



# St Ives Town Council

## Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL  
Telephone: 01480 388929  
Email: clerk@stivestowncouncil.gov.uk

Issued 21 July 2022

**Councillors M Burke, R Chapman, M King, M Mallol Wright, C Smith, J Tiddy, N Wells, S Mokbul.**

You are hereby summoned to attend a Meeting of the **Amenities Committee** of St Ives Town Council to be held **in the Town Hall on Wednesday 27 July 2022 at 7.00 pm.**

**Philip Truppin**  
Locum Town Clerk

### AGENDA

#### RE-WILDING

To receive presentation from Anne Meredith of Hemingford Grey Parish Council.

**A28.00 APOLOGIES FOR ABSENCE**

To receive and note apologies for absence.

**A29.00 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.

**A30.00 PUBLIC PARTICIPATION**

A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.

**A31.00 MINUTES**

To confirm as a correct record the Minutes of the Meeting of the Amenities Committee held on 22 June 2022 (copy herewith).

**A32.00 ROLLING PROGRAMME**

To receive Rolling Programme (copy herewith).

**A33.00 BUDGET**

To receive budget for the Committee (copy herewith).

**A34.00 AMENITIES STRATEGIC PLAN**

To receive Strategic Action Plan (copy herewith).

- A35.00 APPLICATION FOR USE OF LAND**  
To consider request for use of Warner's Park on 11 September for a Charity Afternoon Tea in aid of Target Ovarian (copy herewith).
- A36.00 CEMETERY REGULATIONS**  
To receive update from Burials Officer (copy herewith).
- A37.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**  
To resolve 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.
- A38.00 TREE WORKS**
- A38.01 Aspen Poplar Tree**  
To consider quotations received for the removal of an aspen poplar tree on The Waits (copy herewith).
- A38.02 Broadleas Cemetery Remedial Works**  
To consider quotations received for various tree works in Broadleas Cemetery (copy herewith).
- A39.00 BUNDED DIESEL TANK**  
To agree the purchase of a banded diesel tank at a cost of £1559.00 (copy herewith).
- A40.00 PURCHASE OF FARMERS' MARKET GAZEBOS**  
To agree the purchase of two new gazebos for the Farmers' Market (copy herewith).
- A41.00 MEMORIAL**  
To consider letter from resident (copy herewith).
- A42.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**  
To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**Minutes of the Meeting of the Amenities Committee of St Ives Town Council  
held in the Town Hall on 22 June 2022**

**Present:**

Chairman: Councillor M Burke

Vice Chairman: Councillor S Mokbul

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

**In attendance:**

Locum Clerk: P Truppin

Amenities Manager: M Price

Admin Assistant: E Egginton

Democratic Officer: S Rawlinson

**A14.00 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor C Smith.

**A15.00 DECLARATIONS OF INTEREST**

**Agenda Item A22.00 – Councillor N Wells** – non pecuniary interest. The report was submitted by himself and not the Eco Group.

**Agenda item A22.00 – Councillor R Chapman** – non pecuniary interest as a member of the Eco Group.

**Agenda Item A26.00 – Councillor M Burke** – non pecuniary interest as a resident of Knights Way.

**A16.00 PUBLIC PARTICIPATION**

None.

**A17.00 MINUTES**

**RESOLVED:** that the Minutes of the Meeting held on 25 May 2022 be agreed as a correct record and signed by the Chairman.

**A18.00 ROLLING PROGRAMME**

Members welcomed the new format for the Rolling Programme.

Members agreed that the memorial to the late Councillor John Davies should be progressed.

**RESOLVED: A18.01** that the Rolling Programme be received.

**A18.02** that the Memorial for Councillor Davies be placed on the next agenda for decision.

**A19.00 BUDGET**

**RESOLVED:** that the budget report be received and noted.

Chairman's  
Initials

**A20.00 AMENITIES STRATEGIC PLAN**

Members agreed that two trees should be planted for each one cut down if space permits.

**RESOLVED:** that the Strategic Plan be received and noted.

**A21.00 BUNDED DIESEL TANK**

Consideration was given to a report proposing that a banded diesel tank should be purchased for the Grounds Maintenance depot.

**RESOLVED:** **A21.01** that the report is received and noted.

**A21.02** that quotations be sought from four suppliers for the provision of a banded diesel tank.

**A22.00 RE-WILDING ST IVES OPEN SPACES**

Members received a report from Councillor Wells detailing the success in re-wilding council-owned open spaces achieved by Hemingford Grey Parish Council.

