



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

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TWINNED WITH STADTALLENDORF

Issued: 04 May 2023

The Town Mayor and Members of St Ives Town Council

You are hereby summoned to attend the **Reconvened Annual Meeting of St Ives Town Council** to be held on **Thursday 11 May 2023** in the **Council Chamber, Town Hall** at **7:00 pm**.

Matthew Price
Town Clerk

AGENDA

- C06.00 RECONVENING OF THE MEETING STARTED WEDNESDAY 10 MAY 2023**
- C07.00 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.
- C08.00 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.
- C09.00 MINUTES**
To confirm as a correct record the Minutes of the Meeting of the Town Council held on 26 April 2023 (copy herewith).
- C10.00 TOWN MAYOR'S ANNOUNCEMENTS**
To receive the Town Mayor and Deputy Town Mayor's engagements list (copy herewith).



C11.00 REPORTS

To receive Minutes of the Meetings of the following and to consider any recommendations contained therein (copies herewith):

- C11.01 Planning Committee**
Held on 26 April 2023.
- C11.02 Personnel Committee**
Emergency meeting held on 3 May 2023.
- C11.03 Property Committee**
Held on 26 April 2023.
- C11.04 Facilities Committee**
Held on 26 April 2023.
- C11.05 Norris Museum Trust**
Held on 19 April 2023.

C12.00 GENERAL POWER OF COMPETENCE

To resolve that the Council meets the eligibility to use the General Power of Competence through having equal to or greater than two-thirds of the total number of members of the Council elected.

C13.00 MEMBERSHIP AND APPOINTMENT OF STANDING COMMITTEES

- C13.01 Facilities Committee** (8 Members) *[formerly Cllrs M Burke, R Chapman, M King, M Mallol Wright, C Smith, J Tiddy, N Wells, S Mokbul]*
- C13.02 Personnel Committee** (8 Members) *[formerly Cllrs J Kerr, M Burke, P Hussain, C Morgan, A Thompson, M Gleadow, L Valla + 1 vacancy]*
- C13.03 Planning Committee** (8 Members) *[formerly Cllrs J Tiddy, N Wells, C Smith, J Kerr, R Chapman, C Morgan, A Thompson, M Gleadow]*
- C13.04 Property Committee** (8 Members) *[formerly Cllrs M King, J Tiddy, C Smith, M Gleadow, M Mallol Wright, M Burke + 2 vacancies]*

C14.00 MEMBERSHIP AND APPOINTMENT OF WORKING PARTIES AND PANELS

- C14.01 The Bridge Working Party** (5 Members for 1 Year) *[formerly Cllrs M Burke, J Kerr, C Morgan, B Chapman, S Mokbul]*
- C14.02 Internal Audit Working Party** (3 Members for 1 Year) *[formerly Cllrs C Smith, M Burke + 1 vacancy]*
- C14.03 Standing Orders Working Party** (2 Members for 1 Year) *[formerly Cllrs M King, M Mallol Wright]*
- C14.04 Strategic Plan Working Party** (5 Members for 1 Year) *[formerly Cllrs J Tiddy, J Kerr, B Chapman, M Mallol Wright, M Burke]*
- C14.05 Decarbonisation Working Party** (4 Members for 1 Year) *[formerly Cllrs B Chapman, C Morgan, M Mallol Wright, A Thompson]*
- C14.06 Defibrillators Working Party** (4 Members for 1 Year) *[formerly Cllrs J Kerr + 3 vacancies]*
- C14.07 Warner's Park Pavilion Working Party** (4 Members for 1 Year) *[formerly Cllrs B Chapman, J Kerr, P Hussain, J Tiddy]*

- C14.08 Staff Appeals Panel:** Town Mayor and Personnel Committee
- C14.09 Neighbourhood Plan Working Group** (4 Members for 1 Year) *[formerly Cllrs C Smith, A Thompson, B Chapman, C Morgan]*
- C14.10 Farmers' Market Working Party** (4 Members for 1 Year) *[New – proposed Cllr M Burke, M Gleadow +2 Vacancies proposed from Facilities Committee]*

C15.00 NORRIS LIBRARY AND MUSEUM TRUST MANAGEMENT GROUP

To appoint 7 representatives to serve on the Trust Management Group for one year. *[formerly Cllrs M King, J Tiddy, M Mallol Wright, C Morgan, A Thompson, P Faupel, A Abraham, N Wells, L Valla, C Smith, B Flanagan + 1 vacancy]*

C16.00 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

- C16.01 CCTV Liaison with Huntingdonshire District Council** (1 Member for 1 Year) *[formerly Cllr P Pope]*
- C16.02 Festival Events St Ives (FEST)** (1 Member for 1 Year) *[formerly Cllr J Tiddy]*
- C16.03 Police Liaison** (1 Member for 1 Year) *[formerly Cllr P Pope]*
- C16.04 St Ives Carnival and Music Festival Working Party** (1 Member for 1 Year) *[formerly Cllr M Mallol Wright]*
- C16.05 St Ives Christmas Lights Committee** (1 Member for 1 Year) *[formerly Cllr P Hussain]*
- C16.06 St Ives in Bloom** (1 Member for 1 Year) *[currently Cllr M King]*
- C16.07 Huntingdonshire Volunteer Centre** (1 member for 1 Year) *[formerly 1 vacancy]*
- C16.08 St Ives & District Road Safety Committee** (1 Member for 1 Year) *[formerly Cllr M King]*
- C16.09 Appointments**
 To note the following appointments will continue until 2026:
- **Cambridgeshire & Peterborough Association of Local Councils** *[formerly Cllr N Wells].*
 - **St Ives Youth Theatre** *[formerly Cllr P Pope]*
 - **St Ives Town Initiative** *[formerly Cllr P Pope]*
 - **Needingworth Quarry Liaison Committee** *[formerly Cllr N Wells]*
 - **Noble's Field Trust** *[Town Mayor – each year]*
 - **Great Ouse Valley Trust** *[formerly Cllr C Morgan]*

C17.00 INTERNAL AUDITOR'S REPORT

To receive and note the Internal Auditor's report for the year ended 31 March 2023 (to follow: date of visit Thurs 11th May 2023).

C18.00 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2023/24

To confirm the re-appointment of Moore Stephens as Internal Auditors for the financial year 2023/24.

- C19.00 SIGNATORIES**
To confirm eight signatories to authorise the Council's financial payments [*formerly Cllrs P Hussain, M King, S Mokbul, M Burke, N Wells, P Pope, A Thompson, M Mallol Wright*]
- C20.00 DRESS CODE FOR COUNCILLORS**
To receive a report from the Civic Officer (copy herewith).
- C21.00 WARNER'S PARK ANIMAL NOTIFICATION**
To receive a verbal report from the Town Clerk.
- C22.00 BANDSTAND**
To receive a verbal report from Cllr C Morgan.
- C23.00 ROLLING PROGRAMME**
To receive the Rolling Programme (copy herewith).
- C24.00 ORDERS FOR PAYMENT**
To receive the schedule of Orders for Payment (copy herewith).
- C25.00 BANK RECONCILIATION STATEMENT**
To receive the Bank Reconciliation Statement (copy herewith).
- C26.00 BUDGET REPORT**
To receive the Budget Report (copy herewith).
- C27.00 POLICE MATTERS**
To receive the Police Report.
- C28.00 REPORTS FROM OTHER BODIES**
To note any reports provided by other bodies (if any).
- C29.00 COUNTY COUNCIL MATTERS**
To receive a report from County Councillors for St Ives.
- C30.00 DISTRICT COUNCIL MATTERS**
To receive a verbal report from District Councillors for St Ives.
- C31.00 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.
- C32.00 DEMOCRATIC OFFICER ARRANGEMENTS**
To receive a verbal report from the Chair of the Personnel Committee, to propose the role of Democratic Officer be given to Amanda Childs.

C33.00

SUMMER READING CHALLENGE

To consider grant funding to the County Council-operated Summer Reading Challenge programme (copy herewith).

C34.00

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 readmitted to the meeting.

