



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: 12<sup>th</sup> November 2024

**Cllrs M Burke, J Cantwell, M Gleadow, J Kerr, A Riddell, A Thompson and L Valla,**

You are hereby summoned to attend the **Personnel 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 20<sup>th</sup> November 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

- PE26.00 APOLOGIES FOR ABSENCE**  
To receive and note apologies for absence.
- PE27.00 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.
- PE28.00 PUBLIC PARTICIPATION**  
A maximum of fifteen minutes in total is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy. Each participant will be limited to three minutes in which to make their comments. Comments will be summarised in the minutes.
- PE29.00 MINUTES**  
To confirm as a correct record the minutes of the Personnel Committee meeting held on 18<sup>th</sup> September 2024 (copy herewith).
- PE30.00 FINANCE MATTERS**  
To receive a financial update on matters relating to personnel (copy herewith).



**PE31.00 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.

**PE32.00 PERSONNEL MATTERS**

**PE32.01** To review the completion of the probationary period for the Town Clerk.

**PE32.02** To consider outcomes from the performance review for the Town Clerk.

**PE32.03** To receive an update on other staff matters.

**PE33.00 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 Meeting of the Personnel Committee of St Ives Town Council  
held in the Town Hall on Thursday 18<sup>th</sup> September 2024 at 7pm**

**Present:**

Chair: Councillor J Kerr  
Vice Chair: Councillor M Gleadow

Councillors: P Hussain, M Burke, L Valla, J Cantwell, A Riddell

**In attendance:**

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

**PE18.00 APOLOGIES FOR ABSENCE**

None.  
Absent: Cllr Thompson

**PE19.00 DECLARATIONS OF INTEREST**

Cllr Riddell noted a personal interest in item PE24.00.

**PE20.00 PUBLIC PARTICIPATION**

None

**PE21.00 MINUTES**

Members were in receipt of the minutes of the Personnel Committee meeting held on 18<sup>th</sup> July.

**RESOLVED:** That the minutes be accepted and signed by the Chair.

**PE22.00 FINANCE MATTERS**

Members were in receipt of a financial update on matters relating to personnel and noted that all finances in this respect are now up to date.

**PE23.00 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 7.07pm

**PE24.00 PERSONNEL MATTERS**

Members were in receipt of the confidential report from the Town Clerk on all personnel matters. Following consideration of the report, resolutions were made as follows:

**RESOLVED:** proposed by Cllr Kerr, seconded by Cllr Hussain that the contract for the Administration Officer (maternity cover) be extended until the end of April 2025 allowing a two week overlap. Unanimous

**RESOLVED:** proposed by Cllr Hussain, seconded by Cllr Valla to confirm the Finance Officer's successful completion of her probationary period. 6 in favour 1 against

**PE25.00 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 8.17pm

Meeting closed at 8.18 pm.

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

Dated: 20<sup>th</sup> November 2024

Chair's  
Initials

11/11/2024

St Ives Town Council 2024-2025

10:00

Annual Budget - By Committee (Actual YTD Month 7)

		<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Personnel</b>										
<b>200</b>	<b>Staff</b>									
5019	Repairs & Renewals	0	0	0	74	0	0	0	0	0
5021	Health & Safety	1,800	171	0	132	0	0	0	0	0
5023	Staff Travel	0	0	0	97	0	0	0	0	0
5063	Training/Conferences	5,000	8,728	6,250	6,159	0	0	0	0	0
5301	Salaries	246,050	274,431	323,891	169,303	0	0	0	0	0
5302	Recoveries from HMRC	0	0	0	-5,813	0	0	0	0	0
5303	LGPS Pension	40,544	42,034	74,680	30,933	0	0	0	0	0
5304	Inland Revenue PAYE er NICs	21,704	25,909	12,196	12,214	0	0	0	0	0
5305	Staff Uniforms	0	0	1,540	390	0	0	0	0	0
5306	HR support	5,000	6,441	6,500	0	0	0	0	0	0
5307	Staff Contingencies	15,000	7,180	1,720	-951	0	0	0	0	0
5309	Norris Salaries	94,950	146,122	109,505	86,909	0	0	0	0	0
5310	Norris Inland Revenue	6,330	8,302	7,837	7,777	0	0	0	0	0
5311	Norris Pension	16,800	37,644	18,500	16,457	0	0	0	0	0
6456	Toilet Provision	0	0	0	3	0	0	0	0	0
	<b>Overhead Expenditure</b>	<u>453,178</u>	<u>556,962</u>	<u>562,619</u>	<u>323,682</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(453,178)</u>	<u>(556,962)</u>	<u>(562,619)</u>	<u>(323,682)</u>	<u>0</u>		<u>0</u>		
	<b>Personnel - Income</b>	0	0	0	0	0	0	0	0	0
	<b>Expenditure</b>	453,178	556,962	562,619	323,682	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(453,178)</u>	<u>(556,962)</u>	<u>(562,619)</u>	<u>(323,682)</u>	<u>0</u>		<u>0</u>		

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Annual Budget - By Committee (Actual YTD Month 7)

	<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	0	0	0	0	0	0	0	0	0
<b>Expenditure</b>	453,178	556,962	562,619	323,682	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(453,178)</u>	<u>(556,962)</u>	<u>(562,619)</u>	<u>(323,682)</u>	<u>0</u>		<u>0</u>		

## Detailed Income &amp; Expenditure by Budget Heading 31/10/2024

Month No: 7

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Staff</u>								
5019 Repairs & Renewals	0	74	0	(74)		(74)	0.0%	
5021 Health & Safety	171	132	0	(132)		(132)	0.0%	
5023 Staff Travel	0	97	0	(97)		(97)	0.0%	
5063 Training/Conferences	8,728	6,159	6,250	91		91	98.5%	
5301 Salaries	274,431	169,303	323,891	154,588		154,588	52.3%	
5302 Recoveries from HMRC	0	(5,813)	0	5,813		5,813	0.0%	
5303 LGPS Pension	42,034	30,933	74,680	43,747		43,747	41.4%	
5304 Inland Revenue PAYE er NICs	25,909	12,214	12,196	(18)		(18)	100.1%	
5305 Staff Uniforms	0	390	1,540	1,150		1,150	25.3%	
5306 HR support	6,441	0	6,500	6,500		6,500	0.0%	
5307 Staff Contingencies	7,180	(951)	1,720	2,671		2,671	(55.3%)	
5309 Norris Salaries	146,122	86,909	109,505	22,596		22,596	79.4%	
5310 Norris Inland Revenue	8,302	7,777	7,837	60		60	99.2%	
5311 Norris Pension	37,644	16,457	18,500	2,043		2,043	89.0%	
6456 Toilet Provision	0	3	0	(3)		(3)	0.0%	
Staff :- Indirect Expenditure	556,962	323,682	562,619	238,937	0	238,937	57.5%	0
Net Expenditure	<u>(556,962)</u>	<u>(323,682)</u>	<u>(562,619)</u>	<u>(238,937)</u>				
Grand Totals:- Income	0	0	0	0			0.0%	
Expenditure	556,962	323,682	562,619	238,937	0	238,937	57.5%	
Net Income over Expenditure	<u>(556,962)</u>	<u>(323,682)</u>	<u>(562,619)</u>	<u>(238,937)</u>				
Movement to/(from) Gen Reserve	<u>(556,962)</u>	<u>(323,682)</u>	<u>(562,619)</u>	<u>(238,937)</u>				