**RESOLVED:** that Councillor Anne Meredith of Hemingford Grey Parish Council be invited to a future meeting to provide a presentation on the re-wilding work done by her Council.

**A23.00 PLAQUES**

A request had been received from the Civic Society of St Ives for the extension of the plaques scheme to the eastern area of the town, beginning with a plaque being placed on the former Station Hotel.

The cost for the plaque to be reimbursed to the Council. The Council would apply for listed building consent and arrange for installation.

**RESOLVED:** that the proposal from the Civic Society be agreed and progressed.

**A24.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**

**RESOVLED:** 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.

**A25.00 ALL SAINTS CHURCHYARD – TREE REMEDIAL WORKS**

Quotations had been received for works to the Holm Oak tree in All Saints Churchyard.

**RESOLVED:** **A25.01** that the report is received and noted.

**A25.02** that Eden Tree Specialists be appointed to undertake the remedial work at a cost of £450.

**A26.00 KNIGHTS WAY – TREE REMEDIAL WORKS**

Quotations had been received for tree works at Knights Way.

**RESOLVED: A26.01** that the report is received and noted.

**A26.02** that Eden Tree Specialists be appointed to undertake the remedial work at a cost of £1200.

**A27.00**

**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: 27 July 2022

Chairman's  
Initials

## Amenities Rolling Programme - as at 13/07/22

## Agenda item A32.00

Index	Date	Agenda title	Agenda	Resolved	State	Narrative
A32.00	25/11/2020	ECO-AUDIT CARBON REDUCTION MEASURE	Rolling		<b>In progress</b>	22/06 – Amenities Manager to report to committees of the importance of vision and build a plan to inform everyone of major spends that may be required in order to commit to plan – On going
A62.00	12/06/2022	OUTDOOR GYM EQUIPMENT	Feasibility Study to be undertaken	To be brought back to a later Amenities meeting.	<b>In progress</b>	24/07 – Open consultation will be published in the Bridge Magazine, following a site visit with Fresh Air Fitness to re locate to Slepe Hall Field due to increased footfall and traffic for potential use and longevity of product – On Going
A08.02	28/04/21	FREE CHURCH CLOCK	Clean required. Cost £1235.	That works take place in the 2022/3 financial year to allow for a budget provision to be made.	<b>In progress</b>	22/05 – Date for cleaning 13/07
A10.00	28/04/21	MARKET SQUARE. Town hall and other town areas/ memorials	Looking scruffy. Memorials need specialist clean		<b>In progress</b>	16/05 – Amenities Mgr. has contacted Atkins Gregory for specialist advice on correct chemicals to use, RBL volunteers have proposed they will help clean along with Civic Society Volunteers – On Going
	28/04/21	LATE CLLR DAVIES	Display of poem by Cllr Pope	Suitable ways of commemorating Cllr Davies were discussed	<b>In progress</b>	16/06 – AM to gain quotes for Framed poem or Raised bed in Slepe Hall Field
A36.02	12/06/22	REQUEST FROM SIIB TO UNDERTAKE ADDITIONAL WATERING OF 6 PLANTERS	Request by SIIB for the GM staff to undertake additional watering of 16 planters.	Agreed. Review of schedule of GM works to be undertaken	<b>In progress</b>	01/07 – GM will commence watering when they have the water bowser days, all new sites are within 2m of our scheduled watering so no increase in costs to carry out works.

A	04/07/22	Warners Park	Land Maintenance		<b>In Progress</b>	04/07 – Amenities Manager has been made aware that large holes have appeared in the Grass and have and will cause injury to residents, GM team have started to fill gaps and address, also the GM team have painted the football wall in readiness for the school holidays.
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01/07/2022

