



ST IVES TOWN COUNCIL

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TWINNED WITH STADTALLENDORF

Issued: 7th March 2024

The Town Mayor and Members of St Ives Town Council

You are hereby summoned to attend the **Meeting of St Ives Town Council** to be held on **Wednesday 13th March 2024** in the **Council Chamber, Town Hall at 8.00pm.**

Libby White

Libby White BEM BA(Hons)
FSLCC Locum Clerk

AGENDA

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

C226.00 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

C227.00 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.

C228.00 PUBLIC PARTICIPATION

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

C229.00 MINUTES

To confirm as a correct record the minutes of the Extra Ordinary meeting of the Town Council held on 8th February 2024 and the minutes of the meeting of the Town Council held on 14th February 2024 (copies herewith).

C230.00 CO-OPTION

C230.01 To consider co-option for the vacant Town Councillor position (South Ward).

C230.02 To formally welcome Councillor Jacqueline Spencer and to confirm her appointment as representative for St Ives North ward.



C231.00 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor's engagement list (copy to follow).

C232.00 MINUTES OF COMMITTEE MEETINGS

To receive the minutes of the meetings of the following committees:

C232.01 Planning Committee

Held on 28 February 2024 (copy herewith).

C232.02 Property Committee

Held on 28th February 2024 (copy herewith).

Recommendation:

That Jackson Fire Ltd carry out the required repairs to the fire doors at the Town Hall.

C232.03 Facilities Committee

Held on 28th February 2024 (copy herewith).

C232.04 Norris Trust Committee

Held on 17th January 2024 (copy herewith) and 28th February 2024 (copy to follow).

C232.05 Personnel Committee – Extra Ordinary meeting

Held on 5th March 2024 (copy to follow)

C233.00 BROADWAY PROJECT

To discuss a potential public meeting/drop in for the Broadway project.

C234.00 ROLLING PROGRAMME

To receive the Rolling Programme (copy herewith).

C235.00 FINANCE MATTERS

C235.01 To receive and approve the schedule of Orders for Payment (copy herewith).

C235.02 To receive and approve the Bank Reconciliation statement (copy herewith).

C235.03 To receive the Budget Report (copy herewith).

C236.04 To consider a change of bank at the request of the Finance Officer (copy to follow).

C236.00 REPORTS FROM OTHER BODIES

To note any reports provided by other bodies (if any).

C237.00 COUNTY COUNCIL MATTERS

To receive a report from County Councillors for St Ives.

C238.00 DISTRICT COUNCIL MATTERS

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

**Minutes of the Extra Ordinary Meeting of St Ives Town Council
held on Thursday 8th February 2024 in the Town Hall, St Ives**

Present:

Town Mayor: P Pope

Councillors: M Burke, J Cantwell, R Chapman, M Gleadow, J Kerr, M King, S Mokbul, C Morgan, J Spencer,
A Thompson, J Tiddy, L Valla, N Wells

In attendance:

Locum Clerk: L White BEM BA(Hons) FSLCC
6 Members of the public

C201.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Hussain (personal).

Absent: Cllr Riddell

C202.00 DECLARATIONS OF INTEREST

Cllr Spencer noted a personal interest in item C205.08.

Cllr Tiddy noted a personal interest in item C205.01.

Cllr King and Cllr Chapman noted personal interests in item C205.09.

Cllr Morgan noted a personal interest in item C205.04.

C203.00 PUBLIC PARTICIPATION

Cllr Mokbul arrived at 7.03pm

Resident asked questions of the council on the proposed budget and grants to be discussed within the meeting.

A brief speech was provided on the work undertaken by Huntingdonshire Volunteer Centre.

C204.00 ST IVES CARES

The paper presented by the Personnel Committee was considered by members. It was proposed by Cllr Kerr, seconded by Cllr Burke to employ the St Ives Cares Co-ordinator on a years contract.

RESOLVED: the St Ives Cares Co-Ordinator be employed on a fixed term contract for one year with effect from 1st March 2024, SCP19 at 22.5 hours per week. It was **noted** that it is hoped that the council will be able to obtain grant funding to pay for the role in the future.

Carried, 1 abstention

C205.00 COMMUNITY GRANT APPLICATIONS

The following grant applications were considered by members with all votes being recorded:

C205.01 FESt

It was noted that the form submitted had two different amounts on it. After a brief discussion it was proposed by Cllr Thompson, seconded by Cllr Tiddy that a grant of £6,350 be given. The proposal was carried with voting as follows:

In favour: M Burke, J Cantwell, M Gleadow, J Kerr, M King, S Mokbul, C Morgan,
P Pope, J Spencer, A Thompson, J Tiddy, L Valla, N Wells

Abstention: R Chapman

C205.02 St Ives Carnival and Music Festival

Members noted that there is a large increase in the funding requested from previous years and they noted that they are looking to reintroduce the parade.

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Following discussion it was proposed by Cllr Thompson, seconded by Cllr Mokbul that a grant of £9,462 be given. The proposal was carried with voting as follows:

In favour: M Burke, J Cantwell, M Gleadow, M King, S Mokbul, C Morgan, P Pope, J Spencer, A Thompson, J Tiddy, L Valla, N Wells

Abstention: J Kerr, R Chapman

C205.03 Huntingdonshire Volunteer Centre (HVC)

Standing orders were suspended to be able to ask some questions of the charity members in attendance. After a brief discussion and having reinstated Standing Orders it was noted that councillors would like to see more specific information on the journeys made by St Ives residents in future applications. They would like to see more support from other local councils with a more proportionate offering.

Motion 1: It was proposed by Cllr Cantwell and seconded by Cllr Wells that £12,000 be provided to HVC.

Motion 2: it was proposed by Cllr Mokbul and seconded by Cllr Thompson that a grant of £8,250 be provided which is half of the grant requested and that they seek alternative revenue streams.

In favour: M Burke, S Mokbul, A Thompson, J Tiddy

Against: J Cantwell, R Chapman, M Gleadow, J Kerr, M King, C Morgan, P Pope, J Spencer, L Valla, N Wells

Motion 2 was defeated.

The discussion reverted to the original motion 1 proposed by Cllr Cantwell, seconded by Cllr Wells.

In favour: J Cantwell, M Gleadow, J Kerr, M King, C Morgan, P Pope, J Spencer, J Tiddy, L Valla, N Wells

Against: S Mokbul

Abstention: M Burke, R Chapman, A Thompson

Motion 1 was therefore carried.

Councillors expressed their thanks for the amazing work undertaken by the group.

C205.04 St Ives Town Team

After a brief discussion it was proposed by Cllr Thompson, seconded by Cllr Cantwell that a grant of £2,000 be given. The proposal was carried with voting as follows:

In favour: M Burke, J Cantwell, R Chapman, M Gleadow, J Kerr, M King, S Mokbul, P Pope, J Spencer, A Thompson, J Tiddy, L Valla, N Wells

Abstention: C Morgan

C205.05 Hemingford Voluntary Organisation

Councillors noted that this was a new applicant for 2024. It was commented that it is a great event which draws in people from all around and that St Ives residents benefit from the display that the group put on every year. It was proposed by Cllr Thompson and seconded by Cllr Mokbul to provide £600 in funding towards improvements in their fencing. The proposal was carried with voting as follows:

In favour: M Burke, J Cantwell, R Chapman, M Gleadow, J Kerr, M King, S Mokbul, C Morgan, P Pope, J Spencer, A Thompson, J Tiddy, L Valla, N Wells

C205.06 Fitness Rush Community CIC

It was noted by councillors that the organisation was a company. It was proposed by Cllr Thompson that though what they are doing in the community is really worthwhile, that no funding be provided at this time. This motion was seconded by Cllr Kerr who stated that there is funding available through the

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district council and the town council could point them in the right direction. The proposal was carried with a unanimous vote

C205.07 St Ives Dementia Friendly Group

It was proposed by Cllr Mokbul, seconded by Cllr King that this application be declined as there is funding available through the St Ives Cares funding. It was noted that the group are aware of the funding being available through this separate stream. The proposal was carried with a unanimous vote

C205.08 KICK Youth

Cllr Thompson noted that £500 was given to them in the previous year and now they are looking for 60% of their costs. Cllr Thompson proposed that £925 be given to contribute to the instructor at the event they proposed to put on. This motion was seconded by Cllr Morgan. The proposal was carried with a vote as follows:

In favour: M Burke, J Cantwell, R Chapman, M Gleadow, J Kerr, M King, S Mokbul, C Morgan, P Pope, J Spencer, A Thompson, J Tiddy, L Valla, N Wells

Abstention: J Spencer

C205.09 St Ives in Bloom

Councillors commented on the beautiful floral displays created by the group and that by the group having been included in the national Britain in Bloom it is hoped that this will increase footfall into the town and help businesses. It was proposed by Cllr Mokbul, seconded by Cllr Kerr that a grant of £3,500 be given. The proposal was carried with voting as follows:

In favour: M Burke, J Cantwell, M Gleadow, J Kerr, M King, S Mokbul, C Morgan, P Pope, J Spencer, A Thompson, J Tiddy, L Valla, N Wells

Abstention: R Chapman

C205.10 Neotists CIC

Councillors noted that the work proposed by this group would duplicate work being carried out by the St Ives Hub. It was proposed by Cllr Kerr, seconded by Cllr Thompson that the grant be declined but offer that they can link to the St Ives Hub site. The proposal was carried with a unanimous vote.

C205.11 Citizens Advice Rural Cambs

Cllr Gleadow noted that there are vulnerable members of the community who would benefit from the support the organisation can provide. Cllr Kerr suggested that it would be possible to provide space free of charge at the Burleigh Hill Community Centre. It was proposed by Cllr Valla, seconded by Cllr Burke that a grant of £7,580 be given. The proposal was carried with voting as follows:

In favour: M Burke, J Cantwell, R Chapman, M Gleadow, J Kerr, M King, S Mokbul, C Morgan, P Pope, J Spencer, A Thompson, J Tiddy, L Valla, N Wells

Abstention: A Thompson

C206.00 2024/25 BUDGET AND PRECEPT

C206.01 The proposed budget for 2024/25 was considered by members. The initial figures provided included the grant figures requested from community groups. These figures were amended to take into account the agreed figures as per item C205. Having considered the changes members looked at other areas where money could be saved. The

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Locum Clerk explained that the figures for the 2024/25 had been taken from the 'actual' figures for 2022/23 due to some anomalies still in the 2023/24 accounts. These proposed figures included some expenditure which was not required as they had been a one off in 2022/23. After a lengthy period of debate it was proposed by Cllr Pope, seconded by Cllr Burke that the budget as amended at the meeting be approved and adopted. The proposal was carried with a unanimous vote.

