



# ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives,

Huntingdonshire PE27 5AL

Tel: 01480 388929

e-mail: [clerk@stivestowncouncil.gov.uk](mailto:clerk@stivestowncouncil.gov.uk)

## TWINNED WITH STADTALLENDORF

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Issued: 20 October 2022

**Councillors M Burke, R Chapman, M King, M Mallool 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 26 October 2022 at 7.45 pm.**

**Proper Officer Locum Clerk Diane Baylis**

### AGENDA

- A55.00 APOLOGIES FOR ABSENCE**  
To receive and note apologies for absence.
- A56.00 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.
- A57.00 PUBLIC PARTICIPATION**  
A maximum of 15 minutes in total is permitted for members of the public to address the Committee 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.
- A58.00 MINUTES**  
To confirm as a correct record the Minutes of the Meeting of the Amenities Committee held on 28 September 2022 (copy herewith).
- A59.00 ROLLING PROGRAMME**  
To receive Rolling Programme (copy herewith).
- A60.00 BUDGET**  
To receive budget for the Committee (copy herewith).
- A61.00 OUTDOOR GYM**  
To receive a verbal update report from Locum Clerk.
- A62.00 FARMERS' MARKET**  
To consider report on incident at Farmers' Market on 15 October.
- A63.00 APPLICATION FOR USE OF COUNCIL LAND**  
To consider request for use of Warner's Park from Martin's Coffee Limited (copy herewith).

**Minutes of the Meeting of the Amenities Committee of St Ives Town Council  
held in the Town Hall on 28 September 2022**

**Present:**

Chairman: Councillor M Burke

Vice Chairman: Councillor S Mokbul

Councillors: M King, J Tiddy, C Smith, P Pope (ex officio)

**In attendance:**

Proper Officer: D Bayliss

Locum Clerk: M Price

Democratic Officer: S Rawlinson

**A43.00 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors N Wells (HDC commitment), and Councillor M Mallol Wright (Personal).

**A44.00 DECLARATIONS OF INTEREST**

**A44.01 Making Declarations of Interest**

**RESOLVED:** that the extract from Standing Orders concerning making declarations of interest is received and noted.

**A44.02 Retrospective Declarations**

No retrospective declarations were made.

**A44.03 Declarations of Interest**

No declarations relating to this meeting were made.

**A45.00 PUBLIC PARTICIPATION**

**Agenda Item A44.03** – A resident expressed concerns at the concept of making retrospective declarations of interest. This was, he stated, a deceitful practice and showed a misunderstanding of fundamental councillor duties.

He queried what happened to decisions taken at the time when declarations were not made as retrospective declarations had no legal standing and also what was the proper procedure in such cases.

The Chairman stated that a written response to the queries raised would be provided.

**A46.00 MINUTES**

**RESOLVED:** that the Minutes of the Meeting held on 27 July 2022 be agreed as a correct record and signed by the Chairman.

Chairman's  
Initials

**A47.00****ROLLING PROGRAMME**

Members were in receipt of the improved Rolling Programme which they agreed was much structured and streamlined.

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

**A48.00****BUDGET**

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

**A49.00****OUTDOOR GYM**

Consideration was given to an update report from the Locum Clerk.

Finding a suitable location for the equipment had proved problematic. Neither Slepe Hall field nor Warner's Park were considered appropriate due to their closeness to residential dwellings.

It was noted that the District Council were replacing much of their gym equipment with sensory items for children with special needs. While this was something the Council might look at, it was part of the Strategic Plan that encouragement be given to improving adult health and mental wellbeing.

**RESOLVED: A49.01** that the update report is received and noted

**A49.02** that discussions be held with the District Council to determine if it would be willing to accommodate gym equipment in Hill Rise Park or other open spaces in its ownership. A report to be provided to the next meeting.

**A50.00****CHILDREN'S BURIAL GROUND**

Consideration was given to proposals for repairs and alterations to the Children's burial site at Ramsey Road Cemetery, to include replacement of the fence by box hedging and the provision of benches. Funds were in budget for these improvements and maintenance would be monitored via the Rolling Programme.

**RESOLVED: A50.01** that the report is received and noted

**A50.02** that the current picket fence be replaced by box hedging and some fragrant plants and that benches be provided.

**A51.00****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.

**A52.00****ALL SAINTS CEMETERY – VARIOUS TREE REMEDIAL WORKS**

Consideration was given to quotations received for the above works.

**RESOLVED: A52.01** that the report is received and noted.

**A52.02** that Eden Tree Specialists be appointed to undertake the remedial work at All Saints' Cemetery at a cost of £1600.

**A53.00 PURCHASE OF NEW GROUNDS MAINTENANCE VEHICLE**

Approval was sought for the purchase of a new grounds maintenance vehicle.