## St Ives Town Council Current Year

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## Annual Budget - By Committee (Actual YTD Month 3)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b><u>Amenities</u></b>												
<b>300</b>	<b><u>Amenities General</u></b>											
4100	Farmers' Markets	12,540	18,833	0	0	14,500	0	14,500	8,824	0	0	0
4101	Sale of equipment	0	0	0	0	0	0	0	1,800	0	0	0
	<b>Total Income</b>	<b>12,540</b>	<b>18,833</b>	<b>0</b>	<b>0</b>	<b>14,500</b>	<b>0</b>	<b>14,500</b>	<b>10,624</b>	<b>0</b>	<b>0</b>	<b>0</b>
5019	Repairs & Renewals	3,000	3,162	0	0	3,000	0	3,000	408	0	0	0
5021	Health & Safety	500	550	0	0	500	0	500	106	0	0	0
6136	Eco Action	10,000	5,750	4,250	0	0	0	4,250	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	0	0	0	0	2,000	0	2,000	575	0	0	0
6300	Playground - Open Spaces & Cem	0	509	0	0	0	0	0	0	0	0	0
6456	Toilet Provision	35,000	27,480	0	0	35,000	0	35,000	7,481	0	0	0
6927	Street Cleaning	0	0	0	0	2,000	0	2,000	0	0	0	0
6932	Electricity	600	317	0	0	600	0	600	139	0	0	0
6934	Water Rates	1,000	1,006	0	0	1,000	0	1,000	0	0	0	0
6937	Fire Extinguishers	250	0	0	0	250	0	250	0	0	0	0
6945	Clock Maintenance	8,220	10,133	0	0	1,655	0	1,655	330	0	0	0
6983	Farmer's Markets	13,000	14,236	0	0	13,000	0	13,000	4,234	0	0	0
9080	CIL Expenditure (EMR)	0	270	0	0	0	0	0	0	0	0	0
9136	Jointly Funded Imp Scheme(EMR)	5,000	0	0	0	0	0	0	0	0	0	0
9157	New Vehicle (EMR)	1,000	0	0	0	1,000	0	1,000	0	0	0	0
9187	Parish Church Wall (EMR)	5,000	0	0	0	0	0	0	0	0	0	0
9195	Play Equipment (EMR)	5,000	2,350	0	0	20,000	0	20,000	109	0	0	0
9286	Equip & Tools-Amenities (EMR)	5,000	2,577	0	0	25,000	0	25,000	0	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
9496	Westwood Road Memorial (EMR)	1,000	0	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	93,570	68,340	4,250	0	105,005	0	109,255	13,381	0	0	0
	<b>300 Net Income over Expenditure</b>	-81,030	-49,506	-4,250	0	-90,505	0	-94,755	-2,757	0	0	0
6000	plus Transfer from EMR	0	270	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(81,030)</u>	<u>(49,236)</u>			<u>(90,505)</u>		<u>(94,755)</u>	<u>(2,757)</u>	<u>0</u>		
<b>310</b>	<b><u>Street Lighting</u></b>											
5019	Repairs & Renewals	2,000	1,049	0	0	2,000	0	2,000	0	0	0	0
6032	CCC Electric Energy	1,400	2,381	0	0	3,500	0	3,500	0	0	0	0
	<b>Overhead Expenditure</b>	3,400	3,430	0	0	5,500	0	5,500	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(3,400)</u>	<u>(3,430)</u>			<u>(5,500)</u>		<u>(5,500)</u>	<u>0</u>	<u>0</u>		
<b>330</b>	<b><u>Machinery</u></b>											
6255	Road Fund Licence	450	415	0	0	450	0	450	290	0	0	0
6256	Fuel	4,500	5,424	0	0	4,900	0	4,900	2,360	0	0	0
6257	Maintenance & MOT	4,000	2,840	0	0	4,000	0	4,000	174	0	0	0
6286	Equipments & Tools	0	0	0	0	0	0	0	13,750	0	0	0
	<b>Overhead Expenditure</b>	8,950	8,678	0	0	9,350	0	9,350	16,574	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(8,950)</u>	<u>(8,678)</u>			<u>(9,350)</u>		<u>(9,350)</u>	<u>(16,574)</u>	<u>0</u>		
<b>340</b>	<b><u>Playground/Open Spaces/Cem.</u></b>											
4052	Ashes Plots Digging	1,000	1,134	0	0	1,000	0	1,000	198	0	0	0
4130	Chritmas Tree Income	0	2,103	0	0	0	0	0	0	0	0	0

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**St Ives Town Council Current Year**  
**Annual Budget - By Committee (Actual YTD Month 3)**

