St Ives Town Council
Twinned with Stadtallendorf
Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
Telephone: 01480 388929 Email: clerk@stivestowncouncil.gov.uk

Issued: 5 September 2019

Town Mayor and Members of St Ives Town Council

You are hereby summoned to attend a **Meeting of St Ives Town Council** to be held on Wednesday 11 September 2019 in the **Town Hall** St Ives **at 7:00pm**

Alison Benfield BA(Hons) FSLCC
Town Clerk

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

AGENDA

C80.00 APOLOGIES FOR ABSENCE
To receive and note apologies for absence.

C81.00 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.

C82.00 PUBLIC PARTICIPATION
A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.

C83.00 MINUTES
To confirm as a correct record the Minutes of the Meeting of the Town Council held on 10 July 2019 (copy herewith).

C84.00 TOWN MAYOR'S ANNOUNCEMENTS
To receive the Town Mayor and Deputy Town Mayor's engagements list (copy herewith).

C85.00 COMMITTEE REPORTS
To receive Minutes of the Meeting of the following Committees and to consider any recommendations contained therein:

C85.01 Planning Committees
Held on 10 and 24 July and 21 August 2019 (copies herewith).

C85.02 Amenities Committee
Held on 24 July 2019 (copy herewith).

C85.03 **Personnel Committee**
Held on 17 July 2019 (copy herewith).
To agree that Councillor L Davies rejoin the Personnel Committee as a Member and to give consideration to the further remaining vacancy .

C85.04 **Property Committee**
Held on 24 July 2019 (copy herewith).

C85.05 **Norris Trust**
To receive Minutes of the Meetings of the Trust held on 17 July (copy herewith) and 4 September 2019 (to follow).

C86.00 **LOCAL HIGHWAY IMPROVEMENT FUNDING 2019/20**
To receive design proposals and further information on successful bid for crossing on Needingworth Road (copy herewith).

C87.00 **STRATEGIC PLAN**
To receive draft Plan 2020-2025 (copy herewith).

C88.00 **POLICIES AND PROCEDURES: ANNUAL REVIEW UPDATE**
To receive report from the Standing Orders Working Party on Policies and to consider adoption of the protocols to be observed in the event of the death of a senior royal and the 2019 Financial Regulations (copies herewith).

C89.00 **MOORING ON THE WAITS**
To receive update report (copy herewith)

C90.00 **GREATER CAMBS SUSTAINABLE DESIGN AND CONSTRUCTION PLAN**
To consider response to consultation (copy herewith).

C91.00 **LOCAL TRANSPORT PLAN FOR CAMBRIDGESHIRE**
To consider response to consultation (copy herewith).

C92.00 **CORN EXCHANGE COMMUNITY INTEREST COMPANY**

C92.01 To receive response from CIC to a query on pricing raised at the 12 June meeting (copy herewith)

C92.02 To consider the Motion: "That this Council requests the current members of the St Ives Corn Exchange CIC, at the earliest opportunity, to make arrangements for St Ives Town Council to become a member of the CIC, in its own right, as a corporate body.

C93.00 **NEIGHBOURHOOD PLAN: APPOINTMENT OF CONSULTANT**
To consider report on appointment of consultant to support the Neighbourhood Plan Group (copy herewith).

C94.00 **ORDERS FOR PAYMENT**
To receive the schedule of Orders for Payment (copy herewith).

C95.00 **BANK RECONCILIATION STATEMENT**
To receive the Bank Reconciliation Statement (copy herewith).

C96.00 **BUDGET REPORT**
To receive the Budget Report (copy herewith).

C97.00 POLICE MATTERS

To receive the Police Report.

C98.00 CCTV REPORT

To receive the CCTV report.

C99.00 REPORTS FROM OTHER BODIES

To note any reports provided by other bodies.

C99.01 St Ives Town Team

To receive Minutes of Meeting held on 25 June and AGM held on 24 July 2019 together with report on St Ives Welcome Packs (copies herewith).

