



# ST IVES TOWN COUNCIL

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**TWINNED WITH STADTALLENDORF**

Issued: 18 April 2024

**Cllrs R Chapman, M King, M Burke, J Tiddy, N Wells, S Mokbul, P Hussain, J Spencer**

You are hereby summoned to attend the **Facilities Committee Meeting of St Ives Town Council** for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies before the meeting.

Meeting to be held on **Wednesday 24<sup>th</sup> April 2024** in the **Council Chamber, Town Hall at 7:45 pm.**

The meeting is open to members of the public (including the press), but is not a public meeting.

*Libby White*

**Mrs Libby White BEM BA(Hons) FSLCC**  
**Locum Clerk**

## AGENDA

### **F118.00 APOLOGIES FOR ABSENCE**

To receive and approve apologies for absence.

### **F119.00 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.

### **F120.00 PUBLIC PARTICIPATION (15 MINUTES)**

Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.

To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 15 minutes in total.



- F121.00 MINUTES**  
To confirm as a correct record the Minutes of the Facilities Committee held on 27<sup>th</sup> March 2024 (copy herewith).
- F122.00 ROLLING PROGRAMME**  
To receive the Rolling Programme (copy herewith).
- F123.00 BUDGET**  
To receive the budget for the Committee (copy herewith).
- F124.00 TOWN HALL MATTERS**  
F124.01 To receive a report from the Facilities Manager regarding the proposed replacement of the Town Hall notice boards (copy herewith).  
F124.02 To receive a report from the Civic Officer regarding valuation of civic regalia (copy herewith).
- F125.00 SLEPE HALL FIELD**  
To receive a report from the Facilities Manager regarding the proposed purchase of a bench, tree and signs for Slepe Hall Field, following a donation from the Civic Society (copy herewith).
- F126.00 COMMUNITY BIODIVERSITY GRANT**  
To receive an update from Cllr Chapman regarding the Community Biodiversity Grant.
- F127.00 FARMERS MARKET CREDIT NOTES**  
To receive a report from the Finance Officer regarding the proposed issue of credit notes for Farmers Market Traders (copy herewith).
- F128.00 CEMETERY MATTERS**  
**F128.01** To receive a report from the Cemeteries Officer regarding potential future ashes plots at the Cemetery (copy herewith).  
**F128.02** To receive a report from Cllr Chapman regarding a proposal for Ramsey Road Cemetery to be plastic free (copy herewith).  
**F128.03** To consider the request from the Commonwealth War Graves Commission to erect signage to note that war graves are located within the cemeteries. (copy herewith).
- F129.00 WARNER'S PARK**  
To receive a report from the Facilities Manager regarding an area to be turfed at Warner's Park (copy herewith).
- F130.00 TOWN CLOCK**  
To consider ongoing arrangements for maintenance of the town clock (copy herewith).

**Minutes of the Meeting of the Facilities Committee of St Ives Town Council  
held in the Town Hall on 27 March 2024 at 7:47 pm**

**Present:**

Chair: Cllr M King

Councillors: J Tiddy, R Chapman, J Spencer, P Pope (ex officio)

**In attendance:**

Democratic Officer: A Childs  
Three members of the public

**F112.00 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Councillors N Wells, M Burke, S Mokbul (HDC Work Commitments) and Councillor P Hussain (personal).

**F113.00 DECLARATIONS OF INTEREST**

None.

**F114.00 PUBLIC PARTICIPATION**

The Chair of the Flood Action Group (FLAG) spoke regarding the Council budget for the new financial year, stating the budget for 2024-25 is £20,000 but in the past two years the costs have exceeded this amount. The lower budget was queried due to this fact. The Chair also noted the budget for fire extinguishers, with no budget allocated for the upcoming financial year. Also mentioned was the absence of budget allocation for gazebo replacement, which is costly and will likely be needed in the coming year.

The Chair of FLAG also pointed out that the Town lacks a welcome sign to St Ives when approaching the town from the A1096/London Road, which is perhaps the busiest entrance to St Ives. The Chair was thanked for his comments.

**F115.00 MINUTES**

Councillor P Pope noted that in **Agenda Item F101.00 Declarations of Interest**, by his name it should state 'pecuniary interest' and not 'personal interest'. The amendment was written on the minutes to be signed.