C206.02

To agree the Precept Request to be submitted to Huntingdonshire District Council. It was proposed by Cllr Kerr, seconded by Cllr Thompson that a precept request of £931,549 be sent to the precepting authority. The proposal was carried with a unanimous vote.

RESOLVED: that the precept request of £931,549 be sent to Huntingdonshire District Council.

The meeting concluded at 9:06pm.

Town Mayor:

Dated: 13 March 2024

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**Minutes of the Meeting of St Ives Town Council
held on Wednesday 14 February 2024 in the Town Hall, St Ives at 8:00 pm**

Present:

Deputy Town Mayor: Councillor J Kerr

Councillors: M Gleadow, M King, C Morgan, A Riddell, J Spencer, A Thompson, J Tiddy

In attendance:

Locum Clerk: L White

Six Members of the Public
Janet Reid, Canoeing Coach
Alex Wood-Davis – CPRLF

PRAYERS

In the absence of the Chaplain, the Deputy Mayor read a prayer.

PRESENTATIONS

A representative from British Canoeing provided a presentation about non-native invasive species in the waterways. A campaign has been launched with DEFRA and other bodies aiming to stop the spread of non-native invasive plants and animals. It was highlighted that some have been found in St Ives. It was asked that a sign be displayed on or around the slipway bridge which will hopefully reach casual boaters to make them aware. Local groups and organisations are already aware of advice and how to tackle it.

A presentation was received from Alex Wood-Davis of the Cambridgeshire & Peterborough Local Resilience Forum. Though currently hosted by police, the forum represents police, fire, and other bodies who would respond to civil emergencies. Alex noted that she is employed to develop community resilience and St Ives has been selected as one of the two pilot areas to be resilient in time of emergency. Examples of where this would be needed included long term power cuts, increased flooding, etc. She confirmed that St Ives has been chosen due to the active flood group already in place. It is hoped that the Town Council buy in along with as many diverse groups as possible.

C207.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Cantwell, Cllr Chapman, Cllr Hussain, Cllr Pope (personal), Cllr Burke and Cllr Wells (HDC duties), Cllr Valla (work commitments).
Absent: Cllr Mokbul

C208.00 DECLARATIONS OF INTEREST

Cllr Morgan C221.00 – Enderby Wharf.

C209.00 PUBLIC PARTICIPATION

Resident raised some concern on minutes from the last minutes and raised queries on items on the agenda items C214 and C224.

C210.00 MINUTES

RESOLVED: that the minutes of the meeting held on 10th January 2024 be signed with the amendment to correct the name of the co-opted councillor under item C181.01 to say 'Spencer'.

C211.00 TOWN MAYOR'S ANNOUNCEMENTS

Members were in receipt of the Mayor's engagement list for January 2024. As the Mayor was not present, no announcement was received.

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C212.00 MINUTES OF COMMITTEE MEETINGS

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

- C212.01 Planning Committee** – held on 10th January and 24th January 2024
- C212.02 Personnel Committee** – held on 17th January 2024
- C212.03 Property Committee** – held on 24th January 2024
- C212.04 Facilities Committee** – held on 24th January 2024

C213.00 RESILIENCE COMMITTEE

Following the earlier presentation from the Resilience Forum it was proposed by Cllr Kerr that a Resilience Committee be created to support the Resilience Forum in their work. It was asked whether this committee would mean 'ownership' of any plans, etc. This is to be looked into. It was suggested that instead the Town Council is an equal player with other groups.

RESOLVED: that a Resilience Committee be created with Cllr Kerr, Cllr Wells, Cllr Morgan, Cllr Burke, Cllr Riddell, Cllr Hussain, Cllr Tiddy as members.

C214.00 CO-OPTION

It was noted that there is currently a vacancy for the position of Councillor. This item is deferred until the March meeting.

C215.00 COMMITTEE MEMBERSHIP

Councillors noted that there were some vacancies on some council committees. These were considered and filled as follows:

- C215.01** Two vacancies for the Property Committee. Cllr Spencer to fill one vacancy.
- C215.02** Two vacancies for the Norris Trust Committee. It was requested to check to see if Cllr Morgan is on the committee. Cllr Riddell has expressed an interest in becoming a member of this committee.
- C215.03** One vacancy for the Facilities Committee. Cllr Spencer to fill.
- C215.04** One vacancy for the Planning Committee. Position remains vacant.

C216.00 ROLLING PROGRAMME

Members were in receipt of the rolling programme. No comments raised.

C217.00 FINANCE MATTERS

C217.01 Members were in receipt of the orders for payment. No queries were raised.

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

C217.02 Members were in receipt of the Bank Reconciliation Statement. No queries were raised.

RESOLVED: that the Bank Reconciliation Statement be received and noted.

C217.03 With a limited number of signatories for the bank account, consideration for additional signatories was given.

RESOLVED: that Councillors M Gleadow, J Kerr and A Riddell become additional signatories for the bank account and payroll run.

C217.04 The application for a grant from COPE was considered by members. It was noted that there was a difference in the money they are requesting. Further concern was raised about grants being made too frequently and it was recommended that a policy/procedure for grants to be requested be put in place.

Motion 1: Cllr Thompson proposed that the application be turned down but ask them to resubmit with more detail and accurate figures.

Motion 2: Cllr Tiddy proposed that it be supported with a grant of £1,000, seconded by Cllr King.

Motion 2 was defeated.

Discussion reverted to the original motion 1 proposed by Cllr Thompson, seconded by Cllr Riddell.

RESOLVED: to turn down their application but ask that they provide more detail in their application and provide a report on how the spent the grant money from the previous year. Councillors noted the excellent work that the group do.

6 in favour, 2 abstention
Motion 1 was therefore carried.

C218.00 REPORTS FROM OTHER BODIES

None received.

C219.00 COUNTY COUNCIL MATTERS

None received.

C220.00 DISTRICT COUNCIL MATTERS

Nothing to report.

C221.00 FLOODING AT ENDERBYS WHARF

Cllr Morgan noted that the flooding goes through the gardens at Enderby's Wharf between two and three times per year. Residents would like to see a dyke built to protect properties from the flooding and will be presenting a plan to the Environment Agency with the aim to get professional designs drawn up. It was noted that the properties are on a flood plain and the proposals may not be approved. It was also noted that the river has not been dredged in many years.

C222.00 BURLEIGH HILL COMMUNITY CENTRE

C222.01 Cllr Kerr noted that decisions made at the council meeting in June 2023 mean that the Town Council has control of the Burleigh Hill Community Centre, as formally registered as sole Trustee through the Charity Commission, though it had not been formally agreed to transfer over responsibility from the trustees. It was noted that the circumstances in how this has been handled has upset the trustees considerably and they have been subject to public criticism.

After a brief discussion it was suggested by Cllr King that an expression of regret for the actions and decisions made and the handling of the situation be sent to the Trustees. Cllr Thompson supported Cllr King's comments with the addition to note the regret for the harm which has been caused.

An additional discussion ensued around ensuring decisions are made based on professional advice received, where necessary, and that it is received in writing to avoid this type of situation in the future.

RESOLVED: following proposal by Cllr King, seconded by Cllr Kerr that an expression of regret about the handling of the meeting be sent to trustees stating that the discussions should not have been in the public area, mistakes and misinterpretation of facts which may have occurred, and regret that the trustees were caused any unnecessary distress.

5 in favour

3 abstentions

Carried

C222.02 The option to hold a meeting with the Burleigh Hill Trustees was discussed.

RESOLVED: following proposal from Cllr Gleadow, seconded by Cllr Spencer that the Mayor and Deputy Mayor should meet with the trustees to discuss arrangements for the transfer of the running of the Burleigh

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Hill Centre. The details will then be brought back to full council to discuss the formal aspects.

5 in favour

3 abstentions

Carried

C223.00 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.

Meeting closed at 9.29pm.

Locum Clerk left at 9.29pm.

C224.00 RECRUITMENT OF NEW TOWN CLERK

Members considered the recommendations made by the recruitment panel following recent interviews held for the position of Town Clerk.

RESOLVED: following proposal by Cllr Kerr, seconded by Cllr Tiddy with a unanimous vote to offer the role of Town Clerk on a permanent full-time basis to Libby White on SCP 50.

Meeting reopened at 9.45pm.

C225.00 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.

The meeting concluded at 9:46 pm.

Town Mayor:

Dated: 13 March 2024

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**Minutes of the Meeting of the Planning Committee of St Ives Town Council
held in the Town Hall on 28th February 2024**

Present:

Chair: N Wells
Vice Chair: M Gleadow

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

In attendance:

Locum Clerk: L White
Facilities Manager: T White
21 Members of the public

PRESENTATION

Prior to the official start of the meeting, Vanessa Kelly of Cambridgeshire County Council provided a presentation on the proposals for the Broadway Scheme highlighting that following communication with residents, the number of parking spaces which had been removed has been decreased to provide more parking than originally proposed.

PL95.00 APOLOGIES FOR ABSENCE
None.

PL96.00 DECLARATIONS OF INTEREST
None.

PL97.00 PUBLIC PARTICIPATION
None.

PL98.00 MINUTES
RESOLVED: the Minutes of the meeting held on 14th February 2024 were agreed as a correct record and signed by the Chairman.

PL99.00 PLANNING APPLICATIONS

PL99.01 24/00195/ADV New fascia panel and screen.
Ground Floor, 12 The Broadway, St Ives

RESOLVED: Recommend approval. It was noted that there is no change to footprint or overall décor. Recommendation to change from 1,400 to 1,100 lumens for the lights to protect the insect population and biodiversity near the river.

PL99.02 24/00194/FUL New external light and tiled steps, general repairs and refurbishment works.
Ground Floor, 12 The Broadway, St Ives

RESOLVED: Same as above – see PL99.01 (above) recommendation.

PL99.03 24/0017/P3JPA Change of use from former GP surgery to 4 residential units with no external changes to the building.
The Old Exchange Surgery, East Street, St Ives

RESOLVED: Recommend approval subject to any new parking surfaces being made with permeable materials. Members noticed that there

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has been concern over contamination of the land. They were pleased to see the comprehensive flood assessment and want to see them implemented. Members noted that the units are quite small with one unit in the roof space.

