUNCEMENTS**
- C100.01** To receive engagement lists for July, August and September 2022 (copy herewith).
- C100.02** To receive verbal report from the Town Mayor on future Protocol Training.

- C101.00 COMMITTEE AND GROUP REPORTS**
To receive Minutes from the following Committees and consider any recommendations arising (copies herewith):
- C101.01 Amenities Committee**
Minutes of the meeting held on 26 October 2022.
- C101.02 Planning Committee**
Minutes of the Meetings held on 12 and 26 October 2022
- C101.03 Property Committee**
Minutes of the Meeting held on 26 October 2022.
- C101.04 Norris Trust**
Minutes of the Meeting held on 19 October 2022
- C102.00 ST IVES MASTERPLAN**
To receive and consider data from recent survey, together with resident comments (copies herewith).
- C103.00 REVIEW OF COUNCIL POLICIES**
To review several updated Council policies (copies herewith):
- Standing Orders
 - Press and Media Procedure
 - Financial Regulations
 - Code of Conduct
 - General Privacy Notice (GDPR)
 - Safeguarding Policy
 - Terms of Reference (Council)
 - Equality and Diversity/Equal Opportunities
 - Community Engagement Statement of Intent
- C104.00 LOCAL HIGHWAYS INITIATIVE FUNDING**
To note that the application process is now active and to consider areas for possible improvement which could be put forward (copy herewith).
- C105.00 CHANGE OF ESTATE AGENCY**
To note the engagement of a new estate agency company (copy herewith).
- C106.00 ROLLING PROGRAMME**
To receive Rolling Programme (copy herewith).
- C107.00 ORDERS FOR PAYMENT**
Will be issued at a future date.
- C108.00 BANK RECONCILIATION STATEMENT**
Will be issued at a future date.
- C109.00 BUDGET REPORT**
Will be issued at a future date.
- C110.00 CCTV REPORT**
- C111.00 DISTRICT COUNCIL MATTERS**
To receive an update from the Chairman of Huntingdonshire District Council.

**Minutes of the Meeting of St Ives Town Council
held on Wednesday 12 October 2022 in the Town Hall, St Ives**

Present:

Town Mayor: Councillor P Pope

Councillors: C Smith, R Chapman, A Thompson, M King, M Setchell, M Mallol Wright, B Luter, M Gleadow, C Morgan, L Valla

In attendance:

Responsible Officer: D Bayliss

Locum Clerk: M Price

St Ives Cares Coordinator: J Jenner

St Ives Eco Action: H Dye

Democratic Officer: S Rawlinson

PRAYERS

The Town Mayor's Chaplain said prayers prior to the commencement of the Meeting.

ST IVES CARES

The Town Mayor welcomed Jane Jenner and Helen Dye to the meeting.

The St Ives Cares project was a follow on from Neighbourhood Cares. During the pandemic a support hub was formed when it was realised that there was no central information point and that lots of services were coming from outside of the town.

The project sought to co-ordinate support networks and support local people in living well.

St Ives had more senior citizens than the national average – 27% of the 17,000 population were aged over 60. A main aim of St Ives Cares was to keep people living independently for longer.

Recruitment was needed now to take the project to the next stage. Involvement from councillors was sought with the hope that they would become involved in case work relative to their wards.

If any members wished to participate they should contact the coordinator, Jane Jenner.

The Town Mayor thanked Mrs Jenner and Ms Dye for their presentation and for all the work they had put into the project.

C76.00 APOLOGIES

Apologies for absence were received from Councillors N Wells, M Burke, S Mokbul and J Kerr (HDC commitment) and from Councillors P Hussain and J Tiddy (both personal).

C77.00 DECLARATIONS OF INTEREST

Agenda Item C85.00 – Councillor M Setchell – non pecuniary interest as Chairman of the FLAG Committee.

C78.00 PUBLIC PARTICIPATION

Agenda Item C80.00 - The Chairman of the Neighbourhood Plan Group stated that the proposals put forward in the St Ives Masterplan were unlikely to disappear completely and could re-surface in some form in the future. It was important, therefore, that a Neighbourhood Plan was put in place which could protect the things that residents most valued.

In a consultation the previous year, there was 75% support for the reduction of cars and pedestrianisation in the town centre; a possible innovation hub had also received support and there had not been much opposition to development around the bus station site.

Chairman's
Initials

He expressed the hope that townspeople would think in a positive way about the things they would like to see in the town in future.

C79.00 MINUTES

The minutes of the meeting held on 13 July and the Extraordinary Meeting held on 28 September 2022 were agreed as a correct record and signed by the Town Mayor.

C80.00 PARISH MEETING

Members were in receipt of minutes of the Parish Meeting to discuss the St Ives Masterplan held on 5 October.

- RESOLVED:**
- C80.01** that the minutes be received and noted.
 - C80.02** that authority be delegated to the Planning Committee on 26 October to compile the final submission on the Masterplan to HDC.

C81.00 TOWN MAYOR'S ANNOUNCEMENTS

Members received the engagement list for the Mayor and Deputy Mayor.

The Town Mayor thanked all those who had involvement with the town event held to commemorate the funeral of Her Majesty the Queen.

C82.00 COMMITTEE REPORTS

Members were presented with the Minutes of the following meetings, which were received and noted:

- C82.01 Amenities Committees** held on 27 July and 28 September 2022.
- C82.02 Planning Committees** held on 13 July, 27 July, 10 August and 28 September 2022.
- C82.03 Personnel Committee** held on 10 August 2022.
- C82.04 Property Committee** held on 27 July 2022.
- C82.05 Norris Trust** held on 20 July 2022.

C83.00 APPLICATIONS FOR FINANCIAL ASSISTANCE

C83.01 St Ives Library

RESOLVED: that the sum of £550 in support of the Children's Summer Reading Scheme be granted.

C83.02 Cambridgeshire Older People's Enterprise (COPE)

RESOLVED: that the sum of £1,000 to support the Group's work in the community be granted.

C84.00 APPOINTMENT OF WARD COUNCILLORS

The three co-opted Members were allocated to wards.

RESOLVED: that Councillor Valla represent the West Ward; Councillor M Gleadow the North Ward and Councillor M Setchell the South Ward.

C85.00 ST IVES FLOOD PLAN

Members gave consideration to the formal adoption of the draft Flood Plan.

It was considered that several additions to the Plan should be made over time, such as:

- Working with St Ives Cares to improve communication with senior citizens who may not have internet access
- Linking with the Neighbourhood Plan on the issue of building on flood plains

Chairman's
Initials

- Researching natural flood management issues
- Discussing with HDC whether sustainable drainage could be incorporated into land in its ownership

The Town Mayor thanked everyone involved in the production of the Plan which he expected would be regularly looked at and updated.

RESOLVED: that the Council formally adopt the draft Flood Plan.

C86.00 LHI - ERICA ROAD FOOTPATH IMPROVEMENT

Members were in receipt of revised proposals for improvement of the Erica Road footpath.

The previous scheme which featured a raised table and considerable widening had proved to be too expensive and a scaled down version had been produced.

RESOLVED: that the proposed plans be approved in principle and the County Council be asked to provide costings for the scheme.

C87.00 ROLLING PROGRAMME

The Rolling Programme was received. It was noted that the period for deferral of Corn Exchange roof works should read 'Summer 2023'.

RESOLVED: that the Programme be received and noted

C88.00 ORDERS FOR PAYMENT

RESOLVED: that the Schedule of Orders for Payment is received and noted.

C89.00 BANK RECONCILIATION STATEMENT

RESOLVED: that the Statement be received and noted.

C90.00 BUDGET

An apparent overspend of £18k on Christmas Lights was noted. The Locum Clerk explained that this was due to the timing of the receipt of payment from the Lights Committee. The Finance Officer and himself would look into ways of resolving the situation in future years.

RESOLVED: that the Budget Report be received and noted.

C91.00 POLICE MATTERS

A report from the new Police Inspector for Huntingdonshire was received and noted.

C92.00 COUNTY COUNCIL MATTERS

No report was received.

Members were keen to hear from County Councillors for St Ives, particularly regarding the proposals for changes in The Broadway.

RESOLVED: that an invitation to every Council Meeting be sent to County Councillors for St Ives in advance of the meeting, requesting either their attendance or a report on County activities relating to the town.

C93.00 DISTRICT COUNCIL MATTERS

No report as all representatives were attending the HDC Council meeting that evening.

Town Mayor:

Dated: 14 December 2022

Chairman's
Initials

**TOWN COUNCIL MEETING
14th September 2022**

FUNCTIONS ATTENDED BY THE TOWN MAYOR AND THE DEPUTY MAYOR

MAYOR Cllr Phil Pope

1 st July	USAF Alconbury Independence Day Celebrations	RAF Alconbury
1 st July	Spring Common Take Over Day Norris	Norris Museum
2 nd July	St Neots Armed Forces Day Opening Ceremony	St Neots
4 th July	Opening of new premises for The Courier Company	Eddison Road St Ives
8 th July	Digital Take Over Day	Norris Museum
9 th July	St Ives Carnival	St Ives
9 th July	Royal British Legion Concert	Free Church St Ives
10 th July	St Ives Music Festival	Hill Rise St Ives
11 th July	Memory Lane	Burleigh Hill Community Centre
13 th July	St Ivo Award Presentation Evening	St Ivo School
14 th July	Meeting Anglia in Bloom Judges	Norris Museum
14 th July	St Ives in Bloom Lunch	The Corn Exchange
15 th July	Flabbergast Theatre Company Presents Macbeth	The Corn Exchange
16 th July	Vicky Grant Dance Show	Burgess Hall
18 th July	Opening of The Original Factory Shop	Cooperative St Ives
19 th July	Rotary Club Dinner	Slepe Hall
22 nd July	Wizard of Oz performance by the Youth Theatre	Burleigh Hill Farm St Ives
22 nd July	Alice in Wonderland	Ely Cathedral, Dean's Garden
24 th July	Opera on The Waits	Methodist Church St Ives
25 th July	Change of Command Ceremony	RAF Alconbury
31 st July	Mayor's Charity Cricket Match	St Ives Rugby Club
11 th Aug	Magical Musicals Summer School Show	Burgess Hall
25 th Aug	Darby & Joan	The Corn Exchange

DEPUTY MAYOR Cllr Nic Wells

21 st July	High Sheriff's Summer Garden Party	Sawston Hall, Sawston

**TOWN COUNCIL MEETING
12th October 2022**

FUNCTIONS ATTENDED BY THE TOWN MAYOR AND THE DEPUTY MAYOR

MAYOR Cllr Phil Pope

3rd Sept	St Ives Flower and Produce Show	The Corn Exchange
3rd Sept	St Ives Rugby Club Families Day	St Ives Rugby Club
4th Sept	March Town Armed Forces Fair	West End Park, March
4th Sept	The Mayor's Charity Football Match	Ivo Centre, St Ives
5th Sept	Rotary Ukrainian evening	The Corn Exchange
8th Sept	RAF Wyton Annual Reception	RAF Wyton
8th Sept	Town Team two minute silence	The Corn Exchange
9th Sept	Rotary Charter evening two minute silence	Free Church
11th Sept	Reading of The Proclamation	The War Memorial, St Ives
13th Sept	2 nd Sea Scout cubs book of condolence	Holt Island
14th Sept	Sensory Well being event and presentation of Book of Condolence	Eden Place Care Home
14th Sept	Beavers Ceremony and Book of Condolence	Holt Island
14th Sept	Kick Wreath Laying	War Memorial
14th Sept	Explorers Ceremony and Book of Condolence	Holt Island
16th Sept	Scouts Ceremony and Book of Condolence	Holt Island
16th Sept	Dream Drops Childrens Charity Wreath Laying	War Memorial
17th Sept	St Ives Jazz and Blues Festival 2 minute silence	Floods
18th Sept	Service of Remembrance for HM The Queen	All Saints Church, St Ives
19th Sept	Two minute Silence for HM The Queen & Wreath laying	War Memorial, St Ives
19th Sept	Queens Funeral community showing and meal for the lonely	The Corn Exchange
21 st Sept	Magpas Base Tour	Alconbury Weald
23 rd Sept	Collection of the Floral Tributes	War Memorial, St Ives
24th Sept	Presidents VP's Lunch	St Ives Rugby Club
25th Sept	Higham Ferrers Civic Service	Higham Ferrers
25th Sept	Collation of Rev Richard Harlow	Wisbech
26th Sept	Reading and Challenge Celebration Ceremony	St Ives Library
29th Sept	Darby & Joan Harvest Festival	The Corn Exchange

DEPUTY MAYOR Cllr Nic Wells

4th Sept	Mayor of Wisbech Charity Afternoon Tea	The Secret Garden, Wisbech
18th Sept	Service of Remembrance for HM The Queen	All Saints Church, St Ives
19th Sept	Two minute Silence for HM The Queen & Wreath laying	War Memorial, St Ives
26th Sept	Reading and Challenge Celebration Ceremony	St Ives Library

**Minutes of the Meeting of the Amenities Committee of St Ives Town Council
held in the Town Hall on 26 October 2022**

Present:

Chairman: Councillor M Burke
Vice Chairman: Councillor S Mokbul

Councillors: C Smith, N Wells, R Chapman, M Mallol Wright, J Tiddy, M King,
P Pope (ex officio)

In attendance:

Councillor: M Setchell
Locum Clerk: M Price
Democratic Officer: S Rawlinson

A55.00 APOLOGIES FOR ABSENCE
All Members were in attendance.

A56.00 DECLARATIONS OF INTEREST
None.

A57.00 PUBLIC PARTICIPATION
None.

A58.00 MINUTES

RESOLVED: that the Minutes of the Meeting held on 28 September 2022 be agreed as a correct record and signed by the Chairman.

A59.00 ROLLING PROGRAMME

RESOLVED: that the rolling programme be received and noted.

A60.00 BUDGET

RESOLVED: that the budget report be received and noted.

A49.00 OUTDOOR GYM

The Locum Clerk informed members that he had held discussions with the Amenities Manager at HDC regarding the siting of gym equipment on land in HDC ownership.

The only issue raised was a possible increase in vehicles at Hill Rise Park. The car park had just 12 spaces and they would not wish to encourage people using the equipment to park on Hill Rise itself.

