



*Celebrating 50 years  
1974-2024*

# ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives, Huntingdonshire PE27 5AL  
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**Town Clerk:** Mrs Libby White BEM BA(Hons) FSLCC

**TWINNED WITH STADTALLENDORF**

Issued: 6<sup>th</sup> June 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 12<sup>th</sup> June 2024** in the **Council Chamber, Town Hall at 8pm.**

*Libby White*

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

## AGENDA

The Town Mayor's Chaplain will say prayers prior to the commencement of the meeting.

### **C24.00 APOLOGIES FOR ABSENCE**

To receive and approve apologies for absence.

### **C25.00 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.

### **C26.00 PUBLIC PARTICIPATION**

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 Chair. Limited to 3 minutes per person, 15 minutes in total.

### **C27.00 MINUTES**

To confirm as a correct record the minutes of Mayor Making 23<sup>rd</sup> May 2024 and the reconvened meeting 28<sup>th</sup> May 2024 (copies herewith).

### **C28.00 TOWN MAYOR'S ANNOUNCEMENTS**

To receive the Town Mayor and Deputy Town Mayor's engagements list (copy herewith).



- C29.00 NEIGHBOURHOOD PLAN**  
To receive an update of the neighbourhood plan (copy herewith).
- C30.00 EXTERNAL REPORTS**  
**C30.01** Police matters.  
**C30.02** County Council matters.  
**C30.03** District Council matters.  
**C30.04** Other bodies.
- C31.00 REPORTS**  
To receive minutes of the meetings of the following committees and to consider any recommendations contained therein (copies herewith):
- C31.01 Planning Committee**  
Held on 22<sup>nd</sup> May 2024.
- C31.02 Property Committee**  
Held on 22<sup>nd</sup> May 2024.
- C31.03 Facilities Committee**  
Held on 22<sup>nd</sup> May 2024.
- C31.04 Personnel Committee**  
Held on 29<sup>th</sup> May 2024
- C31.05 Finance and Policy Committee**  
Held on 5<sup>th</sup> June 2024
- C32.00 ROLLING PROGRAMME**  
To receive the Rolling Programme (copy herewith).
- C33.00 FINANCE MATTERS**  
**C33.01** To receive an update on financial matters.  
**C33.02** To consider the request from Cambridgeshire County Council to maintain and adopt bus shelters and bins in the town (to follow).  
**C33.03** To consider the purchase of office furniture for the town hall (to follow).
- C34.00 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.
- C35.00 PERSONNEL MATTERS**  
To consider personnel matters to be brought to the attention of the full council by both the Personnel and Finance and Policy Committees.
- C36.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**  
To resolve that the confidential business having been concluded, the Press and Public be readmitted to the meeting.

**Minutes of the Annual Meeting and Mayor Making of St Ives Town Council held on Thursday 23rd May 2024 in the Burgess Hall, St Ives at 7.30pm**

**Present:**

Town Mayor: Councillor P Hussain

Deputy Town Mayor: Councillor J Kerr

Councillors: M Burke, M Gleadow, M King, S Mokbul, C Morgan, M Page, P Pope, A Riddell, J Spencer, J Tiddy, L Valla, N Wells

**In attendance:**

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

126 members of the public

**PRAYERS**

The Town Mayor's Chaplain was unable to attend. Callum Dickerson attended as his replacement and said prayers prior to the commencement of the meeting.

Mr Mobsher Hussain was also in attendance and recited the call to prayer.

**Town Mayor's Announcements and Presentations**

Prior to the commencement of the meeting, the Town Mayor, Cllr Pope, addressed attendees and provided a summary of the year including events attended, work undertaken by the council and achievements made. Following his speech awards were presented as follows:

***Millennium Shield*** to an inspirational local youth organisation.

Awarded to Cromwell District Scouts, accepted by Mike Wenham and Sue Best.

***Community Challenge Award*** in recognition of an individual's contribution to the community.

Awarded to Laura Bird.

***Commerce in the Community Award*** to a business for its contribution to the community.

Awarded to the Haywain public house, accepted by Steve Lowe.

***Entrepreneur of the Year Award*** recognising entrepreneurial achievement from an individual who demonstrates vision, leadership and success.

Awarded to Vicky Grant. Vicky was unable to attend and the Town Mayor noted that he had presented to her during the working day.

***Hidden Gem of St Ives Award*** shining a spotlight on the underappreciated and underrecognized groups and/or areas of beauty within our borders.

Awarded to Friends of Hold Island Nature Reserve and collected by Ian Jackson.

***Care in the Community Award*** to a group who demonstrate selflessness, kindness and compassion whilst improving other people's quality of life.

Awarded to Dementia Friendly Community and accepted by Roger Kuch and Agi Peach.

***Volunteer of the Year Award*** for a group or individual who encompass St Ives key values including integrity, kindness, support and goodwill without prejudice.

Awarded to Ladybird Boat Trust, accepted by John Clarke and Andy Nicol.

***Heart of St Ives*** in recognition of an individual who has touched the hearts and lives of many within the community.

Awarded to Simon Townend

***Sport Club of the Year***

Awarded to St Ives Rugby Team.

Chair's  
Initials

***Dedication to the Civic Office of St Ives*** a one off presentation to someone who has selflessly given her time to the Civic Office of St Ives Town Council.

Awarded to Veronica Smoothy.

***Dedicated Service as the Macebearer*** another one off presentation to demonstrate the Mayor's appreciation for the unwavering support provided during his term of office.

Awarded to Philip Ganny.