**RESOLVED:** that, subject to the above amendment, the Minutes of the Meeting held on 28<sup>th</sup> February 2024 be agreed as a correct record and signed by the Chair.

**F116.00 ROLLING PROGRAMME**

Councillors were in receipt of the rolling programme.  
Councillor P Pope noted the positive progress on the various items.

The Chair referenced the newly ordered bench and noted that it was due to arrive on the 22<sup>nd</sup> March 2024, and was keen to hear an update on its placement.

Councillor J Tiddy requested that Huntingdonshire District Council be contacted to request increased grass cutting in the area by Oxford Road and Crown Close.

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

**F117.00 BUDGET**

Councillors were in receipt of the budget report. No queries were raised.

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

Chairman's  
Initials

Meeting closed at 8.05 pm.

Chair: \_\_\_\_\_

Dated: 24<sup>th</sup> April 2024

DRAFT

Chairman's  
Initials

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## FACILITIES ROLLING PROGRAMME - AS OF 15/04/2024

## AGENDA ITEM F122.00

Index	Date	Agenda title	Agenda	Resolved	State	Narrative
F	18/3/2024	Ramsey Road Cemetery	Maintenance		<b>Completed</b>	Concreting of plinths Grave marking
F	18/3/2024	Bin collections	Maintenance		<b>Completed</b>	Emptying of bins
F	18/3/2024	Play area checks	Maintenance		<b>Completed</b>	Play areas checked
F	18/03/2024	SITC Assets	Maintenance		<b>In Progress</b>	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
F	19/3/2024	Allotment	Maintenance		<b>Completed</b>	Preparation of plots for renting
F	19/03/2024	Town Hall	Maintenance		<b>Completed</b>	Remove old desk from Mayors office and provide temporary Light
F	20/3/2024	Ramsey Road Cemetery	Maintenance		<b>Completed</b>	Top up grave
F	20/3/2024	Burleigh Hill Centre	Maintenance		<b>Completed</b>	Remove banner and install new banner
F	21/05/2024	Bin collections	Maintenance		<b>Completed</b>	Emptying of bins
F	22/03/2024	Bench relocations	Maintenance		<b>Completed</b>	Build new bench
F	22/03/2024	Town Notice Boards	Maintenance		<b>Completed</b>	Put up notices around town
F	25/03/2024	Bin collections	Maintenance		<b>Completed</b>	Emptying of bins
F	25/03/2024	Play area checks	Maintenance		<b>Completed</b>	Play areas checked
F	25/03/2024	Bench relocations	Maintenance		<b>Completed</b>	Prepare foundations for new bench
F	26/03/2024	Bench relocations	Maintenance		<b>Completed</b>	Fit New
F	26/3/2024	General	Maintenance		<b>Completed</b>	Grass cutting for the week
F	28/3/2024	Play area checks	Maintenance		<b>Completed</b>	Play areas checked
F	28/03/2024	Norris Museum	Maintenance		<b>Completed</b>	Clear pallets
F	02/04/2024	Bin collections	Maintenance		<b>Completed</b>	Emptying of bins

F	02/04/2024	Bin collections	Maintenance		<b>Completed</b>	Put bins out for the Town Hall
F	02/04/2024	Play area checks	Maintenance		<b>Completed</b>	Play areas checked
F	02/04/2024	Allotment	Maintenance		<b>Completed</b>	Change gate code
F	02/04/2024	Play area checks	Maintenance		<b>Completed</b>	Repair Swing at knights way
F	02/04/2024	Play area checks	Maintenance		<b>Completed</b>	Spray off play areas and Town Hall
F	03/04/2024	Toilets	Maintenance		<b>Completed</b>	Fit new Toilet seat
F	03/04/2024	General	Maintenance		<b>Completed</b>	Grass cutting for the week
F	04/04/2024	Bin collections	Maintenance		<b>Completed</b>	Emptying of bins
F	04/04/2024	Ramsey Road Cemetery	Maintenance		<b>Completed</b>	Dig ashes plots
F	05/04/2024	Ramsey Road Cemetery	Maintenance		<b>Completed</b>	Fill ashes plots
F	05/04/2024	Play area checks	Maintenance		<b>Completed</b>	Play areas checked
F	05/04/2024	Allotment	Maintenance		<b>Completed</b>	Allocation of plot
F	08/04/2024	Bin collections	Maintenance		<b>Completed</b>	Emptying of bins
F	08/04/2024	Play area checks	Maintenance		<b>Completed</b>	Play areas checked
F	08/04/2024	General	Maintenance		<b>Completed</b>	Grass cutting for the week
F	09/04/2024	Maintenance Building	Maintenance		<b>Completed</b>	Generator service
F	09/04/2024	Ramsey Road Cemetery	Maintenance		<b>Completed</b>	Top Up grave
F	09/04/2024	Framer's market	Maintenance		<b>Completed</b>	Fit new tyre to sack barrow
F	10/04/2024	Ramsey Road Cemetery	Maintenance		<b>Completed</b>	Spray off cemetery
F	10/04/2024	Town Hall	Maintenance		<b>Completed</b>	Spray off area
F	11/04/2024	Parks	Maintenance		<b>Completed</b>	Cut tree in boradless
F	11/04/2024	Ramsey Road Cemetery	Maintenance		<b>Completed</b>	Dig ashes plot
F	11/04/2024	Toilets	Maintenance		<b>Completed</b>	Install new seat
F	11/04/2024	Ramsey Road Cemetery	Maintenance		<b>Completed</b>	Fil ashes plot
F	11/04/2024	Town Hall	Maintenance		<b>Completed</b>	In stall Kings portrait