10:47

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4150	Burial Fees	22,000	30,845	0	0	22,000	0	22,000	3,153	0	0	0
	<b>Total Income</b>	<b>23,000</b>	<b>34,082</b>	<b>0</b>	<b>0</b>	<b>23,000</b>	<b>0</b>	<b>23,000</b>	<b>3,351</b>	<b>0</b>	<b>0</b>	<b>0</b>
6391	Inspections & Repair & Renewal	1,000	611	0	0	1,000	0	1,000	630	0	0	0
6488	Tree Work	11,118	11,320	0	0	6,050	0	6,050	1,880	0	0	0
6490	Annual Planting	9,000	9,177	0	0	9,730	0	9,730	5,344	0	0	0
6492	Christmas Tree & Decorations	1,000	2,902	0	0	1,000	0	1,000	0	0	0	0
6593	Cemetery Maintenance	2,500	1,396	0	0	2,500	0	2,500	1,550	0	0	0
9080	CIL Expenditure (EMR)	0	70,960	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>24,618</b>	<b>96,367</b>	<b>0</b>	<b>0</b>	<b>20,280</b>	<b>0</b>	<b>20,280</b>	<b>9,403</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>340 Net Income over Expenditure</b>	<b>-1,618</b>	<b>-62,284</b>	<b>0</b>	<b>0</b>	<b>2,720</b>	<b>0</b>	<b>2,720</b>	<b>-6,052</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	70,960	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(1,618)</b>	<b>8,676</b>			<b>2,720</b>		<b>2,720</b>	<b>(6,052)</b>	<b>0</b>		
<b>350</b>	<b>Allotments</b>											
4160	Allotment Rents	5,964	7,886	0	0	6,900	0	6,900	7,911	0	0	0
	<b>Total Income</b>	<b>5,964</b>	<b>7,886</b>	<b>0</b>	<b>0</b>	<b>6,900</b>	<b>0</b>	<b>6,900</b>	<b>7,911</b>	<b>0</b>	<b>0</b>	<b>0</b>
6636	Allotment Maintenance	1,800	857	0	0	1,000	0	1,000	67	0	0	0
6644	Rent for the Meadow	400	200	0	0	200	0	200	200	0	0	0
	<b>Overhead Expenditure</b>	<b>2,200</b>	<b>1,057</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>	<b>267</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>3,764</b>	<b>6,829</b>			<b>5,700</b>		<b>5,700</b>	<b>7,644</b>	<b>0</b>		

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**St Ives Town Council Current Year  
Annual Budget - By Committee (Actual YTD Month 3)**

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Amenities - Income</b>	41,504	60,802	0	0	44,400	0	44,400	21,886	0	0	0
<b>Expenditure</b>	132,738	177,871	4,250	0	141,335	0	145,585	39,626	0	0	0
<b>Net Income over Expenditure</b>	<u>-91,234</u>	<u>-117,069</u>	<u>-4,250</u>	<u>0</u>	<u>-96,935</u>	<u>0</u>	<u>-101,185</u>	<u>-17,740</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	71,230	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(91,234)</u>	<u>(45,839)</u>			<u>(96,935)</u>		<u>(101,185)</u>	<u>(17,740)</u>	<u>0</u>		

Agenda	Action Point number	Action point narrative	Timescale	Status	Current state
Climate Change Agenda: To exceed the Government target of becoming carbon neutral by 2050 and work towards meeting the recommendation of the Committee on Climate Change to be carbon neutral by 2030		Introduce natural planting within the Town Council areas of responsibility where feasible	Amenities 2022 - Onwards	<b>On Going</b>	16/06 – All tress works currently undertaken by any 3 <sup>rd</sup> party contractor will be tasked with the replanting of like for like trees in there make and number, Amenities Mgr. will undertake sourcing competitive contractor quotes for fixed terms as currently Town Council only use barcham trees. Wildflower meadows will be encouraged when Play Parks and other services require replacement.
Tree Planting		Investigate the feasibility of introducing a policy that includes the planting of at least one tree annually on land within St Ives. To include working with other organisations and authorities to establish if the TC can plant trees on land not within the responsibility of the Town Council.	Amenities 2022 - Onwards	<b>On - Going</b>	22/5/22 Amenities Committee. To give suggestions of sites to be considered
General Planting		Encourage other organisations and authorities to set aside land for the planting of wild and natural	Amenities 2022 – On Going	<b>On - Going</b>	10/05/22 Discussed at meeting with In Bloom representatives.