PL99.04 24/00205/HHFUL

Replacement of old timber windows and timber/UPVC front and rear doors with new high efficiency UPVC windows and doors, plus changing UPVC/glass panel at front to brickwork to match existing.

66 Needingworth Road, St Ives

RESOLVED:

Recommend approval. The works would enhance the area, and the committee noted that there are no restrictions with the location.

PL99.05 24/00290/TREE

Lime – fell reason – previously pollarded at 6-7pm high extensive decay at base of main stem risk of structural failure.

Broad Leas Court, Broad Leas, St Ives

RESOLVED:

Recommend refusal. Members noted that no tree surgeon report had been included nor any photographs of the tree. Due to absence of the report and any evidence of the state of the tree, the committee recommended refusal on this basis.

The meeting concluded at: 19.58pm.

Chair:

Dated: 13th March 2024

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**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 28 February 2024 at 9:30 pm**

Present:

Chairman: Cllr M Burke

Councillors: Cllrs J Tiddy, M Gleadow, M King, L Valla, J Spencer, P Pope (ex officio)

In attendance:

Locum Town Clerk: L White

Facilities Manager: T White

Three members of the public

AGENDA**PR115.00 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Hussain (personal).

PR116.00 DECLARATIONS OF INTEREST

None.

PR117.00 PUBLIC PARTICIPATION

Representatives of the Corn Exchange stated that they are happy with proposed addendum to the lease.

PR118.00 MINUTES

RESOLVED: that the minutes of the Property Committee held on 24th January 2024 be signed as a true record.

PR119.00 MAINTENANCE UPDATES

PR119.01 The general property maintenance update was reviewed and noted by members.

PR119.02 Members noted receipt of the property maintenance schedule. Also noted that the asbestos report is showing as out of date as once the Corn Exchange Roof is completed it will be asbestos free and the report will not be required.

PR120.00 BUDGET

The budget was received and reviewed briefly. No concerns or questions raised.

PR121.00 TOWN HALL MATTERS

PR121.01 It was noted that there are four leases which have expired for offices within the Town Hall. A report from the Facilities Manager detailing options for management of the leases was considered by members.

RESOLVED: following proposal by Cllr Pope, seconded by Cllr King and unanimously agreed, that the council continue to use Leeds Day.

Proposed by Councillors M Burke and P Pope: leases to be fixed term of three years with break clause.

PR121.02 Quotations have been received to replace the fire doors at the Town Hall. The quotations have been based on an original survey carried out by the report carried out by Jackson.

RESOLVED: following proposal from Cllr Gleadow, seconded by Cllr Tiddy and unanimously agreed that the Jackson Fire carry out the work.

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PR121.03 Detailed condition reports about the cellar and balconies at the Town Hall were received by members. It was noted that the cellar has water when it rains.

RESOLVED: proposed by Cllr King, seconded by Cllr Spencer and unanimously agreed that the reports be taken to Listed Buildings and Building Control to find out what the Town Council can do and work on their recommendations for next steps.

PR122.00 GROUNDS MAINTENANCE DEPOT

PR122.01 The report regarding the inspection of the mezzanine deck at the Grounds maintenance depot was noted by members.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Tiddy and unanimously agreed to employ Jackson Fire to carry out a structural survey of the mezzanine deck at a cost of £1,490 + VAT.

PR122.02 The proposal to sell two pieces of redundant equipment was considered.

RESOLVED: to sell the pieces using Peacocks in St Neots for guidance and value, and to sell to them having researched the prices in house.

PR123.00 CORN EXCHANGE

The proposed letter of understanding was considered by members.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Valla and unanimously agreed that the letter of understanding be adopted with the addition of lifts.

PR124.00 YORK HOUSE

It was noted that the revenue from York House is taken by the Norris Museum.

RESOLVED: following proposal from Cllr Pope, seconded by Cllr King and unanimously agreed that a plan to review York House be considered in November.

PR125.00 WARNERS PARK PAVILION

Councillors noted that a working party has been set up for the project but since the pandemic, money had been allocated elsewhere.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr King to get the working party back together to look at what is needed and to consider looking for office support to help seek grants.

PR126.00 BURLEIGH HILL COMMUNITY CENTRE

This item was deferred to next meeting.

PR127.00 BUS STATION TOILETS

The report from the Facilities Manager about additional cleaning of the toilets was considered by members.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Valla and unanimously agreed that the additional clean be carried out once a month on a Friday and to review in a few months time.

PR128.00 THE OLD MORTUARY

The report from the Facilities Manager about tree work required at the Old Mortuary was considered by members.

RESOLVED: following proposal from Cllr Burke, seconded by Cllr Valla and unanimously agreed that Eden Trees be engaged to carry out the work required.

PR129.00 SOLAR PANELS

It was noted that this idea been in pipeline for a while. It was proposed by Cllr Burke, seconded by Cllr Spencer and unanimously agreed that this start to be researched for future consideration.

Meeting closed at 10:53 pm.

Chairman:

Dated: 27 March 2024

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**Minutes of the Meeting of the Facilities Committee of St Ives Town Council
held in the Town Hall on 28 February 2024 at 8.03pm**

Present:

Chair: Cllr M King
Vice Chair: Cllr S Mokbul

Councillors: Cllrs J Tiddy, P Hussain, M Burke, R Chapman, N Wells, J Spencer, P Pope (ex officio)

In attendance:

Locum Clerk: L White
Facilities Manager: T White
Ten members of the public

F100.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Hussain (personal).

F101.00 DECLARATIONS OF INTEREST

Cllr Pope noted a personal interest in **Agenda Item F110.00** regarding The Broadway.
Cllr Wells noted a personal interest in **Agenda Item F110.00** regarding The Broadway – resident.
Cllr Mokbul noted a personal interest in **Agenda Item F110.00** regarding The Broadway and that she had been involved in the discussion about the scheme about the proposals.

F102.00 PUBLIC PARTICIPATION

Residents were permitted to speak under this item. Various areas were raised including the allotment gate, confusion over the proposals for the Broadway, Warners Park Pavilion gate and flooding on the Broadway plans.

F103.00 MINUTES

RESOLVED: that the minutes of the Facilities Committee held on 24th January 2024 be signed as a true record.

F104.00 ROLLING PROGRAMME

Councillors were in receipt of the rolling programme. It was requested that it be investigated whether there is an option to turf the water filled holes at the football wall.

F105.00 BUDGET

The budget was reviewed briefly. Work continues to tidy up incorrectly allocated monies on the accounts.

F106.00 ALLOTMENT MATTERS

F106.01 The Facilities Manager noted that some allotment holders were interested in a cleaning roster for the allotment toilets.

RESOLVED: Proposed by Cllr Chapman, seconded by Cllr Burke and unanimously agreed to send a letter to ask for volunteers with a deadline two weeks from the date of the letter .

Chairman's
Initials

F106.02 A report from the Facilities Manager about the lock at the allotments was considered by members.

RESOLVED: to change the code for the current allotment lock and to look at a prospective replacement lock due to the difficulties in locking the lock.

F107.00 FARMERS' MARKET

F107.01 It was noted that the market rules and regulations are fairly out of date. It was agreed that the rules be taken away and a marked up copy, showing the changes, be brought back after detailed review and amendment where it is felt necessary. Particular areas to be reviewed are alcohol, parking and charity stalls.

F107.02 The proposed Farmers' Market Inclement Weather Policy was considered by members. It was agreed for this document to be reviewed further and bring back to a future meeting.

F108.00 RELOCATION OF SPEEDING AWARENESS SIGN AND INSTALLATION OF DOUBLE YELLOW LINES

The initial request to relocate the SID to Ramsey Road was unanimously agreed. After a brief discussion it was proposed by Cllr Burke, seconded by Cllr Tiddy and unanimously agreed to speak to County Council to see if the double yellows are possible and bring back to the committee.

F109.00 CROCUS SIGN

It was noted that the sign will be made from 5mm UPVC.

F110.00 THE BROADWAY SCHEME PROPOSAL

It was noted that this item will be taken back to full council and to look at a possible Town Meeting. It was noted that this item is not for Facilities Committee consideration.

F111.00 WARNERS PARK PAVILION

The Locum Clerk noted that Terms of Reference showed that this subject should be covered by the Property Committee. It was noted that Terms of Reference across the board need to be reviewed and updated.

Meeting closed at 9:26 pm.

Chair:

Dated: 27th March 2024

Chairman's
Initials

NOTES OF A MEETING OF THE NORRIS LIBRARY AND MUSEUM TRUST GROUP
held at the Town Hall on 17 January 2024

Present:

Chairman: Councillor L Valla
 Vice Chairman: Councillor M King

Members: Mr P Faupel, Cllr J Tiddy, Mrs A Abraham, Mrs B Flanagan, Cllr P Hussain

In attendance:

Museum Director: C Hardy
 Democratic Officer: A Childs

NT18.00 APOLOGIES

Apologies were received and accepted from Councillor A Thompson (personal).

NT19.00 DECLARATIONS OF INTEREST

None.

NT20.00 MINUTES

The Chairman suggested the addition of a 'Matters Arising' item to future agendas; members agreed and for this to be incorporated from the next scheduled meeting. Mr P Faupel suggested it be placed immediately following the minutes item on the agenda.

Mrs A Abraham referenced the bank account point which was previously raised regarding the interest rates on the COIF account. She offered to investigate this and provide members with a comparison chart of interest rates.

RESOLVED: The Minutes of the Meeting held on 18 October 2023 were agreed as a correct record and signed by the Chairman.

that a 'Matters Arising' agenda item be added to future scheduled meetings.

Mrs A Abraham to report back to members regarding the bank account and interest rates.

NT21.00 DIRECTOR'S REPORT

Members were in receipt of the Director's Report, and the Chairman welcomed comments from the group.

The Museum Director noted the busy previous week due to flooding issues at the museum site. She highlighted the increased footfall to the museum which affected donations and retail sales. There are plans to schedule events in Spring 2024 to complement the Muddy Hoard exhibition. Two representatives from the British Museum are available to provide free talks, and an Officer to speak about the Treasure Act help provide a good start to the adult programme for the new year. Mrs A Abraham asked if the talks are bookable; this was confirmed and they would be going live soon.