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
<b>Amenities</b>										
<b>300</b>	<b><u>Amenities General</u></b>									
4100	Farmers' Markets	14,500	23,234	14,500	29,955	0	0	20,000	0	0
4101	Sale of equipment	0	2,100	0	20	0	0	0	0	0
	<b>Total Income</b>	<b>14,500</b>	<b>25,334</b>	<b>14,500</b>	<b>29,975</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
5019	Repairs & Renewals	3,000	4,879	25,702	18,231	0	0	5,120	0	0
5021	Health & Safety	500	112	500	5,075	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	28,161	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	9,496	0	0	623	0	0
6934	Water Rates	1,000	773	1,000	1,039	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	550	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
	<b>Overhead Expenditure</b>	<b>109,255</b>	<b>88,815</b>	<b>86,777</b>	<b>74,349</b>	<b>0</b>	<b>0</b>	<b>55,841</b>	<b>0</b>	<b>0</b>
	<b>300 Net Income over Expenditure</b>	<b>-94,755</b>	<b>-63,482</b>	<b>-72,277</b>	<b>-44,373</b>	<b>0</b>	<b>0</b>	<b>-35,841</b>	<b>0</b>	<b>0</b>
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
<b>Movement to/(from) Gen Reserve</b>	<u>(94,755)</u>	<u>(58,138)</u>	<u>(72,277)</u>	<u>(44,058)</u>	<u>0</u>		<u>(35,841)</u>		
<b>310 Street Lighting</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	8,700	0	0	2,500	0	0
<b>Overhead Expenditure</b>	<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>
<b>Movement to/(from) Gen Reserve</b>	<u>(5,500)</u>	<u>(9,339)</u>	<u>(5,500)</u>	<u>(9,199)</u>	<u>0</u>		<u>(2,500)</u>		
<b>330 Machinery</b>									
6255 Road Fund Licence & MOT	450	290	450	667	0	0	650	0	0
6256 Fuel	4,900	7,869	8,000	6,404	0	0	8,000	0	0
6257 Maintenance & Servicing	4,000	1,019	5,000	1,013	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	316	0	0	13,710	0	0
6286 Equipments & Tools	0	0	0	25	0	0	0	0	0
<b>Overhead Expenditure</b>	<u>9,350</u>	<u>9,177</u>	<u>13,450</u>	<u>8,424</u>	<u>0</u>	<u>0</u>	<u>42,945</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(9,350)</u>	<u>(9,177)</u>	<u>(13,450)</u>	<u>(8,424)</u>	<u>0</u>		<u>(42,945)</u>		
<b>340 Playground/Open Spaces/Cem.</b>									
4052 Ashes Plots Digging	1,000	1,122	500	814	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	40,793	0	0	22,750	0	0
<b>Total Income</b>	<u>23,000</u>	<u>29,713</u>	<u>13,500</u>	<u>41,607</u>	<u>0</u>	<u>0</u>	<u>30,230</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
5019	Repairs & Renewals	0	0	0	578	0	0	0	0	0
6289	Mausoleum Maintenance	0	0	1,500	0	0	0	1,500	0	0
6391	Inspections & Repair & Renewal	1,000	1,118	1,000	1,814	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	-596	0	0	1,200	0	0
6593	Cemetery Maintenance	2,500	3,277	2,500	3,264	0	0	10,750	0	0
	<b>Overhead Expenditure</b>	<b>20,280</b>	<b>23,902</b>	<b>25,730</b>	<b>15,478</b>	<b>0</b>	<b>0</b>	<b>35,450</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>2,720</b>	<b>5,811</b>	<b>(12,230)</b>	<b>26,129</b>	<b>0</b>		<b>(5,220)</b>		
<b>350</b>	<b>Allotments</b>									
4160	Allotment Rents	6,900	8,834	7,500	24,543	0	0	7,875	0	0
	<b>Total Income</b>	<b>6,900</b>	<b>8,834</b>	<b>7,500</b>	<b>24,543</b>	<b>0</b>	<b>0</b>	<b>7,875</b>	<b>0</b>	<b>0</b>
5026	Subscriptions	0	0	0	55	0	0	0	0	0
6636	Allotment Maintenance	1,000	1,691	1,000	4,299	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	1,579	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>1,200</b>	<b>1,891</b>	<b>1,200</b>	<b>6,133</b>	<b>0</b>	<b>0</b>	<b>4,850</b>	<b>0</b>	<b>0</b>
	<b>350 Net Income over Expenditure</b>	<b>5,700</b>	<b>6,943</b>	<b>6,300</b>	<b>18,410</b>	<b>0</b>	<b>0</b>	<b>3,025</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	316	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>5,700</b>	<b>6,943</b>	<b>6,300</b>	<b>18,726</b>	<b>0</b>		<b>3,025</b>		