		flowers that support wildlife.			
Control		Investigate the impact of reducing the use of weed killing sprays by 2023	Amenities 2022	<b>On -Going</b>	10/06/22 – GM team will not be using sprays that are not a licenced product and that do not carry a full certificate of conformity NFU to assist the Amenities Mgr.
Electric Vehicles		Investigate the feasibility of reducing emissions on GM equipment	Amenities 2022 – On Going	<b>On Going</b>	22/06/22 – Amenities Manager is completing a study on the potential leasing of Electric vehicles for GM team, both Vehicles and machinery
Volunteers		Identify particular areas that would benefit from regular litter picks	Amenities2022 – On Going	<b>On Going</b>	22/05/22 – Admin Apprentice to post regularly on Social Media pages of the proposal and build a hopper of Volunteers to assign projects to.
Health and Leisure – Leisure and Entertainment: To identify opportunities for the Council to facilitate or arrange leisure and entertainment opportunities that are consistent with the approved budget.		Investigate options to organise physical sporting activities with partner organisations.	Amenities 2022	<b>On Going</b>	13/06/22 – Amenities Mgr. to hold monthly catch ups with HDC Open Spaces team to learn from each other to assist t in the entertainment areas and how both parties can gain.



# St Ives Town Council

TWINNED WITH STADTALLENDORF

St Ives Town Council, Town Hall, Market Hill, Old Riverport, St Ives, Cambridgeshire, PE27 5AL  
 Telephone: 01480 388929 email: clerk@stivestowncouncil.gov.uk website: www.stivestowncouncil.gov.uk

## LICENCE FOR USE OF TOWN COUNCIL LAND

Date sent:  Reference Number:   
 (Please quote in ALL correspondence and with payments)

Parties:  and St Ives Town Council

- (1) St Ives Town Council, named in clause 1.2, herein named "the Council".
- (2) The person or organisation named in clause 1.3 ("Licencee").

**AGREED** as follows:

1. In consideration of any fee described in clause 1.4, the Council agrees to permit the Licencee to use the land described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and clause 2 are the terms of this Licence. This Licence includes the annexed General Terms and Conditions of permission and the Special Conditions (if any) set out in the attached Schedule.

**1.1 Date(s) required:**

Location	Dates or pattern	Period	Total hours	Hourly rate	Fee total
Warners Park St Ives	Sunday 11 September	One-off	Five/six Maximum	£	£
				£	£

Please ensure that you give sufficient time to prepare for people to arrive and to tidy up after your event.

**1.2 St Ives Town Council:**

(a) Authorised Representative: Alison Benfield, Town Clerk  
 Address: St Ives Town Council, Town Hall, Market Hill,  
 The Old Riverport, St Ives, Cambridgeshire, PE27 5AL  
 Telephone Numbers & email: 01480 388929 (Main switchboard) [clerk@stivestowncouncil.gov.uk](mailto:clerk@stivestowncouncil.gov.uk)

**1.3 Licencee:**

(a) Name of event: Charity Afternoon Tea  
 (b) Organisation (if applicable): N/A  
 (c) Licencee / Name of Organisation's Authorised Representative: Sue Allen  
 Address:   
 Telephone Numbers & email:

**1.4 Charges and Fees**

Fees to be charged: £  Special deposit or pre-authorisation to be made: £

This deposit will be refunded or the credit or debit card pre-authorisation charge cancelled within 28 days of the termination of the period of hire, provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the council about noise or other disturbance during the period of the licence or as a result of the licence.

<b>Total Due Please indicate payment method</b>	£ <input type="text"/>	<b>Cheques</b> Payable to "St Ives Town Council"	<b>Bank Transfer</b> Account: 01325153 Sort Code: 30-94-47	<b>Cash</b> To the Town Hall, Market Hill, PE27 5AL
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Please quote your invoice no. This amount being payable at the time of booking confirmation unless otherwise agreed. Should a cheque bounce or pre-authorisation fail, the council may seek to cover all costs incurred in securing the monies.

Please indicate the hire type: Commercial Use  Community use

**Licencees are reminded that incorrectly completing this section may be treated as a breach of terms and conditions.**

**For the return of your deposit if applicable please tell us:** (Remember, bank transfers are cheaper and help to keep charges down.)

Name to be placed on Cheque:	<input type="text"/>	Account Number:	<input type="text"/>	S	<input type="text"/>
				O	<input type="text"/>

1.5 Land for use

Please describe clearly the land to which the application shall apply. This should be more specific than "Slepe Hall Field" or the "Waits" so as to make clear the extent of the area subject of the Licence.

Area near the children's playground + pavilion. Not obstructing the pathway.

