



# ST IVES TOWN COUNCIL

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**TWINNED WITH STADTALLENDORF**

Issued: 04 January 2024

## **The Town Mayor and Members of St Ives Town Council**

You are hereby summoned to attend a **Meeting of St Ives Town Council** to be held on **Wednesday 10 January 2024** in the **Council Chamber, Town Hall at 8.00 pm.**

**Libby White**  
Locum Clerk

## **AGENDA**

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

### **C178.00 APOLOGIES FOR ABSENCE**

To receive and note apologies for absence.

### **C179.00 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.

### **C180.00 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.

### **C181.00 CO-OPTION**

#### **C181.01**

To consider the received applications for co-option. Brief profiles provided by the applicants are attached (copies herewith).

#### **C181.02**

To note one additional vacancy due to the recent resignation of Councillor M Mallol Wright, which will be advertised appropriately and co-option held at an upcoming Full Council meeting.



- C182.00 MINUTES**  
To confirm as a correct record the Minutes of the Meeting of the Town Council held on 13 December 2023 (copy herewith).
- C183.00 TOWN MAYOR'S ANNOUNCEMENTS**  
To receive the Town Mayor's engagement list (copy to follow).
- C184.00 REPORTS**  
To receive Minutes of the Meetings of the following and to consider any recommendations contained therein (copies herewith):
- C184.01 Planning Committee**  
Held on 13 December 2023.
- C184.02 Emergency Personnel Committee**  
Held on 11 December 2023.
- C185.00 LANGLEY BREAD**  
To appoint four Councillors to the United Charities committee (copy herewith).
- C186.00 PLANNING COMMITTEE MEMBERSHIP**  
To appoint one vacancy to the Planning Committee.
- C187.00 EXTERNAL AUDIT**  
To accept and approve the external audit (copy herewith).
- C188.00 ESTIMATES OF INCOME AND EXPENDITURE**  
To receive Budget and to ratify the Precept (copy herewith).
- C189.00 ROLLING PROGRAMME**  
To receive the Rolling Programme (copy herewith).
- C190.00 ORDERS FOR PAYMENT**  
To receive the schedule of Orders for Payment (copy herewith).
- C191.00 BANK RECONCILIATION STATEMENT**  
To receive the Bank Reconciliation Statement (copy herewith).
- C192.00 CORN EXCHANGE MATTERS**  
No report received from the Corn Exchange.
- C193.00 POLICE MATTERS**  
No report received.
- C194.00 REPORTS FROM OTHER BODIES**  
To note any reports provided by other bodies (if any).
- C195.00 COUNTY COUNCIL MATTERS**  
To receive a report from County Councillors for St Ives.

**C196.00 DISTRICT COUNCIL MATTERS**

To receive a verbal update from District Councillors for St Ives.

**C197.00 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.

**C198.00 COMMUNITY GRANT APPLICATIONS**

To consider the following grant applications:

<b>C198.01</b>	<b>FES</b>
<b>C198.02</b>	<b>St Ives Carnival and Music Festival</b>
<b>C198.03</b>	<b>Huntingdonshire Volunteer Centre (HVC)</b>
<b>C198.04</b>	<b>St Ives Town Team</b>
<b>C198.05</b>	<b>Hemingford Voluntary Organisation</b>
<b>C198.06</b>	<b>Fitness Rush Community CIC</b>
<b>C198.07</b>	<b>St Ives Dementia Friendly Group</b>
<b>C198.08</b>	<b>KICK Youth</b>
<b>C198.09</b>	<b>St Ives in Bloom</b>
<b>C198.10</b>	<b>Neotists CIC</b>
<b>C198.11</b>	<b>Citizens Advice Rural Cambs</b>

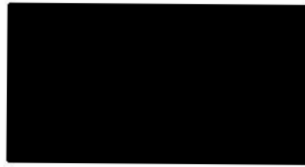
**C199.00 STAFF PAY**

To consider and agree the NALC pay increases and back pay to April 2023 (copies to follow).

**C200.00 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.

Mr J Kennedy



Dear Sir/Madam

I am very interested in applying for the post as a Town Councillor in St Ives.

I came to St Ives with my family in 1990s to work at the new Waitrose store which I have done now for over 40 years. My family and I joined the Parish Church to be part of the community. Once established in St Ives I joined the Civic Society when I was approached to join the committee which I accepted.

As my children became young adults, I joined the PTA and became Secretary then Chairman for their school. Whilst working for Waitrose I was a Councillor representing my branch.

Some other roles I have been involved with was the Fire Brigade and became a retained fireman and again I joined their committee.

I very much like gardening (I have my own allotment) so I joined the St Ives Bloom for a while. Being a sociable person, I joined the local Theatre Group and performed in pantomime for 12 years which I enjoyed very much and made many friends there.

I would very much like to be a considered for the position as Town Councillor - it would be such a honour.

Thank you for taking the time to look at my application and wish you and the other Counsellors and the Mayor a Very Merry Christmas and a Very Happy New Year.

Best regards

Yours sincerely



John Kennedy



29<sup>th</sup> November 2023

Ref: Mrs Kathryn A. Campbell

Mr M Price- Town Clerk,  
St Ives Town Council,  
Town Hall,  
Market Hill,  
St Ives,  
Cambridgeshire,  
PE27 5AL

Dear Matthew,

I am writing to you to apply for the opportunity to be co-opted into the position of St Ives Town Councillor. I note from the St Ives Town Council website that I am required to submit a written statement as part of my application which is included below. I also understand that I am required to state my eligibility to stand, and any disqualifications that I may have.

I can confirm that I meet the eligibility criteria of sections (a), ( b) and (d) as stated on the News and Events page of the St Ives Town Council Website ( [www.stivestowncouncil.gov.uk](http://www.stivestowncouncil.gov.uk)) on 2/11/2023. I also confirm that I am not subject to any disqualifications as specified under Section 80 of the Local Government Act 1972.

### **Personal Statement**

We moved to St Ives in 1986, and raised our family here, as St Ives provided us with an ideal setting to live. We have been active in supporting local activities.

My career, began as an HCPC - Biomedical Scientist, and included both clinical laboratory and research activities. Later my career focussed on leadership roles which are listed below:

#### **Leadership and Operational Management:**

Worked at strategic, service and team level with services that deliver laboratory, patient and public facing roles, service improvement and educational services.

**People management-** recruitment and retention, appraisal, investigation and chair of disciplinary meetings.

**Financial Management-** budget control, establishment management, written documentation to support service review/ development.

**Governance:** identification and delivery of KPI'S for both quality and financial metrics.

Strong background in Pathology governance.

Produced business continuity plans; participated in Trust wide senior manager rota's: duty manager and out of hour's silver on call.

**Service Improvement and Change Management:**

Chair of Trust SIP team and member of SIP Board. SIP facilitator working with clinical, non-clinical and operational staff to design multidisciplinary patient focussed services. Lean practitioner -Green Belt

**Leadership, Team and Individual Development:**

Designed and delivered education programmes for aspects of leadership.

Work place clinical supervisor, coach, mentor, and action learning set facilitator

Following my retirement I have become a more active member of the allotment community in St Ives and in November 2022 I became the Chairperson of the Hill Rise Allotment Association.

I enjoy meeting people from all walks of life and I have a great attachment to the town of St Ives. I believe with my experience as an NHS public servant, and a collaborative, team player approach to all aspects of life, that I have skills which could be useful to the local community of St Ives.

Yours Sincerely,

Kathryn Campbell

I became a resident of St Ives in 1994 after posting to RAF Wyton during my 30 years service in the Army. I am therefore eligible for co-opting to serve as a Councillor on the Town Council and I can confirm that I am not disqualified in applying.

I am an IT Project Manager and my partner Cheryl is a Sister at Addenbrookes Hospital in Cambridge. I will soon retire, which will afford me the opportunity to dedicate my time in serving the town's community, allowing it to thrive and prosper in continuing the historical significance of this important River port Town. I feel passionate St Ives remains one of the best places to live in the country, whilst retaining the vibrant atmosphere.

These events include: all the markets from weekly to specialist ones, carnival, illuminated boats, Remembrance' Day and Christmas lights. As a Project Manager my forte is planning and organising by being pivotal in managing various 3<sup>rd</sup> parties and charring committees. My background would be well served by being available as a member of any planning and organising committees.