They were currently focusing on improvements at Hinchingbrooke Park but agreed to get back to the Locum Clerk with a response within the next few months.

RESOLVED: that the information be received and noted.

Chairman's
Initials

A62.00 FARMERS' MARKET

The Chairman reported an incident which occurred at the Market on 15 October when a gazebo belonging to a trader was swept up by a gust of wind and landed in a tree.

Members were greatly concerned by this incident and it was agreed that procedures and practices and the general management of the Farmers' Market be reviewed as a matter of urgency.

A62.01 that the information is received and noted

A62.02 that a comprehensive review of Farmers' Market management practices be undertaken.

The Chairman agreed to keep Members informed of progress in this matter on an ongoing basis.

A63.00 APPLICATION FOR USE OF COUNCIL LAND

A request had been received for the use of Warner's Park by a local coffee company.

It was unclear from the request in which months he was proposing to operate.

A63.01 that the application be received and noted

A63.02 that a decision on the application be deferred pending receipt of further information on dates and timings

Chairman:

Dated:

23 November 2022

**Minutes of the Meeting of the Planning Committee of St Ives Town Council
held in the Town Hall on Wednesday 12 October 2022**

Present:

Vice Chairman: Councillor C Smith

Councillors: R Chapman, A Thompson, M Gleadow

In attendance:

Proper Officer: D Bayliss

Locum Clerk: M Price

Democratic Officer: S Rawlinson

PL48.00 APOLOGIES

An apology was received from Councillors N Wells and J Kerr (HDC commitment) and Councillor J Tiddy (Personal).

PL49.00 DECLARATIONS OF INTEREST

No declarations were made.

PL50.00 PUBLIC PARTICIPATION

The Civic Society of St Ives made the following comment:

Application 22/01698/FUL – The proposed extensions are out of scale with the street scene and will have an adverse effect on adjacent properties. The application should be refused.

PL51.00 MINUTES

RESOLVED: following amendment to show that Councillor Gleadow had given apologies, that the Minutes of the meeting held on 28 September 2022 are confirmed as a correct record and signed by the Vice Chairman.

PL52.00 PLANNING APPLICATIONS

Consideration was given to the following applications:

PL52.01 22/01156/FUL

Changing the use of the building from a storage warehouse to a garage/MOT station. Moving a roller shutter door from one side of the building to a more central position in order to gain more height for larger vehicles

**8E Harding Way
St Ives**

RECOMMENDATION:

Approval Subject to

The installation of a permeable tarmac surface should a new surface need to be applied

PL52.02 22/01698/FUL

Proposed two storey extension to the side and rear of the property, extension above the existing porch

**10 Albemarle Road
St Ives**

Chairman's
Initials

RECOMMENDATION:**Refusal**

Overdevelopment

This is an area of high velocity surface water and the development would result in the loss of ground water seepage

PL52.03**22/01710/FUL**

2 storey rear and first floor side extension

2 Windsor Close**St Ives****RECOMMENDATION:****Approval**

Appropriate scale of development

In keeping with other extensions in the area

PL52.04**22/01871/TRCA**

Felling a 1 metre by 8 metre area of growth, consisting of two elder trees, four small hawthorns, and a small holly and small yew tree. Felling a second area of privet hedge, measuring 1 metre by 3 metres.

21 Robbs Walk**St Ives****RECOMMENDATION:****Refusal**

Would prefer to see pollarding rather than felling

PL52.05**22/01925/FUL**

Erection of Electric Vehicle Charging Hub and associated infrastructure

Abbey Retail Park**Harrison Way****St Ives****RECOMMENDATION:****Approval Subject to**

Any new surfaces being permeable

PL53.00**DEVELOPMENT MANAGEMENT COMMITTEE**

Application 21/01948 – Change of use from (A1) retail to taxi business (sui generis) following the expiry of the temporary consent (18/00326) 14 Crown Street

This application was to be discussed at the Committee on 17 October.

RESOLVED: that Councillor Smith attend the Committee and speak against approval of this application.

Chairman:

Dated: 26 October 2022

Chairman's
Initials

**pMinutes of the Meeting of the Planning Committee of St Ives Town Council
held in the Town Hall on Wednesday 26 October 2022**

Present:

Chairman: Councillor N Wells
Vice Chairman: Councillor C Smith

Councillors: M Gleadow, C Morgan, R Chapman, J Tiddy, AThompson, P Pope (ex officio)

In attendance:

Locum Clerk: M Price
Democratic Officer: S Rawlinson

PL54.00 APOLOGIES

An apology was received from Councillor J Kerr (Personal).

PL55.00 DECLARATIONS OF INTEREST

No declarations were made.

PL56.00 PROPOSED NEW MOORING – THE HOW DEVELOPMENT

A resident living close to the How Development addressed the meeting.

He had contacted the developer to ask if they had consent for the removal of trees and the installation of a fence on the Thicket path. The response had been that they had consent and that the land from the How site to the river was in their ownership.

Further investigation had established that this was not the case – no consent had been applied for or given and the How development site ended on the far side of the Thicket Path and did not extend to the river.

No application to the District Council for the removal of trees or the erection of a fence had been made.

The resident had lodged a Freedom of Information request to have sight of correspondence between the District Council and the developers.

The Chairman thanked the resident for attending and for conducting extensive research into this matter.

There was a lot of public feeling about the matter and the long-established St Ives Rowing Club had expressed concerns about boats departing a mooring in that area which they frequently used. The Chairman and the Locum Clerk had raised planning enforcement complaints with HDC.

The Chairman reported that the HDC planning enforcement team were actively investigating the matter.

PL57.00 PUBLIC PARTICIPATION

None.

Chairman's
Initials

PL58.00 MINUTES

RESOLVED: the Minutes of the Meeting held on 12 October 2022 were agreed and signed by the Chairman.

PL59.00 PLANNING APPLICATIONS

Consideration was given to the following applications:

PL59.01 22/01232/FUL

The removal of the existing shopfront and installation of a new shopfront
3 Station Road
St Ives

RECOMMENDATION: **Approval**
 No adverse impact on street scene resulting from the changes.

PL59.02 22/01952/TREE

Fell Sycamore Tree as is infected with what appears to be Kretzschmaria deusta
4 Bury Close
St Ives

RECOMMENDATION: **Approval Subject to**
 Confirmation from the Arboricultural Officer that the tree is actually diseased.
 Would wish to see replacement with a suitable tree or trees.

PL59.03 22/02126/FUL

Proposed single storey front, rear and side extensions, replacement windows and doors and cladding to the front.
101 Ramsey Road
St Ives

RECOMMENDATION: **Approval**
 Appropriate scale of development for the site.

PL59.04 22/02133/TRCA

T1 - Aspen Poplar - Fell due to risk of failure
The Waits
St Ives

RECOMMENDATION: No comment as this is the Council's application.

PL59.05 22/02136/TRCA

T1 - T15 - Lime Trees - Removal of basal epicormics. T16 - Sycamore - Crown raise to approximately 2m from ground level. T17- Hornbeam - Removal of dead branch overhanging the footpath. Crown raise limb near white bridge to approximately 2m from ground level
Parish Church
Church Street
St Ives

RECOMMENDATION: No comment as this is the Council's application.

PL59.06

22/02146/FUL

First floor extensions to the rear and front of dwelling
63 Needingworth Road
St Ives

RECOMMENDATION:

Refusal

Overdevelopment.

The plans appear to show the creation of several separate dwellings within one structure.

PL59.07

22/80308/COND

Discharge of Conditions 4 (Noise mitigation strategy) for 22/01230/PIAPA
4 Meadow Park
Meadow Lane
St Ives

RECOMMENDATION:

Noted. No additional comments on this application.

PL60.00

DEVELOPMENT MANAGEMENT COMMITTEE

Application 21/01948 – Crown Street taxi business

The Vice Chairman had attended the Committee meeting on 17 October where the above application was discussed.

He had expressed the Council's objections to the proposal. The concerns had been noted but the DMC considered that having a taxi rank was beneficial to the night-time economy of the town. The level of additional parking in Crown Street would be the same as that by people using takeaways.

The Chairman expressed the hope that HDC would request enforcement to prevent parking on pavements.

Chairman:

Dated:

9 November 2022

Chairman's
Initials

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 26 October 2022**

Present:

Chairman: Councillor C Smith

Vice Chairman: Councillor M Setchell

Councillors: M Burke, R Chapman, M Mallol Wright, J Tiddy, B Luter, M King, P Pope (ex officio)

In attendance:

Locum Clerk: M Price

Democratic Officer: S Rawlinson

PR12.00 APOLOGIES FOR ABSENCE

All Members were in attendance.

PR13.00 DECLARATIONS OF INTEREST

Councillor M Burke – Agenda Items PR18.0 and PR21.00 - non pecuniary interest as a Trustee of the Burleigh Hill Centre.

Councillor C Smith – Agenda Items PR18.0 and PR21.00 - non pecuniary interest as a member of the Burleigh Hill Centre committee.

PR14.00 PUBLIC PARTICIPATION

No members of the public were in attendance.

PR15.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 27 July 2022 are agreed as a correct record and signed by the Chairman.

PR16.00 MAINTENANCE UPDATES

PR16.01 General Property and Maintenance Update

RESOLVED: that the report be received and noted.

PR16.02 Property Maintenance Schedule

RESOLVED: that the Schedule be received and noted.

PR17.00 BUDGET

RESOLVED: that the budget report be received and noted.

PR18.00 BURLEIGH HILL CENTRE – WORKS TO FLOOR

A request had been received from the trustees for the release of £2,000 to pay towards the cost of flooring works at the centre.

Chairman's
Initials

The Locum Clerk stated that there was currently £1,000 in the Centre's budget which could be released if Members agreed. He would investigate whether £1,000 from the previous year had been placed in reserves.

RESOLVED: **PR18.01** that £1,000 be made available to the trustees of the Centre to pay towards the cost of flooring works

PR18.02 that the Locum Clerk report back to Members on the availability of the additional £1,000 requested.

PR19.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED: that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

PR20.00 FIRE RISK ASSESSMENTS

Consideration was given to quotations received for fire risk assessments to be conducted at the Town Hall, Norris Library and Warner's Park Pavilion.

RESOLVED: that the quotation of Jackson Fire and Security Limited in the sum of £1,462.50 be accepted.

PR21.00 BURLEIGH HILL CENTRE

PR21.01 Replacement of consumer unit

Consideration was given to quotations received for the replacement of the consumer unit at the Centre.

RESOLVED: that the quotation from St Ives Electrical Contractors in the sum of £1,090 be accepted.

PR21.02 New Fire Alarm System

Consideration was given to quotations received for the installation of a new fire alarm system at the Centre.

RESOLVED: that the quotation from Jackson Fire and Security Limited in the sum of £3,090 be accepted.

PR22.00 WARNER'S PARK PAVILION

Consideration was given to quotations received for electrical works and installation of emergency lighting at the Pavilion.

An acceptable quotation had been received but it did not include a breakdown of costs to demonstrate that the figure stated covered all aspects of the work.

RESOLVED: that a decision on this matter be deferred and the contractor requested to provide a detailed breakdown of costs for consideration at the next meeting of the Committee.

PR23.00

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

RESOLVED: that the confidential business having been concluded, the Press and the Public be re-admitted to the meeting.

Chairman:

Dated: 25 January 2023

Chairman's
Initials

**NOTES OF A MEETING OF THE NORRIS LIBRARY AND MUSEUM TRUST GROUP
held at the Town Hall on 19 October 2022**

Present:

Chairman: Councillor M King

Vice Chairman: Mrs B Flanagan

Members: A Thompson, C Morgan, A Abraham, J Tiddy, L Valla

In attendance:

Museum Director: C Hardy

Democratic Officer: S Rawlinson

NT11.00 APOLOGIES

Apologies for absence were received from Mr P Faupel and Councillors N Wells, M Setchell, C Smith, J Kerr.

NT12.00 DECLARATIONS OF INTEREST

No declarations were made.

NT13.00 MINUTES

The Minutes of the Meeting held on 20 July 2022 were agreed and signed by the Chairman.

NT14.00 DIRECTOR'S REPORT AND ROLLING PROGRAMME

Members were in receipt of Report and Programme.

The Director reported that the Kick Youth Project had delivered three workshops earlier that day to Museum staff and the Town Mayor. The programmes were good enough to be integrated into the St Ives Visitor Strategy. It was hoped to run future workshops with a wider audience.

The Museum had recently been tidied, creating further space for acquisitions.

The Bridge Chapel was to be opened up to visitors in a bid to fund-raise. There had been 750 visitors to the Chapel over Heritage Weekend. Chapel donations would be kept separately from general Museum donations.

Members were reminded of the private viewing the following evening. The Director would send out invitations much earlier in future but she was always happy to show members around the exhibition if they could not make the viewing.

A VAT refund scheme was open for applications. The Director would speak with the Finance Officer to determine what, if any, level of VAT was paid directly by the Museum.

RESOLVED: that the report and rolling programme be received and noted.

Chairman's
Initials

NT15.00 ACQUISITION OF THE MUDDY HOARD

The Museum had not yet received further information about the acquisition.

Members received a report detailing the decision, taken by delegated authority, on 17 August to progress acquisition of the hoard.

RESOLVED: that the actions of the Chairman, Director and Locum Clerk to progress the acquisition via delegated authority be ratified.

NT16.00 POST OF COMMUNITY OFFICER

The post had been created by a Lottery Fund grant. Funding was originally for two years but had been extended by a further year. Now the funding had ended it was necessary to look into ways to finance and retain the post. The Trust had undertaken to fund the post until July 2022.

The Director considered it essential to retain the post. Arts Council funding had been investigated but that source provided only 12.5% of turnover and further avenues were now being explored.

RESOLVED: NT16.01 that the information is received and noted

NT16.02 that a discussion on possible sources of funding be held at the Interim Meeting in December.

NT16.03 that the Director provide Members with a staffing structure, although this was continued within the Forward Plan and also a breakdown of the income which could be generated by the Community Officer post.