**Minutes of the Meeting of St Ives Town Council
held on Wednesday 26 April 2023 in the Town Hall, St Ives**

Present:

Town Mayor: Councillor P Pope

Councillors: S Mokbul, M King, A Thompson, C Morgan, P Hussain, L Valla, J Kerr, M Gleadow, J Tiddy, M Burke, A Riddell, J Cantwell

In attendance:

Town Clerk: M Price

Admin Officer: A Childs

Hunt. District Council: S Caldbeck, P Scott

PRAYERS

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

PRESENTATIONS

Huntingdonshire District Council

Sam Caldbeck, the Regeneration Programme Manager at HDC, provided a PowerPoint presentation to Members at the beginning of the meeting. The presentation included a general update on the Market Towns Programme and the 'Masterplan', which refers to a recent consultation that was held across Huntingdonshire market towns including St Ives.

Feedback to the Masterplan in St Ives was more critical than other towns; although Sam mentioned that the residents had constructive criticism surrounding the topics about how to preserve our town whilst making new improvements. It was pointed out that St Ives had the highest level of engagement across all the towns that were being consulted in the Masterplan consultation.

The presentation covered examples of proposed ideas to the town including the Quay Side and Cattle Market; however he stressed that nothing is fixed at this date, and the staff working on this consultation are open to ideas and suggestions. Any future developments will be subjected to further consultation stages to make sure the appropriate improvements are made.

The Members were very interested in the presentation material and asked Sam Caldbeck and his colleague Pamela Scott various questions about the consultation proposals and local engagement.

The Town Mayor thanked the HDC staff for their interesting presentation.

C177.00 APOLOGIES

Apologies for absence were received from Councillors N Wells (HDC Work Commitment) and L Valla (Work Commitment).

C178.00 DECLARATIONS OF INTEREST

Agenda Item C186.00 – Councillors J Kerr and P Hussain – non pecuniary interest as Directors of the Corn Exchange.

Agenda Item C187.00 – Councillor C Morgan – non pecuniary interest as a member of the Town Team.

Agenda Item C189.00 – Councillors R Chapman and S Mokbul – non pecuniary interest as a members of the St Ives in Bloom committee.

Chairman's
Initials

Agenda Item C199.00 – Councillor M Burke – non pecuniary interest as a Trustee of Burleigh Hill Community Centre.

C179.00 PUBLIC PARTICIPATION

None.

C180.00 CO-OPTION

Recently elected Councillors James Cantwell and Andrew Riddell officially took up their seats in the Full Council meeting held on 26th April 2023.

The Mayor and fellow Councillors welcomed them in their new positions, and they confirmed their appointment as representatives for St Ives South Ward.

RESOLVED: that James Cantwell and Andrew Riddell be appointed as representatives for St Ives South Ward.

C181.00 MINUTES

The Minutes of the meeting held on 8 March 2023 were agreed as a correct record and signed by the Town Mayor.

C182.00 TOWN MAYOR'S ANNOUNCEMENTS

C182.01 The Town Mayor and Deputy Town Mayor's engagements list was received.

C182.02 Armed Forces Champion

The Town Council signed the Armed Forces Covenant earlier this year, which serves as an important document that links the Council with our Armed Forces. The Council wishes to appoint an Armed Forces Champion who can work with RAF Wyton and other forces in the area.

Interest was received (in order) from Cllr A Riddell, Mayor P Pope and Cllr J Cantwell. It was agreed that due to the Mayor's busy schedule and the new councillors' appointments that either Cllr A Riddell or Cllr J Cantwell would be best suited for the position.

Cllr M King proposed that one councillor serve as the Armed Forces Champion, with the second serving as a deputy. It was agreed that the primary role be assigned to the first councillor who expressed interest, which was Cllr A Riddell.

RESOLVED: the proposal was made and seconded. There was a unanimous vote.

that Cllr Andrew Riddell be appointed as the Armed Forces Champion, with Cllr J Cantwell serving as the Deputy.

C183.00 COMMITTEE AND GROUP REPORTS

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

C183.01.01 Amenities Committee – held on 22 March 2023.

C183.01.02 Amenities Committee – To agree that the Amenities Committee be re-named Facilities Committee.

Chairman's
Initials

the term

The Town Clerk stated there is a general consensus across other councils that

'Facilities' is more encompassing and allows greater flexibility to work on amenities projects and with property. Recent job listings, procurement, risk assessments and fact-finding are all now focused on Facilities.

RESOLVED: a proposal was made and seconded. The majority of Members were in favour with one objection. The motion was passed.

that the Amenities Committee be officially re-named Facilities Committee in all future meetings, documentation and correspondence.

C183.02 **Planning Committees** – held on 8 March and 22 March 2023.

C183.03 **Property Committee** – it was noted that the meeting scheduled for 22 March was not held.

C184.04 **Personnel Committee** – an emergency meeting was held on 27 March 2023.

C184.00

STAFF SUPPORT

Cllr J Kerr provided a verbal report to Members regarding recent unpleasant social media comments about the Grounds Maintenance Team and the Cemeteries. The material was very concerning; as the comments were made on a local discussion group, it is up to the group administrators to filter material as they so choose.

Cllr M Burke stated that the Cemeteries has recently adopted its own Rolling Programme which will serve as a proactive plan to help improve and monitor the Cemeteries, which could help to prevent future complaints.

Cllr J Kerr encouraged the Members to provide the Grounds Maintenance Team with support and positive feedback to counteract any negativity that has arisen during this difficult situation.

The Mayor thanked the Grounds Maintenance Team for all of their hard work.

Cllr P Hussain echoed these sentiments towards the Grounds Maintenance Team and also to other Town Council staff.

C185.00

CAPALC MEMBERSHIP

Cllr A Riddell recently attended a New Councillor Training session led by CAPALC, along with Cllr J Cantwell. He stated that the session was very helpful, contained useful material, and also served as good value for money. The training helped provide confidence to begin one's journey as a new councillor.

RESOLVED: a proposal was made and seconded. There was a unanimous vote.

that the CAPALC membership be renewed for 2023-2024.

C186.00

CORN EXCHANGE ROOF

The application for loan for works to the Corn Exchange roof was reviewed and discussed by Members. Cllr J Cantwell drew attention to Point 11 within the document and requested to see the tariff and repayment methodology. He requested a breakdown on this point. The Town Clerk agreed this will be circulated.

RESOLVED: a proposal was made and seconded. The majority were in favour, with three abstained votes. The motion was passed.

the Mayor and Town Clerk signed the document.

Chairman's
Initials

that the Town Clerk will provide Members with a breakdown of Point 11 of the document.

C187.00 BANDSTAND

The Members reviewed the request from the St Ives Town Team for the installation of an electrical cable for the bandstand. Concerns were raised surrounding the location and safety of the cable, as well as hidden costs for additional procedures. It was proposed that this item be delayed to the next Full Council, with more information required about finances, health and safety.

RESOLVED: a proposal was made and seconded. There was a unanimous vote.

Cllr C Morgan will request a detailed report from the Bandstand organisers to report to next Full Council meeting.

that the agenda item be placed on the next Full Council agenda.

C188.00 2023/24 MEETING PLANNER

The Members reviewed the schedule for the upcoming municipal year's meetings (May 2023 – April 2024). Cllrs P Hussain and C Smith requested the schedule also be drawn up as a list for individuals with visual impairments.

RESOLVED: the original schedule was agreed and will be posted on the Town Council website.

the Democratic Officer will create a secondary schedule compiled as a list of all meetings in chronological order; to be distributed to Members and posted on the Town Council website.

C188.01 The Cllr Surgery dates and frequency were agreed.

RESOLVED: Following the meeting, the Democratic Officer will liaise with Members to create a rota spreadsheet for councillor attendance.

C189.00 CEMETERY GARDEN

C189.01 The receipt of funding was noted and it was agreed for St Ives in Bloom to make use of the space of land.

C189.02 Cllr S Mokbul provided a verbal report with the background information on the community garden. The funds have been given by the Royal Horticultural Society (RHS), and will be used to connect members of the community.

RESOLVED: A proposal was made and seconded. Most were in favour, with one objection and one abstained vote. The motion was passed.

C190.00 ROLLING PROGRAMME

The Rolling Programme was received and noted.

C191.00 ORDERS FOR PAYMENT

The schedule of paid accounts was received and noted.

Chairman's
Initials

C192.00

BANK RECONCILIATION STATEMENT

The Bank Reconciliation statement was received and noted.

C193.00

BUDGET

The budget report was received and noted.