I remain impressed with the turn-out at Remembrance Services, highlighting diversity and inclusion in our town. I truly believe local councils are about local issues and mainstream national politics should remain at Westminster, giving the opportunity to collectively combine in delivering and influencing policy, which holds the best interest of the town at heart.

I recently stood as a Huntingdon District Councillor for St Ives South Ward and received an impressive 727 votes, following which I received a letter of appreciation from our MP, recommending me to stand for civil office again.

I truly would love to serve the people of St Ives.

Finally, remembering the age-old adage of 'if you don't use it, lose it.'

**Martin Gill**



23rd November 2023

Matthew Price  
Town Clerk  
Town Hall  
Market Hill  
St Ives  
PE27 5AL

Dear Mr Price

**Vacancy for St Ives Town Councillor**

With reference to your advertisement for a co-opted Town Councillor I would like to be considered for the post.

I have been a resident of St Ives for 30 years and find it a most pleasant place to live.

My qualifications, such as they are, for the position are that I am a former Partner and Solicitor of a well established high street firm in Newmarket where I have been for 19 years and am retiring at the end of November. I specialise in Conveyancing which involves not only drafting, interpretation and legal skills but also a degree of people skills both with my clients and staff. Much of the work involves finding solutions to problems that arise in my clients or employees best interest.

I also am involved in local theatre both at Shakespeare at the George and latterly Huntingdon Drama club and I enjoy the community involvement that this brings.

Local affairs are of interest and I feel I would be able to make a contribution as a member fo the the team to the mainaining and enhancing our town for the benefit of both residents and visitors.

Yours sincerely

Jacqueline Spencer (Mrs)

**Minutes of the Meeting of St Ives Town Council  
held on Wednesday 13 December 2023 in the Town Hall, St Ives**

**Present:**

Town Mayor: Councillor P Pope

Deputy Town Mayor: Councillor J Kerr

Councillors: P Hussain, M Mallol Wright, J Cantwell, L Valla, M Gleadow, A Riddell, J Tiddy, R Chapman

**In attendance:**

Democratic Officer: A Childs

**PRAYERS**

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

**COMMUNITY GRANT PRESENTATIONS**

Presentations were received from St Ives Dementia Friendly Group, The Neotists, Kick Youth, St Ives in Bloom and Citizens' Advice Rural Cambs for the community grant applications.

St Ives Dementia Friendly Group

Mr Roger Kuch spoke as Chairman of the St Ives Dementia Friendly Group, and stated that the group is grateful to the Town Council's grant funding awarded in 2021-2022 and it has helped provide stability for them. The group was founded in 2016 by the previous Mayor, Councillor Ian Jackson under guidance from the Alzheimer's Society.

The group focuses on raising awareness, providing a wide range of activities for dementia sufferers and their carers. Such activities include the Memory Lane Singing Café, Love to Move sessions, a Reminisce session at the Norris Museum, Friendship Lunches and many other events. The team's management committee comprises of a steering group with ten members and approximately 30 activity leaders. The group helps serve 130 people in the community, including those with dementia and their carers.

Volunteers and session leaders help provide an understanding of therapy techniques with known benefits, as recognized by the Alzheimer's Society. Apart from the regular activities, they have held an awareness session at the St Ives Corn Exchange and also started twice yearly concerts in the town, which was attended by the current Town Mayor on both occasions.

The group's main goal is to raise awareness and assist those with dementia to live well and have the best living quality possible. Mr Kuch discussed the annual running costs of the group, which is £16,000 and includes fees such as venue hire and activity leader costs. The income from the fees the group charge totalled £8,000 and donations helped bring in £4,000 – which leaves the group with a shortfall of £4,000 total. This figure is the amount the group is applying for in the Community Grant Application. Even through increasing their fees for attendees, without external funding the group could not continue to provide the services they deliver. Mr Kuch stated he hopes the Town Council would look favourably on the group and their request.

The Mayor asked Members if there were any questions for Mr Kuch.

Councillor J Tiddy was impressed by Mr Kuch's summary of the activities that have taken place since Councillor Ian Jackson started the group and commended them on their valuable work.

The Mayor stated that he has witnessed the services delivered by the group and is proud to have them in the town of St Ives. He stated they deserve support within the community, and praised the assistance provided to those with dementia and their carers. He thanked Mr Kuch for his efforts and his presentation.

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### The Neotists

Ms Ann Hawkins presented as a Director of the Neotists, a collective of people involved in the creative arts industries, such as the visual and performing arts, design and technology. Their manifesto is based on the concept that when these arts industries work in harmony, economic development follows. She stressed the importance of appropriate representation of the arts.

The group's community grant application is requesting grant funding for a website that represents Huntingdonshire. She stated that there is currently no district-wide website, and all other Cambridgeshire districts have a website. The goal is to bring together all the tourist attractions in the district and help promote the towns and villages in the Huntingdonshire district. If each participating town contributes financially, the responsibility for maintaining the website would be taken away from the town and managed externally. Each town would have an input on the material to help attract tourists. The money required would be split between the five towns according to population. St Neots, the largest town, would contribute the largest amount of funding and they have agreed to the proposal, as has Huntingdon. Ms Hawkins noted that the concept would not work without the participation of the five key towns: St Neots, Huntingdon, St Ives, Godmanchester and Ramsey.

A local group would be used to produce the website and the towns would be called upon for their knowledge and what they would like on the website to represent St Ives.

The Mayor asked Members if there were any questions for Ms Hawkins.

Councillor P Hussain queried the figures for the required grant funding. Ms Hawkins replied that the following would be requested:

St Neots (Population: 33,670): £7,000  
Huntingdon (Population: 25,428): £5,000  
St Ives (Population: 17,020): £4,000  
Ramsey (Population: 8,220): £2,000  
Godmanchester (Population: 7,893): £2,000  
District council (Population: 180,800): £1,000

The latter pertains to a district-wide maintenance fee of £1,000.

Councillor M Gleadow asked if there were any ideas for the name of the website. This has yet to be confirmed, and Ms Hawkins added that the group is considering the incorporation of discreet advertising to offset costs.

Councillor R Chapman asked if villages would be involved and whether there would be promotion of information from parish councils. Ms Hawkins stated that the planning stages had not stretched that far to include smaller villages at this current stage – focus on the five larger towns for the time being.

The Deputy Mayor asked what type of material would be on the website, or whether it would be subject to each town's priorities. Ms Hawkins replied that the towns would be asked what the most appropriate content would be. The material would be interactive, including interactive maps to help plan visits to the towns and surrounding villages as well.

The Mayor referenced a Hub website which is being developed within St Ives, and suggested contact be made between those involved and the Neotists for information sharing. He thanked Ms Hawkins for her presentation.

### KICK Youth

Ms Louise McCoy spoke on behalf of KICK Youth, a local youth work charity. The group has been a registered charity since 2009 and assists young people aged 11-19 in their transition to adulthood.

In the last academic year (2022-23) KICK Youth ran 10 projects for young people, both in schools and community groups. They worked with 123 young people across all their projects, 92 of whom were new

to KICK. They delivered 309 hours of youth work, including 176 hours of Alternative Provision in schools across Cambridgeshire and Peterborough. The KICK team grew to 10 members of staff, 5 trustees and 2 volunteers.

The community projects include:

- KICK Roots – universal youth club for 11-14 year olds
- KICK Drop in - universal youth club for 15-19 year olds offering NCS to yr11 – 18 year olds or 25 if they have an EHCP.
- KICK Boxing – Kickboxing fitness group for 12–19 year olds
- KICK Create – in partnership with The Norris Museum, through Heritage Lottery Funding
- C-Card Scheme – working with the Terrence Higgins Trust to provide young people aged 13-24 access to free condoms.

Referral-based projects include:

- Alternative Provision (AP) – KICK is an approved AP provider for Cambridgeshire and Peterborough, working with young people unable to access mainstream education at the time of referral.
- Young Health Programme – KICK is one of 3 Cambridgeshire youth organisations working in partnership with Plan International UK and AstraZeneca to deliver the Young Health Programme to over 500 young people over 2 years. The programme focusses on the '5 Ways to Wellbeing' and they are being delivering to primary and secondary schools across Cambridgeshire.