NT17.00 FINANCIAL INFORMATION**NT17.01 Bank Reconciliation**

RESOLVED: that the Bank Reconciliation be received and noted.

NT17.02 Budget

RESOLVED: that the budget report be received and noted.

NT17.03 Paid Accounts

Comment had been made that the Museum ought to be sourcing equipment and supplies locally as far as possible rather than from national online retailers.

Members agreed that this was not always possible, especially at short notice and wished to minute their support for Museum staff to continue to source items appropriately and economically dependant upon the circumstances.

RESOLVED: that the paid accounts schedule be received and noted.

NT17.04 Repayments to SITC

RESOLVED: that the repayments be received and noted.

NT18.00 FURTHER BUSINESS

Security and Insurance

The Director confirmed that the Museum was fully alarmed and had undergone a recent check. There were four keyholders who could be contacted in the event of an alarm being triggered (Councillors Wells and Pope and the Director and Deputy Director). The Director also had remote access to the CCTV system.

Any high value items would be placed in a high security case which would trigger immediate police response if tampered with. It was not necessary to increase insurance premiums to house the hoard.

Adopt an Object

The Director would shortly be promoting an 'Adopt an Object' campaign whereby visitors and residents would pay between £25 and £250 per object, dependant upon its value. Adoptees would receive a certificate which could be gifted if they so wished. The campaign would go live after October half term.

Chairman:

Dated: 18 January 2023

Chairman's
Initials

Cattle Market- Yes 18/28 Pontoon Yes 17/28 Town Centre- Yes 17/28

Do you support the changes?

Forms	Cattle Market	Pontoon	Town Centre	Comments
1	yes	yes	yes	
2	yes	yes	yes	All looks great and next generations will benefit from changes we make today.
3	yes	yes	yes	
4	yes	yes	yes	
5	yes	yes	yes	
6	no	no	maybe	Green Space. No vehicles and no ability for people to park illegally.
7	no	no	maybe	Would it be limited access/pedestrian zone? 10-4pm? Delivery vehicle access? Prefer pedestrian only, but disabled access? Parking nearby?
8	no	no	maybe	a few more trees in town, less cars, more room for market stalls, more benches, more bike stands, free parking for 1 hour and free parking on market days?
9	yes	yes	yes	
10	yes	yes	yes	
11	yes	yes	yes	
12	no	no	no	
13	no	yes	no	
14	no	no	no	
15	yes	no	no	An outside forum for kids, A town history trail from dark ages to present, strategic pontoons, much more social seating, A statue to an image of St Ivo.
16	yes	maybe	yes	If it floods items will be everywhere!
17	yes	yes	yes	
18	yes	yes	yes	
19	yes	yes	yes	
20	yes	yes	yes	
21	yes	yes	yes	
22	yes	yes	yes	
23	yes	yes	yes	
24	yes	yes	yes	
25	no	no	no	
26	no	no	maybe	properly built guide hut in place of the wooden one, girls deserve better
27	maybe	maybe	no	refer to form for comments
28	no	no	maybe	



ST IVES TOWN COUNCIL

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TWINNED WITH STADTALLENDORF

COMMENTS ON ST IVES DRAFT MASTERPLAN

These comments represent combined comments from the Town Council, the St Ives Neighbourhood Plan Team and local residents.

The St Ives Neighbourhood Plan Working Group is developing a Neighbourhood Plan for St Ives and is currently developing policies for a public consultation. The issue of the HDC strategy for St Ives is an important document that needs to be integrated into the Neighbourhood Plan.

General comments

- There are many ideas that align with the emerging policies and ideas in the forthcoming St Ives Neighbourhood Plan however many details need to be worked out if the Masterplan is to deliver on some of its aims and objectives
- The Neighbourhood Plan could include policies that support these ideas with conditions to address the concerns listed below
- The evidence to support the financial assessment of the various schemes needs to be provided along with any assumptions made
- There are no proposals for the Broadway and the east of the town. Without intervention, this part of the town will decay with fewer shops and facilities.
- The Council is disappointed that there was not more consultation with local stakeholders during the production of this report. This would have produced a better document and avoided some of main comments and errors that are detailed below. HDC must improve consultation going forward.
- The modern styling of the proposed new buildings is totally out of keeping in an historic market town.
- What is the purpose of this consultation as some actions shown in the Indicative Programme have apparently already begun?
- Can HDC confirm the estimated £14.69 million will be available for this project?

Intervention SI1 – Quayside

- In principle, the idea of enhancing the Quay and the river frontage to attract more people is supported, however there are major concerns regarding the current proposals as noted below.
- What discussions were held with Environment Agency and river users (GOBA: Great Ouse Boating Association) regarding the new large pontoon in that position?
- Concern about the loss of moorings and, hence, loss of visitors to the town.
- The pontoon will interfere with navigation routes – arches either side of the chapel on the bridge are used for navigation and any pontoon needs to be a distance of the bridge to allow boats to steer clear of it.
- It is noted that the Environment Agency do not recommend swimming in the river due to presence of blue green algae that poses a health risk to swimmers. Additionally, river levels are on average 3-4 feet and therefore unsuitable for swimming.

- Concerns about the eco effects on the river of the proposed Lido.
- Who will maintain it and clean the bird droppings which will inevitably cover the pontoon.
- Future development of ideas to enhance this area will require:
 - Assessment of the visual and physical impact on the existing Quay structure
 - Agreement with the EA being obtained
 - Confirmation that the proposal does not impact on the safe navigation for river users
 - Provision of access to properties along the Quay and adjacent roads during construction and use
 - The scheme will require a detailed safety risk assessment covering river and Quay users
 - Environmental impact assessment
 - Details of future ownership and maintenance arrangements

Intervention SI2 – New public square

- In principle, pedestrian priority for the Market Square and Pavement is supported
- Proposals for a managed workspace/café are supported
- Crown Street is not currently open to traffic and would need a detailed safety assessment if this was to be used for traffic on a regular basis
- Vehicle access is required to properties in the south east corner of the Market Square including the Royal Mail sorting office which requires constant access. The Free Church requires regular vehicular access for weddings, funerals and disabled worshippers. Perhaps the pedestrian area could be moved to the other side of Market Hill although access is needed to shops on the north side of the square.
- The impact on the regular Monday, Friday and Bank Holiday markets needs to be assessed and the current proposal will restrict the number of stalls. The markets are a major draw to the town and if the markets decline, the impact will be counter to the aims of the strategy.
- The town centre is currently used for an annual fair. Consultation is required with the Showman's Guild over future arrangements.
- The town centre is currently used for the annual Remembrance Day service and parade. The layout will need to be reviewed with the Royal British Legion who arrange this event
- A planning submission has already been submitted for the former Barclays Bank building to convert upper levels into flats – another property may need to be chosen.
- The former Poundstretcher shop may be suitable. An assessment is required to understand the likelihood that this unit would be relet as a single shop. Conversion into smaller units with entrances on Market Road may be feasible and would activate the frontage on Market Road and help link to the Innovation Hub and existing shops to the west of the Town
- The images included in the strategy do not provide clear indication of the pedestrian and shared spaces and will likely be confusing for partially sighted people. A full accessibility and human factors study will be required.

Intervention SI3 Innovation and Incubator Hub

- Proposals for new development in the former cattle market are supported subject to the issues below being addressed:
- An innovation and incubator hub are supported subject to a detailed financial assessment being provided to show demand for such a facility. A social hub where local community support groups could operate and provide services to the local population could also be a suitable use for the site.
- The current scheme does not create a clear route and visual link between the existing Market Square and the shops to the west of the town.

- Any new development shall be required to demonstrate social benefit to the town.
- The existing antiques / auction site and pop up shops behind are popular and attract visitors to the town. These facilities should be maintained or new facilities provided in any scheme.
- The existing guide hut is a useful community facility and alternative arrangements should be provided.
- Any new scheme should provide public toilets including a changing places toilet
- Facilities for buses and bus passengers need to be provided in any new development. There could be up to 12 buses per hour from the busway that then continue via East Street to various destinations. In addition, there are buses serving adjacent villages that terminate in St Ives. Any bus facility must provide proper shelter and bus information and a changing places toilet. The current proposals do not appear to provide suitable routing for buses.
- The town is popular with coach visitors who may stay for a short period on their way to other destinations. Facilities for coaches to drop off/pick up passengers should be provided. (this was pre-covid and pre A14 opening, not clear if still applies as much more of a detour off the new A14)
- Further development of the scheme will require
 - Design and materials to reflect the existing environment and design guide
 - Provision of alternative accommodation to replace the existing guide hut, auction building and public toilets.
 - The Octagon Building (former cattle auction building) should be maintained and integrated into the overall development of the site
 - Bus routing during construction to be defined and agreed.
 - A safe and secure pedestrian route linking the town centre through the site to the car parking and other development
 - Local green space to provide biodiversity enhancement required in new scheme. Cambridgeshire County Council aim for a 20% enhancement for new development.

Intervention S14 Apartment led residential

- Many comments as S13 above
- It is assumed that the new residential units do not have dedicated car parking spaces but adequate provision for bicycle storage.
- Defined access routes required for deliveries and bin collection.
- Review of potential overlooking into existing local residents and associated gardens of Cromwell Terrace
- Why not develop the empty over-shop flats if further town centre housing is required?

Intervention S15 Retail extension and car park

- Proposals to increase the retail area in the east of the town centre are supported
- Note that on market days the existing car park is used by the stall holders so space for vans and small lorries needs to be maintained
- The overall number of parking spaces to be provided needs to be reviewed and be consistent with climate change objectives to reduce car use and encourage active travel and public transport. The Regional Transport Strategy produced by England's Economic Heartland aims for a 5% reduction in car journeys each decade. Link: http://eeh-prod-media.s3.amazonaws.com/documents/Connecting_People_Transforming_Journeys_av.pdf
- Potential overlooking of residential space in Cromwell Terrace and gardens needs to be considered.

- Multi-story car parks are considered less safe for users compared with open car parking. This will need to be reviewed especially if green walls are proposed which restrict views in and out of the parking areas.
- The new car park should provide electric vehicle charging points
- Many concerns raised at the possible loss of the Library.



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TWINNED WITH STADTALLENDORF

STANDING ORDERS

Standing orders for the organisation and transaction of Councils' business are decided by full Council. A committee or sub-committee may decide its own standing orders if its appointing body (which is the Council in the case of a committee or a committee in the case of a sub-committee) has not made standing orders which apply to them.

The model standing orders in **bold type** should not be ignored or substantively amended unless the legislation out of which they are born changes. If the Town Council wishes to slightly alter the wording of the model standing orders in bold type, any such amendments must not have the effect of undermining, overriding or conflicting with statutory requirements.

Model standing orders, not highlighted in bold type, do not incorporate statutory requirements. They are aimed at (i) highlighting matters that merit regulation by standing orders and (ii) encouraging use of standing orders to regulate routine administrative arrangements. They may be adapted in their current form but are more likely to require adapting or supplementing to suit a Council's particular needs. Once again, a Council is reminded not to adopt standing orders which undermine, override or conflict with any requirements imposed by legislation.

Index of model standing orders

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1 Meetings

- Mandatory for full Council meetings ●
- Mandatory for committee meetings ●
- Mandatory for sub-committee meetings ●

Note: Where appropriate the titles 'Chairman' and 'Vice Chairman' should be taken to mean 'Town Mayor' and 'Deputy Mayor'

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b Meetings of the Council shall be held on the second Wednesday of each month except for the month of August, at 7.00 pm, unless the Council otherwise decides.
- c The Council will robe for the Annual Meeting, Civic Sunday, and the Remembrance Sunday Service, the Opening of the Michaelmas Fair, full Council meetings and at other such times as required by the Town Mayor or by resolution of the Council. In accordance with custom, the Town Mayor and Deputy Town Mayor will wear red robes and the other Councillors purple. The four Councillors who have served on the Council the longest aggregate time will be permitted to wear robes which in the past were traditionally worn by Alderman and for this purpose, service as a St Ives Town Councillors will count. When the situation arises whereby there are a number of Councillors with a similar length of service, then the former Aldermanic robes to be worn by the Councillor or Councillors in Mayoralty order; but the length of service or wearing of any robe will not signify or convey any implication of seniority, it being recognised that all Councillors, other than the Town Mayor and Deputy Town Mayor, are equal in all respects.
- d **The Annual Meeting shall, in a year of ordinary elections of Councillors to the Council, be held on the Wednesday next following the fourth day after the ordinary day of elections. In any other year it shall be held on the second Wednesday in May.**
- e A notice of the meeting shall be emailed to, left at or posted by first class mail to the residence of each Member three clear days before the date of the meeting.
- f **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- g The Town Mayor may call a Meeting of the Council at any time.
- h If the Town Mayor refuses to call a meeting after a request for that purpose, signed by two Members has been presented to them, the two Members on that refusal, or on the expiration of seven days as the case may be, may forthwith call a Meeting of the Council.
- i **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. Public participation will be in strict accordance with the adopted 'Public Speaking at Council and Committee meetings' Policy.**
- j Subject to standing order 1(i) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any matter coming under the jurisdiction of the Town Council.

- k The period of time which is designated for public participation in accordance with standing order 1(i) above shall not exceed 15 minutes.
- l Subject to standing order 1(k) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- m In accordance with standing order 1(l) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- n In accordance with standing order 1(l) above, the Town Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- O A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- p A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Town Mayor may at any time permit an individual to be seated when speaking.
- q Any person speaking at a meeting shall address his comments to the Chairman.
- r Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- s **Audio and visual recordings of a meeting of the Council, Committees and other Council bodies by the general public, or the media, is permitted. It would be helpful if those wishing to record could contact the Council before the meeting so that we can ensure the necessary facilities are in place. The Town Mayor (or the Chairman of the meeting) will advise the public that the meeting is being recorded. A request to record a meeting shall only be refused if the Town Mayor believes recording would disrupt the meeting. The purpose of this standing order is to provide guidance for members of the press, or public, on the taking of photographs and/ or the audio / visual recording of any Council meeting which is held in public.**
There are no restrictions on anyone at a Council meeting using Twitter, blogs, Facebook or similar social media provided that the Town Mayor does not consider their actions are disrupting the proceedings of the meeting.
- t In accordance with standing order 1(r) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- u Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any). The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting. The Deputy Mayor shall deputise for the Mayor in the Mayor's absence.
- v The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- w Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- x The Town Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. *(See also standing orders 2 (i) and (j) below.)*
- y Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- y **A Councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- z The minutes of the meeting shall include an accurate record of the following:
 - i. the time and place of the meeting
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. resolutions made.
- aa **No business may be transacted at a meeting unless at least one third of the whole number of members entitled to take part are present and in no case shall the quorum of a meeting be less than 3. Six Members shall constitute a Quorum of the Town Council.**
- bb **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- cc Meetings shall not exceed a period of 2 hours unless a resolution for a half hour extension is proposed by the Town Mayor.