C194.00

CCTV

The CCTV report was received and noted.

A suggestion was made that a brief synopsis would be better suited for future meetings.

RESOLVED: that the Town Clerk and Democratic Officer request a short summary of the CCTV report findings.

C195.00

POLICE REPORT

None.

C196.00

COUNTY COUNCIL MATTERS

None.

C197.00

DISTRICT COUNCIL MATTERS

None.

C198.00

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.

C199.00

BURLEIGH HILL COMMUNITY CENTRE CONSTITUTION DRAFT

Cllr M Burke presented Members with a copy of the Burleigh Hill Community Centre Constitution Draft. There were some concerns raised because the Town Council lease the community centre but do not own it; therefore involvement with their constitution must be limited.

There were two proposals made:

- 1) To acknowledge the document and advise the community centre to designate people as they wish
- 2) To acknowledge the document

RESOLVED: the latter proposal was made and seconded. Nine were in favour, with two abstained votes and two objections. The motion was passed.

that acknowledgement of the document's existence was made.

C200.00

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.

Town Mayor:

Dated: 11 May 2023

Chairman's
Initials

**MAYOR MAKING CEREMONY & RECONVENED FULL COUNCIL MEETING
10th & 11th May 2023**

FUNCTIONS ATTENDED BY THE TOWN MAYOR AND THE DEPUTY MAYOR

MAYOR Cllr Philip Pope

01 Apr	Mayor of St Ives 'Casino Royale' Civic Charity Ball 2023	Burgess Hall, St Ives
06 Apr	Magical Musicals Presentation Show	Black Theatre, Burgess Hall, St Ives
11 Apr	Rotary Club of St Ives Pub Quiz Presentation	Floods Tavern, The Broadway
13 Apr	SIYT National Theatre Connections – (Circle Dreams Around) The Terrible Terrible Past	Royal & Derngate Theatre, Northampton
17 Apr	Royal British Legion Women's Section 86 th Anniversary	Ivy Leaf Club, The Broadway
18 Apr	St Ives Coronation Mug Presentation (335 pupils)	Wheatfields Primary School, Nene Way
19 Apr	Royal British Legion Presentation Event	Ivy Leaf Club, The Broadway
19 Apr	St Ives Coronation Mug Presentation (165 pupils)	Eastfield Infant School, Pig Lane
20 Apr	Nobles Field AGM	St Ives Rowing Club, The Broadway
21 Apr	BBC Radio Cambridgeshire Interview	St Ives
21 Apr	St Ives Coronation Mug Presentation (516 pupils)	Thorndown Primary School, Hill Rise
22 Apr	St Ives Armed Forces Veterans Breakfast Club	The Haywain, Constable Road
22 Apr	Trefoil Guild Annual Meeting 2023	Burgess Hall, St Ives
22 Apr	St George's Day Church Service	All Saints Church, Huntindon
22 Apr	Royal Society of Saint George Formal Meal	Huntingdon Town Hall, Market Square
23 Apr	Cromwell District Scouts St George's Day Parade 2023 followed by family fun day	Bernum Park followed by Copley Scouting Centre, Westwood Road
23 Apr	'Teenage Cancer Trust' Head-Shaving Fundraiser	Swan and Angel, Market Hill
24 Apr	St Ives Coronation Mug Presentation (270 pupils)	Westfield Junior School, Ramsey Road
25 Apr	Thorndown Presentation Photo	Thorndown Primary School, Hill Rise
27 Apr	Darby and Joan Club	St Ives Corn Exchange, The Pavement
28 Apr	Mayor of Cambridge - Civic Reception	Guildhall, Cambridge
30 Apr	Indie Book Fair Opening	St Ives Corn Exchange, The Pavement

DEPUTY MAYOR Cllr Nic Wells

29 Apr	"Vesnianky" Huntingdon Fundraiser for Ukrainian Humanitarian Aid	Huntingdon Town Hall
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**Minutes of the Meeting of the Planning Committee of St Ives Town Council
held in the Town Hall on Wednesday 26 April 2023**

Present:

Vice Chairman: Councillor C Smith

Councillors: R Chapman, M Gleadow, C Morgan, A Thompson, J Kerr, J Tiddy

In attendance:

Town Clerk: Matthew Price

Admin Officer: Amanda Childs

PL114.00 APOLOGIES

An apology was received from Cllr Nic Wells (HDC Commitment) and L Valla (Work Commitments).

PL115.00 DECLARATIONS OF INTEREST

None.

PL116.00 PUBLIC PARTICIPATION

The Chairman of the Flood Action Group recommended regarding Agenda Item PL119.00 that the refusal be based on a lack of infrastructure in place, rather than flooding concerns.

He also recommended that for the proposed Bandstand to install an electrical socket on the side of the Norris Museum and one next to the defibulator. He recommended they be safely installed at an appropriate height to prevent water damage.

The Vice Chairman thanked him for providing the information to Members.

PL117.00 MINUTES

RESOLVED: the Minutes of the Meeting held on 22 March 2023 were agreed as a correct record and signed by the Vice Chairman.

PL118.00 APPLICATION CCC/21/088/FUL - Demolition of in-vessel compost buildings/tunnels

and ancillary development; construction of a dry anaerobic digestion (AD) facility, pellet fertiliser facility, healthcare waste energy recovery facility, waste transfer station, vehicle re-fuelling station, biomass storage building, surface water storage lagoons, extension to concrete pad and ancillary development including car park Envar Composting Limited, Somersham Road, St Ives

Cllr J Kerr spoke at the recent Envar appeal with Cambridgeshire County Council, and was accompanied by fellow councillors. This resulted in a secondary formal refusal to the application.

The refusal to the planning application are based on the points made and detailed below:

- 1) Lack of need
- 2) Location, traffic and road congestion
- 3) The View

Chairman's
Initials

The Vice Chair thanked Cllr Kerr for attending the event and representing the community's concerns.

RESOLVED: the update was received and noted.

PL119.00

APPLICATIONS 22/02434/FUL and 22/02435/LBC – 26-28 The Broadway

It was recommended that Huntingdonshire District Council adjust their comments on the application, to revise their refusal based on flooding concerns to inadequate infrastructure in place, including the drains.

RESOLVED: the response was proposed and seconded. The vote was all in favour with one abstained vote.

PL120.00

PLANNING APPLICATIONS

Consideration was given to the following applications:

PL120.01

23/00425/FUL

Partial Demolition of a Workshop, Construction of a Single-storey Office Extension and Improvements to Car Display and Parking Areas

TNS Toyota Garage

Ramsey Road

St Ives

RECOMMENDATION:

Approval

Proposed works will not increase the overall size of the establishment.

PL120.02

23/00459/TRCA

Tree pruning and reduction of silver birch (x2), hornbeam, cherry and acacia.

7 Park Avenue

St Ives

RECOMMENDATION:

Approval Subject to

A replacement acacia tree must be planted as the original tree would be reduced to a minimal size.

PL120.03

23/00476/FUL

Single story extension to the front and side

13 Chestnut Road

St Ives

RECOMMENDATION:

Approval

Proposed renovations relatively standard for the area.

PL120.04

23/00520/CLPD

Solar panels on the east and south roof slopes of the dwelling

11 St Johns Road

St Ives

Chairman's
Initials

RECOMMENDATION:**Approval**

A positive addition to the St Ives conservation area.

PL120.05**23/00553/FUL**

Erection of front extension and revision of garden room

43 Fairfields**St Ives****RECOMMENDATION:****Refusal**

On the grounds of overdevelopment.

PL121.00**DEVELOPMENT MANAGEMENT COMMITTEE****RESOLVED:** the report was received.**PL122.00****20mph SPEED LIMIT APPLICATIONS**

Cllr Mike Gleadow presented the results the St Ives 20mph Speed Reduction Survey.

General consensus of public responses showed that many residents are in favour of the implementation of 20mph zones across St Ives; although the subject is a controversial issue and responses were divided (albeit it more in favour of them). Support was relatively strong for the roads specifically mentioned in the survey to have 20mph zones, with some other St Ives roads proposed as well.

The Vice Chair thanked Cllr Gleadow, along with the Administration Officer and Maxine Riddell for their support in the survey organisation and analysis.

RESOLVED: Cllr Gleadow will complete the application for the proposed zones to Cambridgeshire County Council.