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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
<b>Amenities - Income</b>	44,400	63,880	35,500	96,125	0	0	58,105	0	0
<b>Expenditure</b>	145,585	133,124	132,657	113,583	0	0	141,586	0	0
<b>Net Income over Expenditure</b>	<u>-101,185</u>	<u>-69,244</u>	<u>-97,157</u>	<u>-17,458</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
<b>Movement to/(from) Gen Reserve</b>	<u>(101,185)</u>	<u>(63,899)</u>	<u>(97,157)</u>	<u>(16,827)</u>	<u>0</u>		<u>(83,481)</u>		
<b>Total Budget Income</b>	44,400	63,880	35,500	96,125	0	0	58,105	0	0
<b>Expenditure</b>	145,585	133,124	132,657	113,583	0	0	141,586	0	0
<b>Net Income over Expenditure</b>	<u>-101,185</u>	<u>-69,244</u>	<u>-97,157</u>	<u>-17,458</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
<b>Movement to/(from) Gen Reserve</b>	<u>(101,185)</u>	<u>(63,899)</u>	<u>(97,157)</u>	<u>(16,827)</u>	<u>0</u>		<u>(83,481)</u>		

**FACILITIES COMMITTEE**

**DATE: 18th March 2024**

**SUBJECT: Replacement of Town Hall Notice Boards**

**1 Introduction and Purpose of Report**

- 1.1 The Facilities committee requested on the 27<sup>th</sup> of September 2023 for quotes to be sourced for the replacement of the notice boards outside the Town Hall
- 1.2 This report is to present to Members details of the requirements and results of the quotes received.

**2 Recommendations**

- 2.1 That the report is received and noted.
- 2.2 To select a supplier and confirm they type of noticeboard to be purchased.

**3 Background**

- 3.1 There have been some observations about the condition of the Town Hall notice boards.

The current notice boards are in a bad condition and need replacing.

**4. Specification**

- 4.1



**6. Proposal**

6.1 To go out to suppliers to provide the require replacements for 2no notice boards at the Town Hall and include this in the 2024/25 budget.

Quotes have been received from the below suppliers:

Supplier	Metal	Wooden
Notice Board company	£1,634	N/A
Shelly Signs	£2,335	£2,970
Sign of the Times	£2,522	£2,821

Notice Board Company – Example of a metal Sign.