C100.00 COUNTY COUNCIL MATTERS

To receive reports from County Councillors for St Ives (copy herewith).

C101.00 DISTRICT COUNCIL MATTERS

To receive reports from District Councillors for St Ives.

C102.00 ROLLING PROGRAMME

To receive the attached Rolling Programme (copy herewith).

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Minutes of the Meeting of St Ives Town Council held at the Town Hall St Ives on Wednesday 10 July 2019

Present:

The Town Mayor: Councillor D Rowe

The Deputy Town Mayor: Councillor J Pallant

Councillors: N Dibben, J Davies, J Tiddy, P Hussain, R Bellamy, A Dickinson, M King, Dr C Pegoraro, R D'Souza, L Davies, R Fuller, B Luter

In attendance:

Town Clerk: A Benfield
Committee Clerk: S Rawlinson

PRAYERS

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

C64.00 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors T Drye and A Ayers-Wilson (both business commitments). An apology was received from Councillor P Pope which was not given at the meeting.

C65.00 DECLARATIONS OF INTEREST

No declarations were made.

C66.00 PUBLIC PARTICIPATION

A resident with strong links to the Corn Exchange as a volunteer and former director noted that a correction was to be made to his comments at the previous meeting where he had stated he was strongly opposed to the Motion at C46.0.

The resident indicated that he had further questions regarding the Motion and was requested to put these in writing to the Town Clerk for further investigation.

C67.00 MINUTES

RESOLVED: that the Minutes of the Meeting of St Ives Town Council held on 12 June 2019 be amended to reflect changes at C38.0 - Public Participation (as stated above) and would then be confirmed as a correct record and signed by the Town Mayor.

C68.00 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor and Deputy Town Mayor's engagements list was noted.

The Town Mayor stated that the low turn out of councillors at Civic Sunday had been remarked upon. He wished to remind Members that it was a duty to attend civic events as far as possible and he hoped that the situation would improve in future.

He also reminded Members of the Council's policy for speaking to the media. Council decisions were made as a corporate body and any statements had to be made from that perspective. Himself and the Town Clerk were the official press spokespersons.

Chairman's Initials

At the Carnival that coming Saturday, the Council would be hosting a stand to seek the views of residents on the Neighbourhood Plan. He requested Members to attend and assist if possible.

C69.00 COMMITTEE REPORTS

The following minutes were received:

C69.01 Planning Committees

The minutes of 12 and 26 June 2019 were received.

C69.02 Amenities Committee

The minutes of 26 June 2019 were received.

C70.00 LOCAL HIGHWAY IMPROVEMENT FUNDING 2020/21

C70.01 Improved crossing at footpath in Erica Road to create an easier cycle route

Members gave consideration to a proposal for an improved crossing at the footpath in Erica Road put forward by Councillor J Pallant.

It was necessary for cyclists to cross the grass to exit onto Erica Road and this area got very muddy in the winter months as it was a main route to the School.

It was possible to submit two proposals and Members considered that re-visiting the previously unsuccessful proposal from Councillor J Davies for a crossing at The Waits/The Broadway junction would be worthwhile as there had been quite a few accidents in that area. It was agreed that the proposal be amended appropriately and re-submitted.

RESOLVED: C70.01.01 that Councillor Pallant's proposal be submitted.

C70.01.02 that the Town Mayor and Councillors P Hussain and J Davies re-work the proposal and re-submit

C70.01.03 that due to shortage of time for submission the proposals be circulated to Members after submission

C71.00 ORDERS FOR PAYMENT

RESOLVED: that the schedule of Orders for Payment be received and noted.

C72.00 BANK RECONCILIATION STATEMENT

Following a query on whether the £2,160 unpresented payment represented more than one item, the Town Clerk agreed to check with the Finance Officer and report back to Members.

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

C73.00 BUDGET REPORT

RESOLVED: that the Budget Report be received and noted.

C74.00 POLICE MATTERS

No Police Report had been received.