PL123.00**CAMBRIDGESHIRE COUNTY COUNCIL APPLICATION LETTER**

The application letter was discussed in the committee and there were no concerns amongst members to the proposed mobile classroom.

RESOLVED: Support of the application letter was proposed and seconded. There was a unanimous vote.

The Administration Officer to report back to CCC with the committee's support of the application letter on behalf of St Ives Town Council.

Chairman:

Dated: 24 May 2023

Chairman's Initials

**Minutes of the Meeting of the Emergency Personnel Committee of St Ives Town Council
held in the Town Hall on 3 May 2023**

Present:

Chairman: Councillor J Kerr

Councillors: M Gleadow, M Burke, C Morgan, P Hussain

In attendance:

Town Clerk: Matthew Price

PE55.00 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs A Thompson and L Valla (Work Commitments).

PE56.00 DECLARATIONS OF INTEREST

None.

PE57.00 PUBLIC PARTICIPATION

None.

PE58.00 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.

PE59.00 DEMOCRATIC OFFICER ARRANGEMENTS

Members commented on the great work and support shown by Amanda Childs in her short tenure as Admin Maternity cover and would be delighted to see her grow into the new role as Democratic Officer.

It was proposed that Amanda Childs become the St Ives Town Council Democratic Officer.

RESOLVED: The proposal was made and seconded. There was a unanimous vote.
Amanda Childs to be offered the position.

PE60.00 ADMINISTRATION OFFICER ARRANGEMENTS

Members all agreed that the Admin Role be one of an integral part of the Town Hall staff and one that will be filled as soon as the Clerk completes the interviews.

RESOLVED: The proposal was made and seconded. There was a unanimous vote.

Under delegated powers the Chair and Vice Chair to agree on the successful applicant after interview process thus not requiring another emergency meeting just to give members a name.

RESOLVED: The proposal was made and seconded. There was a unanimous vote.

Chairman's
Initials

PE61.00

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: 19 July 2023

DRAFT

Chairman's
Initials

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Thursday 27 April 2023**

Present:

Chairman: Councillor C Smith

Councillors: J Tiddy, M Gleadow, M Mallol Wright, M Burke, P Pope (ex officio)

In attendance:

Town Clerk: M Price

Administration Officer: A Childs

Facilities Manager: T White

PR56.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor M King (HDC commitment).

PR57.00 DECLARATIONS OF INTEREST

None.

PR58.00 PUBLIC PARTICIPATION

None.

PR59.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 22 February 2023 are agreed as a correct record and signed by the Chairman.

PR60.00 MAINTENANCE UPDATES

PR60.01 General Property and Maintenance Update

The Town Clerk and Facilities Manager provided Members with a verbal update in addition to the report.

The Bus Station toilets have experienced vandalism and a misuse of facilities (eg. flushing of improper materials). A sign for flushable items will be issued.

HDC are addressing the issue with sewage and drainage; their team will reposition the drainage system during the first week of May 2023. The flooring is currently in Stage 2 and they will come back with a solution for the bathroom floor finishing.

RESOLVED: that the report be received and noted.

PR60.02 Property Maintenance Schedule

The Chairman asked if a RCR test certificate was available in Warner's Pavilion.

A suggestion was made to add Legionella to the list.

RESOLVED: that the report be received and noted.

the Facilities Manager to send RCR test certificate to Members.

the Facilities Manager to add Legionella to the schedule.

Chairman's
Initials

PR61.00**BUDGET**

A query regarding the categorisation of the one of the budget codes '5019 Repairs on Community Centre' arose, whether this was in the right place or if it needs to be moved to a general repairs/renewals line.

RESOLVED: that the budget report be received and noted.

the Finance Officer has signed off the codes for 2023/24.

PR62.00**SAFETY ISSUES**

Concerns have arisen over the safety of the mezzanine constructed at the St Ives Ground Maintenance depot. The Town Clerk and Facilities Manager are in discussion over the repair measures; the Facilities Manager will report back to the committee with a proposed plan.

RESOLVED: that the information is received and noted.

the Facilities Manager will provide a report to the next meeting

PR63.00**CORN EXCHANGE ROOF**

The Town Clerk reported that he met with Stockton Bradley two weeks ago on site. Scaffolding is currently being erected; the main hall will contain internal scaffolding for a twelve week period during ongoing works.

The asbestos removal will take approximately ten weeks of this period, and one of the crew will be on site to provide daily updates to the Corn Exchange team. The café will be closed but the other parts of the building will remain in operation.

Works are running on schedule for a 24th June commencement which will run until the second or third week of November 2023.

RESOLVED: that the information be received.

PR64.00**TOWN HALL FLOOR**

The Town Clerk informed Members that the second floor leak has spread across and down the area. The floor above and below is significantly damaged, and the joists in the middle will be inspected to confirm if sound. The second floor is still restricted access as is the room under the second floor toilet.

In the next few weeks the loss adjusters' reports will come back to the Town Council. At that point a timescale on repairs can be made. The KICK team have been relocated to the first floor offices, and no flags are currently being flown. Notices have been posted about the flag protocol and health and safety issues that prevent the protocol from being followed. Further updates will be made to the Committee as the situation develops.

RESOLVED: that the information is received and noted.

PR65.00**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.

Chairman's
Initials

PR66.00

YORK HOUSE: REMEDIAL WORKS

The site is currently being renovated and new tenants will come in once renovations are completed. The Grounds Maintenance Team is working to update the space (eg. painting walls).

RESOLVED: the information was received and noted.

the Facilities Manager to arrange a tour for committee members of various properties owned by the Town Council, including York House.

PR67.00

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:

24 May 2023

Chairman's
Initials

**Minutes of the Meeting of the Facilities Committee of St Ives Town Council
held in the Town Hall on 27 April 2023**

Present:

Chairman: Councillor M Burke

Councillors: M Mallol Wright, R Chapman, C Smith, N Wells, J Tiddy

In attendance:

Town Clerk: M Price

Administration Officer: A Childs

Facilities Manager: T White

In the Full Council Meeting held on 26 April 2023, it was agreed that this committee and all future meetings will be classified as '**Facilities**' (to replace 'Amenities').

F88.00 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr M King (HDC commitment) and Cllr S Mokbul (Personal).

F89.00 DECLARATIONS OF INTEREST

Councillor M Burke – non pecuniary interest in Agenda Item F95.00 as a resident of the Knights Way area in St Ives.

F90.00 MINUTES

RESOLVED: that the Minutes of the Meeting held on 22 March 2023 be agreed as a correct record and signed by the Chairman.

F91.00 ROLLING PROGRAMMES

01 - Rolling Programme

The net zero planning meeting has not yet been scheduled. With the new Facilities Manager now in post, this topic will form a wider piece of work with Property and need to go to Full Council.

There have been many questions from the public regarding grasscutting responsibilities, ownerships of benches and other facilities. The Town Clerk and Facilities Manager have requested a map from Huntingdonshire District Council which clearly outline which items and tasks fall under the town and district's responsibilities.

The Chair thanked the Grounds Maintenance Team for their hard work and acknowledged their efforts.

RESOLVED: that the rolling programme be received and noted.

net-zero planning to be added to the Rolling Programme; the Town Clerk to add this item as a future agenda item.

Chairman's
Initials

02 - The Cemeteries Rolling Programme

The newly formed Cemeteries Rolling Programme was shared with committee members, and it was suggested that there be a level of prioritization within the programme.

The Town Clerk explained the next stage will involve the Facilities Manager meeting with the Chairman and the Ground Maintenance Team to determine timescales for each item and to identify issues and track progress.

Garden waste will be disposed of appropriately; it could go to the depot and some wood waste be ground into chippings. The Chairman welcomed any suggestions.

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

F92.00**BUDGET**

The report was reviewed by the committee. One member queried the large value for repairs and renewals.

RESOLVED: that the budget report be received and noted.

that the Town Clerk discuss the repairs and renewals amount with the Finance Officer and report back.

F93.00**INCREASE IN FEES – MAUSALEUM**

The Chairman acknowledged the significant work being undertaken by the Cemeteries Officer.

As the RPI was set at 12.6% in September 2022, the proposed increase in Mausoleum Vault and Chamber prices would reflect this inflation amount.