1.6 Purpose/description of hiring (such as children's birthday party):

Charity sale of afternoon tea + fizz. Charity is TARGET OVARIAN. Communal games for the family. i.e. Rounders/Cricket

1.7 Will tickets be sold for your event? Yes/No (If yes please provide details below.)

Tickets will be made available to our fitness community, friends + family and advertised through facebook. Donations made at the booking of tickets.

1.8 Is food to be provided at the event? Yes/No (If yes please provide details below.)

Yes. Sandwiches, scones, cake. Pre-ordered. Although extra cakes will be available to public for a donation.

2. If you are undertaking a regulated or licensed event please give details below:

No.

2.1 Is alcohol to be provided at the event? Yes/No (If yes please provide details below.)

Yes. As part of Afternoon Tea package. We will not be selling alcohol at the event.

If you answered yes to the above question, you will need to seek written permission from the council before any application can be made for a Temporary Event Notice or alcohol can be sold by an otherwise authorized body.

2.2 Where a licensable activity will take place, the Licensee hereby acknowledges that they shall be required to comply with all relevant legislation as well as any additional stipulations put in place by St Ives Town Council.

2.3 The Licensee agrees not to exceed the number of people permitted in the agreement, including the organisers/performers and guests which shall be agreed as:

[Empty box for number of people]

2.4 Music Licensing:

St Ives Town Council does NOT have licences and the Licensee agrees to be responsible in obtaining these, or ensuring any external music brought in eg DJ, obtain these as appropriate. You can find out more at www.prsformusic.com and www.ppluk.com

2.5 In order to hold a licensable activity on the land a Temporary Event Notice (TEN) will need to be made to the licensing authority with written permission to apply having been given by St Ives Town Council. We will require evidence that it has been granted prior to commencement of any activity. Failure to do so will result in cancellation of the hiring without compensation.

This however does not apply where it is not needed, for example family parties, unless alcohol is sold.

3. The Licensee agrees with the council to be present (by its authorised representative, if appropriate) during the period agreed and to comply fully with this Licence.

4. It is hereby agreed that the General Terms and Conditions of permission together with any additional conditions imposed under other St Ives Town Council policies or that the Clerk to the Council deems necessary shall form part of the terms of this Licence unless specifically excluded by agreement in writing between the council and the Hirer.

The General Terms and Conditions of permission as well as our policies are available to all users on our website www.stivestowncouncil.gov.uk and can be sent on request by email or post. If the Licensee is in any doubt as to the meaning of any of the conditions, the Town Clerk or other authorised representative should be consulted immediately.

5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

As Witness the hands of the parties hereto: Signed by the person named at 1.2(b) above, duly authorised, on behalf of the council:

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where

[Empty box for signature]

**Amenities Committee**

**DATE:** 27<sup>th</sup> July 2022

**SUBJECT:** Cemetery Regulation Update

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**1 Introduction and Purpose of Report**

- 1.1 To update current Cemetery regulations to incorporate other religious practices in regards to notification of impending Interment

**2 Recommendations**

- 2.1 The report be received and the content noted.

**3 Background**

- 3.1 Currently the regulations state that notice of a proposed interment must be received not later than 10:30am two days prior to the interment date.
- 3.2 The form of Notice of Interment must be received by the Town Clerk's Office, in the case of a proposed interment in an earthen grave, not later than 10.30 am two days prior to the date of the interment, and in the case of a proposed interment in a brick grave, not later than 10.30 am three days prior to the date of the interment.
- 3.3 The Council reserves the right to refuse to accept a notice of interment in special circumstances.
- 3.4 The Council will not accept responsibility for the proper performance of any direction or request conveyed to them by telephone.

This in effect means an application for burial actually needs to be in the Office three days before graveside burial taking place which is not always practicable for differing religious beliefs.

**4. Proposal**

- 4.1 That in the case of non-Christian Burials, a clause be added to allow us to accommodate a shorter notice period if requested on those grounds. For example, a burial notification could be received at 9.00am on a Monday for a burial taking place on the Tuesday. This would also act as a minimum notice period. However, we would still retain the right to increase this time window if necessary for operational reasons.



**5. Financial Implications**

5.1 There are no financial implications involved in this change.

**6. Policy Implications**

6.1 Policy to be Updated.

**7. Health and Safety Implications**

7.1 There are no health and safety implications

**8. Reporting Officer – Linda Scales, Burial Officer**