In the last year, KICK Youth has experienced recognition on a local and national level. Locally, the charity were recipients of the Millennium Shield Award at the Mayor Making event in May 2023.

Ms McCoy stated their services are required due to an increase in youth mental health concerns, including depression and anxiety. Experiences during lockdown revealed the impacts of social isolation on young people in the area. By missing out on regular school interactions and trips, the students missed the normal process of developing vital skills necessary for daily life. Hence students revealed their anxious feelings around normal, daily activities.

A recent survey conducted with St Ivo Academy showed that over 60 percent of students felt their greatest challenges were anxiety and depression, which were followed by concerns around peer pressure, school and college, physical image and bullying. Participants were asked what support would be beneficial to them. Fifty three percent wanted a safe space to talk to their friends. Other suggestions were sports activities, cooking classes, counselling, wellness classes and real-life skills training including budgeting, CV creation and interview skills. KICK Youth aim to provide these things through their various projects, such as kickboxing sessions. Through their projects, young people are able to develop traits and skills including resilience, team building skills, discipline, respect, fitness and health, social skills and self esteem.

The charity has received a high level of positive feedback from participants stating the beneficial impact of activities on their lives, and they have enjoyed them and had fun as well. The charity's programmes are grant-funded and help the most disadvantaged and disengaged young people by keeping their activities free to all. Ms McCoy added that the group also requires trustees, and asked Members to spread the word.

The Mayor asked if there were any questions from Members.

Councillor M Mallol Wright stated that her daughter attended an event last week and spoke of it very highly. She praised the group for doing a wonderful job.

Councillor P Hussain added this as another wonderful presentation and described its importance amongst the younger population in St Ives. The benefits are wide-ranging: physical benefits, mental benefits, a sense of purpose and community, positive thinking and many more.

The Mayor echoed Councillor P Hussain's sentiments, praising the group for their valuable impact on the youth of the town. He thanked them for all that they do in St Ives.

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### St Ives in Bloom

Mr Phil Davies spoke to Members as the new Chairman of St Ives in Bloom, and was accompanied by the group's treasurer, Sarah. Mr Davies recently attended the Facilities Committee meeting on 22 November 2023, and reiterated the information he shared with the Committee to the entire Full Council. This explained what the group does and what they need for the upcoming year.

In the recent Anglian Bloom competition, St Ives in Bloom had received a gold award for the town and were chosen by Anglian Bloom to represent the area in the upcoming Britain in Bloom competition in 2024. This is an opportunity to showcase St Ives in a national event, and at the core is about people and communities. Britain in Bloom has a theme of friendship in the 2024 competition, with applicants being asked to adhere to the given theme. Mr Davies stated it is not a competition in certain aspects, but rather about making people want to visit and spend time in places that are loved.

The group's main activities include looking after the town's green areas and open spaces, including wildflowers and hedges. St Ives in Bloom have done this for ten years with support from the Town Council. He listed the many health benefits of gardening and noted that the Spinney Surgery on Ramsey Road even advocate the group as a healthy activity.

The contemplative garden at Ramsey Road Cemetery was mentioned, which the group will be showcasing as part of Britain in Bloom, along with Kings Hedges, The Waits and other areas. The competition will be judged by three categories: horticultural impact, community participation and environment and heritage. To win the gold award in Britain in Bloom, the group must plant with sustainability in mind, increase colour of plants and improve on other areas the judges pointed out.

St Ives in Bloom require financial support, with 21 projects being planned for 2024. Their largest income stream is from the St Ives Town Council community grant, which they request again in full for 2024. Mr Davies stated that they must go the extra mile this year and contribute to soil improvement. They have explored other funding sources, for example an HRS grant covered the initial planting of high quality plants at the cemetery, along with soil improvers.

The group has over 5,000 volunteer hours provided in a year, with many volunteers bringing plants which are grown themselves and never charged for. Some local nurseries provide the group members with a competitive price. The group has a busy few months ahead, meeting the challenges of Britain in Bloom. To do this they need to make the most of the volunteers' assistance and funding is also required.

The Mayor asked Members if there were any questions for Mr Davies.

Councillor L Valla stated that she is in awe of the work they do, and she has attended the group's meetings and understands how much planning goes into their work. Her mother moved to St Ives and is now an active participant in the group, which has assisted her with creating friendships and provided a sense of purpose. Councillor L Valla is very proud of the St Ives in Bloom organisation and offered her thanks to all involved. Councillor P Hussain also congratulated the Chairman and praised the group's efforts.

The Mayor thanked the group, praising their phenomenal work and invaluable services to the town; he stated the Friendship theme would be very suitable for the town of St Ives, with its friendly and helpful residents.

### Citizens' Advice Rural Cambs

Nick Blencowe (Chief Officer) and Helen Spriggs (Deputy Chief Officer) spoke regarding the Citizens' Advice Rural Cambs grant application.

The organisation's main contact centre is located in Eastfield Centre in Huntingdon. The group is a local charity who support local people, with 38 volunteers who have local knowledge and how people can get help locally. A large number of volunteers were unfortunately lost during the Covid pandemic and lockdown.

The charity provides help via telephone and email, but harder to reach individuals (including the elderly and vulnerable groups) require face-to-face assistance. They are seeing more need for this in-person interaction. Their core aim is to give people the knowledge and confidence to move forwards, in hopes they will know where to go in the future for similar requests and queries. All advice given is confidential. The group and its volunteers have been audited, and sit through exams to ensure that their guidance is up to legal standards. They are registered with the financial authorities.

In St Ives, the charity require support to open an outreach project, which was previously run in the past but ended due to a variety of factors. In 2022-23, from April to September, the group assisted 128 clients. This year, during the same six month period, 153 clients were served. This reflects the increased need for assistance. People require guidance with applying for grants, such as funding for their electric meters, and often don't know the appropriate party to speak to.

The group would like to hold an in-person drop-in service in St Ives one day per week. Ms Spriggs explained that they have the funding to start this service, but would not have sufficient funds to cover the next year. They want to start a valuable service which has the commitment and resources to continue in the future. Following a consultation phase, participants expressed this need for face-to-face services. While such a service is provided in Huntingdon, many cannot access it due to mobility issues, mental health and other factors. Many people struggle with digital access – some do not have computers, mobile phones or cannot find the appropriate telephone numbers. Many do not understand the forms they must fill out and require someone to assist them.

The Mayor asked if there were any questions from Members.

Councillor M Gleadow asks what the charity's plans were to promote awareness of the services. Ms Spriggs explained that the sessions would likely be held at the Burleigh Hill Community Centre, but there were concerns that many did not know its location. Word of mouth works quickly, and information would be provided on their website. They would request assistance from town and parish councils to help promote through social media regarding the drop-in and appointments.

Councillor P Hussain stated that the timing was good, as many people are struggling with computers and their mental health. He stated it would be a valuable service to the community.

Councillor J Cantwell stated the services is valuably needed and would offer a human approach (vs technological) to those who require assistance. He asked if one day per week would be sufficient. Ms Spriggs responded that the charity provides in-person services currently once a week in Huntingdon, Chatteris and Whittlesey; because so many volunteers were lost and difficulty in acquiring appropriate venues, once per week would be feasible.

The Mayor thanked them for their presentation and for coming. He stated that the information provided would assist Members in making decisions.

**C160.00**

#### **APOLOGIES**

Apologies for absence were received from Councillors N Wells (HDC Commitment), S Mokbul (HDC Commitment), M Burke (HDC Commitment), A Thompson (personal) and M King (personal).

Councillor C Morgan on sabbatical leave.

**C161.00**

#### **DECLARATIONS OF INTEREST**

Councillor A Riddell – **Agenda Item C166.00** – his wife is employed at St Ives Town Council as a member of the office staff.

**C162.00**

#### **PUBLIC PARTICIPATION**

A resident spoke regarding **Agenda Item C167.00 (Policies and Procedures)** and expressed concern that the documents are not ready for ratification purposes. The resident noted that the current Standing Orders are not available on the website and continue to be missed. The

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resident stated that the current Standing Orders are specific, which the template in **Item C167.00** is lacking. The resident also stated further work was required for the Terms of Reference (ToR) documents. The resident urged the Members not to approve the policies and procedures in their current state.