2 Ordinary Council meetings

See also standing order 1 above

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**
- b **In any other year it shall be held on the second Wednesday in May.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.**
- d **Meetings of the Council shall be held on the second Wednesday of each month except for the month of August, at 8.00 pm, unless the Council otherwise decides.**
- e **The election of the Town Mayor and Deputy Town Mayor of the Council shall be the first business completed at the annual meeting of the Council.**
- f **The Town Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Deputy Town Mayor, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the Council.**
- h **In an election year, if the current Town Mayor has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Town Mayor has been re-elected as a member of the Council, he shall preside at the meeting until a new Town Mayor has been elected. He may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Town Mayor and Deputy Town Mayor at the annual meeting of the Council, the order of business shall be as follows.
 - i. In an election year, delivery by councillors of their declarations of acceptance of office.
 - ii. To receive any Declarations of Interest.
 - iii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.

- iv. Adjournment to following evening.
- v. Public Participation
- vi. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
- vii. Review of the terms of references for committees.
- viii. Receipt of nominations to existing committees.
- ix. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- x. To receive and note Committee reports.
- xi. To receive and note Youth Town Council report.
- xii. Review and adoption of appropriate standing orders and financial regulations.
- xiii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- xiv. Review of representation on or work with external bodies and arrangements for reporting back.
- xv. In a year of elections, if a Council's period of eligibility to exercise the power of wellbeing expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- xvi. Review of inventory of land and assets including buildings and office equipment.
- xvii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- xviii. Review of the Council's and/or employees' memberships of other bodies.
- xix. Establishing or reviewing the Council's complaints procedure.
- xx. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xxi. Establishing or reviewing the Council's policy for dealing with the press/media
- xxii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

At every meeting other than the Annual Council Meeting the first business shall be to appoint a person to preside if the Town Mayor and the Deputy Mayor may be absent, and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as required by law to be made or, if not then received, to decide when they shall be received. After the first business has been completed at meetings other than the Annual Meeting, the order of business, unless the Council decides otherwise on the ground of urgency, shall be as follows:

- (i) To receive and accept apologies
- (ii) To receive any declarations of interest
- (iii) Public Participation
- (iv) To approve and adopt the minutes as a correct record in accordance with Standing Order 11.**
- (v) To deal with business expressly required by the statute to be done before any other business.**
- (vi) To receive the mayor's report
- (vii) To receive reports and minutes and consider recommendations of Committees
- (viii) To dispose of business, if any, remaining from the last meeting.
- (ix) To receive and agree the schedules of financial payments
- (x) To authorise the sealing of documents
- (xi) To consider motions in the order in which they have been notified.
- (xii) To consider any other matters specified in the summons
- (xiii) To receive correspondence for information
- (xiv) To receive reports from County and District Councillors on matters directly affecting St Ives
- (xv) To consider confidential and exempt matters.

- (xvi) To consider matters which the mayor considers urgent and which have arisen too late to be specified in the Summons to the Council. These may be brought before the Council by the Mayor with the consent of the members of the Council present at the meeting. These matters must be submitted, in writing, to the Town Clerk by 12 noon on the day of the meeting.

3 Proper Officer

- a The Council's Proper Officer shall be either (i) the Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
- i. **At least 3 clear days before a meeting of the council, a committee and a sub-committee, serve on councillors, by delivery or post or email, at their residence, a signed summons confirming the time, place and the agenda.**
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. Subject to standing orders 5(a)–(h) below, include in the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it.
 - iv. **Convene a meeting of full Council for the election of a new Town Mayor, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)i] OR [3(b)ii] above.**
 - v. Make available for inspection the minutes of meetings.
 - vi. **Receive and retain copies of byelaws made by other local authorities.**
 - vii. **Receive and retain declarations of acceptance of office from councillors.**
 - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection, and publish them on the Council's website.
 - ix. Keep proper records required before and after meetings;
 - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
 - xiii. Arrange for legal deeds to be signed by 2 councillors and witnessed
 - xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
 - xv. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xvi. Refer a planning application received by the Council to Chairman or in his absence Vice-Chairman (if any) of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee.
 - xvii. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.

- xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.
- xix. Manage access to information about the council via the publications scheme

4 Responsible Financial Officer

The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

5 Motions requiring written notice

- a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer by no later than 12 noon at least 7 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 5(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

6 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
 - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee or sub-committee.
 - xii. To dissolve a committee or sub-committee.

- xiii. To note the minutes of a meeting of a committee or sub-committee.
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal deeds signed by two councillors and witnessed.
(See standing orders 16(a) and (b) below.)
 - xvii. To authorise the payment of monies.
 - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - xix. To extend the time limit for speeches.
 - xx. To exclude the press and public for all or part of a meeting.
 - xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - xxii. To give the consent of the Council if such consent is required by standing orders.
 - xxiii. To suspend any standing order except those which are mandatory by law.**
 - xxiv. To adjourn the meeting.
 - xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - xxvi. To answer questions from councillors.
 - xxvii. That the Council debates immediately a motion brought before it under Standing Order 5.
- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

7 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 7(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j Pursuant to standing order 7(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.

- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 7(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- p On a motion to adjourn the debate or the meeting; if in their opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion, they shall put the adjournment motion to the vote without giving the mover of the original motion their right of reply on that occasion.
- q During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- r A point of order shall be decided by the Chairman and his decision shall be final.
- s With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- t Subject to standing order 7(o) above, when a councillor's motion is under debate no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be silent or for him to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting;
 - ix. to suspend any standing order, except those which are mandatory.
- u In respect of standing order 7(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

8 Code of conduct and dispensations

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council on 11 July 2012.
- b. All councillors should undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he has the interest
- d. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has

- another interest if so, required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest
- e. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required
 - f. A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the council, committee or sub-committee for which the dispensation is required] and that decision is final
 - g. A dispensation request shall confirm;
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and vote
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
 - h. Subject to standing orders 8(d) and (f) above, dispensation requests shall be considered by the [Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR {at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required}
 - i. **A dispensation may be granted in accordance with standing order 8(e) above if having regard to all relevant circumstances the following applies:**
 - i. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business of**
 - ii. **Granting the dispensation is in the interest of persons living in the council's area or**
 - iii. **It is otherwise appropriate to grant a dispensation**

9 Code of conduct complaints

- a. Upon notification by the District or Unitary Council or County Council that is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing Order 25 below, report this to council.
- b. Where the notification in standing order 9(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 9(d) below
- c. The Council may:
 - i. Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
- d. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such actions exclude disqualification or suspension from office.**

10 Questions

- a. A councillor may seek an answer to a question concerning any business of the Council provided 7 clear days' notice of the question has been given to the Proper Officer.
- b. Questions not related to items of business on the agenda for a meeting shall only be

- asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

11 Minutes

- a If a copy of the draft minutes of any meeting has been circulated to councillors no later than the day of service of the summons to attend a meeting they shall be taken as read.
- b No discussion of the draft minutes of a meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 6(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Town Mayor and stand as an accurate record of the meeting to which the minutes relate.
- d If the Town Mayor of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
“The Town Mayor does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings.”
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

12 Disorderly conducts

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Town Mayor shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregards the request of the Town Mayor to moderate or improve their conduct, any councillor or the Town Mayor may move that the person no longer be heard or excluded from the meeting. The motion, if seconded shall be put to the vote without discussion.
- c If a resolution made under standing order 12(b) above is ignored, the Town Mayor may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

13 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 5 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 13(a) above has been disposed of, no similar motion may be moved within a further 6 months.

14 Voting on appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

15 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b **The Council's financial regulations shall be reviewed once a year.**
- c **The Council's financial regulations may make provision for the authorisation of the**

payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

16 Execution and sealing of legal deeds

See also standing order 6(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **In accordance with a resolution made under standing order 13(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

17 Committees

See also standing order 1 above

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
 - b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council**
 - c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors**
 - d The Council may, appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meeting of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing order 16(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing order 16(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may in accordance with standing orders, dissolve a committee at any time.
- Presence of non-members of Committees at Committee Meetings
- xiii. A member who has proposed a motion, which has been referred to any Committee of which they are not a member, may attend to explain their motion to the Committee but shall not vote thereon.
 - xiv. Any Council member shall be entitled to be present as a spectator at the meeting of any Committee or Sub-Committee of which they are not a member even if members of the public have been excluded by means of a resolution under Standing Order number 1(i), save:
 - (i) in respect of the Personnel Committee, or

- (ii) where that member would have declared a prejudicial interest in the item had they been a member of the Committee or Sub-Committee.

18 Sub-committees

See also standing order 1 above

Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

19 Delegation of urgent and routine matters

- a There shall be delegated to the Town Clerk the authority to act in respect of any function of the Council on a matter, which in their opinion does not admit of delay. This delegated authority shall only be exercised in consultation with the Mayor and/or Deputy Mayor.
- b There shall be delegated to the Town Clerk the authority to act in respect of any function of a Committee or Sub-Committee, which in their opinion either does not admit of delay or is routine. This delegated authority shall only be exercised in consultation with the Chairman or Vice Chairman of the Committee or Sub-Committee within whose terms of reference the particular function lies
- c Each exercise of delegated authority under this Standing Order shall be reported for information to the next meeting of the Committee or Sub-Committee within whose terms of reference the particular function lies or to Council
- d The delegations in this Standing Order are in addition to and without prejudice to the powers of the Council or its Committees to arrange for the discharge of any of its functions by a Sub-Committee or an officer.

20 Extraordinary meetings

See also standing order 1 above

- a **The Town Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Town Mayor does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**
- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

21 Accounts and Accounting Statement

- a 'Proper practices' in standing orders refer to the most recent version of Governance and Accountability for Local Councils - a Practitioners' Guide
- b All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after, 30 June, 30 September and 31 December in each year a statement summarising
 - i. the Council's receipts and payments for each quarter
 - ii. The council's aggregate receipts and payments for year to date;
 - iii. the balances held at the end of a quarter being reportedThis statement should include a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible financial Officer shall provide:

- i. Each councillor with a statement summarising the councils' receipts and payments for the last quarter and the year-to-date information; and
 - ii. To the full council the accounting statements for the year in the form of section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

22 Estimates/precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year in time for consideration at the meeting.

23 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

24 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

25 Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26 Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not be disclosed or otherwise undermine confidential or sensitive Information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

27 Power of General Competence (England)

- a **Before exercising the power of general competence, a meeting of the full Council shall**

have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

- b The Council's period of eligibility begins on the date that the resolution understanding order 26 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.
- c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power of general competence which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 26 (b) above.

28 Matters affecting council employees

- a A matter personal to a member of staff that is being considered by a meeting of council or the Personnel Committee is subject to standing order 25 above
- b If a meeting considers any matter personal to a Council employee, it shall not be considered until the Meeting has decided whether or not the press and public shall be excluded pursuant to standing order 1(i) above.
- c Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- d The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- e Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- f Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(c) and (d) above if so justified.
- g Access and means of access by keys and/or computer passwords to records of employment referred to in standing order 27(c) and (d) above shall be provided only to the Town Clerk.

29 Requests for information

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman who shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out understanding order 3(x) above.

30 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

31 Liaison with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council representing its electoral ward.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County

or Unitary Council shall be sent to the District or County or Unitary Council councillor representing its electoral ward.

32 Financial matters

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
 - v. procurement policies (subject to standing order 31(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 31(d) below.**
- d The tender process for contracts for the supply of goods, materials, services or the execution of works is set down in Financial Regulation 11.0 Contracts.
- e Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

33 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

34 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

Incorporating new model SO changes from NALC

Responsible Officer	Town Clerk	Date effective from	Nov 2022	Review date	Nov 2024
Author	Town Clerk	Date last amended	January 2022		



ST IVES TOWN COUNCIL

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TWINNED WITH STADTALLENDORF

PROCEDURE FOR DEALING WITH PRESS AND MEDIA

1 INTRODUCTION

- 1.1 The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2 KEYS AIMS

- 2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.
- 2.2 It is important that the press have access to the Clerk/ Members and to background information to assist them in giving accurate information to the public. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 THE LEGAL FRAMEWORK

- 3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988, The Freedom of Information Act 2000 and the Transparency Code 2015, as a minimum. The Council must also have regard to the governments Code of Recommended Practice on Local Authority Publicity.
- 3.2 The Town Council's adopted Standing Orders should be adhered to.

4.0 CONTACT WITH THE MEDIA

- 4.1 The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.
- 4.2 Confidential documents, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who is responsible and appropriate action taken.
- 4.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.
- 4.4 There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain); disciplinary

procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

- 4.5 Only the Town Clerk and Town Mayor may report to the press on behalf of the Council. Other Members are not excluded from talking to the press, but must be mindful that they do not, and are not seen to, speak for the Council.
- 4.6 Statements made by the Town Mayor and the Clerk should reflect the Council's opinion.
- 4.7 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.
- 4.8 Should a Member decide to submit a letter to the press on any subject they should not use the term 'Town Councillor' or give the impression, directly or implied, that they are writing on behalf of the Council.

5 ATTENDANCE OF MEDIA AT COUNCIL MEETINGS

- 5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media on request.
- 5.2 The media are encouraged to attend Council meetings and seating and workspace will be made available.

6 PRESS RELEASES

- 6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.
- 6.2 All press releases must be issued by the Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

Responsible Officer	Town Clerk	Date effective from	Nov 2022	Review date	Nov 2023
Author	Town Clerk	Date last amended	August 2018		



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These Financial Regulations were adopted by the Council at its meeting held on 11 September 2019.