Shelly Signs Example of a wooden Sign



Shelly Signs Example of a metal Sign



**Header panels**

Style A

Style B

Style C

Sign of the Times Example of a wooden Sign



Sign of the Times Example of a metal Sign



**7. Financial Implications**

7.1 2024/25 Budget

**8. Policy Implications**

8.1 There are no current policy implications.

**9. Health and Safety Implications**

9.1 There are no current Health and Safety implications.

**10. Reporting Officer – Trevor White – Facilities Manager**

**FACILITIES COMMITTEE**

**DATE:** 24<sup>th</sup> April 2024

**SUBJECT:** Engagement of expert to value civic regalia for insurance purposes

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**1 Introduction and Purpose of Report**

1.1 This report is to present to Members details of insurance valuations for Civic regalia.

1.2 This report is to present to Members details of the requirements and results of the quote received.

**2 Recommendations**

2.1 That the report is received and noted.

2.2 That an up-to-date valuation is carried out on all Civic regalia.

**3 Background**

3.1 The most current Civic regalia valuations are 2019 and the advice from the insurance company is that the valuations need to be carried out more frequently.

The Clothing i.e. Gowns, hats, gloves etc, have been valued free of charge on a like for like replacement.

A specialist valuer is required to value at all the Chains, Mace and sword.

A specialist valuer has been sourced from the National Association of Civic Officers who are qualified in doing civic regalia valuations.

A quote has been received from Hawksworth to value at all the Chains, Mace and sword at a cost of £895

**6. Proposal**

6.1 To appoint Hawksworth to value all the Chains, Mace and sword at a cost of £895.

**7. Financial Implications**

7.1 Confirmation of budget would be required for these works as this has not been budgeted for 2024/25.

**8. Policy Implications**

8.1 There are no current policy implications.

**9. Health and Safety Implications**

9.1 There are no current Health and Safety implications.

**10. Reporting Officer – Gilly James – Civic Officer**

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**FACILITIES COMMITTEE**

**DATE:** 15<sup>th</sup> April 2024

**SUBJECT:** Purchase of bench and signs

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**1 Introduction and Purpose of Report**

1.1 Purchase of bench and signs.

**2 Recommendations**

2.1 That the report is received and noted.

2.2 To purchase the items, contain within the report

**3 Background**

3.1 The Civic Society of St Ives have previously presented to the council a proposal for the Town Council to purchase several items for Slepe Hall Field this would be to commemorate the Kings Coronation and an information sign that informs the public about the use of Slepe Hall Field by the Grammar School and later by The Slepe Hall School for Girls.

Details of the proposal is attached.

**Proposal**

To purchase the following items:

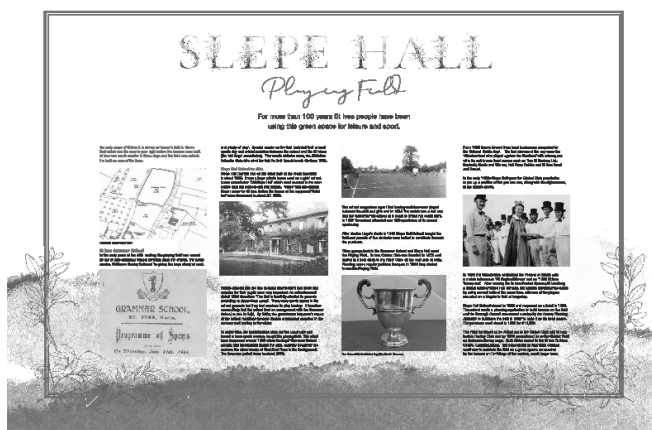
1. 1no Commemorative metal bench plus bolting kit - £1,865 + VAT



2. 2no Wild Rowan / Mountain Ash Trees, Large. Bare rooted 6/8' high



3. 1no information sign and stand - £700 + VAT



**Total costs £2,565**

And receive a donation from the Civic Society of £2,000

**4 Action**

4.1 To Purchase the requested items

**5. Financial Implications**

5.1 Confirmation of which Repairs and Renewals budget the costs would be used for these works

**6. Policy Implications**

6.1 There are no current policy implications.

**7. Health and Safety Implications**

7.1 None required for this installation.

**8. Reporting Officer – Trevor White – Facilities Manager**



**FACILITIES COMMITTEE**

**DATE:** 15th April 2024

**SUBJECT:** Requested Refunds/Credit notes for non-attending stall holders due to bad weather

**1 Introduction and Purpose of Report**

1.1 This report is to present to Members details of the credit note or refunds for the farmers' market

**2 Recommendations**

2.1 That the report is received and noted.

2.2 To confirm the requests for credit notes or refunds for traders on the farmers' market

**3 Background**

3.1 The Inclement Weather Policy was presented to the Facilities Committee on 24<sup>th</sup> of January 2024 and it was decided to review the policy in conjunction with the other farmers' market policies.