RESOLVED: the increase was proposed and seconded – to take effect 1st April 2023. There was a unanimous vote.

that members agree that within the next six months the Cemeteries Officer will produce a detailed cost analysis of cemetery fees by comparison with those of other parishes in the area for consideration at a future Facilities meeting.

F94.00**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.

F95.00**KNIGHTS WAY VARIOUS TREE REMEDIAL WORK**

Consideration was given to the quotation received for the above works.

RESOLVED: that the quotation be received and noted.

that Eden Tree Specialists be appointed to undertake the remedial work on Knights Way at a cost of £700.

F96.00

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: 24 May 2023

DRAFT

Chairman's
Initials

**NOTES OF A MEETING OF THE NORRIS LIBRARY AND MUSEUM TRUST GROUP
held at the Town Hall on 19 April 2023**

Present:

Chairman: Councillor M King

Members: Cllr A Thompson, Mr P Faupel, Cllr C Morgan, Cllr L Valla, Cllr J Tiddy,
Cllr N Wells, Mrs A Abraham, Cllr M Mallol Wright, C Smith

In attendance:

Museum Director: C Hardy

Admin Officer: A Childs

Democratic Officer: S Rawlinson

NT26.00 APOLOGIES

An apology was received from Mrs B Flanagan.

NT27.00 DECLARATIONS OF INTEREST

Councillor N Wells declared an interest as his wife was a supplier of goods to the Museum shop.

NT28.00 MINUTES

The Minutes of the Meeting held on 18 January 2023 were amended to show that Mr P Faupel was in attendance and were then agreed and signed by the Chairman.

NT29.00 HERBERT NORRIS INVESTMENT

Members were in receipt of information from Rathbones who had requested that Members contact them if they proposed any significant changes to the investment.

[Councillor C Smith joined the Meeting]

It was proposed that Rathbones be asked about the merits of increasing the volume of overseas equities.

RESOLVED: that the Democratic Officer enquire about this and report back to Members.

NT30.00 DIRECTOR'S REPORTS AND ROLLING PROGRAMME

Members were in receipt of the Director's report.

The Director continued to refine the report and would add several new elements to the next one, ie:

- Draw comparisons from previous years and have a running total of visitor figures
- A quarter by quarter comparison of past and future projects
- A rolling total of income earned from schools

She asked Members to contact her if they required any further information included.

Members received and noted the Rolling Programme.

Members received an outline of the duties proposed for the maternity cover post. The proposal had been approved by the Personnel Committee.

Chairman's
Initials

A query was raised on whether there was a covenant between the Trustee body and the Town Council specifying who was officially regarded as the employer of staff at the Museum. Members wished this to be clearly defined and would like to have more say in staffing matters.

RESOLVED: **NT 30.01** that the Director's report be received and noted.

NT30.02 that the Rolling Programme be received and noted.

NT30.03 that the proposals for maternity cover be received and noted.

NT30.04 that the Director speak to the Town Clerk regarding the status of the Trust relative to the Town Council and clarify employer status.

NT31.00 FINANCIAL INFORMATION

NT31.01 Bank Reconciliation

RESOLVED: that the Bank Reconciliation be received and noted.

NT31.02 Budget

Several queries were raised on the budget which the Director agreed to investigate further with the Town Clerk and the Finance Officer:

- The creation of a facility to show card and bank transfer donations as well as donations via cash and cheques
- Clarification on the 4k IT support budget – whether there should be a proportional cost to the Museum
- Whether access could be provided to the Director to view the Sage account for the Museum
- Increased staffing costs, possibly due to the additional hours for maternity cover. The Director would check on this.

RESOLVED: that the budget report be received and noted.

NT31.03 Paid Accounts

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

NT31.04 Repayments to SITC

There were no re-charges from the Town Council.

NT32.00 NEXT MEETINGS

To note that the next Interim Meeting would be 7 June at 7pm at the Museum and the next Scheduled Meeting on 19 July at 7 pm at the Town Hall.



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

Town Hall, Market Hill, St Ives,
Huntingdonshire PE27 5AL

Tel: 01480 388929

e-mail: clerk@stivestowncouncil.gov.uk

TWINNED WITH STADTALLENDORF

TOWN COUNCIL MEETING

DATE: 11 MAY 2023

SUBJECT: REVIEW OF DRESS CODE

Please find suggested Dress Code for Councillors for Civic occasions.

1.0 GENERAL

1.1 Dress

It is expected that on all civic occasions gentlemen will wear dark suits/white shirts, the civic tie and dark coloured shoes and that ladies will wear smart clothing of a predominantly dark colour with dark coloured shoes. Legs should be covered.

Be mindful of shoe height for Parades, as there is a lot of walking.

RECOMMENDATION

That the proposed amendment should be adopted.

Gilly James
Civic Officer



Index	Date of last change	Works Title	State	Current	Responsibility
C3	19/4/2022	PAVILION WORKING PARTY	On Going	<p>19/04 – Phase 1 of the renovation took place with the removal of the rear lean to, all electrics have been secured and other emergency works are now complete, phase 2 (which includes what could the pavilion be used for) will now be diarised for the end of this year, the facilities manager will liaise with members to report on dates and times of meetings.</p> <p>A special thanks must go out to all the Councillors and volunteers that turned up and helped clear the site, it is very much appreciated.</p>	Facilities Manager
C0	27/04/2023	St Ives Coronation	Complete	<p>St Ives Coronation celebration has been in planning for several months and special thanks must go to our Civic Officer Gilly James, John & Sandra Souter, Gilly Jackson, Mathew Setchell (logistics dept) , Councillors King,Burke,Kerr, Chapman, Morgan , Mayor Phil Pope, Pat Morgan, Gordon Walker, Paula Luter and everyone else from the Town Team and FEST that helped.</p> <p>We are offering over 300 seated table and chairs and many other possible options for St Ives Town residents to be part of this momentous day.</p>	Civic Officer

				The Town Hall will continue to promote the day on social media and will inform everyone after the day has passed with volumes of people and general feedback.	
C	28/04/23	CORN EXCHANGE ROOF	On Going	02/05 – A pre-construction meeting has been arranged for mid-May to discuss with the Corn Exchange moving offices and car park arrangements, all legal letters informing both businesses either side of the Corn Exchange have now been submitted and works are still on schedule for a mid june commencement date.	Town Clerk

Purchase Ledger for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/04/2023	053026	010447	HYGIENE	HYE0001	251.98	50.39	302.37	6456	300	251.98	Sanitary units Bus station
21/04/2023	053027	010448	HYGIENE	HYE0001	172.39	34.48	206.87	6456	300	172.39	Sanitary units Globe
21/04/2023	70061856	010449	HDC	HUN0001	79.63	0.00	79.63	7044	400	79.63	Refuse collection Apr-Jun
21/04/2023	23048667A	010450	ANDREWS ARNOLD	AND0002	13.37	2.67	16.04	5008	100	13.37	GM Sim
21/04/2023	54527	010451	ATKINS GREGORY	ATK001	2,790.53	558.11	3,348.64	7035	400	765.74	Cleaning April TH
								6456	300	2,024.79	Cleaning April toilets
21/04/2023	4117	010452	CLOUDY	CLO0001	1,319.20	263.84	1,583.04	1110	0	143.45	April IT support Norris
								8017	420	1,175.75	April IT support Norris
21/04/2023	714384114010	010453	STOCKTON BRADLEY	STO0001	3,825.00	765.00	4,590.00	9337	410	3,825.00	Building survey CEX
21/04/2023	1106881265	010454	DRAX	DRA0001	14.57	0.73	15.30	6932	300	14.57	Electricity Old Mortuary
21/04/2023	1106881267	010455	DRAX	DRA0001	15.08	0.76	15.84	6932	300	15.08	Warners electricity
21/04/2023	1106881269	010456	DRAX	DRA0001	45.50	2.28	47.78	6983	300	45.50	FM electricity
21/04/2023	1106881268	010457	DRAX	DRA0001	21.24	1.06	22.30	6932	300	21.24	Electricity Haldo
21/04/2023	1106881266	010458	DRAX	DRA0001	33.54	1.68	35.22	6456	300	33.54	Globe electricity
21/04/2023	1106881264	010459	DRAX	DRA0001	252.53	50.51	303.04	7032	400	252.53	TH electricity
21/04/2023	4325202324	010460	ICCM	INS0001	95.00	0.00	95.00	6593	340	95.00	Membership
21/04/2023	509053	010461	SLCC	SLC0001	29.60	0.00	29.60	6636	350	29.60	Allotment Law
21/04/2023	27334	010462	RBS	RBS0001	902.42	180.49	1,082.91	5517	130	902.42	RBS cover 23/24
21/04/2023	0584849	010463	CF CORPORATE	CF0001	2,544.00	508.80	3,052.80	5013	100	2,544.00	Copier lease 23/24
21/04/2023	128043695	010464	AMAZON	AMA0001	4.99	1.00	5.99	5012	100	4.99	Monitor cables
21/04/2023	325	010465	AMAZON	AMA0001	2.25	0.45	2.70	5012	100	2.25	Divider Jan-Dec
21/04/2023	23040075	010466	JOLA CLOUD SOL	JOLA001	49.30	9.86	59.16	5008	100	49.30	Phone line Apr
21/04/2023	2167980	010467	HDC	HUN0001	998.00	0.00	998.00	5033	400	998.00	Rates Broad Leas
21/04/2023	3430960	010468	HDC	HUN0001	1,571.85	0.00	1,571.85	5033	400	1,571.85	Car park rates
21/04/2023	3445399	010469	HDC	HUN0001	1,135.23	0.00	1,135.23	6983	300	1,135.23	FM rates
21/04/2023	3428788	010470	HDC	HUN0001	2,644.70	0.00	2,644.70	5033	400	2,644.70	TH offices rates
21/04/2023	3428885	010471	HDC	HUN0001	2,345.30	0.00	2,345.30	5033	400	2,345.30	Chamber rates
21/04/2023	2603	010472	J PAYNE	PAY0001	120.00	0.00	120.00	5771	150	120.00	Road managment Civic Sun