1. General

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.





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1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.





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1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances and management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.





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1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).





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2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Internal Audit Working Party shall verify bank reconciliations (for all accounts) produced by the RFO. The members shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by Council and the post reviewed every four years. They shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.





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2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have had no involvement in the financial decision making, management or control of the Council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall make arrangements as necessary for the internal audit and reporting to the Charity Commission the annual accounts of the Norris Museum and Library Trust.





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2.11. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each Committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

3.2. The Norris Museum and Library Trust Management Group shall formulate and submit proposals to the Council in respect of revenue and capital costs including the use of reserves and sources of funding for the following financial year, not later than the end of November each year to enable the Town Council to meet its financial obligation as sole trustee of the Norris Museum and Library.

3.3. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant Committee and the Council.

3.4. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.5. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue





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the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.6. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

4.2. The RFO shall regularly provide the Norris Museum and Library Trust Group with a statement of receipts and payments to date under each heading of the budgets, comparing actual expenditure against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.

4.3. The Clerk may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement, or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3000. The Clerk shall report the action to the Council as soon as practicable thereafter.

4.4. The Clerk may incur expenditure on behalf of the Norris Museum and Library Trust Group, which is necessary to carry out any repair, replacement, or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report the action to the Trust Group as soon as practicable thereafter.





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4.5. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.6. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.7. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Personnel Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.

4.8. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3000. The Clerk shall report such action to the Mayor and Deputy Mayor as soon as possible and to the Council as soon as practicable thereafter.

4.9. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.





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4.10. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.11. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency.

5.2. The Norris Museum and Library Trust banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.3. A schedule of payments, forming part of the Agenda for the Meeting, shall be prepared by the RFO and presented to the Norris Museum and Library Trust Group where it shall be authorised by a resolution of the Group



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5.4. Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2, or in accordance with paragraph 6.4, shall be signed by two members of Norris Museum and Library Trust Group.

5.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice, or similar documentation, the signatories shall each also initial the cheque counterfoil and the invoice.

5.6. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. - The Council / Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.7. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.8. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Norris Museum and Library Trust Group Meeting.





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5.9. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance Committee]; or Norris Museum and Library Trust Group.
- b) An expenditure item authorised under 5.6 above (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance Committee]; or
- c) fund transfers within the Councils banking arrangements up, provided that a list of such payments shall be submitted to the next appropriate meeting of Council via the bank reconciliation report.

5.10. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, or a duly authorised Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.11. A record of regular payments made under 5.10 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.





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5.12. In respect of grants Council shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council.

5.13. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.14. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.15. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

6. Instructions for the making of payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or Committee shall be signed by two members of Council in accordance with a

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resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or order for payment.

6.6. All payments that are made shall be reported to the Council at the next available meeting.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every election year.

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every election year.

6.9. If thought appropriate by the Council, payment for certain items may be made by FPS, BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of FPS, BACS or CHAPS shall be renewed by resolution of the Council at least every election year.





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6.10. If thought appropriate by the Council payment for certain items may be made by online banking, telephone banking or in-branch provided evidence is retained showing which members approved the payment.

6.11. Should a Member requested to countersign a pay slip or invoice not be satisfied that the payment is correct they should bring their concerns to the attention of the RFO as soon as practicable.

6.12. Should a Member refuse to countersign a pay slip or invoice the Finance Officer should remove this payment from the scheduled payments until such time as the RFO has satisfied the Member concerned that the payment is lawful.

6.13. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Clerk in a sealed dated envelope. This envelope may not be opened other than in the presence of two other people. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable.

6.14. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated Committee.

6.15. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.





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6.16. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.17. Where internet banking arrangements are made with any bank, the Clerk and Finance Officer shall be appointed as the Service Administrators. The bank mandate approved by the Council shall identify a minimum of 6 Councillors who will be authorised to approve transactions on those accounts

6.18. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.19. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be implemented by the Internal Audit Working Party.

6.20. Payment by use of the Town Council's or Norris Museum and Library Trust debit card is restricted to use where there is no alternative method of payment for instance online purchases. All purchases should be authorised by the RFO prior to purchase and supported by a purchase order number. Two members shall countersign each invoice where any payment is made by use of the Town Council's or Norris Museum and Library Trust debit card.





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6.21. Any trade card account opened by the Council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used except in exceptional circumstances.

6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £150 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated Committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.





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7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any Councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.





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8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of each statement of account to the Town Hall not a personal address.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy. -Changes to loans and investments should be reported to the Council at the earliest opportunity.

8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.





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8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO in a fire-proof safe and where possible the original certificates being lodged with the Town Council's Bank for safe keeping

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council. and Norris Museum and Library Trust.

9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums over £50 found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council or Norris Museum and Library Trust shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.





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9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

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10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”)





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which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.

c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be informed that the tender may be returned in specifically marked envelope in which the tender is to be sealed or via email directly to the Clerk who will acknowledge receipt but not open any attachment until the tender return date is passed.

e) All tenders shall be opened at the same time on the prescribed date by the Clerk. For any project where the expected cost is more than £250,000 this will take place in the presence of at least one member of Council.

f) Any invitation to tender issued under this regulation shall be subject to Standing Order 33, and shall refer to the terms of the Bribery Act 2010.

g) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

i) Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the





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specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works]

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

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13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council or Norris Museum and Library Trust. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).





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14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council or relevant Committee. In each case a report in writing shall be provided to Council or Committee with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated Committee.

16. Charities

16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in

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such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.





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Responsible Officer	Town Clerk	Date effective from	Nov 2022	Review date	Nov 2023
Author	Town Clerk	Date last amended	<u>March 2022</u>		





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CODE OF CONDUCT FOR MEMBERS

St Ives Town Council (the Authority) has adopted this Code of Conduct (based on the Local Government Association Model Code approved on 03.12.2020 and updated on 19.01.2021 and 17.05.2021) in pursuant to Section 27 of the Localism Act 2011 to promote and maintain high standards of behavior by its members and co-opted members whenever they are acting in their capacity as a member of the Authority or when they claim to act or give the impression of acting as a representative of the Authority.

Local Government Association Model Councillor Code of Conduct 2020 - Joint statement

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

All councils are required to have a local Councillor Code of Conduct. St Ives Town Council will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation.



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Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;

b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

Purpose of the Code of Conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community



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- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.



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Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town councillors are encouraged to seek advice from the Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. **Respect**

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of



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Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:



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3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

a. given to me in confidence by anyone

b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:

i. I have received the consent of a person authorised to give it;

ii. I am required by law to do so;

iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or

iv. the disclosure is:

1. reasonable and in the public interest; and

2. made in good faith and in compliance with the reasonable requirements of the local authority; and

3. I have consulted the Monitoring Officer prior to its release.



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4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law. Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities



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As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.



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8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority.

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:



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10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.



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Huntingdonshire PE27 5AL

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Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



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Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (Other Registerable Interests).

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest.

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]



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Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in **Table 1**) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which *affects* –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a relative or close associate; or
- c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

9. Where a matter (referred to in paragraph 8 above) *affects* the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.



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If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]



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Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the 19 January 2021 Page 14 of 17 councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.



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Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests



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You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



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Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.



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Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.



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Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

Responsible Officer	Town Clerk	Date effective from	Nov 2022	Review date	Nov 2025
Author	Town Clerk	Date last amended	N/A		



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GENERAL PRIVACY NOTICE

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by St Ives Town Council which is the data controller for your data.

Other data controllers the council works with:

- other data controllers, such as local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;

- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning sexual life or orientation.

How we use sensitive personal data

We may process sensitive personal data including, as appropriate:

- your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
- in order to comply with legal requirements and obligations to third parties.

These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this

purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
2. The right to correct and update the personal data we hold on you
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
3. The right to have your personal data erased
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
4. The right to object to processing of your personal data or to restrict it to certain purposes only
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
5. The right to data portability
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
7. The right to lodge a complaint with the Information Commissioner's Office.
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through

international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page. This notice was last updated in August 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, St Ives Town Council, Town Hall, Market Hill, The Old Riverport, St Ives, Cambs, PE27 5AL Email: clerk@stivestowncouncil.gov.uk

Responsible Officer	Town Clerk	Date effective from	Nov 2022	Review date	Nov 2023
Author	Town Clerk	Date last amended	Mar 2019		



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SAFEGUARDING POLICY

CHILDREN, YOUNG PEOPLE & ADULTS AT RISK

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1.0 AIM OF POLICY

1.1 The aim of this policy is to set out the duty to safeguard and promote the welfare of children, young people and adults at risk in Cambridgeshire and how this will be implemented by St Ives Town Council (the Council) in the discharge of its duties.

1.2 Everyone, including children, young people and adults at risk, has the right not to be abused. The Council recognise the need to ensure their welfare when they come into contact with the services we provide.

1.3 This policy applies to all members of staff of the Council, all Council Elected Members and all those organisations who have a working relationship with the Council.

1.4 This policy will set out to staff the:

- Council's approach to the safeguarding of its clients;
- Ways in which the Council does this;
- The steps taken to avoid abuse taking place;
- The actions that will be taken by the Council to deal with abuse if it occurs.

2. SCOPE OF POLICY

2.1 Safeguarding is everyone's responsibility and all staff who, during the course of their employment have direct or indirect contact with children and adults at risk, have a responsibility to safeguard and promote the welfare of children and adults at risk.

2.2 This is a joint policy as there are similarities in many of the actions needed to safeguard children and young people and to safeguard adults at risk.

2.3 However, the Council recognises that there are also some distinct differences between these groups and these are reflected in this document.

2.4 Children and young people are defined as those aged under 18.

2.5 An adult at risk is someone aged 18 or over:

- Who is, or may be, in need of community care services due to age, illness or a mental or physical disability;
- Who is, or may be, unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation.
- For example, a person who:
 - is frail due to age
 - is suffering from mental illness or dementia
 - has drug or alcohol problems
 - has a learning disability
 - has mental or physical ill health or disability
 - has sensory loss e.g. hearing/sight impairment

2.6 Vulnerability is related to how able an adult is to make and exercise their own informed choice, free from duress or undue influence, and to protect themselves from abuse, neglect and exploitation.

2.7 An adult should be assumed to be covered by this policy unless there is information to indicate that they are not.

3. TYPES OF ABUSE

3.1. 'No Secrets' produced by the Department for Health in 2000 described abuse as 'a violation of an individual's human and civil rights by any other person or persons'. There are ten categories of abuse:

Physical: causing physical harm, including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living;

Domestic violence or abuse: characterised by any of the indicators of abuse relating to psychological, physical, sexual, financial and emotional.

Sexual: including sexual assault, rape, inappropriate touching/molesting, forcing or enticing someone into sexual acts they don't understand or feel powerless to refuse; grooming a child or young person in preparation for abuse.

Emotional or psychological: persistent emotional ill treatment or rejection, including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, belittling, silencing, controlling or humiliating;

Financial or material: illegal or improper use of an adult's property, money or other assets without their informed consent or where the consent is obtained by fraud. It can include withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying;

Neglect or acts of omission: persistent or severe failure to meet a person's basic physical and psychological needs. It will result in serious impairment of their health or development, and can include withholding shelter, food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk, failing to ensure adequate supervision or unresponsiveness to the basic emotional needs of a child;

Self neglect: lack of self-care to an extent that it threatens personal health and safety, neglecting to care for one's personal hygiene, health or surroundings, inability to avoid self-harm, failure to seek help or access services to meet health and social care needs, inability or unwillingness to manage one's personal affairs.

Discriminatory: including slurs, harassment and maltreatment due to a protected characteristic (Equality Act 2010);

Institutional: including the use of systems and routines which neglect a person receiving formal care e.g. in a children's home.

Modern slavery: human trafficking, forced labour, domestic servitude, sexual exploitation, debt bondage – being forced to work to pay off debts, that realistically they will never be able to.

In children, other types of abuse are:

Child sexual exploitation: occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology’.

Extremism and radicalisation: Being drawn into to strong principles and ideologies held by others, as a means to control, social network involvement in extremism, being at a transitional time in life, having a need for identity, meaning and belonging, being influenced or controlled by a groups, feelings of grievance and injustice, feeling under threat , displaying mental health concerns, a desire for status, a desire for excitement or adventure and/or a need to dominate and control others.

4. SIGNS OF ABUSE

4.1. There are many possible signs of abuse, none being conclusive on their own.

Examples include:

- Unexplained injury / weight loss / cuts and bruises / dirtiness
- Changes in behaviour
- Depression / low self-esteem
- Lack of self-care / dehydration / abnormal eating pattern
- Harm to self
- Obsessive behaviour
- Bills not being paid
- An overly critical or disrespectful carer who may bully or undermine
- Isolation from usual network of friends, family or community

5. SAFEGUARDING

5.1. Safeguarding children from abuse and promoting their welfare means:

- protecting children from maltreatment;
- preventing impairment of children’s health or development;
- ensuring children are growing up in circumstances consistent with provision of safe and effective care;
- taking action to enable all children to have the best outcomes.

5.2. Safeguarding adults at risk means protecting them from maltreatment, and preventing injury or significant harm. Abuse violates an adult’s human and civil rights. It can vary from treating someone with disrespect in a way which significantly affects the person's quality of life, to causing actual physical suffering.

6. REPORTING SAFEGUARDING CONCERNS

6.1. A safeguarding concern arises if abuse is suspected or disclosed. Abuse can happen anywhere – at home, in a residential or nursing home, a hospital, in the workplace, at a day centre or educational establishment or in the street.

6.2 We all have a responsibility to report any safeguarding concerns over the welfare of children, young people or adults at risk. This extends to the identification of signs of abuse; poor practice by staff, councillors and others acting for or on behalf of the Council, and allegations brought to our attention by a member of the public. Reporting safeguarding concerns can prevent serious abuse or harm from happening, or from escalating.

6.3 Staff, councillors and volunteers must not attempt to investigate abuse themselves; neither must they confront anyone who is allegedly responsible for abuse nor tell them that allegations have been made about them.

6.4 The officer responsible for receipt of concerns and forwarding them on is the Town Clerk. If the Town Clerk is absent do not wait for them to return to work.