Mr Mathew Setchell spoke as the Chairman of the Flood Action Group (FLAG) and stated that the group had a recent meeting with Anglian Water, Cambridgeshire County Council (CCC), the Environment Agency and Huntingdonshire District Council (HDC). West Street will be dug back up as the sewer has been relaid and the old sewer system must be removed, along with further exploratory work.

Mr Setchell also spoke regarding the Neotists presentation material earlier in the meeting. He noted that HDC recently did a presentation regarding town websites – including reference to the district website and marketing boards – and wished to highlight the existing arrangements to Members.

#### **C163.00**

##### **MINUTES**

Councillor M Gleadow noted that the wording on **Agenda Item C159.00** (Extra Ordinary Meeting 09 November 2023) was not an appropriate representation of the discussion; he suggested the wording be amended to:

“to carry out disciplinary proceedings with delegated authority of the Full Council”.

**RESOLVED:** that – subject to the above amendment - the Minutes of the meeting held on 08 November 2023 and the Minutes of the Extra Ordinary Meeting held on 09 November 2023 were agreed as a correct record and signed by the Town Mayor.

that the Minutes of the Extra Ordinary Meeting held on 09 November 2023 be amendment on the paper signed copy and the electronic copy available on the Town Council website.

#### **C164.00**

##### **TOWN MAYOR’S ANNOUNCEMENTS**

Members were in receipt of the Town Mayor’s engagement list for October and November 2023.

**RESOLVED:** that the Town Mayor’s engagement list be received and noted.

#### **C165.00**

##### **COMMITTEE AND GROUP REPORTS**

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

**C165.01**            **Planning Committee** – held on 08 November and 22 November 2023.

**C165.02**            **Facilities Committee** – held on 22 November 2023.

**C165.03**            **Property Committee** – held on 22 November 2023.

#### **C166.00**

##### **HOLIDAY OPENING HOURS**

The Mayor stated that it was standard practice for the Town Hall to close during the working period between Christmas and the New Year holiday. He welcomed comments from Members.

Councillor M Gleadow pointed out that it would be useful to have out of hours cover or contact details – particularly for maintenance of public conveniences. The Mayor stated he believed that contact details were posted on the Town Hall noticeboard, but asked for this to be checked and make sure that an up-to-date contact point was posted.

The Mayor proposed that the Council accept the standard procedure of closing during the holiday period, which was seconded by Councillor J Tiddy. The majority voted in favour with three abstained votes.

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**RESOLVED:** that the Town Hall will close to the public between Christmas and the New Year holiday, specifically working days on the 27<sup>th</sup> – 29<sup>th</sup> December 2023.

the Mayor requested that a notice be posted on the Town Hall noticeboard with this information and also to include an out-of-office contact number for emergency purposes.

## **C167.00**

### **POLICIES AND PROCEDURES**

The Mayor stated that the Standing Orders template was missing essential data specific to St Ives Town Council, and asked if this could be edited by the Standing Orders Working Party. He asked the two members, Councillors A Riddell and M Mallol Wright, if they wished to continue in this role, to which they confirmed. The Mayor stated that it may be useful to have a third individual involved in the process, and offered himself as a candidate. Councillor M Gleadow also offered to be involved, as he has experience in the composition of policies and procedures. The Mayor agreed Councillor M Gleadow would be a useful addition to the working party, and offered his services as an advisory role to comment on the specific intricacies of the Town Council.

It was agreed to defer the items below to a subsequent Full Council meeting once further work and review as carried out.

The Mayor noted that the current Standing Orders had been removed from the Town Council website and asked that, even if out of date, they be re-added to the website for the time being.

Councillor L Valla stated that the Norris Museum Working Group Terms of Reference (ToR) are also out of date, and requested that an updated version be made available.

**C167.01** Standing Orders 2023

**C167.02** Facilities Committee – Terms of Reference 2023

**C167.03** Property Committee – Terms of Reference 2023

**RESOLVED:** that the items be deferred to a future Full Council meeting once the documentation has been completed.

that Councillor M Gleadow join the Standing Orders Working Party, and the Mayor offer advisory services in its composition.

that the current Standing Orders be re-added to the Town Council's website.

that the Norris Museum Working Group Terms of Reference (ToR) be updated.

## **C168.00**

### **NEIGHBOURHOOD PLAN CONSULTATION UPDATE**

Members were in receipt of a written update from Mr Nick Dibben regarding the recent Neighbourhood Plan Consultation, and Councillor M Gleadow spoke to Members regarding the progress to date. He stated that the consultation has now closed, and direct consultation was also held with local businesses and groups.

He stressed the importance of the Neighbourhood Plan document and the important role it will play in the town's future development. It is subject to scrutiny, and it would be useful to have further support from Members in the review process. Councillor M Gleadow stated that Mr Dibben hoped to produce a new version of the Neighbourhood Plan by February 2024, although he felt this may be too optimistic.

The Mayor stated that the update recommended three councillors minimum to partake in the consultation review process. He invited Members to consider joining the NP consultation stage – to contact himself or Councillor M Gleadow if there were no raised hands of interest in this meeting. He encouraged Members to consider this, and emphasised its importance as

Chairman's  
Initials

one of the single largest documents that would shape the future of the town. The Deputy Mayor suggested the Civic Society join, to which the Mayor confirmed that they are working collaboratively with the NP Working Group and the Town Team.

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

**C169.00**

**ROLLING PROGRAMME**

Members were in receipt of the rolling programme.

Councillor A Riddell spoke regarding the second item on the Rolling Programme, the Remembrance Sunday parade. The Mayor stated that the event is organised by the Royal British Legion (RBL); there was a meeting two weeks after the event and this was the a major point of discussion. Some attendees suggested the use of a different audio company in future and others suggested practice rehearsals. Ultimately it is not a Town Council event and thus would not have final say over the event specifics, but with partners involved (inc. the Army, RBL and Free Church), it has been noted. The organisers were assured that the system had been tested, and the reason provided for the audio disturbances was that there was a large amount of people present with mobile devices which blocked the transmission. The Mayor thanked Councillor A Riddell for raising the issue.

Councillor J Tiddy queried if there were any further updates on the Corn Exchange Roof works and whether a finish date had been determined. The Mayor stated that without the Town Clerk present, he was unable to answer with any definitive facts. He stated that he had been asked to be kept informed of the timeline, and would endeavour to find out the latest update for Members.

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

the Mayor will ask the Facilities Manager or Town Clerk to provide Members with the latest information and timeline on the Corn Exchange roof repairs.

**C170.00**

**ORDERS FOR PAYMENT**

Members were in receipt of the orders for payment.

Councillor M Gleadow observed that the document contained invoice numbers but was missing order numbers. Historically the invoice numbers can be reconciled against a purchase order number and queried this missing item.

Councillor J Cantwell queried the nature of expenditure for the final invoice paid in the column; the Deputy Mayor confirmed this was for the musical services provided by the band The Split Whiskers at the Bandstand Opening on the 10<sup>th</sup> September 2023. She stated that the funding for this payment was generated through HDC grant funding. Councillor J Cantwell thanked the Deputy Mayor, and suggested it would be useful to be able to understand and see which items are paid for through external funding.

Councillor L Valla stressed that value for money is an important key issue with budget monitoring; the amount paid for an electronic mouse mat was excessive.

**RESOLVED:** that the orders for payment be received and noted.

that the missing purchase order numbers be raised with the Finance Officer and an update be provided to Members.

**C171.00**

**BANK RECONCILIATION STATEMENT**

Members were in receipt of the Bank Reconciliation statement. No queries were raised.

**RESOLVED:** that the Bank Reconciliation statement be received and noted.

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**C172.00**

**BUDGET REPORT**

Members were in receipt of the budget report.

The Deputy Mayor noted that pages 14-15 were missing from the agenda pack, which include certain budget lines and the precept. The Mayor stated that when the Finance Officer is back at work, this would be flagged with her to correct future reports.

Councillor A Riddell pointed out that, in terms of the Personnel budget, the budgeted salaries within the Council was already overspent in the YTD category and months remain in the current financial year. The Mayor responded that without the Town Clerk present, and due to the sensitive nature of this subject, he could not comment on the matter.