***Presentation to Outgoing Mayor's Cadet***

The presentation was made to Lewis King.

The Town Mayor noted that through the year he had managed to raise £14,476.40 for his chosen charities. Cheque presentations were made as follows:

£500 – Army Cadet Force – St Ives Detachment  
 £500 – 2331 St Ives Squadron Air Training Corps  
 £500 – St Ives Youth Theatre  
 £500 – St Ives Rugby Club Youth Teams  
 £500 – St Ives Football Club Youth Teams  
 £500 – East Anglia Childrens' Hospice  
 £500 – 2<sup>nd</sup> St Ives Sea Scout Group  
 £500 – KICK St Ives  
 £500 – Pinpoint Cambridgeshire  
 £500 – Dreamdrops Childrens' Charities  
 £1,000 – St Ives Rugby Club Ladies Team  
 £1,000 – Butterfly Legacy Project  
 £1,000 – Acorn Cancer Support  
 £2,000 – St Ives Food Bank  
 £3,176.40 – MAGPAS Air Ambulance

In addition, £300 cash was presented to St Ives Armed Forces and Veterans Breakfast Club to help them purchase advertising banners for their events.

The Mayor summarised that it had been an honour to serve the town as Mayor for the previous year and he had been humbled by the opportunity and support given.

**The Meeting formally commenced at this point.**

**C01.00 ELECTION OF TOWN MAYOR FOR THE ENSUING YEAR 2024/25**

Nominations were invited for the role of Town Mayor.

Councillor Burke proposed that Councillor Hussain be elected as Town Mayor the 2024/25 municipal year. Councillor Mokbul seconded the motion. With no further nominations, the motion was unanimously approved.

**RESOLVED:** that Councillor Hussain be elected Town Mayor for the municipal year 2024/25.

**C02.00 DECLARATION OF ACCEPTANCE OF OFFICE**

The Town Mayor made the Loyal Oath of Allegiance, signed the Ceremonial Scroll and signed the Declaration of Acceptance of Office, countersigned by the Town Clerk.

The new Town Mayor thanked the outgoing Mayor for his commitment and those for nominating him to the role. Following a brief speech the Town Mayor confirmed that his chosen charities for the year would be:

- The Bridge Advice Centre, which supports local residents with free debt advice and associated support;
- St Ives District Branch of the Royal British Legion, based at the Ivy Leaf Club St Ives;

Chairman's  
Initials

- Acorn Cancer Support, a local charity that supports cancer patients, their families and carers;
- The Day Care Centre, St Ives, which is a unique community charity providing five day a week daytime service, for the elderly, lonely and frail within St Ives and surrounding villages; and
- Kick, supporting youth programmes in St Ives.

**C03.00 ELECTION OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR 2024/25**

The Town Mayor invited nominations for the role of Deputy Town Mayor.

Councillor Gleadow proposed that Councillor Kerr be elected to continue in the role of Deputy Town Mayor, seconded by Councillor Pope and unanimously agreed.

**RESOLVED:** that Councillor Kerr be elected to continue as Deputy Town Mayor for the municipal year 2024/25.

Councillor Kerr signed the Declaration of Acceptance of Office, countersigned by the Town Clerk.

**C04.00 VOTE OF THANKS TO RETIRING TOWN MAYOR AND/OR DEPUTY TOWN MAYOR**

Cllr Gleadow proposed a vote of thanks to the retiring Town Mayor for the leadership he has shown in the role for 2023/24. Councillor Kerr seconded his comments and added that it had been a pleasure to work so closely with him over the previous months.

**C05.00 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Chapman (personal), Cllr Cantwell (work commitments), Cllr Thompson (personal)

**C06.00 ADJOURNMENT OF MEETING TO TUESDAY 28<sup>th</sup> MAY 2024, 7pm AT THE TOWN HALL**

**RESOLVED:** that the meeting be adjourned, to be reconvened on Tuesday 28<sup>th</sup> May 2024 at 7:00pm in the Town Hall, St Ives.

Meeting closed at 8.50pm.

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

Dated: 12 June 2024

**Minutes of the Meeting of the Reconvened Annual Meeting of St Ives Town Council  
held in the Town Hall on Tuesday 28<sup>th</sup> May 2024 at 7pm.**

**Present:**

Town Mayor: Cllr P Hussain  
Deputy Mayor: Cllr J Kerr

Cllrs: C Morgan, P Pope, M Page, J Spencer, J Cantwell, M Gleadow, A Thompson, J Tiddy,  
N Wells, A Riddell

**In attendance:**

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC  
Father Mark  
0 members of the public

**PRAYERS**

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

The Mayor welcomed the new Town Clerk to the role. In addition, he expressed his heartfelt thanks to Cllr Pope for all his efforts in his role as Mayor from 2022-2024. Thanks to all the officers who helped make Mayor.

**APOLOGIES**

Apologies were received and accepted by M Burke (Personal), Cllr Chapman (personal), Cllr King (personal) and Cllr Valla (personal).

Absent: Cllr Mokbul

**C07.00 RECONVENING OF THE MEETING STARTED ON THURSDAY 23<sup>rd</sup> MAY 2024.**

**C08.00 DECLARATIONS OF INTEREST**

Cllr Page expressed a personal interest in item C11.01 planning.  
Cllr Kerr expressed a personal interest in item C21 due to her role in the CIC.  
Cllr Wells, Cllr Tiddy, and Cllr Pope expressed a personal interest in C21 as members of CIC

**C09.00 PUBLIC PARTICIPATION**

None.