The market managers were advised accordingly.

On the 5<sup>th</sup> of April 2024 the policy was activated due to the weather conditions for the market on the 6<sup>th</sup> of April 2024.

The following traders decided not to trade on this day due to no gazebos being available due to the inclement weather:

1. Bakers Whisk **£40.50**
2. Brooks and conquest Cyder **£30**
3. Scents Sew Krafty **£30**
4. Oren Home Ware **£30**
5. Georges Bakery **£60**
6. Papworth Brewery **£40.50**

Total credit notes/refunds **£231**

**4. Proposal**

To confirm if credit notes or refunds would be issued to the affected traders.

**5. Financial Implications**

5.1 2024/25 Budget

**6. Policy Implications**

6.1 There are no current policy implications.

**7. Health and Safety Implications**

7.1 There are no current Health and Safety implications.

**8. Reporting Officer – Esther Whalley – Finance Officer**

**FACILITIES COMMITTEE**

**DATE:**

**SUBJECT: Ramsay Road/Hill Rise cemetery fence**

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**1 Introduction and Purpose of Report**

1.1 To report on the patch of cleared shrubbery

1.2 This report is to present to Members a suggestion from the GM team for the cleared patch of land on the Hill Rise side of the cemetery rear the car parking Pictures below to be used for a future ashes plots.

**2 Recommendations**

2.1 That the report is received and noted

**3 Background**

3.1 The GM team have taken a photo of the cleared patch of land near the second car park.

Rob (GM Team) has suggested this be used for future ashes plots, it was calculated this could be used for 120 (8rows of 15) Plots. Selling these at the current prices would create £16,080, with internments and digging of the plot would create a total income of £45,720 (purchased, digging and internments).

It was suggested we grass seed the area after rotation (digger needed), then plants flowers around the edge.

**4 Action**

4.1 To agree a new ashes section.

**5. Financial Implications**

5.1 2024/25 Budget

**6. Policy Implications**

6.1 There are no current policy implications.

**7. Health and Safety Implications**

7.1 None

**8. Reporting Officer – Nicola Riddell – Cemeteries officer**







## Old Ramsey Road Cemetery

### Follow up Report Feb 2024

Over the past 3 years StAR have been regularly visiting the cemetery

They were concerned about the amount of plastic rubbish in the vicinity.

1 problem was three-fold:

- The cellophane wrap that flowers are sold in and the feeding packets and elastic bands they come with. Please see Fig 1,2 and the video clip link in the appendix
- The plastic flowers that are being left as offerings and being blown into the hedges or mixed in with the grave soil and then used as a mulch in the bushes. This makes it very hard to pick the rubbish because it is being covered and allowed to break up into smaller parts and micro plastic. Please see Fig 3, 4 and 5 in the appendix

We proposed two small interventions that have improved the environmental impact in the area.

1. Place a lid on the current cellophane recycling bin and ask the public to strip the flowers of all non-biodegradable material. Fig 6
2. Place stickers on the compost bin and plastics bin stating what should go in each bin. Stickers like the one below can be obtained from HDC waste minimisation for each bin.

The lid and signs have made a big difference in the amount of cellophane that is being found. However, only one of the bins have had a lid placed on and we recommend that all of the general waste bins have a lid placed on to stop the wind blowing the light cellophane into the perimeter bushes and beyond.

The third recommendation was to propose that the cemetery become a plastic free sight.

- Place signs up on the gate and in other prominent areas along the lines of the Hyde Park statement during the late queen's morning period. (Suggestion below example 1)
- Input the new policy into any new contracts signed.
- Email the current relatives with a statement along the lines of 'We would prefer visitors not to bring non-floral objects/artefacts unless they are regularly maintained.' With suggestions of other tributes such as the ones in Fig 7.

Statement regarding acceptable tributes from Hyde Park after the death of queen Elizabeth 2

'Any form of floral tribute is acceptable. In the interests of sustainability, we ask visitors to only lay organic or compostable material. The public will be asked to remove all wrapping from floral tributes and place these in the bins provided. Removing the wrapping will aid the longevity of the flowers and will assist in subsequent composting....  
...We would prefer visitors not to bring non-floral objects/artefacts such as teddy bears or balloons....'