Budget line 5301 was queried; the Town Clerk responded that information would be sought out and circulated to members accordingly.

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

that the Finance Officer be informed of missing sections of the budget report to correct future document provision.

that details regarding budget line 5301 be requested from the Finance Officer and an update be circulated to Members.

**C173.00**

**CORN EXCHANGE MATTERS**

No report received from the Corn Exchange.

Councillor A Riddell observed that there has been several Full Council meetings since this agenda item had been added to as a recurring item to the agenda. He requested contact be made with the Corn Exchange as a reminder. The Mayor stated that this would be noted.

**RESOLVED:** that contact be made with the Corn Exchange to remind the appropriate person(s) of the report and deadlines for the Full Council agenda.

**C174.00**

**POLICE MATTERS**

While no formal report was received, Members were in receipt of a email thread between the Facilities Manager and a member of Cambridgeshire Constabulary which addressed issues of parking on double yellow lines in the town and referenced a parking enforcement project.

The Mayor suggested that contact be made with Councillor K Reynolds (CCC) to gauge if there is any scope for the implementation of double yellow lines or signage near The Broadway roundabout.

Councillor R Chapman suggested that consideration be also made to double yellow line implementation near the taxi rank in St Ives. The Mayor stated that the request could be made, but pointed out that the County Council rarely spend funds on highways except through grants – it may have to be through a future bid that this could be possibly delivered.

The Deputy Mayor stated that a delay in parking enforcement is that certain roads do not have double yellow lines; she anticipates that more double yellow lines will be implemented as a preparatory measure for parking enforcement in the town. The Mayor stated that in terms of parking enforcement, the police will no longer issue parking tickets, it will fall to the District Council to employ traffic wardens to monitor any parking breaches. This will commence in early 2025. Councillor J Tiddy questioned the delay, stating it was originally scheduled for the 2023-24 period and expressed his disappointment that this initiative had been postponed.

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Councillor P Hussain queried where the income from ticket distribution would go; the Deputy Mayor responded that the money will go into supporting the parking wardens and enforcement– it would be an initial financial loss to HDC. Over time a profit would be reached and allow the continued funding of the new service. The reason for the delay is that the roads are not ready, which falls to the County Council. This would be followed by legislation that must go to Central Government; she stated the original target dates were unrealistic considering the amount of preparatory work required to enable the parking enforcement scheme to be implemented.

The Mayor stated that they should emphasise the importance of the roads being ready and the lines being repainted.

**RESOLVED:** that Councillor K Reynolds be contacted to query the possibility of double yellow line installation or signage near the roundabout, and the taxi rank area in St Ives. Important note that the repainting on lines is urgently required on their agenda.

**C175.00      REPORTS FROM OTHER BODIES**  
None.

**C176.00      COUNTY COUNCIL MATTERS**  
None.

**C177.00      DISTRICT COUNCIL MATTERS**  
The Deputy Mayor spoke regarding the issuance of parking enforcement in St Ives, which was being managed by the District Council and has been postponed from Autumn 2024 to early Spring 2025. She asked if Members had been briefed on the new green bin collection initiative; to which the Mayor responded that Councillor M Burke had provided a comprehensive verbal update on the bin collection service at a previous Full Council meeting.

Councillor R Chapman queried if there was any update on the Hub website. The Deputy Mayor responded that the web designer has been injured and the website services have been delayed.

The meeting concluded at 9:44 pm.

Town Mayor:

Dated: 10 January 2024

Chairman's  
Initials

**Minutes of the Meeting of the Planning Committee of St Ives Town Council  
held in the Town Hall on Wednesday 13 December 2023**

**Present:**

Vice Chairman: Cllr M Gleadow  
Councillors: J Tiddy, J Kerr, R Chapman

**In attendance:**

Democratic Officer: A Childs

**PL73.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors N Wells (HDC Commitment) and A Thompson (personal).  
Councillor C Morgan on sabbatical leave.

**PL74.00 DECLARATIONS OF INTEREST**

None.

**PL75.00 PUBLIC PARTICIPATION**

None.

**PL76.00 MINUTES**

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

**PL77.00 PLANNING APPLICATIONS**

Consideration was given to the following applications:

**PL77.01 23/02150/FUL**

Change of use of office (Class E) to two residential flats (Class C3).  
**First And Second Floor Offices 22 - 24**  
**The Broadway, St Ives**

**RECOMMENDATION: Approval Subject to**

Electrical switch provisions being placed above flood levels.  
Members agreed it is a good application and noted the beneficial fire protection measures and that the footprint is not being altered. They welcome extra fire protection and sound insulation measures.

**PL77.02 23/02151/LBC**

Change of use of office (Class E) to two residential flats (Class C3).  
**First And Second Floor Offices 22 - 24**  
**The Broadway, St Ives**

**RECOMMENDATION: Approval Subject to**

Electrical switch provisions being placed above flood levels.  
Members agreed it is a good application and noted the beneficial fire protection measures and that the footprint is not being altered. They welcome extra fire protection and sound insulation measures.

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**PL77.03****23/02009/FUL**

Proposed Security Fencing, Automated Entrance Gates, Material Waste Store, Foam Tank and associated Air Handling Units & Ductwork.

**33 - 35 Edison Road****St Ives****RECOMMENDATION: Approval Subject to**

Environmental Agency approval, as well as an investigation for animal corridors to allow passage through the fencing if applicable, a reduction in light pollution created by security lighting measures, and to replace the concrete surfaces to another area where the surfacing could be made permeable.

**PL77.04****23/02238/HHFUL**

Demolition of existing conservatory to be replaced by proposed single storey rear extension.

**6 Norfolk Rd****St Ives****RECOMMENDATION: Approval**

No concerns were raised with the application and the plot is a sufficient size to accommodate the rear extension, which does not exceed the width of the property.

**PL77.05****23/02242/TREE**

T1 Horse Chestnut - Monolith to 5 metres.

Reasons - Tree is dying, 1/3 is rotten, most likely from a damaged root on the western side of the tree. Tree is in decline and showing decay.

T2 Horse Chestnut - remove two lowest branches (marked X in the image).

Reason - Tree is encroach onto neighbouring property.

**40 Askwith Grove****St Ives****RECOMMENDATION: Request for further information and extension for recommendation provision until 11 January 2024.**

The Committee felt more information was required to make an informed decision on the T1 and T2 Horse Chestnuts.

**PL77.06****23/02275/S73**

Variation of Condition 2 (plans) for application 21/01428/FUL - Alteration to appearance of south facing elevation to show kitchen extract vent.

**25-27 Bridge Street****St Ives****RECOMMENDATION: Approval**

The Committee agreed it was an appropriate compromise to paint the vent to blend in with the existing Riverporter picture.

**PL77.07****23/02177/FUL**

Conversion of existing building to create three studio flats with construction of a detached one bedroom dwelling to the rear.

**Flat 1 7 Carlisle Terrace, The Quadrant****St Ives**

**RECOMMENDATION: Approval**

The Committee agreed there is a need for residential accommodation in the area and the conversion of the existing building into studio flats would be an appropriate solution. The terrace contains many neighbouring rear extensions, which implies that the property could accommodate a similar addition.

The meeting concluded at 7:18 pm.

Chair:

Dated: 10 January 2024

Chairman's  
Initials

**Minutes of the Emergency Meeting of the Personnel Committee of St Ives Town Council  
held in the Town Hall on 11 December 2023**

**Present:**

Chairman: Councillor J Kerr  
Vice Chairman: Councillor M Gleadow

Councillors: A Thompson, J Cantwell, A Riddell, L Valla

**In attendance:**

St Ives Cares Coordinator: J Jenner  
Democratic Officer: A Childs

**PE25.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor M Burke (personal).  
Councillor C Morgan on sabbatical leave.

**PE26.00 DECLARATIONS OF INTEREST**

None.

The Chairman and Councillor L Valla both have involvement with the St Ives Cares programme, but this does not constitute non-pecuniary interests.

**PE27.00 PUBLIC PARTICIPATION**

None.

**PE28.00 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.

**PE29.00 ST IVES CARES**

The Chairman stated that she had spoken to CAPALC for legal advice on what could be done in the meeting, in regards to problem-solving and decision-making.