Cllr P Hussain queried how the school visits affect visitor numbers. The Director replied that they host a mixture of local schools; the past two weeks have seen three visits from Hemingford Grey Primary School, as well as visits from Eastfield Primary School and Westfield Junior School. New schools, including Fenstanton, have become engaged with the Museum in the past year. Engagement forms from pupils show that they are engaged and interested in the material.

A loan box offer for schools unable to attend in person was previously implemented and the Museum is keen to invigorate this scheme.

Chairman's
Initials

The Chairman noted that in the last meeting, the Museum Director had mentioned adding a section about how the Museum is working with the Town Hall; she asked for this to be added to 'Matters Arising' in future meetings. The Museum Director noted meeting with the St Ives Cares Coordinator to provide a meld of shared opportunities with community work; work with the Civic Officer who has experience with graphic design and meetings with the Finance Officer to work through financial records and increase the officer's financial knowledge of the museum.

The Chairman noted the numerous groups that covered through various museum activities: schools, men's sessions, reminiscing sessions – all cover a wide range of groups in the community. The Museum Director added 'Feel Good Fridays', which are free drop in sessions with a completely different focus and feel than previous activities. These are scheduled for the entire year. Other additions include collection talks, bicycle workshops, aromatherapy classes and hand spinning sessions.

RESOLVED: that the Director's report be received.

that a section be added to the new 'Matters Arising' agenda item to include collaborative work between the Museum and the Town Hall.

NT22.00

ROLLING PROGRAMME

Members were in receipt of the rolling programme.

The Museum Director noted one addition; she identified a meeting with Arts Council England to discuss the project grant.

Mr P Faupel queried the 2022 reference to a potential investment in the website and if there were further developments. The Museum Director responded that the options were very expensive; internal staff have tidied the website of broken links and technical bugs. She stated the website is operational and improvements are an ongoing process. A potential revisit to the subject in future. She will update that line on the next rolling programme.

RESOLVED: that the rolling programme be received.

the Museum Director to update the website section of the rolling programme document for the next scheduled meeting.

NT23.00

FINANCIAL INFORMATION

NT23.01

Bank Reconciliation

Members were in receipt of the bank reconciliation document.

Observations were made regarding some discrepancies with certain lines of the document; the Museum Director has arranged to speak with the Finance Officer about the museum-related financial figures on the system. The Chairman noted that it was important to have the full report in hand.

RESOLVED: that the bank reconciliation statement be received.

NT23.02

Budget

Members were in receipt of the budget document.

The Museum Director stated that new budget lines had been added to document, including Museum Donations and Retail Income – which would equate to an additional £15,000 in income.

Chairman's
Initials

Missing from the budget report was the staff costs, which is usually represented in a lump sum at the end of the document. The Museum Director stated that the actual budget total sum is a surplus of £6,000; stating the establishment is in profit, not below.

Mrs A Abraham queried the heating and lighting costs for the Museum. The Director replied that last year the budget was set at £16,000 and the actual spend was £11,000.

The Chairman noted the discrepancies between the Museum's internal accounts and the Town Council's financial system. The Director stated that she will spend time with the Financial Officer to go through the various museum financial commitments and transactions to clear up these inconsistencies.

The Chairman noted that some of the budgets are offset by grants, stating it would be useful to have a breakdown of which staffing costs are offset by these grants.

RESOLVED: that the budget document be received.

NT23.03

Paid Accounts

Members were in receipt of the paid accounts general invoice listing.

Trustees queried transactions including high vis jackets for toddlers, shop/retail stock description and Arts Award – to which the Museum Director explained each line thoroughly.

RESOLVED: that the paid accounts general invoice listing be received.

NT24.00

FLOOD PREVENTION IMPROVEMENTS

The Museum Director detailed the effects of the recent flooding on the Museum. She called with the Environmental Agency and reached out to the Facilities Manager and Grounds Maintenance team. Unable to contact either party over the weekend, the Museum staff worked strenuously to resolve the issue on site, including purchasing a pump and compost bags. The Director called the Floodline and as given a remote flood assessment number for support.

Trustee members expressed concern over the lack of support to the Museum in this emergency situation and ascertained that resilience measures must be taken and improved upon in the case of future flooding. Councillor P Hussain queried if the Property Committee could be of any future assistance.

The Museum Director stated that the Museum are looking to purchase some intervention in the way of flood sacs. These are light and versatile sandbags that can be put in various places; they would be useful for each entrance point. Councillor J Tiddy asked if the flood defences were breached; the Director replied that the floodgates by The Waits was only just lapping, it did not come over the wall.

Mr P Faupel stated that learning must be taken from these events, including the Facilities Management as well as the engineers who are responsible for the flood defences and how they are meant to work. Concerns with valves had been raised. He referenced videos that the Museum Director had shared, one of the path in the museum front and one of the Bridge Chapel – where the water was not far off toppling the balcony. He wondered if there needs to be a review with the experts as to how adequate the flood measures will be with future water rising occurrences. Emergency preparedness needs to be reviewed in terms of logical ways to respond, critical numbers – if this is not done, there can be a repeat of failure to respond appropriately.

Mrs B Flanagan suggested future dialogue with the Environmental Agency. The Museum Director stated that she would like to speak with the Project Manager who they have a contract with there, and make an initial assessment.

Councillor P Hussain offered to speak to the Facilities Manager about the recent events at the Museum to clarify any underlying issues and find positive solutions from this instance.

The Chairman highlighted the need to update the Emergency Plan; if the Facilities Manager is not contactable out of hours there is a need to re-evaluate. The Museum Director expressed need for an out of hours emergency line. Councillor P Hussain suggested having a minimum of three contacts in case someone is unavailable, on leave or sick. He asked if Councillor N Wells was currently a contact; this was confirmed.

The Chairman asked if Councillor P Hussain could inform her of the discussion with the Facilities Manager once held, and liaise with her. She would then speak with the Museum Director and arrange to meet the following month to look at the emergency plan and how it could be updated.

In case of flooding in the near future, suggestions were made for Councillor N Wells or the Mayor as the first contact – due to their proximity to the town centre. The Museum Director pointed out potential need for the maintenance team specifically, due to their access to vehicles and PPE. Councillor P Hussain believed that there are always groundsmen on call; the Chairman stated that this needs to be confirmed.

Mr P Faupel expressed need to address the Bridge Chapel. The Chairman stated that it would be included in the emergency plans – they are required to be updated on a short, medium and long term basis.

RESOLVED: that Councillor P Hussain speak with the Facilities Manager regarding the recent flooding concerns and required response.

that the Chairman and Museum Director arrange to meet to update the Emergency Plan.

that the emergency plans be updated on a short, medium and long term basis.

NT25.00

MEETING ARRANGEMENTS

NT25.01 To discuss working party (interim) meetings.

The Chairman referenced the previous agreement to hold ad hoc interim meetings as required. The last instance in late 2023 saw limited numbers as some were unable to attend. She welcomed suggestions for how to proceed moving forward. Work is specifically needed surrounding the Egeria report, which was dated May 2013 and required review in May 2017, as well as the Terms of Reference (ToR) which is also out-of-date.

Mr P Faupel stated that many actions within the Egeria report need to be addressed and reviewed thoroughly. Mrs B Flanagan noted that vacancies also need to be filled due to recent councillor resignations. The Democratic Officer stated that she had added the vacancies to the upcoming Full Council agenda.

The Chairman noted their observations and suggested that working party meetings may need to be postponed until a Town Clerk is in place – without this filled position she questioned how forward progress could be made. She suggested continuing with the early start of meetings (6:30-8:00 pm) for the next scheduled meetings.

RESOLVED: that the interim (working) party meetings be readdressed once a permanent Town Clerk has been appointed.

NT25.02

To discuss the venue options of future meetings.

Members agreed that the next meeting would take place at the Town Hall.

Chairman's
Initials

RESOLVED: that the next scheduled meeting be held at the Town Hall (17th April 2024, 6:30 pm).

The meeting closed at 7:51 pm.

Chairman:

Date: 17 April 2024

DRAFT

Chairman's
Initials

Index	Date of last change	Works Title	State	Current	Responsibility
C	06/01/2024	SITC Assets	In Progress	The Asset list for the GM building completed. A list of the Town benches is being completed and awaiting confirmation of the Bus Shelters responsibilities from CCC	Facilities Manager
C	20/11/2023	Play Parks	Completed	Replacement parts have been delivered – and the new swing installed	Facilities Manager
C	06/01/2024	Bench relocations	In Progress	New bench ordered and will take approximately 6-8 weeks for deliver	Facilities Manager
C	09/01/2024	Allotment	Completed	Plot maintenance for new occupation	Facilities Manager
C	15/01/2024	Ramsy Road Cemetery	Completed	Maintenance of the boundary ditch. Maintenance of the hedge lines	Facilities Manager
C	08/02/2024	Warners Park	In Progress	A report of water filled holes was received around the football wall – GM investigated and found a requirement for some Topsoil and reseeding – Facilities committee asked if turf can be laid Details to follow	Facilities Manager
C	08/02/2024	Allotments	Completed	Landscaping of communal garden at Allotments	Facilities Manager
C	08/02/2024	Allotments	Completed	Reports received about items being taken for the allotments – A security email/letter was sent to tenants asking for them to be extra vigilant	Facilities Manager

C	12/02/2024	General	Completed	Hedge maintenance	Facilities Manager
C	15/02/2024	Maintenance	Completed	Painting of railings to war memorial	Facilities Manager
C	07/02/2024	Trees	Completed	Lifting of crowns in Ramsey Road cemetery, Knights way, Warners Park	Facilities Manager
C	08/02/2024	Globe Toilets	Completed	Clearing of storage area ready for occupation by Carnival	Facilities Manager
C	27/02/2024	Bus Station Toilet	On Going	The semi disabled toilet flush has broken again – HDC looking at replacing with a hands free system to reduce the breakage s	Facilities Manager
C	05/02/2024	Ramsy Road Cemetery	Completed	Clearing of shrub beads and storage area	Facilities Manager
C	09/02/2024	Waites	Completed	Bench repairs	Facilities Manager
C	14/02/2024	Ramsy Road Cemetery	Completed	Mark out new plinths ready concreting	Facilities Manager
C	13/02/2024	Ramsy Road Cemetery	Completed	Topping out and seeding of Graves	Facilities Manager
C	27/02/2024	Corn Exchange Roof	On Going	New report issued.	Facilities Manager
C0	06/01/2024	St Ives Bandstand	Near completion	The Bandstand Opening event went successfully on 10th 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	Facilities Manager