This heavy-handed approach by a Cornish town council has split public opinion however adaption of the above statement maybe a solution to educate the public.



**Suggested sustainability statement from the Town Council.**

Public information

In the interests of sustainability, we ask visitors to only lay organic or compostable material. Please remove **all** wrapping and plastic from floral tributes and place these in the bins provided.

Removing the wrapping will aid the longevity of the flowers and will assist in subsequent composting. We would prefer visitors not to bring non-floral objects/artefacts unless they are regularly maintained.

The previous facilities manager had agreed to place a sign with the above statement.

We propose that this be implemented by the cemeteries and supported by the council.

Current situation

StAR, St Ives in Bloom, and the 5<sup>th</sup> St Ives Scouts joined together on March 9<sup>th</sup>, 2024.

Three problems remain:

1. Cellophane is still being found in the bushes.
2. Most of the plastic litter is the remainder of plastic flowers being blown from the graves into the perimeter hedge and beyond and being shredded by the lawn mower into smaller parts and spread around the lawn and compost.

I quote one of the scouts,

'Wow! There are so many pieces of plastic flowers.'

3. Cans and bottles being thrown into the surrounding ditch.

Scout quote,

'There were literally 100's of cans and bottles in the ditch.'

This picture shows the much-improved new bins with lid and 2 bags of plastic flowers and 4 bags of bottles and cans. From a one hour pick of a third of the cemetery.



Our suggestion for a solution to this problem would be to provide a blue bin for cans and bottles somewhere in or just outside the cemetery.

Appendix

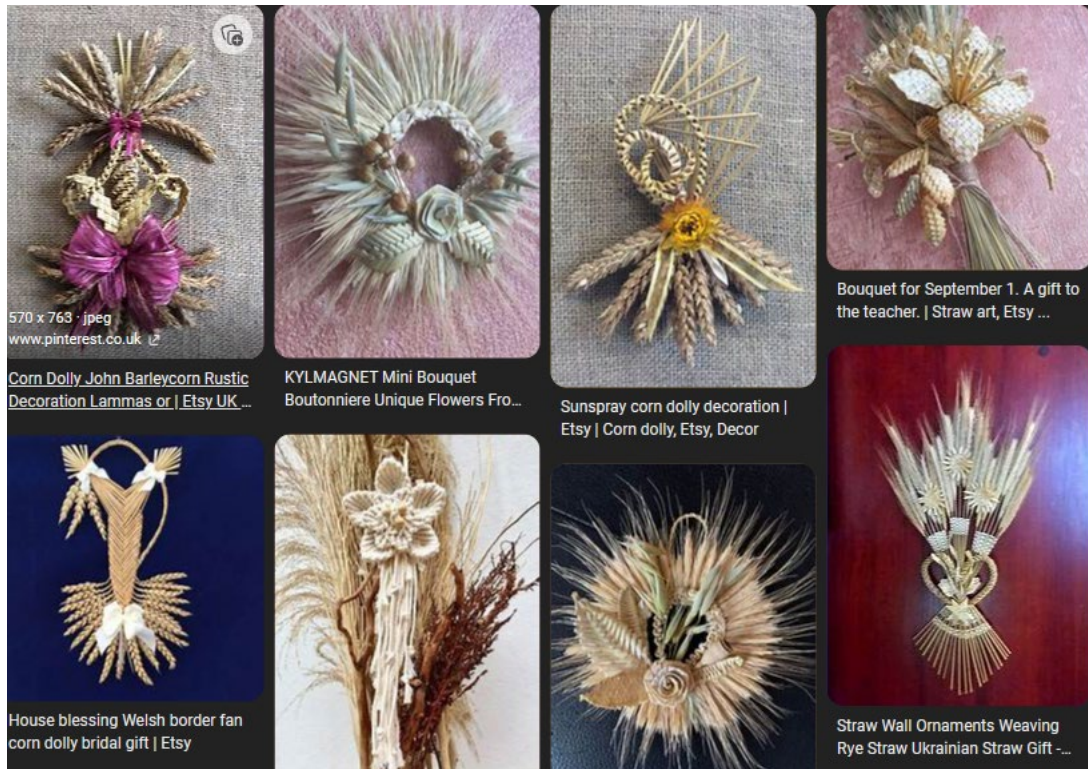




Fig 6, Old bins without lid. One set of these have been covered. This has worked well however  
The other bins have yet to be covered