She explained that there had been an overspend of £4,500 which appears to pertain to the St Ives Cares Coordinator's salary – regarding either National Insurance or employer contributions to the employee's pension. However, the Committee require detailed financial reports to definitively confirm the source of the overspend before any action can be taken. This report has been requested by the Coordinator and the Chairman and has not yet been received. The error dates back to the beginning of the St Ives Cares programme when a previous Town Clerk and Financial Officer were employed at the Council, and has not since been rectified.

The programme currently has an overall underspend, but these available funds cannot be used towards recouping of the salary-related overspend or extending the programme beyond its 24 month period, as confirmed by the funders (Cambridgeshire County Council: Innovate and Cultivate Fund).

Chairman's  
Initials

The Vice Chairman suggested a detailed financial report would be useful to review thoroughly, line by line, to allocate the source of the discrepancy and ensuring all project expenditure has been coded correctly. The Chairman added that the salary amounts do not tally up with the figures allocated for this category by the grant. Jane Jenner (Programme Coordinator) provided Excel spreadsheets which showed inconsistencies between the general ledger, her salary figures and other documentation.

The Vice Chairman asked if the Town Council could formally accept responsibility for the overspend; the Chairman confirmed this would be the objective but in order to confirm this, the financial reporting documents are mandatory for evidence.

If confirmed, the Chairman expressed that it would be solely the responsibility of the Town Council to rectify the discrepancy, and must be resolved before the end of February 2024 at the very latest, when the programme officially ends. The Coordinator requires evidence that this error is being investigated by the Town Council to be able to provide monitoring to the funding organisation.

The Chairman proposed that the Personnel Committee make an official request for a fully transparent financial report and transaction listing on the questioned budget line(s) to clarify the source of the overspend and to highlight any anomalies associated with the St Ives Cares budget by the 10<sup>th</sup> January 2017, in advance of the next scheduled Personnel Meeting on the 17<sup>th</sup> January 2024. This was seconded by Councillor J Cantwell and there was a unanimous vote.

If the financial reports show that the Town Council is responsible for the overspend, it must legally take responsibility for this. The Vice Chairman stated that the Committee could agree to pay the overspend difference once details are confirmed.

The Chairman had spoken with CAPALC and they advised that the Town Council must take responsibility (if confirmed through financial reporting) and agree to it at committee. This was advised verbally by a CAPALC member, but Councillor J Cantwell stated it would be advisable to have these instructions via email as foundational support. Councillors were in agreement. Councillor L Valla stated that electronic correspondence from CAPALC could assist the Coordinator with monitoring reports to funders; Councillor A Thompson suggested that the Committee could agree to pay the overspend on principle once financial reports are received – or at the minimum, CAPALC guidance in writing as proof the discrepancy is being investigated.

The Chairman and Committee expressed their regret to Jane Jenner for the stress and concern this financial situation has caused to her role.

Councillor J Cantwell queried the amount of underspend on the overall project, which the Coordinator confirmed was £9,000. This sum must be committed by the end of February 2024. Some funds will be allocated to the Hub website and a CRM system; the Chairman also welcomed ideas from the Committee that would beneficially serve the programme and the community.

The Chairman reiterated that the underspend could not be allocated towards salary-related spend. Councillor A Riddell queried where the overspend – if confirmed – would be paid from. The Chairman stated that the Town Clerk advised this could come from the staff contingency budget. Councillor L Valla queried if this was set up and available and the Chairman stated she did not believe that there was a set budget for staff contingency costs. Councillor A Riddell added that there is a ledger line for it, but the budget is at zero. The Chairman stated that the overspend would need to be paid from this financial year's budget and would speak to Libby White (CAPALC) for guidance.

The Chairman stated that an informal meeting was required for the Personnel Committee to discuss budget planning for the next financial year. Councillor L Valla added that the Committee require a yearly plan in order to plan accordingly and move forward in a productive manner.

The Chairman noted that more budgetary reporting would be advantageous for Committees; she stated that the budget documents for the upcoming Full Council were missing two pages and certain budget lines.

Councillors agreed that budget reports would be useful for the Personnel Committee in future. Councillor J Cantwell suggested that this could be on a monthly or quarterly basis.

Councillor A Riddell proposed that a new rolling item be added to future quarterly Personnel meetings to include monthly Personnel financial reports, which was seconded by Councillor L Valla. There was a unanimous vote.

**RESOLVED:** that a request is submitted for a detailed financial report and transaction listing on the questioned budget line(s) to clarify the source of the overspend and to highlight any anomalies associated with the St Ives Cares budget by the 10<sup>th</sup> January 2017, in advance of the next scheduled Personnel Meeting on the 17<sup>th</sup> January 2024.

that the Chairman contact CAPALC for guidance on where the funds should be drawn from to cover the overspend – if and when confirmed by financial reports.

that an informal meeting be arranged for the Personnel Committee to discuss budget forecasting for the upcoming financial year (2024-2025).

that future quarterly Personnel Meetings include a monthly financial reporting agenda item for budget monitoring.

**PE30.00**

**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.

The meeting ended at 7:54 pm.

Chairman:

Dated: 17 January 2024

Chairman's  
Initials

## CONSTITUTION

### UNITED CHARITIES OF ST. IVES

#### **Purpose of the Charity**

To maintain the intentions of and utilise the resource for those purposes established by the constituent charities, most notably from the Wills of Robert Langley and Dr. Robert Wilde, including the traditions of distributions of the Langley Bread and the annual Bible Dicing.

To utilise the funds transferred from the St Ives Twinning Association in February 2016 to make Grants or Bursaries for the purpose of furthering twinning links between St. Ives and Stadallendorf or any other area that St Ives subsequently becomes twinned with.

#### **Committee Membership**

The Committee shall consist of

- Four Town Councilors nominated by the Town Council for the Municipal term
- Two Churchwardens of the Parish
- Two other persons jointly agreed by the Committee, for a period of four years

#### **Meetings**

Meetings shall take place annually each December to agree arrangements for the Langley Bread in January and Bible Dicing in May.

An extraordinary meeting may be called by the Chairman or the Honorary Secretary if the majority of the Committee concur.

#### **Officers**

Each annual meeting shall appoint a Chairman for the meeting and an Honorary Secretary and Honorary Treasurer for administrative purposes from year to year.

#### **Quorum**

The Quorum for each meeting shall be three, at least one of whom must be a Churchwarden and at least one of whom must be a Town Councilor.

#### **Accounts**

The Honorary Treasurer will prepare accounts and returns if required by the Charity Commission and these will be received and checked by the Trust.

#### **Approval of Constitution**

##### ***Alteration/Alteration of Purpose/Dissolution***

The Charity will be administered in accordance with the Charities Acts and any fundamental alteration of purpose or dissolution shall be referred to the Charity Commission having been duly considered by the founding body (i.e. this Trust).

Last amendment December 2017 to include provision for Twinning Funds

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **St Ives Town Council – CA0233**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2022/23 for the exercise of public rights, by answering ‘Yes’ to Section 1, Assertion 4. However, as noted by the internal auditor, we are aware that it failed to do this as the Notice for Public Rights was not published on the council’s website at the appropriate time. The Council therefore should have answered ‘No’ to this Assertion.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the approval date was after, not before, the start of the period for the exercise of public rights and the notice regarding the period for the exercise of public rights was published on the same day and not before the start of the period. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.

In the completion of the Annual Internal Audit Report, the internal auditor has drawn attention to weaknesses in relation to objectives N and L. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

The smaller authority has not provided year end bank statements for one of its bank accounts to support the bank reconciliation to Section 2, Box 8. These were requested as part of our intermediate review procedures.