**RESOLVED: A53.01** that the report is received and noted

**A55.02`** that a Peugeot Expert Van 1.5 Blue HDi 100 PR/PM S/Sr be purchased at a cost of £315.21 per month via a finance lease agreement with Global Vans and a trade in value of £500 on the current GM vehicle of £500 to reduce the overall deposit cost.

**A54.00 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: 26 October 2022

Chairman's  
Initials

Index	Date	Agenda title	Agenda	Resolved	State	Narrative
A.00	28/09/22	Lights around Oliver Cromwell	Cleaning		<b>In progress</b>	28/09 – Amenities Manager will task and add to the GM schedule over the winter period to clean, strip and re paint the 4 lights adjacent to the Oliver Cromwell, the cleaning will be finished by 19 <sup>th</sup> November. Ready for Christmas lights.
	12/06/22	OUTDOOR GYM EQUIPMENT	Discussions with HDC regarding placement	.	<b>In progress</b>	12/10 – Amenities Manager has approached HDC to see if the Gym can be sited in Hill Rise, further discussions will need to be had, it was suggested we look at the user stations to ensure mobility and age demographics are catered for, timescales for further meetings are to be Dec 2022/Jan 2023
A.	12/06/22	REQUEST FROM HDC to water parklet in Bus Station Car park	Watering / Pruning		<b>In progress</b>	19/10 – SITC GM Team have started to look after the parklet in the bus station car park, thanks has come from HDC and are very thankful for our help, the Amenities Manager will keep everyone informed if any other help is required. Also it is a good idea for the AM & GM team to see if they need any help from HDC.
A	28/09/22	SITC Benches	GM Schedule		<b>In Progress</b>	22/09 – SITC GM will be tasked to clean x1 SITC owned bench per month, this will include, stripping, priming and re varnishing/ [painting and replacement –.
A	28/09/22	Oliver Cromwell	Cleaning		<b>In Progress</b>	22/10 – The Oliver Cromwell statue needs cleaning; the Amenities manager will task the Admin officer in TH to run the project and report to committee costs and dates, this project will commence for costings in November 2022

05/10/2022

**St Ives Town Council Current Year**  
**Annual Budget - By Committee (Actual YTD Month 6)**

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		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	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	14,500	16,134	0	0	0	0	0
4101	Sale of equipment	0	0	0	2,100	0	0	0	0	0
	<b>Total Income</b>	<b>12,540</b>	<b>18,833</b>	<b>14,500</b>	<b>18,234</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5019	Repairs & Renewals	3,000	3,162	3,000	2,299	0	0	0	0	0
5021	Health & Safety	500	550	500	252	0	0	0	0	0
6136	Eco Action	10,000	5,750	4,250	0	0	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	0	0	2,000	575	0	0	0	0	0
6300	Playground - Open Spaces & Cem	0	509	0	0	0	0	0	0	0
6456	Toilet Provision	35,000	27,480	35,000	14,322	0	0	0	0	0
6927	Street Cleaning	0	0	2,000	0	0	0	0	0	0
6932	Electricity	600	317	600	244	0	0	0	0	0
6934	Water Rates	1,000	1,006	1,000	95	0	0	0	0	0
6937	Fire Extinguishers	250	0	250	0	0	0	0	0	0
6945	Clock Maintenance	8,220	10,133	1,655	330	0	0	0	0	0
6983	Farmer's Markets	13,000	14,236	13,000	7,925	0	0	0	0	0
9080	CIL Expenditure (EMR)	0	270	0	0	0	0	0	0	0
9136	Jointly Funded Imp Scheme(EMR)	5,000	0	0	0	0	0	0	0	0
9157	New Vehicle (EMR)	1,000	0	1,000	0	0	0	0	0	0
9187	Parish Church Wall (EMR)	5,000	0	0	0	0	0	0	0	0
9195	Play Equipment (EMR)	5,000	2,350	20,000	270	0	0	0	0	0
9286	Equip & Tools-Amenities (EMR)	5,000	2,577	25,000	1,024	0	0	0	0	0

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**St Ives Town Council Current Year**  
**Annual Budget - By Committee (Actual YTD Month 6)**

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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9496 Westwood Road Memorial (EMR)	1,000	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	93,570	68,340	109,255	27,335	0	0	0	0	0
<b>300 Net Income over Expenditure</b>	-81,030	-49,506	-94,755	-9,101	0	0	0	0	0
6000 plus Transfer from EMR	0	270	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(81,030)</u>	<u>(49,236)</u>	<u>(94,755)</u>	<u>(9,101)</u>	<u>0</u>		<u>0</u>		
<b>310 Street Lighting</b>									
5019 Repairs & Renewals	2,000	1,049	2,000	0	0	0	0	0	0
6032 CCC Electric Energy	1,400	2,381	3,500	0	0	0	0	0	0
<b>Overhead Expenditure</b>	3,400	3,430	5,500	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(3,400)</u>	<u>(3,430)</u>	<u>(5,500)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>330 Machinery</b>									
6255 Road Fund Licence	450	415	450	290	0	0	0	0	0
6256 Fuel	4,500	5,424	4,900	4,180	0	0	0	0	0
6257 Maintenance & MOT	4,000	2,840	4,000	269	0	0	0	0	0
<b>Overhead Expenditure</b>	8,950	8,678	9,350	4,739	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(8,950)</u>	<u>(8,678)</u>	<u>(9,350)</u>	<u>(4,739)</u>	<u>0</u>		<u>0</u>		
<b>340 Playground/Open Spaces/Cem.</b>									
4052 Ashes Plots Digging	1,000	1,134	1,000	264	0	0	0	0	0
4130 Christmas Tree Income	0	2,103	0	0	0	0	0	0	0
4150 Burial Fees	22,000	30,845	22,000	8,705	0	0	0	0	0