Purchase Ledger for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/04/2023	01852	010473	P S CAKES	PS00001	40.00	0.00	40.00	5771	150	40.00	Civic sun buffet
TOTAL INVOICES					<u>21,317.20</u>	<u>2,432.11</u>	<u>23,749.31</u>			<u>21,317.20</u>	

St Ives Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2023

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
28/04/2023	Current Account	40,634.50
28/04/2023	Business Account	511,863.53
31/03/2023	Public Sector Deposit Fund	283,462.72
		835,960.75
<u>Other Cash & Bank Balances</u>		
		170.00
		<u>836,130.75</u>
<u>Unpresented Payments</u>		
		25,206.48
		<u>810,924.27</u>
<u>Receipts not on Bank Statement</u>		
		0.00
		<u>810,924.27</u>
<u>Closing Balance</u>		
		<u>810,924.27</u>
<u>All Cash & Bank Accounts</u>		
1	Bank Current Account	15,428.02
2	Business Call Account	511,863.53
3	CCLA	283,462.72
	Other Cash & Bank Balances	170.00
	Total Cash & Bank Balances	<u>810,924.27</u>

10:42

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Council</u>										
<u>100</u>	<u>Administration</u>									
5008	Phone & Internet	1,400	3,045	2,400	240	0	0	0	0	0
5011	Postage	750	387	500	0	0	0	0	0	0
5012	Office Stationery	2,000	2,110	1,750	37	0	0	0	0	0
5013	Photocopier	2,300	3,137	2,300	2,544	0	0	0	0	0
5014	Office Equipment	500	500	1,000	0	0	0	0	0	0
5017	Computer Equip. & Support	18,000	13,549	18,000	0	0	0	0	0	0
5018	Data Protection	35	35	35	0	0	0	0	0	0
5019	Repairs & Renewals	250	0	250	0	0	0	0	0	0
5020	Office Library	20	173	150	0	0	0	0	0	0
5021	Health & Safety	250	177	1,000	0	0	0	0	0	0
5024	Misc Admin Costs	50	61	50	9	0	0	0	0	0
5025	Subscriptions	2,900	8,463	3,000	0	0	0	0	0	0
5061	Election costs (EMR)	2,500	0	2,500	0	0	0	0	0	0
5160	Legal Fees	2,700	1,565	4,000	0	0	0	0	0	0
5227	Operational Insurance	0	-1,497	0	1,497	0	0	0	0	0
9014	Provision for PC (EMR)	1,000	0	500	0	0	0	0	0	0
9080	CIL Expenditure (EMR)	0	25,578	0	0	0	8,000	0	0	0
	Overhead Expenditure	34,655	57,283	37,435	4,327	0	8,000	0	0	0
6000	plus Transfer from EMR	0	25,578	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(34,655)</u>	<u>(31,705)</u>	<u>(37,435)</u>	<u>(4,327)</u>	<u>0</u>		<u>0</u>		
<u>130</u>	<u>Finance</u>									

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4030	Bank Interest Received	14,000	20,067	14,000	3,829	0	0	0	0	0
4080	CIL Income (EMR)	0	2,991	0	0	0	0	0	0	0
	Total Income	14,000	23,058	14,000	3,829	0	0	0	0	0
5227	Operational Insurance	8,140	10,331	10,000	0	0	0	0	0	0
5517	Finance software cover	1,000	1,045	1,500	902	0	0	0	0	0
5530	Loan Repayments	51,833	51,833	50,207	24,382	0	0	0	0	0
5558	Audit Fees	3,000	1,145	2,500	0	0	0	0	0	0
5559	Accountancy Services	1,000	0	500	0	0	0	0	0	0
5560	Bank Charges	250	311	250	0	0	0	0	0	0
9080	CIL Expenditure (EMR)	0	570	0	0	0	0	0	0	0
	Overhead Expenditure	65,223	65,235	64,957	25,284	0	0	0	0	0
	130 Net Income over Expenditure	-51,223	-42,177	-50,957	-21,455	0	0	0	0	0
6000	plus Transfer from EMR	0	570	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(51,223)	(41,607)	(50,957)	(21,455)	0		0		
140	<u>Advertising & Publicity</u>									
5610	Website Hosting	400	419	400	0	0	0	0	0	0
5666	Promotion & Publicity	2,000	365	1,000	0	0	0	0	0	0
5668	The Bridge/Annual Report	18,500	11,908	18,500	0	0	0	0	0	0
	Overhead Expenditure	20,900	12,692	19,900	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(20,900)	(12,692)	(19,900)	0	0		0		
150	<u>Civic</u>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 2)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5723	Mayor's Travel	849	842	750	0	0	0	0	0	0
5771	Civic Events	3,400	3,832	3,400	160	0	0	0	0	0
5772	Michaelmas Fair	20	20	20	0	0	0	0	0	0
5773	Civic Regalia	1,000	372	1,628	0	0	0	0	0	0
5775	Mace Bearer	1,578	1,560	780	0	0	0	0	0	0
5776	Mayors' Allowance	8,817	8,089	5,734	0	0	0	0	0	0
5777	Council Photos/Christmas Cards	350	150	350	0	0	0	0	0	0
5852	Twinning Fund	3,000	0	4,000	0	0	0	0	0	0
9094	Town Celebrations (EMR)	10,000	21,017	5,000	0	0	0	0	0	0
	Overhead Expenditure	29,014	35,883	21,662	160	0	0	0	0	0
	Movement to/(from) Gen Reserve	(29,014)	(35,883)	(21,662)	(160)	0		0		
<u>160</u>	<u>Grants</u>									
4051	St Ives Cares	9,268	24,188	1,583	0	0	0	0	0	0
	Total Income	9,268	24,188	1,583	0	0	0	0	0	0
5847	Community Grants	2,500	1,000	2,500	0	0	0	0	0	0
5848	Christmas Lights	10,513	7,347	12,500	0	0	0	0	0	0
5849	Carnival	209	9,462	9,462	0	0	0	0	0	0
5850	Town Team	2,620	7,555	7,820	0	0	0	0	0	0
5851	FEST	7,516	7,517	6,350	0	0	0	0	0	0
5853	Volunteer Grants	8,565	8,039	8,000	0	0	0	0	0	0
5954	HVC	13,141	13,142	16,500	0	0	0	0	0	0
5955	Norris Grant	34,500	34,500	34,000	34,000	0	0	0	0	0