				Clerk will liaise with Mr John Souter once he returns to the office.	
C	06/02/2024	Parks	Completed	RoSPA Inspections	Facilities Manager
C	29/02/2024	General	On Going	2no out of the 3no Defibrillators have been installed - 1no at the Corn Exchange and 1no at the Police station – the last 1no is for the mosque and will be installed when councillor Hussain is available.	Facilities Manager
C	02/02/2024	Allotment	Completed	Allotment inspections and Allocations – waiting list now at 30	Facilities Manager

Purchase Ledger for Month No 11

Order by Supplier A/c

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
11/11/2023	IEE2023012REV	011157	ADOBE SYSTEMS	ADO0001	-16.64	0.00	-16.64	5025	100	-16.64	22 NOV - 21 DEC
11/01/2024	IEE2023013REV		ADOBE SYSTEMS	ADO0001	-16.64	0.00	-16.64	5025	100	-16.64	SERVICES 22 DEC 23-21 JAN 24
11/01/2024	IEE2024000REV		ADOBE SYSTEMS	ADO0001	-16.64	0.00	-16.64	5025	100	-16.64	22 JAN -21 FEB 24
22/02/2024	IEE2024002135788011384		ADOBE SYSTEMS	ADO0001	16.64	0.00	16.64	5025	100	16.64	ACROBAT PRO FEB-MAR 2024
26/02/2024	017253	011390	AIRWAY AIR	AIR0001	8,166.31	1,715.00	9,881.31	9336	410	5,000.00	CORN EXCHANGE AIRCON REPAIR
								3227	0	3,166.31	CORN EXCHANGE AIRCON REPAIR
26/02/2024	15	011380	AMAZON	AMA0001	49.98	0.00	49.98	5019	300	49.98	CABLE
05/02/2024	1276	011331	AMAZON	AMA0001	10.82	0.00	10.82	5012	100	10.82	FOLDABLE CLIPBOARD FOLDER A4
07/02/2024	1767	011354	AMAZON	AMA0001	43.20	8.64	51.84	6983	300	43.20	PUNCTURE PROOF WHEELS
05/02/2024	3309	011332	AMAZON	AMA0001	9.16	1.83	10.99	5012	100	9.16	DESK DRAWER ORGANISER
08/02/2024	3686	011357	AMAZON	AMA0001	8.16	1.63	9.79	5019	300	8.16	BLUE ROLL 6 PACK
31/01/2024	7683	011376	AMAZON	AMA0001	47.45	9.49	56.94	5019	400	47.45	MICROWAVE
12/02/2024	19870	011356	AMAZON	AMA0001	45.82	9.17	54.99	5019	400	45.82	MANUAL MICROWAVE
08/02/2024	30553	011355	AMAZON	AMA0001	41.66	8.33	49.99	7035	400	41.66	SINGLEFOLD HAND TOWELS
07/02/2024	40807	011334	AMAZON	AMA0001	7.42	1.48	8.90	5064	170	7.42	SUBJECT DIVIDERS INDEX
26/02/2024	54362	011385	AMAZON	AMA0001	17.49	3.50	20.99	5012	100	17.49	PRINTER PAPER
13/02/2024	58831	011359	AMAZON	AMA0001	19.14	3.84	22.98	6983	300	19.14	PNEUMATIC TYRE X 2
20/02/2024	5709141 REFUND	011354	AMAZON	AMA0001	-39.85	-7.97	-47.82	6983	300	-39.85	PUNCTURE PROOF WHEELS
27/02/2024	6053466	011412	AMAZON	AMA0001	8.99	0.00	8.99	5025	100	8.99	PRIME SUBSCRIPTION MARCH
29/01/2024	9717120	011315	AMAZON	AMA0001	10.49	2.10	12.59	5014	100	10.49	HEADSET
05/02/2024	55582859	011331	AMAZON	AMA0001	10.82	2.17	12.99	5012	100	10.82	FOLDABLE CLIPBOARD FOLDER
05/02/2024	55583313	011333	AMAZON	AMA0001	10.12	2.02	12.14	5012	100	10.12	PASSWORD BOOK WITH LOCK
25/01/2024	GB4KXJWLAEUI	011319	AMAZON	AMA0001	6.37	1.28	7.65	7036	400	6.37	SENSATIONS AEROSOL
09/02/2024	GB4XL7RPAEUI	011358	AMAZON	AMA0001	2.49	0.51	3.00	5012	100	2.49	GALVANISED STAPLES
13/12/2023	GB38L1TM8AREV		AMAZON	AMA0001	-1.37	0.00	-1.37	5847	160	-1.37	BREAD/CLOAKROOM
13/12/2023	GB38L1TMZAEUI	011330	AMAZON	AMA0001	1.37	0.00	1.37	5956	160	1.37	LANGLEY BREAD/CLOAKROOM
26/02/2024	GB41BRM8EAEUI	011391	AMAZON	AMA0001	13.32	2.67	15.99	5012	100	13.32	ENVELOPES
26/02/2024	GB41BRMG2AEUI	011392	AMAZON	AMA0001	17.78	3.55	21.33	5012	100	17.78	COLOURED PAPER

Purchase Ledger for Month No 11

Order by Supplier A/c

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
14/02/2024	GB412BYY9AEUI	011373	AMAZON	AMA0001	12.20	2.44	14.64	7035	400	12.20	SENSATIONS AEROSOL
09/09/2023	1231107REV	011353	ANDREWS ARNOLD	AND0002	-8.04	0.00	-8.04	5008	100	-8.04	TELEPHONY SERVICE AUGUST
01/09/2023	I23110700A	011353	ANDREWS ARNOLD	AND0002	6.70	1.34	8.04	5008	100	6.70	TELEPHONY SERV AUG-SEPT 23
01/02/2024	I24032471A	011313	ANDREWS ARNOLD	AND0002	5.81	1.16	6.97	5008	100	5.81	JAN-FEB SERVICES
30/01/2024	INV56385	011320	ATKINS GREGORY	ATK001	585.00	117.00	702.00	5019	450	585.00	CLEANING/JANUARY/BURLEIGH
01/02/2024	INV56479	011347	ATKINS GREGORY	ATK001	2,790.53	558.11	3,348.64	6456	300	2,024.79	BUS STATION/TOILETS
								7035	400	765.74	TOWN COUNCIL OFFICE CLEANING
01/02/2024	INV56507	011348	ATKINS GREGORY	ATK001	80.12	16.02	96.14	6456	300	80.12	CONSUMABLES JANUARY
08/02/2024	08-02-2024	011382	BLACK DOG CEILIDH	BLA001	500.00	0.00	500.00	5065	170	500.00	PERFORM AT CORN EXCHANGE
24/02/2024	FLLB5156459	011383	BNP PARIBAS LEASIN	BNP0001	315.82	63.16	378.98	9157	350	315.82	LEASE OF VAN
17/01/2024	435014	011311	BOOTH	BOO0001	37.99	7.60	45.59	5019	300	37.99	TOILET ROLL
07/12/2023	1075936REV	011142	BRIGHTPAY	BRI001	-12.16	0.00	-12.16	5517	130	-12.16	NOVEMBER 2023
05/01/2024	1110745REV	011228	BRIGHTPAY	BRI001	-12.16	0.00	-12.16	5517	130	-12.16	SERVICES DECEMBER 23
02/02/2024	1147759	011308	BRIGHTPAY	BRI001	10.13	2.03	12.16	5517	130	10.13	JANUARY 2024
06/09/2023	CORR REV		CAMBRIDGE ROOFERS	CAMR0001	-1.00	0.00	-1.00	9337	410	-1.00	CORRECTION-BACS CANCELLATION
26/02/2024	9744043	011393	CERTAS ENERGY	CER0001	1,583.28	316.66	1,899.94	6256	330	1,583.28	FUEL FOR MAINTENANCE BUILDING
14/12/2023	VC/0665951-CN	011367	CF CORPORATE	CF0001	-666.00	-133.20	-799.20	5014	100	-666.00	CN/KONICA LEASE RENTAL
14/12/2023	VI/0665975	011366	CF CORPORATE	CF0001	697.05	139.41	836.46	5014	100	697.05	KONICA LEASE RENTAL
19/01/2024	STIVES01	011381	CLARE HAYES	CLA001	500.00	0.00	500.00	5065	170	500.00	PERFORM AT THE CORN EXCHANGE
01/02/2024	INV-6264	011305	CLOUDY	CLO0001	1,287.57	257.51	1,545.08	5017	100	1,287.57	IT support
03/02/2024	4951	011329	THE CORN EXCHANGE	COR001	50.00	0.00	50.00	5956	160	50.00	HIRE OF CHARTER HALL
05/02/2024	IN1107634267	011340	DRAX	DRA0001	259.57	51.91	311.48	7032	400	259.57	CHARGES: 01.01.24-31.01.24
05/02/2024	IN1107634268	011339	DRAX	DRA0001	14.57	0.73	15.30	6932	300	14.57	CHARGES: 01.01.24-31.01.24
05/02/2024	IN1107634269	011338	DRAX	DRA0001	34.74	1.74	36.48	6456	300	34.74	CHARGES: 01.01.24-31.01.24
05/02/2024	IN1107634270	011337	DRAX	DRA0001	15.42	0.77	16.19	6932	300	15.42	CHARGES: 01.01.24-31.01.24
05/02/2024	IN1107634271	011336	DRAX	DRA0001	18.67	0.94	19.61	6932	300	18.67	CHARGES: 01.01.24-31.01.24
05/02/2024	IN1107634272	011335	DRAX	DRA0001	48.58	2.43	51.01	6983	300	48.58	CHARGES: 01.01.24-31.01.24
12/02/2024	INV-4417	011363	DSS HEAT PLUMB	DSS01	80.00	16.00	96.00	5019	400	80.00	BOILER SERVICED
12/02/2024	INV-4420	011362	DSS HEAT PLUMB	DSS01	80.00	16.00	96.00	5019	400	80.00	REPAIRS TO HEATING SYSTEM