**C10.00 MINUTES**

Members were in receipt of the minutes of the meeting of the Town Council held on 10<sup>th</sup> April 2024 and the extraordinary meetings held on 15<sup>th</sup> April and 14<sup>th</sup> May 2024.

**RESOLVED:** that the minutes of the meetings be accepted with the amendment to the minutes of 14<sup>th</sup> May to include Cllr Page as attending.

**C11.00 REPORTS**

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

**C11.01 Planning Committee** - held on 24<sup>th</sup> April 2024.

**C11.02 Property Committee** - held on 24<sup>th</sup> April 2024.

**C11.03 Facilities Committee** - held on 24<sup>th</sup> April 2024.

**C12.00 REVIEW OF COMMITTEES AND WORKING GROUPS**

**C12.01** Members reviewed the delegation arrangements to committees, sub-committees, employees and other local authorities (SO2j vi) documented in the Scheme of Delegation.

**RESOLVED:** Cllr Gleadow proposed to adopt the Scheme of Delegation which was seconded by Cllr Spencer. There was a unanimous vote.

Chair's  
Initials

**C12.02** In line with Standing Order SO2j vii, the current arrangements for committees and their Terms of Reference were considered by members, with recommendations from the Town Clerk. There followed a lengthy discussion to consider the merits of the committees and requirement for the forthcoming year.

**RESOLVED:** the following committees to remain with changes to Terms of Reference:

**Planning** to meet once per month unless otherwise required and to review in six months to ensure it is working for the council with only one meeting per month. Unanimous.

**Personnel** as is with amendment to the Terms of Reference to include responsibilities for the Performance Review of the Town Clerk to be added and for a member of the committee to attend interviews for the recruitment of staff with the Town Clerk and perhaps another officer where needed.

**C12.03** In line with Standing Order SO2j viii membership for the existing committees was discussed.

**RESOLVED:** that membership of the existing committees be as follows with the Town Mayor as ex officio:

**Planning** B Chapman, M Gleadow, J Kerr, C Morgan, M Page, J Tiddy, N Wells.

**Personnel** M Burke, J Cantwell, M Gleadow, J Kerr, C Morgan, A Riddell, A Thompson

**C12.04** New committees were considered as per Standing Order SO2j iix. Committees were created, proposed terms of reference reviewed and membership agreed as follows with the Town Mayor ex officio:

**RESOLVED:** to combine the responsibilities of both the Facilities and Properties Committees to create the Estates Committee. Proposed Terms of Reference were approved by members. Committee members to be:

Mr Burke, B Chapman, M King, S Mokbul, J Spencer, A Thompson, J Tiddy, L Valla

**RESOLVED:** to create the Finance and Policy Committee to provide better scrutiny of finance and policies held by the Town Council. Proposed Terms of Reference were approved by members. Committee members to be:

The Town Mayor, the Deputy Mayor, Chairs of each committee and additional members including J Cantwell, A Riddell and A Thompson

**RESOLVED:** to create the Resilience Committee as agreed in February 2024 with Terms of Reference to be reviewed in line with work to be carried out with the Resilience Forum. Committee members to be:

M Burke, P Hussain, J Kerr, C Morgan, J Spencer, J Tiddy, N Wells

## **C13.00 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS, APPOINTMENTS AND POLICIES**

**C13.01** Revised Standing Orders based on the model document provided by the National Association of Local Councils (NALC) were considered by Cllrs in line with Standing Order j2 xii. It was proposed by Cllr Thompson, and seconded by Cllr Morgan to adopt the proposed document with a review in six months to ensure that it is working for the council.

**RESOLVED:** to adopt the new Standing Orders and review in six months.

**9 in favour, 1 abstention**

Chair's  
Initials

**C13.02** New Financial Regulations based on the newly released model document provided by NALC were considered by Cllrs in line with Standing Order j2 xii. Proposed by Cllr Thompson, seconded by Cllr Cantwell and agreed with a unanimous vote.

**RESOLVED:** to adopt the new Financial Regulations as presented.

**C13.03** Members reviewed the inventory of land and assets including buildings and office equipment in accordance with Standing Order j2 xv. It was noted that York House appears on the Asset Register twice.

**RESOLVED:** that with the correction of the York House double entry, the Asset Register is approved as correct.

**C13.04** Members reviewed the arrangements for insurance cover in respect of all insured risks according to Standing Order j2 xvii. A query was raised that Burleigh Hill has cover for the contents. It was noted that the contents currently belong to the charity and are covered in that policy. Proposed by Cllr Riddell and seconded by Cllr Thompson that a three year arrangement be entered into with Zurich.

**RESOLVED:** that insurance cover continue with Zurich on a three year plan at £15,470.12 per annum based on the current cover required.

**C13.05** A revision of dates for the meetings of the Town Council was considered according to Standing Order j2 xxii due to the change in committee structure. Cllr Riddell proposed and it was seconded by Cllr Spencer that the new Finance and Policy Committee meet on the first Wednesday of the month allowing them to report back to full council the following week. There was a unanimous vote.

**RESOLVED:** that the Finance and Policy Committee meet on the first Wednesday of the month with a review after six months.

**C14.00 TOWN MAYOR'S ANNOUNCEMENTS**

It was noted that the outgoing Mayor's announcements for May would be provided at the next meeting and would include the retiring Mayor and new Town Mayor's announcements.

**C15.00 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2024/25**

Due to delays receiving documentation, this item was deferred to later meeting.

**C16.00 FINANCE MATTERS**

**C16.01** Members considered the report from the RFO and Finance Officer about Earmarked Reserves for Community Infrastructure Levy (CIL) money having not been allocated for 2023/24. Cllr Gleadow noted that he felt the CIL should be used for the benefit of the whole community. It was noted that the Town Hall is a community owned building. After a short discussion, it was proposed by Cllr Thompson, seconded by Cllr Pope that the underspend of CIL be allocated to the fire door upgrade of which £20,326.50 has already been paid as a deposit. **11 in favour, 1 abstention.**

**RESOLVED:** to allocate the cost of the fire doors to the Community Levy Infrastructure Earmarked Reserves, therefore not having to take money from General Reserves to top up the Earmarked Reserves.

**C16.02** The Town Clerk noted that there have been some matters to sort out to enable Year End processes to be completed. This has meant that reports for the current year are not available. She noted that this work is being prioritised and it is hoped that the Year End process will be completed shortly.

**C16.03** Members considered the following community grant applications:

Chair's Initials
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**C16.03.01** Cambridgeshire Search and Rescue (CamSAR). Cllr Kerr provided a summary of the work undertaken by the volunteers of this charity. It was proposed by Cllr Thompson to support the charity with the full amount but should St Neots Town Council also provide the funding they have been asked for, to provide the 50% at £395. Cllr Kerr seconded the motion. 11 in favour, 1 abstention.

**RESOLVED:** to provide the funding to CamSAR for the full amount unless St Neots have also agreed funding meaning that the donation would be 50% to match St Neots.

**C16.03.02** Summer Reading Challenge, St Ives Library. Cllr Tiddy proposed the donation of £600. Cllr Thompson seconded the motion as it has been a successful event for the town and it is wonderful for getting children learning over the holidays. Cllr Cantwell noted the value for money at £2 per child and can be a real kickstart. There followed a unanimous vote.

**RESOLVED:** To provide funding of £600 as requested towards the Summer Reading Challenge.

#### **C17.00 TOWN HALL ROOF REPAIRS**

Members of the Property Committee presented the Council with the quotation from Cambridge Roofers at a cost of £8,316 + VAT for repairs to the Town Hall roof. They noted that it was the quotation which had been resolved to bring to Full Council for approval at their meeting held on 24<sup>th</sup> April 2024. It was noted that the cost is in excess of the delegated amount which can be approved by the committee. It was proposed by Cllr Morgan, seconded by Cllr Cantwell and resolved by a unanimous vote to accept the recommendation of the committee and employ Cambridge Roofers.

**RESOLVED:** to employ Cambridge Roofers to carry out repairs on the Town Hall roof at a cost of £8,316 + VAT.

Cllr Pope left the meeting at 8.54pm.

In line with Standing Orders it was agreed to extend the meeting at this point.

#### **C18.00 CEMETERY MATTERS**

Members were in receipt of an update from the Cemeteries Officer regarding a designated kerbed surround section at Ramsey Road Cemetery. Cllr Hussain noted that he had asked for kerbs for the whole cemetery for inclusion for all. However, due to the layout of the old section it is not possible for kerbs as they would in certain instances be overlapping with neighbouring graves.

Motion 1: it was proposed by Cllr Tiddy to only apply kerbstones in the Muslim section and keep the remaining as lawn. Seconded by Cllr Cantwell.

Motion 2: Cllr Thompson proposed that kerbstones be approved for Hill Rise, Muslim section and future areas.

Motion 3: it was proposed by Cllr Riddell and seconded by Cllr Page that the kerbstones be applied to the Muslim section and Hill Rise. 9 in favour, 1 against, 2 abstentions.

Motion 3 was therefore carried.

**RESOLVED:** to allow kerbstones at Hill Rise Cemetery and within the Muslim section.

#### **C19.00 ROLLING PROGRAMME**

Members were in receipt of the Rolling Programme.

#### **C20.00 EXTERNAL REPORTS**

**C20.01** A report from Sergeant Andrew Caruana will be circulated to members.

**C20.02** County Council matters.

Chair's Initials
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The Town Clerk noted that contact has been made with the County Cllr asking for regular updates from the County Council.

**C20.03 District Council matters.**

District Council members in attendance noted that they are In the third year of the four year cycle. They also noted that they will be providing written reports on a monthly basis.

**C20.04 Other bodies.**

None received.

**C21.00 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 9.19pm.

**C22.00 To consider correspondence received from the Corn Exchange CIC.**

Additional correspondence received from the Corn Exchange CIC was received by members and discussed at length. After discussion it was proposed by Cllr Hussain and seconded by Cllr Spencer that a loan of £8,000 be provided to the CIC to be repaid from early 2025. As a condition of the loan, the CIC would provide the Council with a business plan in June 2024, keep the Council updated with financial reports and formal loan documentation would be drawn up. 7 in favour, 1 against, 3 abstentions

**RESOLVED:** to provide a loan of £8,000 to the CIC.

During discussions the Town Clerk had clarified with members the money in the budget for the Corn Exchange which includes £16,000 for refurbishment in the 2024 year and £17,000 which is earmarked for future refurbishment of the Corn Exchange. It was proposed by Cllr Hussain, seconded by Cllr Spencer that the money be used from the Earmarked Reserves. 9 in favour, 2 abstentions.

**RESOLVED:** that the money be spent from the Earmarked Reserves for the Corn Exchange Refurbishment.

**C23.00 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.

Meeting opened at 10.05pm.

Meeting closed at 10.06pm.

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

Dated: 12<sup>th</sup> June 2024

**FULL COUNCIL MEETING  
12 June 2024**

**FUNCTIONS ATTENDED BY THE TOWN MAYOR IN MAY 2024**

**MAYOR Cllr Philip Pope**

May	Event	Where
2 May	Huntingdon Mayor Making	Huntingdon Town Hall
3 May	Mayor's Golf Day	St Ives Golf Club, Needingworth Road
4 May	Summer Fayre	The Methodist Church, St Ives
4 May	Higham Ferrars Racenight	Linnetts Lane, Higham Ferrars
7 May	C.A.T.S. Coronation Tea Party	Broad Leas, St Ives
7 May	U14 Girls Cup Final and Presentations	St Ives Football Club, Westwood Road
9 May	Guys & Dolls, The Centre Theatre Players	The Burgess Hall, St Ives
13 May	City Of Ely Mayor Making	The Maltings, Ely
14 May	Raunds Mayor Making	Town Hall, Raunds
16 May	Meeting the children from Spring Common, St Ives in Bloom Celebration Event	The Norris Museum, St Ives
18 May	Monte Cassino Commemoration Service	The War Memorial, Market Hill
18 May	Farmers Market Birthday Celebration	Market Hill, St Ives
18 May	Kidney Charity Event	The Corn Exchange, The Pavement
18 May	100th Birthday Celebration	Ivy Leaf Club, The Broadway
23 May	Field Lodge Care Home, Farewell Visit	London Road, St Ives
23 May	Presentation at the Vicky Grant Dance Studio	Edison Road Industrial Estate, St Ives
23 May	St Ives Mayor Making	The Burgess Hall, St Ives

**DEPUTY MAYOR Cllr Julie Kerr**

May	Event	Where
18 May	The Farmers Market Birthday Celebration	Market Hill, St Ives
23 May	St Ives Mayor Making	The Burgess Hall, St Ives

**Minutes of the Meeting of the Planning Committee of St Ives Town Council  
held in the Town Hall on 22<sup>nd</sup> May 2024 at 7pm**

**Present:**

Chair: M Gleadow

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

**In attendance:**

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

Facilities Manager: Mr T White

0 members of the Public

**PL01.00 APOLOGIES FOR ABSENCE**

Apologies were received and approved from Cllr Wells (HDC), Cllr Kerr (HDC) and Cllr Pope (Council commitments).

**PL02.00 DECLARATIONS OF INTEREST**

None.

**PL03.00 PUBLIC PARTICIPATION**

None.

**PL04.00 MINUTES**

The committee were in receipt of the draft minutes of the Planning Committee meeting held on 24<sup>th</sup> April 2024.

**RESOLVED:** that the minutes of the meeting held on 24<sup>th</sup> April 2024 were approved and signed by the Chair.

**PL05.00 PLANNING APPLICATIONS**

**PL07.01 24/00734/TREE** T1 Horse Chestnut - Reduce tips of southern lateral branches by up to 2m to balance crown  
T2 Willow - Reduce height by 5m (back to previous pollard point) to contain size of tree as part of routine management.

**The Old Mill  
London Road  
St Ives**

**RESOLVED:** Recommend refusal based on the fact that they have not provided enough information about the work required to the trees. Councillors expressed concern that there is a lack of technical information to justify the work requested.

**PL07.02 24/00823/TREE** T1 Lime - removal, 2 x Holly T2 and T3 - removal  
Replacement with liquid amber trees, 3m high at approx 6m spacing  
**11 Market Hill  
St Ives**

**RESOLVED:** Recommend refusal as no reason provided for the removal and no evidence to support the need to

Initials

remove. Welcome the offer to plant more trees but would like to see more native trees planted.

The meeting concluded at 7.18pm

Chair:.....

Dated: 12<sup>th</sup> June 2024

DRAFT

Initials

**Minutes of the Meeting of the Property Committee of St Ives Town Council  
held in the Town Hall on Wednesday 22<sup>nd</sup> May 2024 at 8.30pm**

**Present:**

Chair: Councillor P Hussain

Councillors: J Tiddy, M Gleadow, M King, L Valla, J Spencer

**In attendance:**

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

Facilities Manager: Mr T White  
0 members of the public

**PR01.00 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Burke (HDC) and Cllr Pope (Council commitments)

**PR02.00 DECLARATIONS OF INTEREST**

None.

**PR03.00 PUBLIC PARTICIPATION**

None.

**PR04.00 MINUTES**

Members were in receipt of the minutes of the meeting of the Property Committee meeting held on 24<sup>th</sup> April 2024.

**RESOLVED:** that the minutes were signed and agreed.

**PR05.00 MAINTENANCE UPDATES**

**PR05.01 General Property Maintenance Update.**

Members were in receipt of the General Property and Maintenance Update.  
It was noted that the Council was waiting for HDC's plumber to come and replace the manual flush with an electronic flush system at the bus station toilets. It is noted that there has been a lot of vandalism.

**RESOLVED:** Cllr King proposed, seconded by Cllr Spencer that research be carried out to look into different types of seats or solutions to deter vandalism including possibility for CCTV in the area.

**PR05.02 Property Maintenance Schedule.**

Members were in receipt of the Property Maintenance Schedule.

**PR06.00 BUDGET**

The Town Clerk noted that as at the time of the meeting, year end finances have not been completed and it is not currently possible to provide an update on finances for the current year.

**PR07.00 CLEANING CONTRACT**

The report from the Facilities Manager was received by Councillors. It was agreed to prepare to go to tender ready for budgeting for the 2025/26 financial year. Proposed by Cllr King, Cllr Spencer seconded the motion.

**RESOLVED:** to go to tender for the cleaning contract.

Meeting closed at 8.50pm.

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

Dated: 26<sup>th</sup> June 2024

Chair's  
Initials

**Minutes of the Meeting of the Facilities Committee of St Ives Town Council  
held in the Town Hall on 22<sup>nd</sup> May 2024 at 7:45pm**

**Present:**

Chair: Cllr M King

Councillors: J Tiddy, R Chapman, P Hussain, J Spencer

**In attendance:**

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

Facilities Manager: Mr Trevor White  
One member of the public

**F01.00 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Pope (Council commitments), Cllr Burke (HDC), Cllr Mokbul (HDC) and Cllr Wells (HDC).

**F02.00 DECLARATIONS OF INTEREST**

None.

**F03.00 PUBLIC PARTICIPATION**

None.

**F04.00 MINUTES**

Members were in receipt of the minutes from the Facilities Committee meeting on 24<sup>th</sup> April 2024.

**RESOLVED:** that the minutes of the meeting held on 24<sup>th</sup> April 2024 be agreed as a correct record and signed by the Chair.

**F05.00 ROLLING PROGRAMME**

Cllr Spencer arrived to the meeting at 7.51pm

Members were in receipt of the rolling programme.

The Town Clerk shared news of a telephone call received from a member of the public praising the provision of public toilets at the Globe Place car park.

**F06.00 BUDGET**

The Town Clerk noted that as at the time of the meeting, Year End finances have not been completed and it is not currently possible to provide an update on finances for the current year.

**F07.00 CEMETERY MATTERS**

**F07.01** Members were in receipt of an update report from the Cemeteries Officer regarding potential future ashes plots at the Cemetery. It was noted that progress had been made to grass the area but waiting for better weather for seeding.

**F07.02** Members were in receipt of a report from the Cemeteries Officer regarding the request for a cherry/almond tree at Ramsey Road Cemetery. It was proposed by Cllr Chapman, seconded by Cllr Hussain to accept an almond tree from the resident.

**RESOLVED:** Proposed by Cllr Chapman, seconded by Cllr Hussain to accept an almond tree from the resident.

Chair's  
Initials

**F07.03** Members were in receipt of a report from the Cemeteries Officer regarding a proposed enforcement notice to remove additional items from gravestones. It was noted that within the cemetery regulations it is stipulated what can and cannot be placed on the plots.

**RESOLVED:** to carry out the enforcement with everything removed by the end of July. Notice to be rewritten to be more sympathetic to residents feelings.

Meeting closed at 8.25pm

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

Dated: 26<sup>th</sup> June 2024

DRAFT

Chair's Initials
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**Minutes of the Meeting of the Personnel Committee of St Ives Town Council  
held in the Town Hall on Wednesday 29<sup>th</sup> May 2024 at 7pm**

**Present:**

Chair: Councillor J Kerr  
Vice Chair: Councillor M Gleadow

Councillors: A Thompson, A Riddell, P Hussain

**In attendance:**

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

**Election of Chair**

Cllr Thompson nominated Cllr Kerr to remain as Chair of Personnel Committee. Seconded by Cllr Riddell and resolved by a unanimous vote.

**RESOLVED:** that Cllr Kerr remain as Chair of the Personnel Committee.

**Election of Vice Chair**

Cllr Kerr nominated Cllr Gleadow to remain as Vice Chair of Personnel Committee. Seconded by Cllr Thompson and resolved by a unanimous vote.

**RESOLVED:** that Cllr Gleadow remain as Chair of the Personnel Committee.

**PE01.00 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Burke (HDC), Cllr Cantwell (work commitments), Cllr Valla (personal).

**PE02.00 DECLARATIONS OF INTEREST**

Cllr A Riddell noted a personal interest in item PE07.00.

**PE03.00 PUBLIC PARTICIPATION**

None.

**PE04.00 MINUTES**

Approval of the minutes were deferred to the next item due to the difference in attendance of Councillors between both meetings.

**PE05.00 BUDGET**

The Town Clerk noted as the Year End process it taking a little longer than anticipated, there are no reports available from the financial software for this year.

**PR06.00 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 7.11pm

**PE07.00 PERSONNEL MATTERS**

Members were in receipt of the confidential report from the Town Clerk on all personnel matters.

Having considered the confidential report received from the Town Clerk, resolutions were made as follows.

It was proposed by Cllr Riddell, seconded by Cllr Thompson and resolved by a unanimous vote to pay the shortfall of salary, spanning over five years, in the sum of £1,695.55 to the Deputy

Chair's  
Initials

Director. A formal letter of apology to be sent to the staff member for the error not being picked up sooner and to reiterate that they are a valued and respected member of staff.

**RESOLVED:** to pay the shortfall of £1,695.55 to the Deputy Director and to issue a formal letter of apology.

It was further proposed by Cllr Riddell, seconded by Cllr Thompson and resolved by a unanimous vote that the Town Clerk have delegated authority to pay up to £2,000 and update the leave of the Community Officer for the Norris Museum, once final investigations are completed for a further potential shortfall in salary payments. To be reported back to the next Personnel Committee meeting.

**RESOLVED:** to pay up to £2,000 for any shortfall in salary for the Community Officer (Norris Museum) and holiday up to one week.

Councillors asked that the Town Clerk check all staff for any further issues with pay, contracts, etc.

Councillors asked the Town Clerk to investigate the potential of an Apprentice, of 18 years and older to support the Grounds Maintenance Team.