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5956	Community Group Grants	8,315	8,946	6,000	0	0	0	0	0	0
6700	St Ives in Bloom	3,240	3,240	3,290	0	0	0	0	0	0
	Overhead Expenditure	91,119	100,747	106,422	34,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	(81,851)	(76,559)	(104,839)	(34,000)	0		0		
<u>170</u>	<u>Council General</u>									
5064	St Ives Cares Expenditure	0	22,604	0	0	0	0	0	0	0
5980	CCTV	23,540	23,538	23,538	0	0	0	0	0	0
5999	Neighbourhood Plan Exp.(EMR)	10,000	4,400	0	0	0	0	0	0	0
	Overhead Expenditure	33,540	50,543	23,538	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(33,540)	(50,543)	(23,538)	0	0		0		
	Council - Income	23,268	47,246	15,583	3,829	0	0	0	0	0
	Expenditure	274,451	322,383	273,914	63,771	0	8,000	0	0	0
	Net Income over Expenditure	(251,183)	(275,137)	(258,331)	(59,942)	0	(8,000)	0	0	0
	plus Transfer from EMR	0	26,148	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(251,183)	(248,989)	(258,331)	(59,942)	0		0		
	<u>Personnel</u>									
<u>200</u>	<u>Staff</u>									
5021	Health & Safety	500	0	1,800	0	0	0	0	0	0
5063	Training/Conferences	5,000	4,015	5,000	0	0	0	0	0	0
5301	Salaries	353,303	297,599	341,000	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 2)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5303 LGPS Pension	61,000	54,305	57,344	0	0	0	0	0	0
5304 Inland Revenue PAYE Ees NICs	29,100	36,519	28,034	0	0	0	0	0	0
5306 HR support	3,780	3,781	5,000	0	0	0	0	0	0
5307 Staff Contingencies	15,000	34,871	15,000	0	0	0	0	0	0
Overhead Expenditure	467,683	431,090	453,178	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(467,683)	(431,090)	(453,178)	0	0		0		
Personnel - Income	0	0	0	0	0	0	0	0	0
Expenditure	467,683	431,090	453,178	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(467,683)	(431,090)	(453,178)	0	0		0		

Continued on next page

10:42

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Amenities</u>										
<u>300</u>	<u>Amenities General</u>									
4100	Farmers' Markets	14,500	23,234	14,500	909	0	0	0	0	0
4101	Sale of equipment	0	2,100	0	0	0	0	0	0	0
	Total Income	14,500	25,334	14,500	909	0	0	0	0	0
5019	Repairs & Renewals	3,000	4,879	25,702	0	0	0	0	0	0
5021	Health & Safety	500	112	500	0	0	0	0	0	0
6136	Eco Action	4,250	0	4,250	0	0	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	2,000	780	1,000	0	0	0	0	0	0
6456	Toilet Provision	35,000	35,143	30,000	3,623	0	0	0	0	0
6927	Street Cleaning	2,000	0	1,000	0	0	0	0	0	0
6932	Electricity	600	593	600	51	0	0	0	0	0
6934	Water Rates	1,000	773	1,000	0	0	0	0	0	0
6937	Fire Extinguishers	250	0	500	0	0	0	0	0	0
6945	Clock Maintenance	1,655	430	2,225	0	0	0	0	0	0
6983	Farmer's Markets	13,000	12,279	13,000	1,181	0	0	0	0	0
9157	New Vehicle (EMR)	1,000	6,864	2,000	0	0	0	0	0	0
9195	Play Equipment (EMR)	20,000	717	0	0	0	0	0	0	0
9286	Equip & Tools-Amenities (EMR)	25,000	26,245	5,000	0	0	0	0	0	0
	Overhead Expenditure	109,255	88,815	86,777	4,854	0	0	0	0	0
	300 Net Income over Expenditure	-94,755	-63,482	-72,277	-3,946	0	0	0	0	0
6000	plus Transfer from EMR	0	5,344	0	0	0	0	0	0	0

Continued on next page

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(94,755)</u>	<u>(58,138)</u>	<u>(72,277)</u>	<u>(3,946)</u>	<u>0</u>		<u>0</u>		
<u>310 Street Lighting</u>									
5019 Repairs & Renewals	2,000	499	2,000	0	0	0	0	0	0
6032 CCC Electric Energy	3,500	8,840	3,500	0	0	0	0	0	0
Overhead Expenditure	5,500	9,339	5,500	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(5,500)</u>	<u>(9,339)</u>	<u>(5,500)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<u>330 Machinery</u>									
6255 Road Fund Licence	450	290	450	0	0	0	0	0	0
6256 Fuel	4,900	7,869	8,000	0	0	0	0	0	0
6257 Maintenance & MOT	4,000	1,019	5,000	0	0	0	0	0	0
Overhead Expenditure	9,350	9,177	13,450	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(9,350)</u>	<u>(9,177)</u>	<u>(13,450)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<u>340 Playground/Open Spaces/Cem.</u>									
4052 Ashes Plots Digging	1,000	1,122	500	0	0	0	0	0	0
4140 Mausoleum Income	0	6,000	0	0	0	0	0	0	0
4150 Burial Fees	22,000	22,591	13,000	381	0	0	0	0	0
Total Income	23,000	29,713	13,500	381	0	0	0	0	0
6289 Mausoleum Maintenance	0	0	1,500	0	0	0	0	0	0
6391 Inspections & Repair & Renewal	1,000	1,118	1,000	0	0	0	0	0	0
6488 Tree Work	6,050	7,830	10,000	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 2)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6490	Annual Planting	9,730	9,226	9,730	0	0	0	0	0	0
6492	Christmas Tree & Decorations	1,000	2,451	1,000	0	0	0	0	0	0
6593	Cemetery Maintenance	2,500	3,277	2,500	95	0	0	0	0	0
	Overhead Expenditure	20,280	23,902	25,730	95	0	0	0	0	0
	Movement to/(from) Gen Reserve	2,720	5,811	(12,230)	286	0		0		
<u>350</u>	<u>Allotments</u>									
4160	Allotment Rents	6,900	8,834	7,500	8,994	0	0	0	0	0
	Total Income	6,900	8,834	7,500	8,994	0	0	0	0	0
6636	Allotment Maintenance	1,000	1,691	1,000	30	0	0	0	0	0
6644	Rent for the Meadow	200	200	200	0	0	0	0	0	0
	Overhead Expenditure	1,200	1,891	1,200	30	0	0	0	0	0
	Movement to/(from) Gen Reserve	5,700	6,943	6,300	8,964	0		0		
	Amenities - Income	44,400	63,880	35,500	10,284	0	0	0	0	0
	Expenditure	145,585	133,124	132,657	4,979	0	0	0	0	0
	Net Income over Expenditure	-101,185	-69,244	-97,157	5,305	0	0	0	0	0
	plus Transfer from EMR	0	5,344	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(101,185)	(63,899)	(97,157)	5,305	0		0		

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Property</u>										
<u>400</u>	<u>Town Hall</u>									
4201	Tenants' Rent	35,000	30,606	35,000	8,106	0	0	0	0	0
4202	Tenants' Rechargeable Exps	3,000	-1,264	3,000	0	0	0	0	0	0
	Total Income	38,000	29,342	38,000	8,106	0	0	0	0	0
5019	Repairs & Renewals	10,000	-4,354	34,755	13	0	0	0	0	0
5021	Health & Safety	0	336	1,000	0	0	0	0	0	0
5033	Business Rates	8,320	6,487	8,320	7,560	0	0	0	0	0
6934	Water Rates	400	333	400	0	0	0	0	0	0
7032	Heating & Lighting	4,500	8,728	6,000	253	0	0	0	0	0
7035	Cleaning	9,500	8,098	9,000	766	0	0	0	0	0
7037	Maintenance - Contracts	2,000	1,543	2,000	0	0	0	0	0	0
7044	Trade Refuse	2,000	1,822	2,000	80	0	0	0	0	0
7057	Property Survey	3,750	3,569	3,500	0	0	0	0	0	0
9246	TH Refurbishments (EMR)	10,000	0	5,000	0	0	0	0	0	0
	Overhead Expenditure	50,470	26,561	71,975	8,671	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,470)	2,781	(33,975)	(565)	0		0		
<u>410</u>	<u>Corn Exchange</u>									
7237	CIC Grant	10,000	6,909	10,000	0	0	0	0	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	2,900	5,000	0	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	5,000	6,073	5,000	3,825	0	0	0	0	0