Purchase Ledger for Month No 11

Order by Supplier A/c

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
28/02/2024	INV-4508	011396	DSS HEAT PLUMB	DSS01	545.00	109.00	654.00	5019	400	545.00	REPLACE RADIATOR - TH
14/11/2023	DD		K DUNCAN	DUN0001	-994.50	0.00	-994.50	5063	200	-994.50	CONSULTATION HOURS FOR HAND
26/01/2024	NUMBER PLATES	011368	DVLA	DVL0001	220.00	0.00	220.00	6257	330	55.00	VIN 177753
								6257	330	55.00	VIN S12101568
								6257	330	55.00	VIN 6715592
								6257	330	55.00	VIN 7218912
29/02/2024	1-00981264REV	011301	ENGIE GAS	ENG0001	-77.51	0.00	-77.51	6932	300	-77.51	153-01.06.23-30.06.23
07/11/2023	1-01096849REV	011299	ENGIE GAS	ENG0001	-170.08	0.00	-170.08	7032	400	-170.08	153-01.10.23-31.10.23
08/02/2024	1-01187284	011410	ENGIE GAS	ENG0001	413.79	82.76	496.55	7032	400	413.79	OFFICES GAS 1 JAN-31 JAN 2024
09/02/2024	2-03939614	011411	ENGIE GAS	ENG0001	1,484.73	296.95	1,781.68	6932	300	1,484.73	PUBL CONV ELEC 1 JAN-31 JAN 24
22/11/2023	22NOVREV		ENGIE GAS	ENG0001	-82.02	0.00	-82.02	7032	400	-82.02	153-01.09.23-30.09.23
01/12/2023	47930	011397	GENESIS LIFTS	GEN0001	260.00	52.00	312.00	5021	400	260.00	PSU INSTALLATION
28/02/2024	48652	011399	GENESIS LIFTS	GEN0001	279.06	55.81	334.87	5019	410	279.06	REPAIR OPERATING PANEL OF LIFT
28/02/2024	48653	011398	GENESIS LIFTS	GEN0001	200.00	40.00	240.00	5019	410	200.00	LIFT REPAIRS
28/02/2024	48654	011400	GENESIS LIFTS	GEN0001	480.00	96.00	576.00	5019	400	480.00	REPAIRS TO LIFT
05/02/2024	INV-000046	011341	GREAT OUSE TRUST	GRE0002	40.00	0.00	40.00	5025	100	40.00	MEMBERSHIP GREAT OUSE VALLEY
30/01/2024	200497	011365	HAGS	HAG0001	420.21	84.04	504.25	6391	340	420.21	EKEBY SEAT
01/01/2024	70076094	011394	HDC	HUN0001	36.73	0.00	36.73	5019	450	36.73	BHCC REFUSE COLLECTION JAN-
31/01/2024	167380	011316	IBBETTS	IBB0001	65.12	13.02	78.14	6256	330	33.32	VAN ADBLUE
								6391	340	31.80	NUTS/BOLTS/CUTTING DISC
31/01/2024	167381	011317	IBBETTS	IBB0001	17.69	3.54	21.23	6257	330	17.69	VAN MAINTENANCE
16/02/2024	168311	011371	IBBETTS	IBB0001	42.94	8.59	51.53	6257	330	42.94	VEHICLE SERVICE ITEMS
26/02/2024	168818	011387	IBBETTS	IBB0001	76.31	15.26	91.57	6257	330	76.31	VEH SERVICE PARTS
26/02/2024	168819	011386	IBBETTS	IBB0001	57.85	11.57	69.42	6257	330	57.85	SERVICE PARTS
26/02/2024	168821	011389	IBBETTS	IBB0001	19.61	3.92	23.53	6257	330	19.61	VEH SERVICE PARTS
26/02/2024	CN 168820	011388	IBBETTS	IBB0001	-19.99	-4.00	-23.99	6257	330	-19.99	CN AGAINST INV 168311 OIL FILT
25/01/2024	3402/01274762	011322	JEWSON	JEW001	35.69	7.14	42.83	5019	450	35.69	BH MAINTENANCE
26/01/2024	3402/01274778	011321	JEWSON	JEW001	81.69	16.34	98.03	5019	300	81.69	BENCH REPAIR ON WAITES
15/02/2024	3402/01275653	011379	JEWSON	JEW001	24.88	4.98	29.86	5019	300	24.88	HAMMERITE/WHITE SPIRIT

Purchase Ledger for Month No 11

Order by Supplier A/c

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
02/01/2024	23120096REV	011252	JOLA CLOUD SOL	JOLA001	-59.16	0.00	-59.16	5008	100	-59.16	MOBILE SERVICES
01/02/2024	24020088	011343	JOLA CLOUD SOL	JOLA001	49.30	9.86	59.16	5008	100	49.30	CALL CHARGES
14/11/2023	411934218REV	011061	LLOYDS BANK	LLOOO	-9.26	0.00	-9.26	5560	130	-9.26	CHARGES 153 10 SEPT-9 OCT
25/01/2024	412794065REV		LLOYDS BANK	LLOOO	-3.00	0.00	-3.00	5560	130	-3.00	CHARGES 153 OCTOBER
13/11/2023	414380112REV	011257	LLOYDS BANK	LLOOO	-7.00	0.00	-7.00	5560	130	-7.00	153 10.10.23-9.11.23
25/12/2023	415263611REV		LLOYDS BANK	LLOOO	-1.80	0.00	-1.80	5560	130	-1.80	153 1.11.23-30.11.23
07/02/2024	420148066	011352	LLOYDS BANK	LLOOO	5.70	0.00	5.70	5560	130	5.70	CHARGES 01.01.24-31.01.24
13/02/2024	421706125	011378	LLOYDS BANK	LLOOO	9.55	0.00	9.55	5560	130	9.55	153 CHARGES 10.02.24-09.02.24
13/02/2024	421828251	011395	LLOYDS BANK	LLOOO	30.07	0.00	30.07	5560	130	30.07	269 CHARGES 10.01.24-09.02.24
30/11/2023	22143	011314	MILTONS	MIL0001	28.32	5.66	33.98	6636	350	28.32	GALVANISED WATERING CAN
02/02/2024	13059	011310	MIRAMAR	MIR0001	344.00	68.80	412.80	5019	410	344.00	BOILER SERVICES CORN EXCHANGE
09/02/2024	2489	011360	NACO	NAC0001	50.00	0.00	50.00	5063	200	50.00	INV: 2489 GJ TRAINING
18/02/2024	S5081A-24	011374	NSA	NAT0001	55.00	11.00	66.00	5026	350	55.00	ALLOTMENT SOCIETY MEMBERSHIP
03/02/2024	IN09614703	011306	NPOWER	NPO0002	855.81	171.16	1,026.97	6032	310	855.81	1 JAN-31 JAN 24
01/02/2024	01224	011323	PITNEY POST	PIT0001	30.00	0.00	30.00	5011	100	30.00	TH POSTAGE
25/01/2024	4100013742	011324	PITNEY EQUIP	PIT0002	60.54	12.11	72.65	5014	100	60.54	RENTAL/MAINTENANCE
12/02/2024	S 47169	011351	PURSER LUXFORD	PUR001	54.00	0.00	54.00	6257	330	54.00	MOT TEST
31/01/2024	31285	011309	RBS	RBS0001	1,993.60	398.72	2,392.32	5063	200	1,993.60	ONSITE CONSULTANCY
15/02/2024	INV-0282	011372	RING PROPERTY	RIN0001	300.00	60.00	360.00	6636	350	300.00	ALLOTMENT HEDGES
09/02/2024	159	011344	RIVERPORTER	RIV001	180.00	0.00	180.00	5064	170	180.00	INSERTION INTO PAPER
06/02/2024	227	011345	ROZ SCOTT	ROZ0001	308.00	0.00	308.00	6983	300	308.00	FARMERS MARKET SERVICES
31/01/2024	19480	011312	SEC	SEC0001	70.00	14.00	84.00	5019	300	70.00	WORKS AT THE OLD MORTUARY
24/02/2024	19510	011404	SEC	SEC0001	60.00	12.00	72.00	5019	400	60.00	REPAIRS TO GLOBE TOILET LIGHTS
19/01/2024	1343	011349	SIMON CLARK	SIM0001	1,500.00	300.00	1,800.00	5065	170	1,500.00	CONSULTANCY:SOCIA;L MEDIA
22/02/2024	BK215021-1	011377	SLCC	SLC0001	35.00	7.00	42.00	5063	200	35.00	EW- BK215021-2 SLCC
12/02/2024	QL204883-1	011342	SLCC	SLC0001	120.00	24.00	144.00	5063	200	120.00	STAFF TRAINING SLCC- EB
05/01/2024	7203/8414/01	011326	STOCKTON BRADLEY	STO0001	3,556.18	711.24	4,267.42	9337	410	3,556.18	SURVEYING SERVICES/CORN
02/02/2024	7210/8414/01	011325	STOCKTON BRADLEY	STO0001	5,725.70	1,145.14	6,870.84	9337	410	5,725.70	SURVEYING/CORN EXCHANGE
05/01/2024	4QZJODLM-	011288	STRIPE	STR001	-10.13	-2.03	-12.16	5517	130	-10.13	JANUARY PAY

Purchase Ledger for Month No 11

Order by Supplier A/c

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
02/02/2024	020224	011307	STRIPE	STR001	12.16	0.00	12.16	5517	130	12.16	FINANCE SOFTWARE
02/02/2024	020224-REVERSE	011308	STRIPE	STR001	-10.13	-2.03	-12.16	5517	130	-10.13	FEBRUARY PAY
22/01/2024	70499	011318	SUTCLIFFE PLAY	SUT0001	41.76	0.00	41.76	6391	340	41.76	PLAYGROUND REPAIRS
22/01/2024	70499/VAT ONLY	010989	SUTCLIFFE PLAY	SUT0001	8.35	0.00	8.35	6391	340	8.35	ITEMS FOR PLAY EQUIPMENT/VAT
05/02/2024	36261	011346	TERRYS	TER0001	21.50	0.00	21.50	5019	300	21.50	KEYS FOR GLOBE TOILETS
12/02/2024	530804437	011350	ZURICH	ZUR0001	600.61	0.00	600.61	5227	130	600.61	INSPECTION CONTRACT
TOTAL INVOICES					<u>36,250.12</u>	<u>7,052.55</u>	<u>43,302.67</u>			<u>36,250.12</u>	