6.5 Report safeguarding allegations or concerns to Cambridgeshire County Council's Children's or Adults Services at the earliest possible opportunity, and at least within 24 hours.

6.6 Dial 999 if a child, young person or adult at risk may be in imminent danger or a criminal offence may have been committed.

6.7 On reporting a concern as much factual information should be provided as possible. For example:

- The child, young person or adult at risk's name and address (and parents'/carers' address if different);
- The reason for concern – a note of significant events or conversations should be made as promptly as possible to assist with any referral and subsequent investigation. Evidence such texts or Facebook entries should be preserved;
- Any other known factors which may be contributing to the problem;
- Additional information such as age (or date of birth), ethnicity, religion, language and disabilities / specific needs.

6.8 The safeguarding concern should still be reported whether or not the information is complete.

7. CONFIDENTIALITY, RECORD KEEPING AND SHARING INFORMATION

7.1 Information about safeguarding concerns should be regarded as confidential. The information is not secret, however, and the Council will co-operate with investigations by Cambridgeshire County Council's Children's or Adults services, or the Police as applicable, and follow their advice to ensure that any risk to the safety of children, young people and adults at risk is addressed.

7.2 Where a disclosure is made it is important that the staff member does not promise the child/young person/adult at risk to keep the information secret but says that they will only disclose it to someone who can help them.

7.3 It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or adult at risk, their family and any child protection investigation that may follow.

8. ALLEGATIONS AGAINST A COUNCILLOR OR MEMBER OF STAFF

8.1 If someone witnesses behaviour by a councillor, member of staff, contractor or partner, or an allegation is made about them that indicates that they have, or may have:

- harmed a child, young person or vulnerable adult, or put them at risk of harm;
- possibly committed a criminal offence against or related to a child, young person or adult at risk or
- behaved in a way that indicates they may pose a risk of harm to children, young people or adults at risk,

They must report it as a safeguarding concern to the Police and/or Cambridgeshire County Council's Children's or Adults Services at the earliest possible opportunity.

8.2 A councillor or member of staff must report any allegation made against them to the Town Clerk or Town Mayor.

8.3. Safeguarding concerns and allegations relating to staff will be dealt with in accordance with the Disciplinary Procedure (including in instances where the member of staff resigns or leaves). However, investigations by the responsible authorities will take precedence over internal council procedures relating to conduct. The Town Clerk or Town Mayor will liaise with the responsible authorities to agree the appropriate course of action.

8.4 The Town Clerk or Town Mayor will seek advice from Cambridgeshire County Council's Children's or Adults Services or Police prior to informing a member of staff of an allegation against them. The Town Clerk or Town Mayor will offer appropriate welfare support to the member of staff and ensure that they are kept appropriately informed during any investigation process.

8.5 In accordance with the law, the Council will refer to the Disclosure and Barring Service (DBS) any member of staff:

- who was dismissed because they harmed a child or adult;
- who was dismissed or removed from working in a regulated activity because they might have harmed a child or adult otherwise;
- who would have been dismissed for either of these reasons, but they resigned first; or
- who works with children or adults at risk in regulated activity and has been cautioned or convicted for a relevant offence.

8.6 Safeguarding concerns and allegations relating to councillors will be referred to the Monitoring Officer and dealt with in accordance with the Code of Conduct of Members of the Council.

9. RECRUITMENT AND SELECTION

9.1 Criminal record checks will be made where appropriate.

9.2 Roles that involve "regulated activities," such as caring for, supervising or being in sole charge of children or adults at risk, require an Enhanced Disclosure and Barring Service (DBS) Check.

9.3 This may include checking whether someone is included in the two DBS 'barred lists' of individuals who are unsuitable for working with children and adults. DBS Checks must be obtained for staff and volunteers undertaking these roles, and they will not be permitted to commence unaccompanied work until they have been received.

9.4 It is against the law for employers to employ someone, or allow them to volunteer for, this kind of work if they know they are on one of the barred lists.

10. INFORMATION AND TRAINING

10.1 Appropriate information will be made available to staff and councillors in the form of this policy and any necessary training.

10.2 The designated safeguarding lead needs to complete safeguarding training every 2 years, with new information given to staff members.

11. EXTERNAL ORGANISATIONS LICENSED BY, OR WORKING WITH, FOR, OR ON BEHALF OF THE COUNCIL.

11.1 The Council works with and through a number of external organisations such as charities, contractors, other public sector bodies etc.

11.2 Where these external organisations are likely to have significant contact with children, young people or adults at risk as a direct result of their work for, on behalf of, or in partnership with the Council, they are required to have safeguarding procedures, such as safe recruitment and selection processes, in place.

11.3 They must be made aware of this policy and must provide the Council with a copy of their safeguarding procedure.

12. HOW TO MAKE A SAFEGUARDING ADULTS ALERT/REFERRAL

12.1 If you're an adult experiencing abuse or neglect, or if you're concerned about an adult possibly experiencing abuse or neglect, contact Cambridgeshire County Council Adult Social Care Services on 0345 045 5202 or go to their website to use their online form: [Report abuse of an adult at risk - Cambridgeshire County Council](#)

12.2 Your call will be put through to the Access Team who will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising.

13. HOW TO MAKE A SAFEGUARDING CHILDREN AND YOUNG PEOPLE ALERT/REFERRAL

13.1 If you wish to report an incidence of abuse or neglect, please contact the Cambridgeshire County Council's Children's Social Work on 0345 045 5203 or go to their website to use their online form: [Safeguarding children and child protection - Cambridgeshire County Council](#)

13.2 Your call will be put through to the Access Team who will listen to what you have to say and will ask you questions so they fully understand the concerns you are raising.

If there is an immediate issue of safety then the Police should be called on 999.

Responsible Officer	Town Clerk	Date effective from	Nov 2022	Review date	Nov 2023
Author	Town Clerk	Date last amended	Sept 2020		



ST IVES TOWN COUNCIL

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TWINNED WITH STADTALLENDORF

TERMS OF REFERENCE – FULL COUNCIL

DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

POWERS SPECIFICALLY DELEGATED TO THE TOWN CLERK

1.0 Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure.

2.0 Investing monies held by the Council with a view to obtaining the best rates of interest, provided that the monies are invested through the Council's appointed bankers, the Post Office or a reputable building society.

3.0 The power to act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.

4.0 To act as the Responsible Officer for Health and Safety, and as the Council's Proper Officer in all cases where legislation so requires.

5.0 To issue dispensations to Members when required or relevant.

PUBLIC AND PRESS

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest by reason of the {Special} {Confidential} nature of the business about to be transacted at Agenda Item... Namely... (state nature of business e.g. 'Discuss Clerk's Contract'), it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw."

Exclusion of the public and press must be minuted but it does not have to be on the Agenda. The exclusion of public and press should be used prudently and the Council must be clear on the reasons for doing so. The press and public can be excluded for the following reasons:

- 1.0 To discuss terms of service, or to discuss the conduct and dismissal of a member of staff
- 2.0 Terms and proposals and counter proposals in negotiating contracts
- 3.0 Preparation in legal proceedings
- 4.0 The early stages of a dispute
- 5.0 The early stages of agreeing tender/quotation details
- 6.0 The approval of tender/quotation details
- 7.0 To discuss a matter of commercial sensitivity

FULL COUNCIL

Terms of Reference

- 1.0 Membership shall comprise all members of the Council.
- 2.0 Six members shall constitute a quorum.
- 3.0 The Council will consider the annual estimates of expenditure of the Council and recommend an annual precept.
- 4.0 The Council shall approve arrangements to secure the proper administration of the financial affairs of the Council under Section 151 of the Local Government Act 1972 or such other relevant legislation.
- 5.0 The Council shall deal with any matters not specifically referred to any other Committee of the Council.
- 6.0 The Council may approve any payments already made for expenditure which have been previously authorised.

Powers

- 1.0 To elect the Town Mayor and Deputy Town Mayor at the beginning of the Civic year (the quorum for the Annual Meeting shall be nine members).
- 2.0 To appoint the members of the standing committees, having regard to the political balance of the Council overall.
- 3.0 To co-opt onto the Council new Councillors for un-contested vacancies during the term of the Council.
- 4.0 To approve a calendar of meetings of the Council and its Committees.
- 5.0 To advise the Mayor on any matter relating to the execution of the functions of that office.
- 6.0 To authorise the disposal of surplus items of plant, furniture and equipment.
- 7.0 To nominate persons to represent the Council on other organisations.
- 8.0 To act as Finance Committee for the Town Council and to introduce, maintain and operate an effective finance based project management system.
- 9.0 To monitor the effects and implications of new legislation or best practice and to consider the implications and implementation thereof.

- 10.0** To ensure the Council's compliance with the provisions of the Health and Safety at Work Act. Any accidents or near misses will be reported to the next available Council meeting.
- 11.0** To approve the purchase of and repairs and maintenance to civic insignia and robes.
- 12.0** To approve the purchase of civic gifts.
- 13.0** To authorise support for an objection to any relevant Bill during its passage through Parliament.
- 14.0** To approve the use by other organisations of the Town Crest.
- 15.0** To advertise for the appointment of the Town Clerk and to make arrangements for interviews by an appointed panel who shall make a recommendation to a special meeting of the council on the person most suitable to fill the post.
- 16.0** To consider all matters relating to Twinning.
- 17.0** To appoint an Editorial Board comprising not less than three members of the Council, together with others, to oversee the preparation, editorial content and distribution of 'The Bridge' and any other associated publication which the Council may introduce.
- 18.0** To maintain an up-to-date Register of Assets of the Council's property and investments.
- 19.0** To maintain proper and adequate insurances and indemnities for the Council's activities, liabilities, properties, assets and employees.
- 20.0** To receive, consider and approve the Annual Statement of Accounts together with the Auditor's Report and to take such action as may be necessary to comply with the Auditor's recommendations.
- 21.0** To establish and maintain a financial management system such as will comply with the relevant requirements of the Governance and Accountability in Local Government in force from time to time and in accordance with the Council's levels of income and expenditure.
- 22.0** To invest the Council's balances in a manner such as will attract a reasonable return in circumstances with only low risk potential.
- 23.0** To establish and maintain a system of Internal Audit of all the Council's activities.
- 24.0** To receive, consider and approve the Internal Auditor's Report and to take such action as may be necessary to comply with the Internal Auditor's recommendations.
- 25.0** To receive and consider all recommendations and reports from other Committees of the Council relating to the forthcoming year's Estimates of Income and Expenditure and to consider any project bids for inclusion in the Council's Capital Programme of works.
- 26.0** To consider expenditure not within previously approved budgets.
- 27.0** To consider expenditure within a generally agreed budget but where the costs (or estimated costs) exceed that budget.
- 28.0** To consider expenditure within generally agreed budgets but on items insufficiently clarified.
- 29.0** To consider the Estimates of Income and Expenditure for the forthcoming financial year, to adopt a rolling Programme of Capital Expenditure, levels of balances to be maintained and a precept to be levied on the District Council.
- 30.0** To receive and approve statements of invoices paid or due to be paid.

31.0 To maintain a satisfactory system of monitoring the levels of Council expenditure and income and to appraise each Committee of such details at regular intervals.

32.0 To approve the virement of expenditure within overall approved estimates.

33.0 To consider all applications for financial assistance and to have regard to all applicants' latest examined accounts and statements of balances before determining such applications.

34.0 To review from time to time the Council's system of making grants or financial assistance and to recommend changes where necessary.

35.0 To review the Terms of Reference of the Council's Committees on an annual basis.

36.0 Matters may also be delegated to the appropriate Committee if the matter requires further information/consideration.

37.0 To receive reports (either written or verbally) from members appointed by the Council to outside bodies.

38.0 Without prejudice to the position of the Town Clerk as the Council's spokesperson and immediate advisor on public relations matters, to advise the Council on matters relating to the promotion and publicity of the Council affairs and events generally.

Delegation of Power

1.0 To the Mayor and Deputy Mayor.

1.1 Matters of an urgent nature requiring settlement before the next meeting of the Council may be dealt with by the Mayor and Deputy Mayor in conjunction with the Town Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of the Council.

Responsible Officer	Town Clerk	Date effective from	Nov 2022	Review date	Nov 2023
Author	Town Clerk	Date last amended	Nov 2016 2013		



ST IVES TOWN COUNCIL

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TWINNED WITH STADTALLENDORF

EQUAL OPPORTUNITY POLICY

1. Policy

1.1 St Ives Town Council is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

1.2 We do not discriminate against staff, directly or indirectly, on the basis of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation; (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Councillors treat visitors, volunteers, contractors and former staff members.

1.3 All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not to discriminate against or harass other members of staff, regardless of their status.

1.4 Our Statement under Public Sector Equality Duty is attached as Appendix A

1.5 This policy does not form part of any employee's contract of employment and may be amended at any time.

2. Who is covered by the policy?

2.1 This policy covers all individuals working at all levels and grades, including managers, employees, trainees, part-time and fixed-term employees, volunteers, casual workers, agency staff and counsellors (collectively referred to as staff in this policy).

3. Who is responsible for this policy?

3.1 St Ives Town Council has ultimate responsibility for the effective implementation of this policy and is responsible for equalities issues and for ensuring compliance with discrimination law. The Personnel Committee is responsible for monitoring the implementation of this policy. Day-to-day operational responsibility, including regular review of this policy, has been delegated to Town Clerk.

3.2 All persons designated as a manager must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote our aims and

objectives with regard to equal opportunities. Managers will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice. The Town Clerk has overall responsibility for Equal Opportunities training. All members of staff are personally responsible for ensuring that they adhere to the policy and promote our aims and objectives with regard to equal opportunities. In certain circumstances the Council could be held to be vicariously liable for actions of their staff. Staff should be aware that they may be personally liable if they are found to have discriminated against another person whilst in work or on work-related business.

3.3 In the event of any questions about the content or application of this policy, you should contact the Town Clerk.

4. Scope and purpose of the policy

4.1 This policy applies to all aspects of our relationship with staff and to relations between staff members at all levels. This includes job advertisements, recruitment and selection, training and development, opportunities for promotion, conditions of service, pay and benefits, conduct at work, disciplinary and grievance procedures, and termination of employment.