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

20/09/2023

04/01/2024

St Ives Town Council 2023-2024

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Annual Budget - By Committee (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Personnel</u>										
<u>200</u>	<u>Staff</u>									
5021	Health & Safety	500	0	1,800	83	0	0	0	0	0
5063	Training/Conferences	5,000	4,015	5,000	3,679	0	0	0	0	0
5301	Salaries	353,303	297,599	246,050	250,268	0	0	0	0	0
5303	LGPS Pension	61,000	54,305	40,544	30,468	0	0	0	0	0
5304	Inland Revenue PAYE Ees NICs	29,100	36,519	21,704	24,504	0	0	0	0	0
5306	HR support	3,780	3,781	5,000	6,441	0	0	0	0	0
5307	Staff Contingencies	15,000	34,871	15,000	1,226	0	0	0	0	0
5309	Norris Salaries	0	0	94,950	50,602	0	0	0	0	0
5310	Norris Inland Revenue	0	0	6,330	3,140	0	0	0	0	0
5311	Norris Pension	0	0	16,800	9,759	0	0	0	0	0
<b>Overhead Expenditure</b>		467,683	431,090	453,178	380,169	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(467,683)	(431,090)	(453,178)	(380,169)	0		0		
<b>Personnel - Income</b>		0	0	0	0	0	0	0	0	0
<b>Expenditure</b>		467,683	431,090	453,178	380,169	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(467,683)	(431,090)	(453,178)	(380,169)	0		0		
<u>Amenities</u>										
<u>300</u>	<u>Amenities General</u>									
4100	Farmers' Markets	14,500	23,234	14,500	20,087	0	0	0	0	0
4101	Sale of equipment	0	2,100	0	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

		<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>		14,500	25,334	14,500	20,087	0	0	0	0	0
5019	Repairs & Renewals	3,000	4,879	25,702	10,127	0	0	0	0	0
5021	Health & Safety	500	112	500	350	0	0	0	0	0
6136	Eco Action	4,250	0	4,250	220	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	20,011	0	0	0	0	0
6927	Street Cleaning	2,000	0	1,000	0	0	0	0	0	0
6932	Electricity	600	593	600	2,902	0	0	0	0	0
6934	Water Rates	1,000	773	1,000	1,155	0	0	0	0	0
6937	Fire Extinguishers	250	0	500	28	0	0	0	0	0
6945	Clock Maintenance	1,655	430	2,225	350	0	0	0	0	0
6983	Farmer's Markets	13,000	12,279	13,000	7,119	0	0	0	0	0
9157	New Vehicle (EMR)	1,000	6,864	2,000	1,667	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	1,121	0	0	0	0	0
<b>Overhead Expenditure</b>		109,255	88,815	86,777	45,050	0	0	0	0	0
<b>300 Net Income over Expenditure</b>		-94,755	-63,482	-72,277	-24,963	0	0	0	0	0
6000	plus Transfer from EMR	0	5,344	0	316	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(94,755)	(58,138)	(72,277)	(24,647)	0		0		
<b>310</b>	<b><u>Street Lighting</u></b>									
5019	Repairs & Renewals	2,000	499	2,000	499	0	0	0	0	0
6032	CCC Electric Energy	3,500	8,840	3,500	5,576	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		5,500	9,339	5,500	6,075	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(5,500)	(9,339)	(5,500)	(6,075)	0		0		
<b>330</b>	<b><u>Machinery</u></b>									
6255	Road Fund Licence	450	290	450	320	0	0	0	0	0
6256	Fuel	4,900	7,869	8,000	4,752	0	0	0	0	0
6257	Maintenance & MOT	4,000	1,019	5,000	449	0	0	0	0	0
<b>Overhead Expenditure</b>		9,350	9,177	13,450	5,521	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(9,350)	(9,177)	(13,450)	(5,521)	0		0		
<b>340</b>	<b><u>Playground/Open Spaces/Cem.</u></b>									
4052	Ashes Plots Digging	1,000	1,122	500	444	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	10,830	0	0	0	0	0
<b>Total Income</b>		23,000	29,713	13,500	11,274	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	825	0	0	0	0	0
6488	Tree Work	6,050	7,830	10,000	1,100	0	0	0	0	0
6490	Annual Planting	9,730	9,226	9,730	9,318	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	1,477	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	0	0	0	3,556	0	0	0	0	0
<b>Overhead Expenditure</b>		20,280	23,902	25,730	16,276	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>2,720</u>	<u>5,811</u>	<u>(12,230)</u>	<u>(5,003)</u>	<u>0</u>		<u>0</u>		
<b>350</b>	<b>Allotments</b>									
4160	Allotment Rents	6,900	8,834	7,500	18,149	0	0	0	0	0
<b>Total Income</b>		<u>6,900</u>	<u>8,834</u>	<u>7,500</u>	<u>18,149</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6636	Allotment Maintenance	1,000	1,691	1,000	1,808	0	0	0	0	0
6644	Rent for the Meadow	200	200	200	200	0	0	0	0	0
9157	New Vehicle (EMR)	0	0	0	1,011	0	0	0	0	0
<b>Overhead Expenditure</b>		<u>1,200</u>	<u>1,891</u>	<u>1,200</u>	<u>3,019</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>350 Net Income over Expenditure</b>		<u>5,700</u>	<u>6,943</u>	<u>6,300</u>	<u>15,130</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	0	0	316	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>5,700</u>	<u>6,943</u>	<u>6,300</u>	<u>15,446</u>	<u>0</u>		<u>0</u>		
<b>Amenities - Income</b>		44,400	63,880	35,500	49,509	0	0	0	0	0
<b>Expenditure</b>		145,585	133,124	132,657	75,941	0	0	0	0	0
<b>Net Income over Expenditure</b>		<u>-101,185</u>	<u>-69,244</u>	<u>-97,157</u>	<u>-26,432</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR		0	5,344	0	632	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(101,185)</u>	<u>(63,899)</u>	<u>(97,157)</u>	<u>(25,800)</u>	<u>0</u>		<u>0</u>		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

		<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>Property</u></b>										
<b><u>400</u></b>	<b><u>Town Hall</u></b>									
4120	Car Parking	0	0	0	61	0	0	0	0	0
4201	Tenants' Rent	35,000	30,606	35,000	29,964	0	0	0	0	0
4202	Tenants' Rechargeable Exps	3,000	-1,264	3,000	1,831	0	0	0	0	0
4998	Other Income	0	0	0	897	0	0	0	0	0
<b>Total Income</b>		<b>38,000</b>	<b>29,342</b>	<b>38,000</b>	<b>32,754</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
7036	Toilet Provision	0	0	0	421	0	0	0	0	0
<b>Direct Expenditure</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>421</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5019	Repairs & Renewals	10,000	-4,354	34,755	46,448	0	0	0	0	0
5021	Health & Safety	0	336	1,000	250	0	0	0	0	0
5033	Business Rates	8,320	6,487	8,320	11,155	0	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	0	0	0	549	0	0	0	0	0
6934	Water Rates	400	333	400	112	0	0	0	0	0
7032	Heating & Lighting	4,500	8,728	6,000	2,559	0	0	0	0	0
7035	Cleaning	9,500	8,098	9,000	12,716	0	0	0	0	0
7037	Maintenance - Contracts	2,000	1,543	2,000	1,065	0	0	0	0	0
7039	Kitchen equipment	0	0	0	81	0	0	0	0	0
7044	Trade Refuse	2,000	1,822	2,000	1,024	0	0	0	0	0
7057	Property Survey	3,750	3,569	3,500	0	0	0	0	0	0
9094	Town Celebrations (EMR)	0	0	0	122	0	0	0	0	0
9246	TH Refurbishments (EMR)	10,000	0	5,000	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Overhead Expenditure</b>		50,470	26,561	71,975	76,080	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(12,470)	2,781	(33,975)	(43,748)	0		0		
<b>410</b>	<b><u>Corn Exchange</u></b>									
7237	CIC Grant	10,000	6,909	10,000	4,963	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	98,074	0	0	0	0	0
<b>Overhead Expenditure</b>		20,000	15,882	20,000	103,037	0	0	0	0	0
6000	plus Transfer from EMR	0	0	0	85,568	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(20,000)	(15,882)	(20,000)	(17,468)	0		0		
<b>430</b>	<b><u>Warners Park Pavilion</u></b>									
5019	Repairs & Renewals	0	0	1,000	0	0	0	0	0	0
7046	Warners Pavillon Restoration	2,530	2,230	5,000	6,000	0	0	0	0	0
<b>Overhead Expenditure</b>		2,530	2,230	6,000	6,000	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(2,530)	(2,230)	(6,000)	(6,000)	0		0		
<b>440</b>	<b><u>Ground Maintenance Depot</u></b>									
4400	Rental of Old Depot	700	700	700	700	0	0	0	0	0
<b>Total Income</b>		700	700	700	700	0	0	0	0	0
5033	Business Rates	0	1,235	1,235	0	0	0	0	0	0
<b>Overhead Expenditure</b>		0	1,235	1,235	0	0	0	0	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 9)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>700</u>	<u>(535)</u>	<u>(535)</u>	<u>700</u>	<u>0</u>		<u>0</u>		
<b>450</b>	<b>Community Centre</b>									
5019	Repairs & Renewals	1,000	3,425	2,000	8,463	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	0	0	0	41,667	0	0	0	0	0
	<b>Overhead Expenditure</b>	<u>1,000</u>	<u>3,425</u>	<u>2,000</u>	<u>50,129</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfer from EMR	0	0	0	41,667	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(1,000)</u>	<u>(3,425)</u>	<u>(2,000)</u>	<u>(8,463)</u>	<u>0</u>		<u>0</u>		
<b>Property - Income</b>		38,700	30,042	38,700	33,454	0	0	0	0	0
<b>Expenditure</b>		74,000	49,333	101,210	235,667	0	0	0	0	0
<b>Net Income over Expenditure</b>		<u>-35,300</u>	<u>-19,291</u>	<u>-62,510</u>	<u>-202,214</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	0	0	127,235	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(35,300)</u>	<u>(19,291)</u>	<u>(62,510)</u>	<u>(74,979)</u>	<u>0</u>		<u>0</u>		
<b>Total Budget Income</b>		83,100	93,922	74,200	82,963	0	0	0	0	0
<b>Expenditure</b>		687,268	613,547	687,045	691,778	0	0	0	0	0
<b>Net Income over Expenditure</b>		<u>-604,168</u>	<u>-519,624</u>	<u>-612,845</u>	<u>-608,815</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	5,344	0	127,867	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(604,168)</u>	<u>(514,280)</u>	<u>(612,845)</u>	<u>(480,948)</u>	<u>0</u>		<u>0</u>		