St Ives Town Council 2023-2024

Bank - Cash and Investment Reconciliation as at 29 February 2024

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
29/02/2024	Current Account	78,151.27
29/02/2024	Business Account	204,743.76
29/02/2024	Public Sector Deposit Fund	193,586.32
		476,481.35
<u>Other Cash & Bank Balances</u>		
		168.00
		<u>476,649.35</u>
<u>Unpresented Payments</u>		
		49,273.95
		<u>427,375.40</u>
<u>Receipts not on Bank Statement</u>		
		48,684.76
		<u>476,060.16</u>
Closing Balance		
		<u>476,060.16</u>
<u>All Cash & Bank Accounts</u>		
1	Bank Current Account 153	98,985.64
2	Business Call Account 269	183,320.20
3	CCLA	193,586.32
	Other Cash & Bank Balances	168.00
	Total Cash & Bank Balances	<u>476,060.16</u>

Annual Budget - By Committee (Actual YTD Month 12)

		<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	4,349	0	0	3,200	0	0
5011	Postage	750	387	500	706	0	0	410	0	0
5012	Office Stationery	2,000	2,110	1,750	1,353	0	0	2,215	0	0
5013	Photocopier	2,300	3,137	2,300	2,718	0	0	3,295	0	0
5014	Office Equipment	500	500	1,000	3,242	0	0	525	0	0
5017	Computer Equip. & Support	18,000	13,549	18,000	12,861	0	1,859	14,230	0	0
5018	Data Protection	35	35	35	35	0	0	35	0	0
5019	Repairs & Renewals	250	0	250	84	0	0	0	0	0
5020	Office Library	20	173	150	27	0	0	182	0	0
5021	Health & Safety	250	177	1,000	142	0	0	186	0	0
5024	Misc Admin Costs	50	61	50	332	0	0	65	0	0
5025	Subscriptions	2,900	8,463	3,000	2,429	0	0	3,900	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	1,530	0	0	1,650	0	0
5227	Operational Insurance	0	-1,497	0	1,497	0	0	1,500	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	1,422	0	8,000	0	0	0
	Overhead Expenditure	34,655	57,283	37,435	32,725	0	9,859	31,393	0	0
6000	plus Transfer from EMR	0	25,578	0	1,422	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(34,655)</u>	<u>(31,705)</u>	<u>(37,435)</u>	<u>(31,303)</u>	<u>0</u>		<u>(31,393)</u>		
<u>130</u>	<u>Finance</u>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

		<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	22,814	0	0	20,000	0	0
4057	Insurance claim income	0	0	0	7,571	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	30,385	0	0	20,000	0	0
5227	Operational Insurance	8,140	10,331	10,000	13,937	0	0	10,850	0	0
5517	Finance software cover	1,000	1,045	1,500	1,353	0	0	1,098	0	0
5530	Loan Repayments	51,833	51,833	50,207	50,207	0	0	50,207	0	0
5558	Audit Fees	3,000	1,145	2,500	4,382	0	0	2,000	0	0
5559	Accountancy Services	1,000	0	500	200	0	0	0	0	0
5560	Bank Charges	250	311	250	371	0	0	330	0	0
9080	CIL Expenditure (EMR)	0	570	0	0	0	0	0	0	0
9094	Town Celebrations (EMR)	0	0	0	-130	0	0	0	0	0
	Overhead Expenditure	65,223	65,235	64,957	70,320	0	0	64,485	0	0
	130 Net Income over Expenditure	-51,223	-42,177	-50,957	-39,935	0	0	-44,485	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)	(39,935)	0	0	(44,485)	0	0
140	<u>Advertising & Publicity</u>									
5610	Website Hosting	400	419	400	0	0	0	440	0	0
5666	Promotion & Publicity	2,000	365	1,000	0	0	0	385	0	0
5668	The Bridge/Annual Report	18,500	11,908	18,500	394	0	0	0	0	0
	Overhead Expenditure	20,900	12,692	19,900	394	0	0	825	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

		<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>(20,900)</u>	<u>(12,692)</u>	<u>(19,900)</u>	<u>(394)</u>	<u>0</u>		<u>(825)</u>		
<u>150</u>	<u>Civic</u>									
4211	Event Funding	0	0	0	20,000	0	0	0	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5723	Mayor's Travel	849	842	750	0	0	0	850	0	0
5771	Civic Events	3,400	3,832	3,400	3,281	0	0	4,500	0	0
5772	Michaelmas Fair	20	20	20	0	0	0	150	0	0
5773	Civic Regalia	1,000	372	1,628	0	0	0	2,040	0	0
5774	Mayors' Charity	0	0	0	-187	0	0	0	0	0
5775	Mace Bearer	1,578	1,560	780	10	0	0	960	0	0
5776	Mayors' Allowance	8,817	8,089	5,734	257	0	0	6,025	0	0
5777	Council Photos/Christmas Cards	350	150	350	150	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	4,166	0	0	0	0	0
	Overhead Expenditure	<u>29,014</u>	<u>35,883</u>	<u>21,662</u>	<u>7,677</u>	<u>0</u>	<u>0</u>	<u>14,525</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(29,014)</u>	<u>(35,883)</u>	<u>(21,662)</u>	<u>12,323</u>	<u>0</u>		<u>(14,525)</u>		
<u>160</u>	<u>Grants</u>									
4051	St Ives Cares	9,268	24,188	1,583	37,314	0	0	0	0	0
	Total Income	<u>9,268</u>	<u>24,188</u>	<u>1,583</u>	<u>37,314</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4056	DNU HDC Health Grant income	0	0	0	-5,834	0	0	0	0	0
5847	Community Grants	2,500	1,000	2,500	5,599	0	0	5,600	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5848	Christmas Lights	10,513	7,347	12,500	14,883	0	0	0	0	0
5849	Carnival	209	9,462	9,462	9,462	0	0	9,462	0	0
5850	Town Team	2,620	7,555	7,820	7,820	0	0	2,000	0	0
5851	FEST	7,516	7,517	6,350	6,350	0	0	6,350	0	0
5853	Volunteer Grants	8,565	8,039	8,000	0	0	0	2,000	0	0
5954	HVC	13,141	13,142	16,500	16,500	0	0	12,000	0	0
5955	Norris Museum	34,500	34,500	34,000	34,000	0	0	33,500	0	0
5956	Community Group Grants	8,315	8,946	6,000	455	0	0	0	0	0
5957	Hemingford Vol Org	0	0	0	0	0	0	600	0	0
5958	Kick Youth	0	0	0	0	0	0	925	0	0
5959	Citizens Advice	0	0	0	0	0	0	7,580	0	0
6700	St Ives in Bloom	3,240	3,240	3,290	3,290	0	0	3,500	0	0
	Overhead Expenditure	91,119	100,747	106,422	92,524	0	0	83,517	0	0
	Movement to/(from) Gen Reserve	(81,851)	(76,559)	(104,839)	(55,210)	0		(83,517)		
<u>170</u>	<u>Council General</u>									
4050	Mayors Youth Fund	0	0	0	2,336	0	0	0	0	0
	Total Income	0	0	0	2,336	0	0	0	0	0
5064	St Ives Cares Expenditure	0	22,604	0	14,970	0	0	23,800	0	0
5065	Vibrant Communities	0	0	0	9,021	0	0	0	0	0
5066	HDC Health grant	0	0	0	526	0	0	0	0	0
5980	CCTV	23,540	23,538	23,538	23,893	0	0	24,714	0	0
5999	Neighbourhood Plan Exp.(EMR)	10,000	4,400	0	14,644	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 12)

	<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	33,540	50,543	23,538	63,054	0	0	48,514	0	0
Movement to/(from) Gen Reserve	(33,540)	(50,543)	(23,538)	(60,717)	0		(48,514)		
Council - Income	23,268	47,246	15,583	90,035	0	0	20,000	0	0
Expenditure	274,451	322,383	273,914	266,695	0	9,859	243,259	0	0
Net Income over Expenditure	<u>-251,183</u>	<u>-275,137</u>	<u>-258,331</u>	<u>-176,659</u>	<u>0</u>	<u>-9,859</u>	<u>-223,259</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	26,148	0	1,422	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(251,183)</u>	<u>(248,989)</u>	<u>(258,331)</u>	<u>(175,237)</u>	<u>0</u>		<u>(223,259)</u>		
<u>Personnel</u>									
<u>200</u>	<u>Staff</u>								
5021	Health & Safety	500	0	1,800	168	0	0	0	0
5063	Training/Conferences	5,000	4,015	5,000	6,034	0	0	6,250	0
5301	Salaries	353,303	297,599	246,050	313,414	0	0	323,891	0
5303	LGPS Pension	61,000	54,305	40,544	38,102	0	0	74,680	0
5304	Inland Revenue PAYE Ees NICs	29,100	36,519	21,704	27,557	0	0	12,196	0
5305	Staff Uniforms	0	0	0	0	0	0	1,540	0
5306	HR support	3,780	3,781	5,000	6,441	0	0	6,500	0
5307	Staff Contingencies	15,000	34,871	15,000	1,473	0	0	1,720	0
5309	Norris Salaries	0	0	94,950	50,602	0	0	109,505	0
5310	Norris Inland Revenue	0	0	6,330	3,140	0	0	7,837	0
5311	Norris Pension	0	0	16,800	9,759	0	0	18,500	0
Overhead Expenditure	<u>467,683</u>	<u>431,090</u>	<u>453,178</u>	<u>456,690</u>	<u>0</u>	<u>0</u>	<u>562,619</u>	<u>0</u>	<u>0</u>

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Annual Budget - By Committee (Actual YTD Month 12)

	<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>(467,683)</u>	<u>(431,090)</u>	<u>(453,178)</u>	<u>(456,690)</u>	<u>0</u>		<u>(562,619)</u>		
Personnel - Income	0	0	0	0	0	0	0	0	0
Expenditure	467,683	431,090	453,178	456,690	0	0	562,619	0	0
Movement to/(from) Gen Reserve	<u>(467,683)</u>	<u>(431,090)</u>	<u>(453,178)</u>	<u>(456,690)</u>	<u>0</u>		<u>(562,619)</u>		

Annual Budget - By Committee (Actual YTD Month 12)