4.2 We will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities. For specific details please speak to the Town Clerk.

5. Forms of discrimination

5.1 Discrimination by or against an employee is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

5.2 Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination.

5.3 Indirect discrimination is where there is a provision, criterion or practice that applies to everyone but adversely affects people with a particular protected characteristic more than others, and is not justified. For example, a requirement to work full time may adversely affect women because they generally have greater childcare commitments than men. Such a requirement will be discriminatory unless it is objectively justified.

5.4 Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

5.5 Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment, or supported someone else's complaint.

5.6 Disability discrimination; this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

6. Staff training and promotion and conditions of service

6.1 Staff training needs will be identified through regular staff appraisals. All staff will be given appropriate access to training to enable them to progress within the organisation and all promotion decisions will be made on the basis of merit.

6.2 Our conditions of service, benefits and facilities are reviewed regularly to ensure that they are available to all staff who should have access to them and that there are no unlawful obstacles to accessing them.

7. Discipline and Termination of Employment

7.1 We will ensure that disciplinary procedures and penalties are applied without discrimination, whether they result in disciplinary warnings, dismissal or other disciplinary action.

7.2 We will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

8. Disability discrimination

8.1 If you are disabled or become disabled, we encourage you to tell us about your condition so that we can support you as appropriate.

8.2 If you experience difficulties at work because of your disability, you should speak to the Town Clerk to discuss any reasonable adjustments that would help overcome or minimise the difficulty. The Town Clerk may wish to consult with you and your medical adviser(s) about possible adjustments. We will consider the matter carefully and try to accommodate your needs. If we consider a particular adjustment would not be reasonable we will explain our reasons and try to find an alternative solution where possible.

8.3 We will monitor the physical features of our premises to consider whether they place disabled workers, job applicants at a substantial disadvantage compared to other staff. Where reasonable, we will take steps to improve access for disabled staff.

9. Fixed-term employees, Casual and Agency Workers

9.1 We monitor our use of fixed-term employees, casual and agency workers, and their conditions of service, to ensure that they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. We will, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

10. Part-time work

10.1 We monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. We will ensure requests to alter working hours are dealt with appropriately.

11. Breaches of this policy

11.1 Allegations regarding potential breaches of this policy will be treated in confidence and investigated in accordance with the relevant procedure. Staff who make such allegations in good faith will not be victimised or treated less favourably as a result.

11.3 Any member of staff who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to serious breaches of this policy.

12. Monitoring and review of the policy

12.1 This policy is reviewed annually by the Personnel Committee.

12.2 We will continue to review the effectiveness of this policy to ensure it is achieving its objectives.

12.3 Staff are invited to comment on this policy and suggest ways in which it might be improved by contacting the Town Clerk or Chair of the Personnel Committee.

Responsible Officer	Town Clerk	Date effective from	Nov 2022	Review date	Nov 2023
Author	Town Clerk	Date last amended	May 2016		

APPENDIX A

1. Introduction

1.1 This document describes how St Ives Town Council intends to fulfil its responsibilities under the Public Sector Equality Duty with regard to its workforce.

1.2 We will have due regard to the need to:

- Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act;
- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- Foster good relations between people who share a protected characteristic and those who do not share it.

1.3 We will collect and use equality information to help us to:

Identify key issues

- Understand the impact of our policies, practices and decisions on people with different protected characteristics, and thereby plan them more effectively.
- Assess whether you are discriminating unlawfully when carrying out any of our functions.
- Identify what the key equality issues are for our organisation.

Assess performance

- Benchmark our performance and processes against those of similar organisations.

Take action

- Consider taking steps to meet the needs of staff who share relevant protected characteristics.
- Identify if there are any actions we can take to avoid discrimination and harassment, advance equality of opportunity or foster good relations.
- Make informed decisions about policies and practices which are based on evidence about the impact of our activities on equality.
- Develop equality objectives to meet the specific duties.
- Have due regard to the aims of the general equality duty by ensuring that staff have appropriate information for decision-making.

1.4 We will work towards developing an equality profile of staff to help us to understand key equality issues in our workforce, including any evidence of pay gaps or 'occupational segregation' i.e. staff with certain protected characteristics being over-represented in particular roles. In addition, we note that it is likely to be useful to collect and consider information, appropriately disaggregated, about:

- recruitment and promotion
- numbers of part-time and full-time staff

- pay and remuneration
- training
- return to work of women on maternity leave
- return to work of disabled employees following sick leave relating to their disability
- appraisals
- grievances (including about harassment)
- disciplinary action (including for harassment)
- dismissals and other reasons for leaving.

2. Publication of Equality Information

2.1 We will collect and use enough workforce information to effectively meet the general equality duty. Where relevant and proportionate we will publish on our website some information about the impact of our employment functions on people with the different protected characteristics in order to demonstrate compliance with the general equality duty.

Appendix 1

Staffing information Analysis and Objectives

1. Staffing Complement of the Council for the year 2022-23

	Fulltime		Part time	
	Race	Disability	Race	Disability
Men				
Women				

2. Recruitment, Promotion, Training by Gender, Race and Disability

	Total	Male	Female	Race	Disability
Promoted internally					
Recruited					
Training courses					

3. Salary by Gender Race and Disability

This should be recorded as full time equivalent salary

< £19k		£20k -£29k		£30k -£39k		£40k+	
M	F	M	F	M	F	M	F

4. Grievances and disciplinary action and complaints of harassment

Number of cases in the last 3 years:

Analysis by Gender Race and Disability

5. Pregnancy Maternity and Paternity Leave and Family Issues

Number of disputes arising in the last 3 years:

6. Based on the information gathering exercise the issues identified are:

7. Draft objectives for 2022 -2023 are:

8. The progress towards the objectives will be reviewed by Town Clerk and reported to Personnel Committee.



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TWINNED WITH STADTALLENDORF

COMMUNITY ENGAGEMENT – STATEMENT OF INTENT

1. Aims and Objectives

1.1 St Ives Town Council aims to:-

- Represent and promote the interests of St Ives and all its people in all forums;
- Provide the best possible amenities and services by the efficient use of available resources;
- Actively involve local people in decisions affecting activities in the area;
- Promote equality of opportunity and oppose discrimination;
- Be open and accountable in all it does;
- Support development which is environmentally, socially and economically sound and sustainable;
- Enhance quality of life by protecting and enhancing St Ives' ecological and environmental assets.

1.2 In order to achieve these aims, the Council will:-

- work closely with residents, businesses and community groups;
- engage with as many people as possible who want to participate in decision making, monitoring services and planning for the future;
- ensure, that through the use of a wide range of approaches to public involvement and community engagement, we actively encourage the involvement of residents, to capture their views and learn their concerns and effectively use those views as an integral part of the decision-making process;
- ensure that residents have the opportunities to be heard at every stage, and the capacity to be effective citizens.

1.3 The outcomes the Council hopes to achieve are:-

- Improved communication with the local community;
- A better understanding within the community of the role of the Town Council and of its Councillors;

- Local people feeling that they are involved in decision making;
- Improved satisfaction with local public services.

2. Defining the community:- St Ives Town Council considers the community of St Ives to consist of:

- All residents of the town;
- All users of the Town Council's services;
- All those who work within the town;
- All those who own businesses within the town;
- All young people who live and/or attend school within the town;
- All local voluntary organisations, clubs and societies;
- Any group or organisation that represents some or any of the members of the above sections of the community;
- Additionally, the Council recognises that there are certain bodies that are crucial to the quality of life in St Ives and aims to maintain excellent working relationships with these bodies, including the Police, the other tiers of local government and neighbouring town and parish councils.

3. Provision of information to the community and opportunities for community involvement:-

Information is provided by the Town Council to the community in a number of ways, including:

- The Town Hall in Market Hill is open Monday to Friday and can provide a wide range of information both on Council services and other St Ives activities and issues.
- The Town Council's website www.stivestowncouncil.gov.uk provides comprehensive information both on the work of the Town Council and on other services, the history of the town, local events, local groups and organisations.
- The public can contact the Town Council through the website and public consultations are carried out through the website.
- The Town Council provides five notice boards around the town which are used to display agendas for Council meetings and contact details for local councillors as well as other information of interest to the local community.
- A notice board is available in the Town Hall which can be used by local events organisers or groups.
- The Town Council's Newsletter, The Bridge, is published approximately quarterly, is delivered to properties with a PE27 postcode and is available from the Town Hall, on the website and from the local library.
- The Annual Report is produced in June each year. It is distributed with The Bridge and is available from the Town Hall, on the website and from the local library.

- All meetings of the Town Council and its committees and sub-committees are open to the public and a period is set aside at the beginning of each meeting for public questions.
- Public meetings are called to gauge public opinion about important issues affecting the town such as major planning applications.
- Questionnaires are sometimes used to ask local people's opinions about specific matters and these are distributed to local residents, for example at the regular Farmers Market, at public meetings, or downloadable from the Council website.

4. Opportunities for Formal Representations to the Council:-

- Formal representations to the Council may be made at any time in writing to the Town Clerk.
- Petitions will be accepted during the period set aside at the beginning of each meeting for public questions.

5. Involvement in Partnerships

The Town Council often works in partnership with other organisations such as Huntingdonshire District Council, Cambridgeshire County Council, Police and Fire Service. It will also endeavour to maintain representatives on the following local organisations:

- Cambridgeshire and Peterborough Association of Local Councils;
- Corn Exchange Community Interest Company;
- Huntingdonshire Volunteer Centre;
- Nobles Field Trust;
- St Ives and District Area Road Safety Committee;
- St Ives Christmas Lights Committee;
- St Ives Community Association;
- St Ives Town Initiative;
- St Ives Youth Theatre;
- United Charities Trustees

6. Role of Council Members and Officers:-

Council Members (Councillors) are the elected decision makers of the Town Council. Their contact details are available from the Town Hall, on Town Council Notice boards and on the Town Council website. Members of the public are welcome to contact Councillors to raise any issues.

The Council's officers are staff employed to carry out the day to day functions of the Council and make sure that its services are provided for the local community. The Town Clerk is the Proper

Officer for the Council which means they have overall responsibility for the provision of Council services.

Statement originally prepared for adoption by St Ives Town Council at its meeting on 8 September 2010.

Responsible Officer	Town Clerk	Date effective from	Nov 2022	Review date	Nov 2023
Author	Town Clerk	Date last amended	August 2018 Sept 2010		

From Highway Projects Team, Cambridgeshire County Council

LHI BIDS 23/24

I am writing to make you aware that the 23/24 Local Highway Improvement Process is now open again for applications.

Our website has been changed to reflect the newly agreed process communicated to you all earlier in October and can be found at the following - [Local Highway Improvement funding - Cambridgeshire County Council](#)

Some key changes to our website include around the narrative / guidance for applicants. This explains how you apply, which part of the process you fall under, and provides some narrative and examples of suitable responses to the different questions asked.

I would also like to draw your attention to the following page - [Improving the local highway - Cambridgeshire County Council](#) This contains interactive links to the different measures available, and also gives you the expected cost for installing the measure. You will need to take this into account when budgeting for your proposed improvement and completing the application form.

Applicants are now able to make applications until **5pm on Friday 6th January 2023**.

CHANGE OF ESTATE AGENT

St Ives Town Council is changing estate agents to Eddison's. The change comes after the deadlines for letting procedures and moving tenants in to the Town Hall were not met resulting in the loss of possible new tenants.

Eddison's charge the fee rate of £750+ VAT per letting, which is the same as our previous agents. There are no financial implications or changes in cost at all. Eddison's were also recommended by our solicitor who is working with us closely for all lettings and leases.

Eddison's have visited the Town Hall to do initial valuations and to take pictures. They have provided us with a example of their marketing, they also supply website advertising as well and also cover social media (attached).

01480 451578

eddisons.com

Office - FOR SALE / TO LET

Eddisons

Incorporating Barker Storey Matthews



**1 RAMSAY COURT, HINCHINGBROOKE BUSINESS PARK,
HUNTINGDON, CAMBRIDGESHIRE, PE29 6FY**

Rent: £15 per sq ft per annum

Size from: 38.09 sq m (410 sq ft)

Price upon application

to

209.02 sq m (2,250 sq ft)

- High specification throughout
- Solar Panels installed
- Good access to A1/A14
- Marriott Hotel and Day Nursery on site

LOCATION

The expanding town of Huntingdon has a current population of 20,000 and lies 60 miles north of London, 16 miles north-west of Cambridge and 19 miles south of Peterborough. The A14 trunk road by-passes the town providing a dual-carriageway route linking the East Coast ports with the M11, A1 and M1/M6. The A1 lies 3 miles to the west of the town centre. There is a main line railway station in Huntingdon with a frequent service to Kings Cross. The town has recently seen the improvement of the A14 resulting in smoother traffic flow.



DESCRIPTION

The property comprises a semi-detached office building within Ramsay Court, a development of 14 office buildings on Hinchingsbrooke Business Park.

It has the following features:-

- 10 private car parking spaces
- Comfort cooling throughout
- Raised floors with floor boxes
- High quality partitioning to parts
- WC facilities
- Kitchen
- Feature reception area
- Disabled access to both floors
- Passenger lift
- Solar panels installed

There is a Marriott Hotel and children's day nursery at the entrance to the Hinchingsbrooke Business Park.

SERVICE CHARGE

There is a service charge for the general maintenance and upkeep of the estate. The agents can provide further details upon request.

ACCOMODATION

Office 1 (GF)	1009 sq ft	(93.83 m ²)
Office 2 (FF)	410 sq ft	(38.06 m ²)
Office 3 (FF)	454 sq ft	(42.18 m ²)
Meeting Room (FF)	125 sq ft	(11.6 m ²)

The meeting room is currently available for use by all occupants on a rota basis.

Available space ranges from 410 - 2,250 sq ft. Total size is representative of the whole building excluding fit-out of upstairs partitioning.

SERVICES

Mains electricity and water are believed to be available to the premises. Interested parties are however advised to make their own enquiries of the relevant service providers. Often, where buildings are vacant, services can be disconnected so no warranty can be given in respect of the connection, condition or working order of services, fixtures and fittings.