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
3211 EMR - Election Costs	7,834.75		7,834.75
3213 EMR - Town Celebrations	22,106.94		22,106.94
3215 EMR - Jointly Funded Imp Schem	13,989.34		13,989.34
3216 EMR - Toilet Provision	22,346.00		22,346.00
3217 EMR - Jubilee Memorial Ren.	1,830.00		1,830.00
3218 EMR - New Vehicle	2,360.90	-631.64	1,729.26
3219 EMR - Parish Church Wall	19,300.00		19,300.00
3221 EMR - Play Equipment	2,650.00		2,650.00
3222 EMR - Equipment & Tools	6,302.00		6,302.00
3223 EMR - War Memorial Ren.	2,600.00		2,600.00
3224 EMR - Westwood Rd Memorial	6,875.00		6,875.00
3226 EMR - Town Hall Refurbishment	24,920.00		24,920.00
3227 EMR - Corn Exchange Refurb	20,366.83		20,366.83
3228 EMR - Corn Exchange Roof	123,449.84	-127,235.04	-3,785.20
3229 EMR - CIL	122,763.83	-1,422.00	121,341.83
3230 EMR - Tourist Information	22,486.00		22,486.00
3231 EMR - Neighbourhood Plan	23,443.62		23,443.62
3232 EMR Warners Park Pavilion	24,821.00		24,821.00
	<u>470,446.05</u>	<u>-129,288.68</u>	<u>341,157.37</u>

Index	Date of last change	Works Title	State	Current	Responsibility
C0	02/01/2024	St Ives Bandstand	<b>Near completion</b>	The Bandstand Opening event went successfully on 10 <sup>th</sup> September. We are currently in process of having the bandstand management being handed over to the office and Grounds Maintenance team, who will facilitate a plan of cleaning and maintenance. Details are required from the Town Team to assist with the handover logistics; the Town Clerk will liaise with Mr John Souter once he returns to the office.	Facilities Manager
C	02/01/2024	CORN EXCHANGE ROOF	<b>On Going</b>	New report issued with new timelines.	Facilities Manager
C	02/01/2024	Bench relocations	<b>In Progress</b>	All benches for the cemeteries have been completed. The GM team are looking into the fixings for the benches through the play park flooring and fixing to the wooden benches	Facilities Manager
C	02/01/2024	Maintenance	<b>In Progress</b>	Play Parks Replacement parts have been delivered – 1no part missing – Awaiting delivery of missing part- GM team are looking at the adjustment of the chains in preparation of them being installed	Facilities Manager
C	02/01/2024	Asset List	<b>On Going</b>	It is now understood that SITC own all benches and bus shelters around the town (excluding the central bus station). Ongoing conversations with CCC and	Facilities Manager

				<p>HDC required as no budgets have been allocated for these assets. District Councillor Cath Gleadow and Councillor Burke is now helping with these enquiries with HDC/CCC.</p> <p>It is now believed that all benches are the Towns responsibility, and the GM team are no drawing up a list of the benches around the town and there is ongoing discussions around the shelters</p>	
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Purchase Ledger for Month No 9

Order by Invoice Number

Nominal Ledger Analysis

Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/12/2022	12/12/2022		NIC WELLS	NIC001	20.36	0.00	20.36	5307	200	20.36	CAPALC expenses
29/10/2022	29/10/2022		NIC WELLS	NIC001	87.70	0.00	87.70	5307	200	87.70	CAPALC expenses
04/08/2023	19209		SEC	SEC0001	95.00	19.00	114.00	5019	450	95.00	Electrical works
01/12/2023	19402		SEC	SEC0001	99.00	19.80	118.80	5019	400	99.00	Electrical works
05/12/2023	IN09124650		NPOWER	NPO0002	748.75	149.75	898.50	6032	310	748.75	Street lighting 1 Nov-30 Nov
06/12/2023	IN1107496451		DRAX	DRA0001	256.47	51.29	307.76	7032	400	256.47	Town Hall 1 Nov-30 Nov
06/12/2023	IN1107496452		DRAX	DRA0001	14.10	0.71	14.81	6932	300	14.10	Old Mortuary 1 Nov-30 Nov
06/12/2023	IN1107496453		DRAX	DRA0001	31.53	1.58	33.11	6932	300	31.53	Toilets 1 Nov - 30 Nov
06/12/2023	IN1107496454		DRAX	DRA0001	14.78	0.74	15.52	6932	300	14.78	Warner 1 Nov-30 Nov
06/12/2023	IN1107496455		DRAX	DRA0001	28.80	1.45	30.25	6932	300	28.80	Haldo 1 Nov-30 Nov
06/12/2023	IN1107496456		DRAX	DRA0001	44.69	2.24	46.93	6983	300	44.69	FM 1 Nov - 30 Nov
01/12/2023	INV-5879		CLOUDY	CLO0001	1,287.57	257.51	1,545.08	5017	100	1,287.57	IT support
28/11/2023	INV56008		ATKINS GREGORY	ATK001	520.00	104.00	624.00	5019	450	520.00	Burleigh cleaning
01/12/2023	INV56105		ATKINS GREGORY	ATK001	2,790.53	558.11	3,348.64	7035	400	2,790.53	Cleaning bus station toilets
TOTAL INVOICES					6,039.28	1,166.18	7,205.46			6,039.28	

St Ives Town Council 2023-2024

Bank - Cash and Investment Reconciliation as at 4 January 2024

<u>Confirmed Bank &amp; Investment Balances</u>			
<u>Bank Statement Balances</u>			
30/11/2023	Current Account	46,457.66	
30/11/2023	Business Account	365,687.70	
30/11/2023	Public Sector Deposit Fund	187,534.25	
			599,679.61
<u>Other Cash &amp; Bank Balances</u>			
			170.00
			599,849.61
<u>Unpresented Payments</u>			
			26,209.42
			573,640.19
<u>Receipts not on Bank Statement</u>			
			483.60
			574,123.79
<u>All Cash &amp; Bank Accounts</u>			
1	Bank Current Account 153	20,248.24	
2	Business Call Account 269	366,171.30	
3	CCLA	187,534.25	
	Other Cash & Bank Balances	170.00	
	Total Cash & Bank Balances		574,123.79