Chairman's Initials

The Town Clerk reported that she had spoken with Sgt Draper who had informed her that the work on putting PSPO's in place was ongoing.

C75.00 CCTV REPORT

No CCTV report had been received.

C76.00 REPORTS FROM OTHER BODIES

The following reports were noted.

C76.01 Needingworth Quarry Liaison Meeting

Members received notes of Meeting held on 3 June 2019.

RESOLVED: that the report be received and noted.

C77.00 COUNTY COUNCIL MATTERS

There were no matters to report.

C78.00 DISTRICT COUNCIL MATTERS

There were no matters to report.

C79.00 ROLLING PROGRAMME

The Rolling Programme was received. Members were pleased to note that the Morrison's bus service had now started.

The Town Mayor informed Members that he would present a report on Mobility and Energy to a future meeting.

RESOLVED: that the Rolling Programme be received.

DRAFT

Town Mayor: Date: 11 September 2019

Chairman's Initials

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Chairman's Initials

TOWN COUNCIL MEETING
11th September 2019

FUNCTIONS ATTENDED BY THE TOWN MAYOR AND THE DEPUTY MAYOR

MAYOR Cllr Daniel Rowe

3rd July	Independence Day Reception & Fireworks	RAF Alconbury
10th July	Greeting Anglia in Bloom Judges	Norris Museum
12th July	Sandy Mayor's Quiz Night. Mayoress attended	Sandy Conservative Club
13th July	Twinning meeting with Zimbabwe. Mayoress attended	Golden Lion St Ives
13th July	Carnival & Proms in the Park. Mayoress attended	St Ives
14th July	COSI Concert. Mayoress attended	St Ives
21st July	Annual Mawlid Peace Parade. Mayoress attended	Peterborough
31st July	Mayor's Cup Football Match	Jubilee Park, Huntingdon
3rd Aug	Star Dancewear shop opening	St Ives
19th Aug	Waitrose Trolley Dash.	St Ives
24th Aug	Higham Ferrers Tea Dance. Mayoress attended	Bede House, Higham Ferrers
24th Aug	True Ministry annual conference. Mayoress attended	Needingworth Village Hall

DEPUTY MAYOR Cllr Jonathan Pallant

13th July	Twinning meeting with Zimbabwe	Golden Lion St Ives
23rd July	Change of Command Ceremony	RAF Alconbury
25th July	Darby & Joan	CEX St Ives
25th July	Cromwell Museum Summer Drinks Party	Huntingdon Town Hall
28th July	Rushden Civic Service. Deputy Mayoress attended	Rushden Hall
1st Aug	Cambs Scouts International Jamboree	Huntingdon Racecourse
2nd Aug	Army Cadet Annual Camp	West Tofts Training Camp, Thetford
29th Aug	Darby & Joan	CEX St Ives

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Minutes of the Meeting of the Planning Committee of St Ives Town Council held at the Town Hall St Ives on Wednesday 10 July 2019

Present:

Chairman: Councillor N Dibben

Vice-Chairman: Councillor D Rowe

Councillors: J Davies, J Tiddy, R Bellamy, P Hussain, J Pallant

In attendance:

Committee Clerk: S Rawlinson

PL31.00 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor T Drye (business commitment).

PL32.00 DECLARATIONS OF INTEREST

No declarations were made.

PL33.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PL34.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Planning Committee held on 26 June 2019 are confirmed as a correct record and signed by the Chairman.

PL35.00 PLANNING APPLICATIONS

The following applications were considered by the Planning Committee:

PL35.01 19/01084/FUL

Change of use from Office B1 to Hairdressers A1
Unit 10 Cromwell Mews
St Ives

RECOMMENDATION: Approval

Appropriate use for the building

PL35.02 19/01264/TRCA

T1 Gleditsia - fell and grind stump. Clear excess grindings and leave level. T2 Robinia - fell to ground level and treat. Retain the medium size wood, cut and split (if necessary) as logs. T3 Holly - fell and treat. T4 American Oak - prune to reduce overhang and remove major deadwood. T5 Willow - remove long, low branch over garage ridge. T6 Birch - remove 2 branches growing towards the neighbouring house
98 Needingworth Road
St Ives