BUSINESS RATES

We understand from internet enquiries made from the VOA website that the rateable value for the property has been split into four parts. The rateable values for these parts are as follows:-

Office 1	£12,000
Office 2	£5,400
Office 3	£5,300
Shared Meeting	£1,500

For the year commencing 1 April 2022 rates will normally be charged at 49.9p in the pound. However, the amount payable may be affected by transitional adjustments or reliefs that may be applicable. Interested parties are advised to make their own enquiries directly with the local council.

RENT

£15 per sq ft per annum. The building is available on a flexible basis and can be occupied either as a whole building, floor-by-floor, or individual suites.

PRICE

The building is also for sale. A price can be provided upon application. The property is held on the balance of a 999 year long-leasehold and the purchaser would also obtain a share in the management company for Ramsay Court.

LEGAL COSTS

Each party to be responsible for their own legal costs.

For more information, visit eddisons.com
T: 01480 451578

Important Information

Eddisons is the trading name of Eddisons Commercial Ltd and Eddisons Commercial (Property Management) Ltd (the Company). The Company for itself and for the vendor(s) or lessor(s) of this Property for whom it acts as agents gives notice that: (i) The particulars are a general outline only for the guidance of intending purchasers or lessees and do not constitute an offer or contract. (ii) All descriptions are given in good faith and are believed to be correct, but any intending purchasers or lessees should not rely on them as statements of fact and must satisfy themselves by inspection or otherwise as to their correctness. (iii) None of the building's services or service installations have been tested and are not warranted to be in working order. (iv) No employee of the Company has any authority to make or give any representation or warranty whatever in relation to the property. (v) Unless otherwise stated all prices and rents are quoted exclusive of VAT. (vi) Where applicable an Energy Performance Certificate is available upon request.

Eddisons

Incorporating Barker Storey Matthews

EPC

The property has an EPC rating of C (65).

PLANNING

The property is believed to fall within use class E. It may be suitable for a variety of other uses (STP). Interested parties are advised to seek their own comfort in respect of their proposed use.

VIEWING

Strictly by appointment with the sole agents:-

Eddisons
incorporating **Barker Storey Matthews**
150 High Street
Huntingdon
Cambs
PE29 3YH
Contact: Matthew Hunt
matthew.hunt@eddisons.com
(01480) 451578

Ref: 7B1778220923



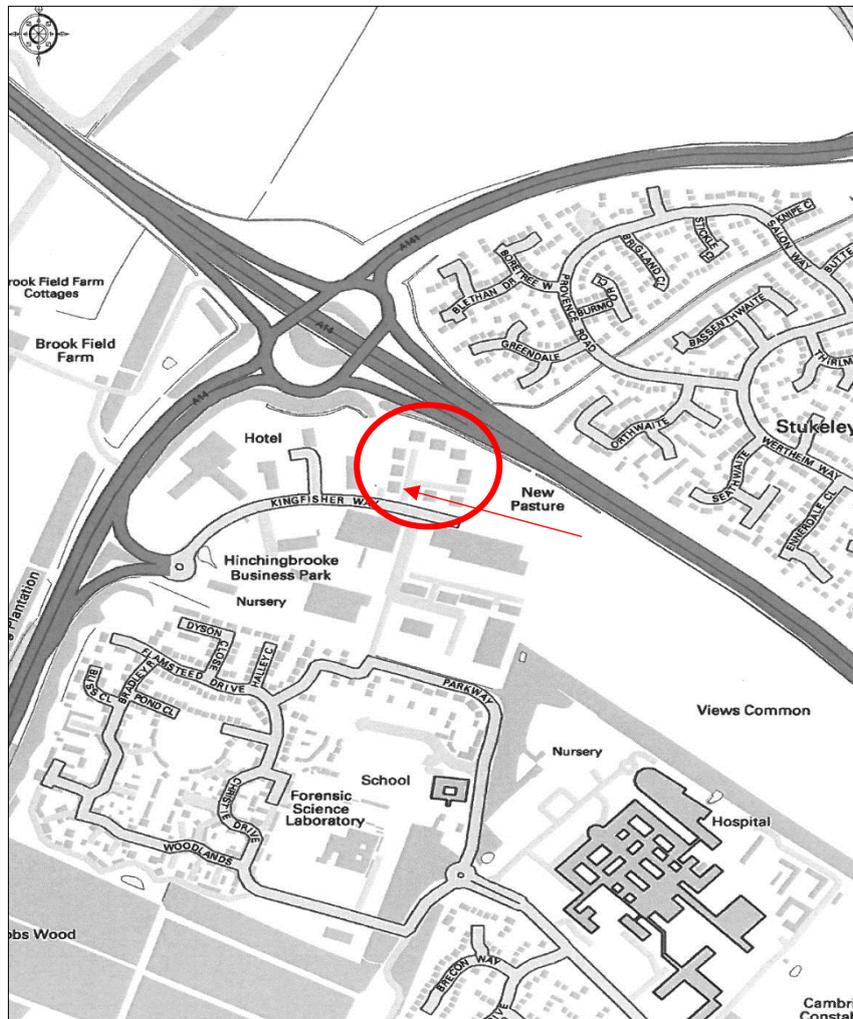
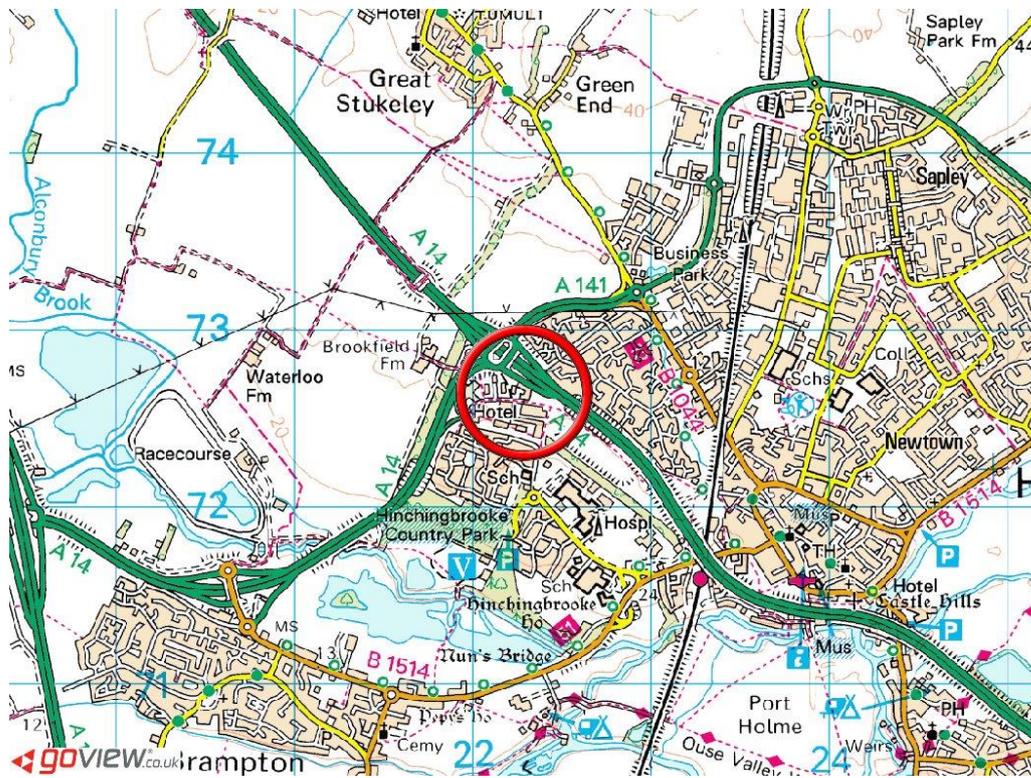
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Eddisons

Incorporating **Barker Storey Matthews**



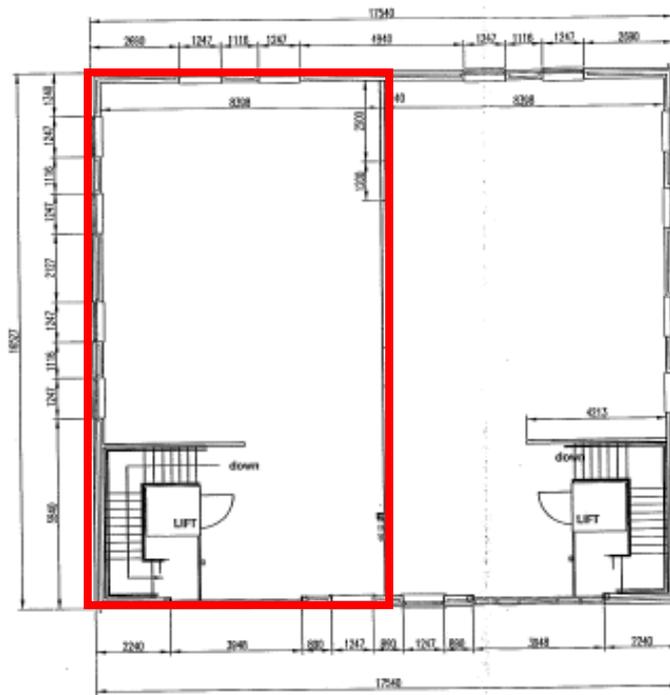
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Eddisons

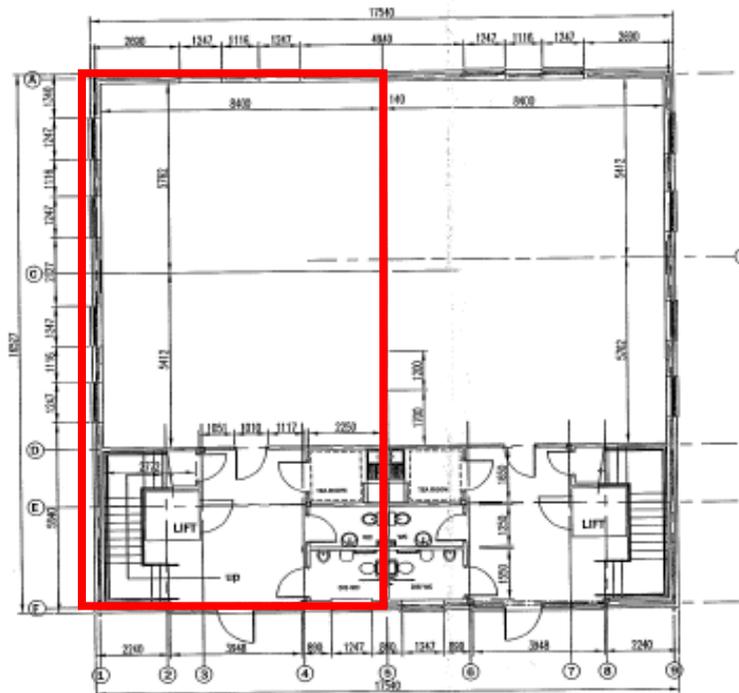
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FIRST FLOOR PLAN



GROUND FLOOR PLAN

(A)

For more information, visit eddisons.com
T: 01480 451578

Eddisons

Incorporating Barker Storey Matthews

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Index	Date of last change	Works Title	State	Current	Responsibility
C172.03	31/10/2022	PAVILION WORKING PARTY	On Going	31/10 – MP is liaising with Loss Adjusters to establish claim value, Lean-to will be removed as urgent from communication with Cambridgeshire Constabulary crime reduction unit	Administration Officer/ Locum Clerk
C144.00	01/11.2022	ST IVES CARES	On Going	01/11 – Warm Spaces programme is on-going and various sites around the town are ready to open, St Ives Cares Steering group will update council on operational dates.	St Ives Cares
C202.01	09/09/22	JUBILEE BANDSTAND	On Going	Plans are with HDC and awaiting confirmation, TH staff continue to take contributions for the Bandstand	Amenities Manager
C12.02	02/11/22	CORN EXCHANGE ROOF	On Going	02/11 – Initial meeting with Stockton Bradley will take place in November to build time plan and give all parties a working schedule.	Amenities Manager



Incidents Summary Analysis by Zone

01/10/2022 00:00:00 to 31/10/2022 23:59:00

Zone: St Ives

<u>Category Name</u>	<u>Sub Category Name</u>	<u>No. of Incidents</u>
Alarm Activation	Personal Attack Alarm	1
Anti-Social Behaviour	Aggravating Behaviour	3
Data Handling Request (All)	St Ives	3
Police Incident	Temporary Police Operation	2
Public Welfare	Concern for Person	7
Road Traffic Incident	RTC	2
Road Traffic Offences	Drink Driving	5
Robbery	Person (with Threat)	1
Theft/Shoplifting	Theft of Handbag	4
Violence	Assault	6

Total No. of Incidents in Zone St Ives: 34

Zone: St Ives

<u>Call Source</u>	<u>No. of Incidents</u>
CCTV Airwaves Police - Outbound	1
Data Handling Request - Police	3
HBAC Radio (Day/Night Time) - Inbound	10
Police - Telephone	6
Police Airwave - Inbound	14

Total No. of Incidents in Zone St Ives: 34

Zone: St Ives

<u>Camera Name</u>	<u>Camera Location</u>	<u>No. of Incidents</u>
1301 Market Road/Priory Ro	Market Road/Priory Road	17
1302 Market Hill (49)	Market Hill	14
1303 Bridge Street/Crown St	Bridge Street/Crown Street	18
1304 The Broadway (51)	The Broadway	19
1305 The Waits/Ramsey Roa	The Waits/Ramsey Road	8
1306 White Hart Lane/The Q	White Hart Lane/The Quadrant	4
1307 Crown Place East Street	Crown Place East Street	4
1308 The Quay/Bridge Street	The Quay/Bridge Street	4
1309 Warners Park (58)	Warners Park	3
1310 Globe Car Park/West S	Globe Car Park/West Street	4
1311 Waitrose Car Park (43)	Waitrose Car Park	4
1313 Short Stay Car Park Cen	Short Stay Car Park Central	3
1314 Bus Station/Cattle Mark	Bus Station/Cattle Market Car Park	4
1315 Darwood Road Car Par	Darwood Road Car Park	2
1317 London Road (59)	London Road	3
1318 Ramsey Road/Kings He	Ramsey Road/Kings Hedges	2

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