**Fig 7 Corn dolly eco frienly grave decorations**



## AGENDA ITEM: F128.03

Email received from the Commonwealth War Graves Commission to support this agenda item:

Dear Councillor Burke,

### **Commonwealth War Graves Commission – installation of signs indicating war graves**

<b>Ref No:</b>	<b>Cemetery Name</b>	<b>No. of casualties</b>
CEM 03896	ST. IVES CHURCH CEMETERY	8
CEM 03897	ST. IVES PUBLIC CEMETERY	11

I am writing to you as Chair of the Amenities Committee, on behalf of the Commonwealth War Graves Commission, to enquire if St Ives Town Council would be interested in having a sign at your Cemeteries to let the public know there are war graves situated there. The Signs project commenced as part of the centenary of the First World War and it is hoped that we can erect signs at as many churchyards, cemeteries and burial grounds as possible that contain war graves. The aim of the initiative is to increase awareness of war graves in the UK and to remind the public that they need not travel abroad to find Commonwealth commemorations.

If you would be interested in having signs installed, please could one of your Officers complete and return the attached '**CWGC Sign Application Form**' for each site, together with a photograph showing the desired location of the sign at that burial ground. All signs will be installed (unless by prior agreement), paid for and maintained by the Commission on a permanent basis.

Once we have received your application we aim to install the sign(s) at the agreed location(s) as soon as possible, within a maximum of 12 months. If however, you would prefer to install the sign yourself, this is an option, although we would still require the details requested on the application form & a photo of the proposed location. This is in case the sign needs to be replaced at some point in the future (as a result of damage, theft, etc.).

I have also attached a FAQ sheet for your information, and some suggested fixing options, however if you have any further questions about the application process, or if you would like any other information about the Commission, please do not hesitate to contact us. If you would like to find out more about the casualties buried in your burial grounds, please visit our website at [www.cwgc.org](http://www.cwgc.org), where you can search our database.

**FACILITIES COMMITTEE**

**DATE:** 15th April 2024

**SUBJECT:** Turfing Warners Park

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- 1 Introduction and Purpose of Report**
- 1.1 For approval to turf an area at Warners Park

- |  |
|--|
| <ul style="list-style-type: none"><li><b>2 Recommendations</b></li><li>2.1 That the report is received and noted.</li><li>2.2 To turf an area at Warners Park.</li></ul> |
|--|

- 3 Background**
- 3.1 The committee requested an area be turfed at Warners Park

**Specification**

Seeding costs - £210

Turfing - £528

- 4 Proposal**
- 4.1 To confirm required repair to damaged area

- 5. Financial Implications**
- 5.1 2024/25 budget

- 6. Policy Implications**
- 6.1 There are no current policy implications.

- 7. Health and Safety Implications**
- 7.1 None required for this installation.

- 8. Reporting Officer – Trevor White – Facilities Manager**

## AGENDA ITEM: F130.00

Email received to support this agenda item:

**Dear financial officer**

**This is my regular invoice for services rendered to the Council over the past 12 months (ie up until the end of March 2024).**

**I have attended to and adjusted the Town Clock on the Free Church for 20 years. The Town Council originally paid for and continues to maintain responsibility for this ancient historical and mechanical time-piece.**

**My duties include seasonal time adjustments and "the bongs" on Armistice Day and Remembrance Sunday (an arresting feature of the two well-attended British Legion ceremonies in town) along with constant small adjustments as necessary.**

**I have had some minor repair duties in the past - I have received payment on these expenses separately as they arose. There has been nothing like that this year.**

**However, this year I discovered that the three fluorescent fittings (those you can see back-illuminating the clock face over Market Hill at night) are in dangerous condition and I have twice contacted the previous Town Clerk regards having an electrician to see to and likely replace them with LED fixtures.**

**Please remind the new Clerk of this significant repair which I believe to be essential. (I can quote you to do it myself if you/she prefers). The Town Hall might choose to add this to this years environmental improvements.**

**I will be 72 years old in April and it is getting more difficult to climb the three ladders - I am looking forwards to handing over this important activity to a new volunteer or a member of the Council's staff who I would be happy to train.**

**My charge to the Town Hall for the attendance activity from April 2023 to March 2024 is the sum of £200.**