RECOMMENDATION: Approval

Subject to planting of replacement trees by agreement with the Arboricultural Officer

Chairman's Initials

PL35.03 **19/01212/FUL**
Proposed single storey side extension
1 Sharp Close
St Ives

RECOMMENDATION: **Approval**
Subject to a replacement tree being planted.
Appropriate scale of development for a large site
No adverse impact on the street scene

PL35.04 **19/01242/FUL**
Proposed single storey extension to rear of property
53 Erica Road
St Ives

RECOMMENDATION: **Approval**
In principal subject to:
Tidying up of the rear elevation, ie windows lining up with roof pitch would improve the appearance of the extension
Confirmation that sufficient car parking is available
Condition that it must not be used as a separate dwelling

PL35.05 **19/01302/FUL**
Two storey side extension
16 Dart Close
St Ives

RECOMMENDATION: **Approval**
In keeping with other properties in the area
Appropriate scale of development

PL36.00 **DEVELOPMENT MANAGEMENT COMMITTEE / UPDATED INFORMATION**

The Chairman reported that there were no items relating to St Ives on the next Development Management Committee agenda.

The County Council had appoved the RSPB car park at Earith.

There was to be an exhibition on the Local Transport Strategy in the Free Church on Thursday 25 July between 15.00 to 20.00. The Chairman encouraged Members to attend as one of the key issues proposed was a third river crossing.

Chairman: Date: 24 July 2019

Chairman's Initials

Minutes of the Meeting of the Planning Committee of St Ives Town Council held at the Town Hall St Ives on Wednesday 24 July 2019

Present:
Chairman: Councillor N Dibben

Councillors: J Tiddy, P Hussain, J Pallant

In attendance:
Amenities Manager: C Allison

PL37.00 APOLOGIES FOR ABSENCE
Apologies receied from Councillors D Rowe and T Drye (both Personal) and J Davies (HDC commitment). An apology was received from Councillor R Bellamy (HDC commitment) but was not given to the Meeting.

PL38.00 DECLARATIONS OF INTEREST
Application 19/01425/FUL - All Members - Other Interest as the agent is a tenant of the Town Hall.

Application 19/01306/FUL - Councillor J Pallant declared a Pecuniary Interest and left the Meeting for discussion of this application.

PL39.00 PUBLIC PARTICIPATION
The Civic Society of St Ives made the following comments:

19/01439/FUL - 25 Greengarth - The single storey extension is in keeping with the original dwelling design. However, the Society will be pleased if, accepting the side passage is to remain, a requirement is included to require the storage of bins out of sight from the street. This could be in a bin store or to the rear of the property.

19/01306/FUL - 2 Comet Way - The extension has the potential to neaten up the existing small extensions. Open rear access will be cut off. The Society will be pleased if a requirement is included to require the storage of bins out of sight from the street. This could be in a bin store or the proposed garage.

19/01425/FUL - 11 Spinney Way - The likely reason why Nr 11 Spinney Way (and also Nr 16 Spinney Way) were built with open land to the north west was to ensure Nrs 1-10 Spinney Way received winter sunshine. The Society will welcome the inclusion of a shadow plan to show the effect of the proposal. Loss of winter sunshine into these houses would be unacceptable.

19/00183 - Land Opposite 5-6 Cow and Hare Passage - The new drawings show a considerable revision from the original proposal. Regrettably the terrace is now just like any other terrace. It is surprising the Planning Statement, especially Section 6, has not been updated to refer to the new design proposal. At present the document makes little sense.

The movement of the stores to the front of the properties is likely to result in the greater use of them, and that would be welcomed.

Chairman's Initials

PL40.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Planning Committee held on 10 July 2019 are confirmed as a correct record and signed by the Chairman.