		<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	23,951	0	0	20,000	0	0
4101	Sale of equipment	0	2,100	0	20	0	0	0	0	0
	Total Income	14,500	25,334	14,500	23,971	0	0	20,000	0	0
5019	Repairs & Renewals	3,000	4,879	25,702	17,478	0	0	5,120	0	0
5021	Health & Safety	500	112	500	4,700	0	0	120	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	819	0	0
6456	Toilet Provision	35,000	35,143	30,000	27,712	0	0	30,000	0	0
6927	Street Cleaning	2,000	0	1,000	0	0	0	0	0	0
6932	Electricity	600	593	600	8,218	0	0	623	0	0
6934	Water Rates	1,000	773	1,000	384	0	0	812	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	452	0	0
6983	Farmer's Markets	13,000	12,279	13,000	8,406	0	0	12,895	0	0
9157	New Vehicle (EMR)	1,000	6,864	2,000	2,023	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	5,000	0	0
	Overhead Expenditure	109,255	88,815	86,777	70,639	0	0	55,841	0	0
	300 Net Income over Expenditure	-94,755	-63,482	-72,277	-46,668	0	0	-35,841	0	0
6000	plus Transfer from EMR	0	5,344	0	316	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

		<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>(46,352)</u>	<u>0</u>		<u>(35,841)</u>		
<u>310</u>	<u>Street Lighting</u>									
5019	Repairs & Renewals	2,000	499	2,000	499	0	0	0	0	0
6032	CCC Electric Energy	3,500	8,840	3,500	8,700	0	0	2,500	0	0
	Overhead Expenditure	<u>5,500</u>	<u>9,339</u>	<u>5,500</u>	<u>9,199</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(5,500)</u>	<u>(9,339)</u>	<u>(5,500)</u>	<u>(9,199)</u>	<u>0</u>		<u>(2,500)</u>		
<u>330</u>	<u>Machinery</u>									
6255	Road Fund Licence & MOT	450	290	450	667	0	0	650	0	0
6256	Fuel	4,900	7,869	8,000	6,369	0	0	8,000	0	0
6257	Maintenance & Servicing	4,000	1,019	5,000	918	0	0	8,585	0	0
6258	Equip & Vehicle Costs	0	0	0	0	0	0	12,000	0	0
6259	Vehicle Leases (new & existing)	0	0	0	0	0	0	13,710	0	0
	Overhead Expenditure	<u>9,350</u>	<u>9,177</u>	<u>13,450</u>	<u>7,953</u>	<u>0</u>	<u>0</u>	<u>42,945</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>(9,350)</u>	<u>(9,177)</u>	<u>(13,450)</u>	<u>(7,953)</u>	<u>0</u>		<u>(42,945)</u>		
<u>340</u>	<u>Playground/Open Spaces/Cem.</u>									
4052	Ashes Plots Digging	1,000	1,122	500	444	0	0	1,180	0	0
4140	Mausoleum Income	0	6,000	0	0	0	0	6,300	0	0
4150	Burial Fees	22,000	22,591	13,000	17,442	0	0	22,750	0	0
	Total Income	<u>23,000</u>	<u>29,713</u>	<u>13,500</u>	<u>17,886</u>	<u>0</u>	<u>0</u>	<u>30,230</u>	<u>0</u>	<u>0</u>
5019	Repairs & Renewals	0	0	0	283	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6289	Mausoleum Maintenance	0	0	1,500	0	0	0	1,500	0	0
6391	Inspections & Repair & Renewal	1,000	1,118	1,000	1,334	0	0	0	0	0
6488	Tree Work	6,050	7,830	10,000	1,100	0	0	22,000	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	-650	0	0	1,200	0	0
6593	Cemetery Maintenance	2,500	3,277	2,500	1,877	0	0	10,750	0	0
	Overhead Expenditure	20,280	23,902	25,730	13,262	0	0	35,450	0	0
	Movement to/(from) Gen Reserve	2,720	5,811	(12,230)	4,624	0		(5,220)		
<u>350</u>	<u>Allotments</u>									
4160	Allotment Rents	6,900	8,834	7,500	19,223	0	0	7,875	0	0
	Total Income	6,900	8,834	7,500	19,223	0	0	7,875	0	0
5026	Subscriptions	0	0	0	55	0	0	0	0	0
6636	Allotment Maintenance	1,000	1,691	1,000	3,326	0	0	4,850	0	0
6644	Rent for the Meadow	200	200	200	200	0	0	0	0	0
9157	New Vehicle (EMR)	0	0	0	1,958	0	0	0	0	0
	Overhead Expenditure	1,200	1,891	1,200	5,539	0	0	4,850	0	0
	350 Net Income over Expenditure	5,700	6,943	6,300	13,684	0	0	3,025	0	0
6000	plus Transfer from EMR	0	0	0	316	0	0	0	0	0
	Movement to/(from) Gen Reserve	5,700	6,943	6,300	14,000	0		3,025		

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Annual Budget - By Committee (Actual YTD Month 12)

	<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>
Amenities - Income	44,400	63,880	35,500	61,079	0	0	58,105	0	0
Expenditure	145,585	133,124	132,657	106,592	0	0	141,586	0	0
Net Income over Expenditure	<u>-101,185</u>	<u>-69,244</u>	<u>-97,157</u>	<u>-45,513</u>	<u>0</u>	<u>0</u>	<u>-83,481</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	5,344	0	632	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(101,185)</u>	<u>(63,899)</u>	<u>(97,157)</u>	<u>(44,881)</u>	<u>0</u>		<u>(83,481)</u>		

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Annual Budget - By Committee (Actual YTD Month 12)

		<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>									
4120	Car Parking	0	0	0	-170	0	0	0	0	0
4201	Tenants' Rent	35,000	30,606	35,000	22,896	0	0	32,150	0	0
4202	Tenants' Rechargeable Exps	3,000	-1,264	3,000	1,831	0	0	3,000	0	0
4998	Other Income	0	0	0	813	0	0	0	0	0
	Total Income	38,000	29,342	38,000	25,371	0	0	35,150	0	0
7036	Toilet Provision	0	0	0	427	0	0	0	0	0
	Direct Expenditure	0	0	0	427	0	0	0	0	0
5019	Repairs & Renewals	10,000	-4,354	34,755	57,898	0	0	12,340	0	0
5021	Health & Safety	0	336	1,000	510	0	0	2,400	0	0
5033	Business Rates	8,320	6,487	8,320	11,155	0	0	6,800	0	0
6184	Town Signs/Noticeboards/Maint.	0	0	0	549	0	0	0	0	0
6934	Water Rates	400	333	400	235	0	0	350	0	0
7032	Heating & Lighting	4,500	8,728	6,000	6,298	0	0	9,150	0	0
7035	Cleaning	9,500	8,098	9,000	20,593	0	0	8,500	0	0
7037	Maintenance - Contracts	2,000	1,543	2,000	1,000	0	0	2,000	0	0
7039	Kitchen equipment	0	0	0	81	0	0	0	0	0
7044	Trade Refuse	2,000	1,822	2,000	1,473	0	0	2,300	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

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Annual Budget - By Committee (Actual YTD Month 12)

	<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	50,470	26,561	71,975	99,914	0	0	43,840	0	0
Movement to/(from) Gen Reserve	(12,470)	2,781	(33,975)	(74,970)	0		(8,690)		
<u>410 Corn Exchange</u>									
4031 PWLB Loan	0	0	0	274,904	0	0	0	0	0
Total Income	0	0	0	274,904	0	0	0	0	0
5019 Repairs & Renewals	0	0	0	903	0	0	0	0	0
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	8,166	0	0	16,000	0	0
9337 Corn Exchange Roof (EMR)	5,000	6,073	5,000	283,152	0	0	24,000	0	0
Overhead Expenditure	20,000	15,882	20,000	297,185	0	0	40,000	0	0
410 Net Income over Expenditure	-20,000	-15,882	-20,000	-22,281	0	0	-40,000	0	0
6000 plus Transfer from EMR	0	0	0	260,975	0	0	0	0	0
6001 less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
Movement to/(from) Gen Reserve	(20,000)	(15,882)	(20,000)	(36,210)	0		(40,000)		
<u>430 Warners Park Pavilion</u>									
5019 Repairs & Renewals	0	0	1,000	0	0	0	6,000	0	0
7046 Warners Pavillon Restoration	2,530	2,230	5,000	6,000	0	0	0	0	0
Overhead Expenditure	2,530	2,230	6,000	6,000	0	0	6,000	0	0
Movement to/(from) Gen Reserve	(2,530)	(2,230)	(6,000)	(6,000)	0		(6,000)		
<u>440 Ground Maintenance Depot</u>									

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Annual Budget - By Committee (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4400	Rental of Old Depot	700	700	700	700	0	0	2,500	0	0
	Total Income	700	700	700	700	0	0	2,500	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)	700	0		2,500		
<u>450</u>	<u>Community Centre (Burleigh Hill</u>									
5019	Repairs & Renewals	1,000	3,425	2,000	12,880	0	0	4,000	0	0
	Overhead Expenditure	1,000	3,425	2,000	12,880	0	0	4,000	0	0
	Movement to/(from) Gen Reserve	(1,000)	(3,425)	(2,000)	(12,880)	0		(4,000)		
	Property - Income	38,700	30,042	38,700	300,975	0	0	37,650	0	0
	Expenditure	74,000	49,333	101,210	416,406	0	0	93,840	0	0
	Net Income over Expenditure	<u>-35,300</u>	<u>-19,291</u>	<u>-62,510</u>	<u>-115,431</u>	<u>0</u>	<u>0</u>	<u>-56,190</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	0	0	260,975	0	0	0	0	0
	less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>	<u>(62,510)</u>	<u>(129,360)</u>	<u>0</u>		<u>(56,190)</u>		

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Annual Budget - By Committee (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Other Income</u>										
<u>500</u>	<u>Other Income</u>									
4000	Precept	837,007	837,007	851,929	851,929	0	0	931,549	0	0
4020	Capital Receipt	0	0	0	55	0	0	0	0	0
4032	SALIX Loan	0	25,000	0	0	0	0	0	0	0
	Total Income	837,007	862,007	851,929	851,984	0	0	931,549	0	0
	Movement to/(from) Gen Reserve	837,007	862,007	851,929	851,984	0		931,549		
	Other Income - Income	837,007	862,007	851,929	851,984	0	0	931,549	0	0
	Expenditure	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	837,007	862,007	851,929	851,984	0		931,549		
	Total Budget Income	943,375	1,003,175	941,712	1,304,074	0	0	1,047,304	0	0
	Expenditure	961,719	935,929	960,959	1,246,383	0	9,859	1,041,304	0	0
	Movement to/(from) Gen Reserve	(18,344)	67,245	(19,247)	57,691	0		6,000		
	plus Transfer from EMR	0	31,492	0	263,029	0	0	0	0	0
	less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
	Movement to/(from) Gen Reserve	(18,344)	98,738	(19,247)	45,816	0		6,000		