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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
Overhead Expenditure	20,000	15,882	20,000	3,825	0	0	0	0	0
Movement to/(from) Gen Reserve	(20,000)	(15,882)	(20,000)	(3,825)	0		0		
<u>430 Warners Park Pavilion</u>									
5019 Repairs & Renewals	0	0	1,000	0	0	0	0	0	0
7046 Warners Pavillon Restoration	2,530	2,230	5,000	0	0	0	0	0	0
Overhead Expenditure	2,530	2,230	6,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(2,530)	(2,230)	(6,000)	0	0		0		
<u>440 Ground Maintenance Depot</u>									
4400 Rental of Old Depot	700	700	700	0	0	0	0	0	0
Total Income	700	700	700	0	0	0	0	0	0
5033 Business Rates	0	1,235	1,235	0	0	0	0	0	0
Overhead Expenditure	0	1,235	1,235	0	0	0	0	0	0
Movement to/(from) Gen Reserve	700	(535)	(535)	0	0		0		
<u>450 Community Centre</u>									
5019 Repairs & Renewals	1,000	3,425	2,000	0	0	0	0	0	0
Overhead Expenditure	1,000	3,425	2,000	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(1,000)	(3,425)	(2,000)	0	0		0		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 2)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
Property - Income	38,700	30,042	38,700	8,106	0	0	0	0	0
Expenditure	74,000	49,333	101,210	12,496	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>	<u>(62,510)</u>	<u>(4,390)</u>	<u>0</u>		<u>0</u>		

Continued on next page

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
<u>Other Income</u>										
<u>500</u>	<u>Other Income</u>									
4000	Precept	837,007	837,007	851,929	0	0	0	0	0	0
4032	SALIX Loan	0	25,000	0	0	0	0	0	0	0
	Total Income	<u>837,007</u>	<u>862,007</u>	<u>851,929</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>837,007</u>	<u>862,007</u>	<u>851,929</u>	<u>0</u>	<u>0</u>		<u>0</u>		
	Other Income - Income	837,007	862,007	851,929	0	0	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>837,007</u>	<u>862,007</u>	<u>851,929</u>	<u>0</u>	<u>0</u>		<u>0</u>		
	Total Budget Income	943,375	1,003,175	941,712	22,218	0	0	0	0	0
	Expenditure	961,719	935,929	960,959	81,245	0	8,000	0	0	0
	Movement to/(from) Gen Reserve	<u>(18,344)</u>	<u>67,245</u>	<u>(19,247)</u>	<u>(59,027)</u>	<u>0</u>		<u>0</u>		
	plus Transfer from EMR	0	31,492	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(18,344)</u>	<u>98,738</u>	<u>(19,247)</u>	<u>(59,027)</u>	<u>0</u>		<u>0</u>		

SAINT IVES TOWN COUNCIL



APPLICATION FOR FINANCIAL ASSISTANCE

SMALL GRANTS UP TO £1000

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

PROJECT : (In no more than 25 words)

The Summer Reading Challenge is a national scheme run every year in conjunction with The Reading Agency. It's aims are to help with continued literacy skills for Primary school aged children (4-11) throughout the summer holidays with activities and events based around a specific theme in local libraries.

AMOUNT REQUESTED:



Contact Details

Q1 Name of organisation making application: Cambridgeshire Libraries (St Ives Library)

Name of contact for this application:

(title, first name and surname)



Position held in organisation: Area Library Manager

Contact Address:

St Ives Library
4 Library Row
Station Road
Cambs, PE27 5BW

Telephone:



Email:



About your organisation

Q2 What type of organisation are you? (tick (✓) relevant category)

Registered Charity:	<input type="checkbox"/>	Charity Registration Number:
Voluntary Organisation:	<input type="checkbox"/>	
Company Limited by Guarantee:	<input type="checkbox"/>	Company Number:
Other – Please specify:	<input checked="" type="checkbox"/>	Cambridgeshire County Council

Q3	<p>Briefly describe your organisation.</p> <p>Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.</p> <p>St Ives Library is a local community library serving St Ives and the wider community. We pride ourselves on excellent customer service and welcome people from all walks of life. We currently have around 6500 visits per month and work with a number of partners to provide a safe and informative place to visit. Membership to the library is FREE. We offer a broad range of services inc talks, workshops, book loans, ebooks, Reading Groups, Digital Assistance which includes Bus pass applications and volunteering opportunities to name but a few.</p>
Q4	<p>If you are a branch of a larger organisation, please state which one:</p> <p>Cambridgeshire County Council</p>
Q5	<p>What is your primary source of funding?</p> <p>Government Funding</p>

Details of the project or activity you are planning

Q6	<p>Describe the projects/activity you plan to use this grant for</p> <p>i) Try to be specific about what you will do and how you will do it.</p> <p>The children taking part in the challenge will be encouraged to read 6 books over the 6 weeks, attend the library at least once a week to change books and collect reward stickers. Those who complete the challenge are invited to a special award ceremony where they are given a medal and certificate. As part of the challenge we offer at least 6 events/activities that children and families can attend at little or no cost.</p> <p>ii) Please state how you have identified this need and how the project will benefit the people of St Ives.</p> <p>The Summer Reading Challenge is a national scheme developed to encourage children to continue treading throughout the holidays to ensure we a building a generation whom build a love of books and increase literary skills in Primary age children.</p> <p>iii) How many people from St Ives do you expect to benefit directly from your project or activity? 500 plus (families, children, siblings and young volunteers)</p>
Q7	<p>How will you measure the success of the project and how many people from St Ives do you expect to benefit from it?</p> <p>We measure success on Number of children completing the challenge, number of children taking part, new memberships, young volunteer applicants</p>

Health & Safety

Q8 What, if any, special safety issues are related to your project/activity?

Please provide the following information:

All activities are Risk Assessed as part of the planning process

Funding of your project

Q9 Previous Applications

If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description	Amount given (£)
2022	Summer Reading Challenge	
2021	Summer Reading Challenge	
2018	Summer Reading Challenge	

Q10 Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Project Expenditure Please list all items of expenditure for your project	Amount of Project
Activities and material	
Additional Staff to support activities	
	£
	£
Total	
Project Income Please list how the project shall be funded	
No Funding once the basic materials have been purchased from The Reading Agency	£
	£
	£
What is the difference? This should be the same as the amount of Grant you are applying for	

Your Accounts

Q11 Please provide the following details from your most recent annual accounts

Total Income	£	[REDACTED]
Less Total Expenditure	£	[REDACTED]
Surplus / Loss	£	[REDACTED]
Savings (Reserves, Cash, Investments)	£	[REDACTED]

Account Details

Q12 Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. These people should not be related.

Account name: [REDACTED]

Bank/Building Society name: [REDACTED]

Bank/Building Society address: [REDACTED]

Who are the signatories and what position do they hold in your organisation? n/a

Name	Positon

Any Other Information

Q13 Any other information which you consider to be relevant to your application.

The children of St Ives and District find the SRC a rewarding and fun experience which encourages families to use the library and further their literary skills. It also offers a great opportunity for young people 12-16 years to gain valuable life skills as they become young volunteers, listening to the children talk about the books they have read and assisting with the activities and making new friends.

Library staff have built excellent relationships with local schools as we deliver assemblies to promote the library and challenge as well as school visits to the library.

In the past both the Mayor and Cllrs have supported us at the award celebrations, handing out medals, praising the children and celebrating our local community. This is always much appreciated.

Declarations

Q14 Declaration

Please give details of a senior member of your organisation.

For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of
Cambridgeshire Libraries(insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation:
District Library Manager

Title First Name: Surname:

Organisation address:

St Ives Library, 4 Library Row, St Ives, Cambs

.....
Postcode:
PE27 5BW

Telephone:

Signed: Date: 11/04/23

Q15 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q14**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: Date: 11/04/23

Checklist

1. Have you answered every question?
2. Have all signatures been completed?
3. Have you included a copy of your governing document?
4. Have you included copies of your latest meeting and AGM minutes?
5. Have you included a copy of your most recent accounts?
6. Have you included a copy of your most recent bank statement?
7. Please state any supporting documents you are submitting: