



*Celebrating 50 years
1974-2024*

ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives, Huntingdonshire PE27 5AL
Telephone: 01480 388929 Email: townclerk@stivestowncouncil.gov.uk
Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

TWINNED WITH STADTALLENDORF

Issued: 30th May 2024

Cllrs P Hussain, Cllr K Kerr, Cllr A Riddell, Cllr N Wells, Cllr M Burke, Cllr M King, L Valla, Cllr Cantwell, A Thompson

You are hereby summoned to attend the **Finance and Policy 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 5th June 2024** in the **Council Chamber, Town Hall at 7pm.**

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
Town Clerk

AGENDA

FP01.00 ELECTION OF CHAIR

To elect a Chair of the Committee for the forthcoming year.

FP02.00 ELECTION OF VICE-CHAIR

To elect a Vice-Chair of the Committee for the forthcoming year.

FP03.00 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

FP04.00 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.

FP05.00 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 Chair. Limited to three minutes per person, fifteen minutes in total.

FP06.00 FINANCE MATTERS

To receive an update on finance matters including summary of payments for the year to date.

FP07.00 POLICIES

To review the current list of policies held by the town council and consider the priorities for review and update where necessary (copy herewith)

FP08.00 STRATEGY

To consider how to present the town council's priorities for the forthcoming year and beyond (copy herewith).

Finance & Policy Committee

DATE: 30th May 2024

SUBJECT: Review of Policies

1. Introduction and Purpose of Report

1.1. Having set up a new committee for the purpose of more stringent scrutiny of the councils finances, policies and procedures. A summary of the current policies held (current and potentially out of date) are provided below.

2. Recommendations

2.1. That the committee review the list and consider how to prioritise the review of the policies held.

3. Summary of Policies Held

3.1. The following table summarises policies held and the review date as identified on current policies.

	Date of approval	Date of review
Standing orders 2024	May 2024	November 2024
Financial regulations 2024	May 2024	May 2025
Code of Conduct 2021	October 2021	October 2024
Publication scheme 2016	2013	March 2017
Asbestos Management Policy - 2016	May 2013	March 2017
Biodiversity Policy - 2018	August 2018	March 2019
CIL Framework for SITC - 2021	October 2021	October 2024
Civic Protocol - 2018	2012	August 2018
Co-Option Policy - 2016	2011	March 2017
Community Engagement Statement of Intent - 2022	November 2022	November 2023
Complaints Policy - 2021	January 2022	January 2024
Complaints Procedure - 2018	June 2016	March 2019
Conflict of Interest Policy - 2018	Missing	Missing
Contractors Code of Conduct - 2016	May 2013	March 2017
Copyright and Usage Policy - 2017	May 2017	March 2018
Crime and Disorder Policy - 2018	August 2018	March 2019
Dedications Policy - 2017	March 2017	March 2018
Design and Equipping of Play Areas - 2016	January 2011	March 2017
Display of Notices - 2018	2008	March 2019
Equal Opportunities - 2022	November 2022	November 2023
Fire Action Plan - 2016	2009	March 2017
Flexible Time Policy - 2018	February 2018	March 2019
General Privacy Policy - 2022	November 2022	November 2023
Granting of Freedom Policy - 2016	2012	March 2017
Granting of Freedom Procedure - 2016	2012	March 2017
Health and Safety Statement of Intent - 2016	May 2013	March 2017
Licence for Use of Land - 2017	March 2017	March 2018

Mail Opening Policy - 2016	April 2014	March 2017
Member Office Protocol - 2016	2008	March 2017
No Smoking Policy - 2016	July 2007	March 2017
Pension Contribution Policy - 2022	May 2008	March 2017
Press and Media Procedure - 2022 Procurement Policy - 2016	November 2022	November 2023
Protection of Trees and Hedgerows and Wildlife Policy - 2016	September 2010	March 2017
Public Speaking - 2016	November 2009	March 2017
Publication Scheme - 2016	2013	March 2017
Recording of Meeting Protocol - 2016	November 2016	March 2017
Recording of Meetings Policy - 2018	May 2015	March 2019
Records Management Policy - 2016	2013	March 2017
Safeguarding Policy - 2022	November 2022	November 2023
Scheme of Delegation	May 2024	May 2025
Social Media Policy - 2018	August 2018	March 2019
Terms of Reference - Amenities Committee - 2016	2013	March 2017
Terms of Reference - Full Council - 2022	November 2013	November 2023
Terms of Reference: Estates Committee – 2024	May 2024	May 2025
Terms of Reference: Finance and Policy Committee – 2024	May 2024	May 2025
Terms of Reference - Norris Library and Museum Trust Group - 2016	May 2016	March 2017
Terms of Reference: Personnel Committee - 2024	May 2024	May 2025
Terms of Reference: Planning Committee - 2024	May 2024	November 2024
Terms of Reference: Resilience Committee - 2016	To be written	
Terms of Reference - Working Party - 2016	2014	March 2-017
Training Policy - 2016	May 2016	March 2017
Treasury Management Policy - 2016	February 2008	March 2017
Unreasonable Complainant Behaviour Policy - 2016	May 2013	March 2017
Use of Land Policy - 2016	March 2017	March 2018
CCTV Policy 2024		DRAFT
Information and Data Protection Policy 2024		DRAFT
Legionella Policy 2024		DRAFT
Whistleblowing Policy - 2016	February 2008	March 2017

4. Reporting Officer

Libby White, Town Clerk & RFO

Finance and Policy Committee

DATE: 30th May 2024

SUBJECT: Town Council Strategy

5. Introduction and Purpose of Report

5.1. To introduce the idea of creating a strategy document for the council to steer the council in its activities over the year or up to three years.

6. Recommendations

6.1. To put together a strategy document stating the priorities for the council for the forthcoming year and perhaps up to three years if possible. Initial document would be based on the budget already decided, though a larger strategy would be used to aid budget setting in future years.

7. Background

7.1. Currently the council has no formal strategy to steer the actions being undertaken and some decisions may seem to be reactive rather than proactive.

7.2. A strategy document would outline objectives to be met, responsibilities and timescales.

7.3. Not only will be useful for Councillors as an aide memoire but also for residents to understand work being undertaken or planned.

8. Proposal

8.1. To hold an informal meeting/gathering with councillors and staff to brainstorm what they feel the priorities are for the council and what they may like to achieve over the next three years.

8.2. To put together a draft document to be considered by council formally

9. Financial Implications

9.1. Depending on how any informal meeting is held, there may be small financial implications.

10. Policy Implications

10.1. Potential for new guiding document.

11. Health & Safety Implications

11.1. None.

12. Reporting Officer

Libby White, Town Clerk