Cllr Hussain left at 8.09pm

It was proposed by Cllr Kerr, seconded by Cllr Riddell and resolved by a unanimous vote that the back pay in line with the increase provided to staff following the SCP increases announced in November be paid to the former Finance Officer in the sum of £763.26.

**RESOLVED:** to pay £763.26 to the former Finance Officer.

**PE08.00 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.

Meeting reopened at 8.52pm

Meeting closed at 8.53 pm.

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

Dated: 17<sup>th</sup> July 2024

Chairman's  
Initials

**Minutes of the Meeting of the Finance and Policy Committee of St Ives Town Council  
held in the Town Hall on Wednesday 5<sup>th</sup> June 2024 at 7pm**

**Present:**

Chair: A Thompson  
Vice Chair: A Riddell

Councillors: M Burke, P Hussain, J Kerr, M King, L Valla

**In attendance:**

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC  
0 members of the Public

**FP01.00 ELECTION OF CHAIR**

The Town Mayor nominated Councillor Thompson as Chair of the Committee. Seconded by Councillor Burke and resolved by a unanimous vote.

**RESOLVED:** Councillor Thompson duly elected Chair of the Committee.

**FP02.00 ELECTION OF VICE-CHAIR**

The Chair asked for nominations for the position of Vice Chair. Cllr Kerr nominated Councillor Riddell for the role. The Mayor seconded and resolved by a unanimous vote.

**RESOLVED:** Councillor Riddell duly elected as Vice Chair of the Committee.

**FP03.00 APOLOGIES FOR ABSENCE**

Apologies were received and approved from Cllr Wells (personal) and Cllr Cantwell (work).

**FP04.00 DECLARATIONS OF INTEREST**

Cllr Riddell declared a personal interest in item FP06.00 with his wife working for the Council and in that he has had contact with previous members of staff in the last few months.

The Mayor declared a personal interest in item FP06.00 in that he has bumped into a couple of old members of staff when out and about in the town.

**FP05.00 PUBLIC PARTICIPATION**

None.

**FP06.00 FINANCE MATTERS**

The Town Clerk provided some feedback on work to complete the year end accounts. With significant support from the company who provide the finance software, it is anticipated that the 2023/24 accounts will be completed shortly.

The Town Clerk confirmed with members that more stringent processes are being put in place for the management of the finances to avoid similar delays and errors in the future. Councillors will be asked to perform more detailed checking of invoices for payment.

In addition, the Town Clerk noted that there has been some significant errors found with payroll. It was agreed that this be taken to a closed session after item FP08.00.

Councillors were asked what sort of reports they feel they would like to see at these meetings (on top of regular ones to be decided by the Town Clerk). It was requested that full ledger report be provided for a few meetings to understand where the council is at. In addition projections to illustrate if money is likely to go over budget for the financial year.

Chair's  
Initials

**FP07.00 POLICIES**

Councillors reviewed a list of current policies and procedures held by the council. After a brief discussion it was agreed to review the following policies over the next three months.

***Month one***

- Asbestos Management Policy
- General Privacy Policy
- Health and Safety Statement of Intent
- CCTV Policy
- Information and Data Protection Policy
- Legionella Policy

***Month two***

- Publication Scheme
- Civic Protocol
- Complaints Policy
- Contractors Code of Conduct
- Fire Action Plan
- Safeguarding Policy

***Month three***

- Equal Opportunities
- Pension Contribution Policy
- Terms of Reference: Norris Museum
- Terms of Reference: Working Parties
- Vexatious Complaints Policy
- Whistleblowing Policy

Each policy to be circulated to all members of the committee prior to the next relevant meeting and for two members to be allocated to each one to provide feedback.

**FP08.00 STRATEGY**

The Town Clerk presented a paper to discuss a strategy. After a brief discussion it was agreed to recommend to Full Council that an informal meeting be held with all members to understand what the priorities are for the council going forward to enable it to be more proactive, rather than reactive.

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**

It was proposed by Cllr Thompson, seconded by Cllr Riddell and resolved by a unanimous vote 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 7.56pm.

The concerns raised by the Town Clerk about incorrect salary payments were considered by members. After a lengthy discussion it was proposed by Cllr Riddell, seconded by Cllr Kerr and resolved by a unanimous vote to defer the underpayment of salaries to Full Council.

**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.

Motion to reopen the meeting at 8.36pm.

The meeting concluded at 8.37pm

Chair:.....

Dated: 3<sup>rd</sup> July 2024

Chair's Initials
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<b>Index</b>	<b>Date of last change</b>	<b>Works Title</b>	<b>State</b>	<b>Current</b>	<b>Responsibility</b>
C	03/04/2024	Town Hall	In Progress	Fire door repairs in progress -Waiting for listed approval to install new double doors	Facilities Manager
C	15/04/2024	Parks	Completed	Park Inspections	Facilities Manager
C	18/04/2024	Ramsy Road Cemetery	Completed	Top up and seed graves	Facilities Manager
C	18/04/2024	Streetlights	Completed	Reports of Waits streetlights not working – Awaiting repair by lighting contractor	Facilities Manager
C	18/04/2024	Ramsy Road Cemetery	Completed	Top up and seed graves	Facilities Manager
C	16/04/2024	General	Completed	Hedge maintenance	Facilities Manager
C	19/04/2024	Allotments	Completed	Allotment Inspection	Facilities Manager
C	22/04/2024	General	Completed	General grass and hedge maintenance	Facilities Manager
C	22/04/2024	General	Completed	Bin collections for the Town	Facilities Manager
C	25/04/2024	Globe Toilet	Completed	Remove smashed mirror from 1no toilet	Facilities Manager
C	25/04/2024	Globe Toilet	In progress	Faulty electronic flush unit – awaiting supplier repair	Facilities Manager