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**St Ives Town Council Current Year**  
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14:19

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	23,000	34,082	23,000	8,969	0	0	0	0	0
6391 Inspections & Repair & Renewal	1,000	611	1,000	630	0	0	0	0	0
6488 Tree Work	11,118	11,320	6,050	3,530	0	0	0	0	0
6490 Annual Planting	9,000	9,177	9,730	5,344	0	0	0	0	0
6492 Christmas Tree & Decorations	1,000	2,902	1,000	0	0	0	0	0	0
6593 Cemetery Maintenance	2,500	1,396	2,500	1,550	0	0	0	0	0
9080 CIL Expenditure (EMR)	0	70,960	0	0	0	0	0	0	0
9195 Play Equipment (EMR)	0	0	0	298	0	0	0	0	0
<b>Overhead Expenditure</b>	24,618	96,367	20,280	11,351	0	0	0	0	0
<b>340 Net Income over Expenditure</b>	-1,618	-62,284	2,720	-2,383	0	0	0	0	0
6000 plus Transfer from EMR	0	70,960	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(1,618)	8,676	2,720	(2,383)	0		0		
<b>350 Allotments</b>									
4160 Allotment Rents	5,964	7,886	6,900	7,911	0	0	0	0	0
<b>Total Income</b>	5,964	7,886	6,900	7,911	0	0	0	0	0
6636 Allotment Maintenance	1,800	857	1,000	143	0	0	0	0	0
6644 Rent for the Meadow	400	200	200	200	0	0	0	0	0
<b>Overhead Expenditure</b>	2,200	1,057	1,200	343	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	3,764	6,829	5,700	7,568	0		0		

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**St Ives Town Council Current Year**  
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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Amenities - Income</b>	41,504	60,802	44,400	35,114	0	0	0	0	0
<b>Expenditure</b>	132,738	177,871	145,585	43,768	0	0	0	0	0
<b>Net Income over Expenditure</b>	<u>-91,234</u>	<u>-117,069</u>	<u>-101,185</u>	<u>-8,655</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	71,230	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(91,234)</u>	<u>(45,839)</u>	<u>(101,185)</u>	<u>(8,655)</u>	<u>0</u>		<u>0</u>		

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Huntingdonshire PE27 5AL

Tel: 01480 388929

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**TWINNED WITH STADTALLENDORF**

## LICENCE FOR USE OF TOWN COUNCIL LAND

Date sent:	<input type="text"/>	Reference Number:	<input type="text"/>
		(Please quote in ALL correspondence and with payments)	
Parties:	<input type="text"/> 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	Saturday, Sunday	6 months	6	£	£
				£	£

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	Matthew Price
Address	St Ives Town Council, Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
Telephone Numbers & email	01480 388929 (Main switchboard) <a href="mailto:locum@stivestowncouncil.gov.uk">locum@stivestowncouncil.gov.uk</a>

### 1.3 Licencee:

(a) Name of event	Martin's Coffee limited
(b) Organisation (if applicable)	
(c) Licencee / Name of Organisation's Authorised Representative	
Address	
Telephone Numbers & email	Martinscoffeeltd@gmail.com

### 1.4 Charges and Fees

Fees to be charged	£ <input type="text"/>	Special deposit or pre-authorisation to be made	£ <input type="text"/>
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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.

Total Due Please indicate payment method	£ <input type="text"/>	Cheques Payable to "St Ives Town Council"	Bank Transfer Account: 01325153 Sort Code: 30-94-47	Cash 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:		Account Number:		S	
				o	

**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.

I would like to rent a land in Warners Park close to the pavilion, 5m x 5m square. If possible, I would also like to use electricity from the building. I have a generator but I have a bad experience and I don't want to be associated with noise either.

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

sale of coffee, tea, hot chocolate and cakes

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

No

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

Yes, hot drinks and cakes

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

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

No

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

**2.4 Music Licensing:**

St Ives Town Council does NOT have licences and the Licencee 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.orsformusic.com](http://www.orsformusic.com) and [www.ppluk.com](http://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 Licencee 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](http://www.stivestowncouncil.gov.uk) and can be sent on request by email or post. If the Licencee 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*