C	29/04/2024	Bus Station Toilet	Completed	Replacement of vandalised toilet seat	Facilities Manager
C	01/05/2024	Allotments	Completed	Prepare plot	Facilities Manager
C	03/05/2024	Town Hall	In Progress	New Town Hall notice boards ordered	Facilities Manager
C	13/05/2024	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 GM team, who will facilitate a plan of cleaning /maintenance. Details are required from the Town Team to assist with the handover logistics; the Town Clerk will liaise with Mr John Souter once she is in the office full time.	Facilities Manager
C	13/05/2024	Ramsy Road Cemetery	Completed	Plant Lavander	Facilities Manager
C	13/05/2024	Bus Station Toilet	Completed	Replacement of vandalised toilet seat	Facilities Manager
C	17/05/2024	Bus Station Toilet	On Going	The semi disabled toilet flush has broken again – HDC looking at replacing with a hands-free system	Facilities Manager
C	17/05/2024	Streetlights	Completed	Reports of fault to street light PC3-F George Yard – Awaiting repair by lighting contractor	Facilities Manager
C	20/05/2024	SITC Assets	In Progress	The Asset list for the GM building completed. Town benches completed Awaiting confirmation of the Bus Shelters responsibilities from CCC	Facilities Manager
C	20/05/2024	General	On Going	2no out of the 3no Defibrillators have been installed - 1no at the Corn Exchange and 1no at the Police	Facilities Manager

				station – the last 1no is for the mosque and will be installed when councillor Hussain is available.	
C	21/05/2024	General	Completed	Bin collections for the Town	Facilities Manager
C	21/05/2024	Ramsy Road Cemetery	Completed	Dig Grave ready to burial – refill after burial completed	Facilities Manager
C	21/05/2024	Warners Park	Completed	Collect Top soil for turf laying	Facilities Manager
C	21/05/2024	GM Building	Completed	Drop of Trailer for servicing and collect Bowser	Facilities Manager
C	21/05/2024	Waites	Completed	Prepare area for planting	Facilities Manager
C	21/05/2024	GM Building	Completed	Drop of truck for engine repair	Facilities Manager
C	21/05/2024	Town Centre	Completed	Prepare planters for planting	Facilities Manager
C	21/05/2024	Allotments	Completed	Prepare plots	Facilities Manager
C	21/05/2024	Ramsy Road Cemetery	Completed	Strim area	Facilities Manager
C	22/05/2024	GM Building	Completed	Collect truck from garage	Facilities Manager
C	22/05/2024	Bus Station Toilet	Completed	Replacement of vandalised toilet seat	Facilities Manager
C	22/05/2024	Ramsy Road Cemetery	Completed	Dig ashes	Facilities Manager
C	22/05/2024	Ramsy Road Cemetery	Completed	Open barrier for stone Mayson	Facilities Manager

C	22/05/2024	Allotments	Completed	Close gates due to bad weather	Facilities Manager
C	23/05/2024	General	Completed	Strim Warners, Ashes area, play areas, Ramsey Road and Hill Rise	Facilities Manager
C	23/05/2024	Town Hall	Completed	Move items for Mayor Making	Facilities Manager
C	24/05/2024	Town Hall	Completed	Collect items for Mayor Making	Facilities Manager
C	24/05/2024	General	Completed	Empty all STIC bins	Facilities Manager
C	24/05/2024	General	Completed	Check play areas	Facilities Manager
C	24/05/2024	Ramsy Road Cemetery	Completed	Fill Grave	Facilities Manager
C	24/05/2024	GM Building	Completed	Collect trailer from service	Facilities Manager
C	24/05/2024	General	Completed	Cut Grass to Knights way, Westwood, Slepe Hall	Facilities Manager
C	30/05/2024	Warners Park	Completed	A report of water filled holes was received around the football wall – GM working on the area in preparation for the Turf to be laid	Facilities Manager
C	27/05/2024	General	Completed	Empty all STIC bins	Facilities Manager
C	27/05/2024	General	Completed	Check play areas	Facilities Manager
C	27/05/2024	Allotments	Completed	Spray off allotment plot	Facilities Manager
C	28/05/2024	General	Completed	Prepare flower beds for summer planting	Facilities Manager



C	28/05/2024	General	Completed	Put up Notices	Facilities Manager
C	28/05/2024	General	Completed	Strim Slepe Hall, Waits and allotment plot	Facilities Manager
C	29/05/2024	General	Completed	Cut Grass to Waits	Facilities Manager
C	29/05/2024	Warners Park	Completed	Collect and lay Turf for park	Facilities Manager
C	29/05/2024	Allotments	Completed	General Strimming	Facilities Manager
C	30/05/2024	General	Completed	Cut Grass to Warners Park, Slepe Hall	Facilities Manager
C	30/05/2024	Warners Park	Completed	Water Turf in park	Facilities Manager
C	30/05/2024	Allotments	Completed	Carry out Allotment inspection	Facilities Manager
C	31/05/2024	General	Completed	Empty all STIC bins	Facilities Manager
C	31/05/2024	General	Completed	Check play areas	Facilities Manager
C	31/05/2024	Warners Park	Completed	Water Turf in park	Facilities Manager
C	31/05/2024	Town Hall	Completed	Install items at Town Hall	Facilities Manager
C	31/05/2024	Allotment	Completed	Check Allotment toilets ready for opening at the weekend	Facilities Manager