PL41.00 PLANNING APPLICATIONS

The following applications were considered by the Planning Committee:

PL41.01 19/01320/S73

Variation of conditions 1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 18, 20, 24, 26 and 28 for application 1201158OUT - Amended wording (see covering letter, appendix 1) and Key Phase Submission - KP2
The Country Park (Hybrid Element)
Alconbury Weald

RECOMMENDATION: **Observation**
The Committee has no comment to make on this application.

PL41.02 19/01341/OUT

Outline planning permission (all matters reserved) for a mixed-use phased development to include - residential development of up to 1,500 dwellings (C2 and C3), local centre including retail and community facilities (A1-A5 and D1), primary school, open space, play areas, recreation facilities, landscaping, associated demolition, ground works and infrastructure
Alconbury Weald

RECOMMENDATION: **Approval**
In principle. The Framework Travel Plan document indicates guided bus Service B is directed to run directly from St Ives to the site, but this should be in addition to, and not impact unfavourably on, the existing bus service to Huntingdon.

PL41.03 19/01365/FUL

2 storey extension and front entrance porch
49 Green Leys
St Ives

RECOMMENDATION: **Approval**
Appropriate scale of development for the site
Front extension similar to others nearby

PL41.04 19/01439/FUL

Proposed single storey extension to the side of the property
25 Greengarth
St Ives

RECOMMENDATION: **Approval**
Appropriate scale of development for the site.

Chairman's Initials

[Councillor J Pallant left the Meeting]

PL41.05 19/01306/FUL

Demolition of existing side extension, garage and outbuildings and replacement two-storey side extension and single storey rear extension.
2 Comet Way
St Ives

RECOMMENDATION: Approval

(under delegated authority as the meeting temporarily became inquorate due to declaration of a Pecuniary Interest from one Councillor)
Appropriate scale of development
In keeping with street scene

[Councillor J Pallant returned to the Meeting]

PL41.06 19/01367/FUL

Proposed rear extension and alteration to garage
29 Elm Drive
St Ives

RECOMMENDATION: Approval

Appropriate scale of development for the site.

PL41.07 19/01425/FUL

Proposed new 3 bed dwelling
11 Spinney Way
St Ives

RECOMMENDATION: Approval

In principle Subject to
Confirmation that the new build will not block the sunlight to existing properties on the other side of the path and that there will be adequate space for car parking.
It was noted that no specific on-site parking is proposed

PL41.08 19/00183/FUL

Demolition of existing storage building and construction of 4 new dwellings
Land opposite 5-6 Cow and Hare Passage
St Ives

RECOMMENDATION: Approval

In principle subject to confirmation that there will be satisfactory access to the back of the electrical shop for deliveries.

PL42.00 POLLING DISTRICT AND POLLING PLACES REVIEW

Consideration was given to the review of polling districts and places in St Ives.

RESOLVED: PL42.01 that the Committee's previous comments regarding Beech Ward be re-affirmed. The Ward does not meet the Electoral

Chairman's Initials

Commissioner's criteria for a distinctive ward and should be merged back into St Ives West as previously

PL42.02 that clarification be sought on the terminology used for the North and South Wards as the meaning was unclear

PL44.00 DEVELOPMENT MANAGEMENT COMMITTEE / UPDATED INFORMATION

The Committee had not met since the last Planning Committee.

PL43.00 DETERMINATION OF PLANNING APPLICATIONS

RESOLVED: that as the next meeting will be on 21 August, any applications requiring determination before that date be decided by delegated authority to the Town Clerk in conjunction with the Chairman and Vice Chairman and ratified at the next Meeting

Chairman: Date: 21 August 2019

Chairman's Initials

Minutes of the Meeting of the Planning Committee of Saint Ives Town Council held at the Town Hall St Ives on Wednesday 21 August 2019

Present:

Chairman: Councillor N Dibben

Vice-Chairman: Councillor D Rowe

Councillors: J Tiddy, P Hussain, J Davies, R Bellamy

In attendance:

Town Clerk: A Benfield

PL44.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillors T Drye (Personal) and J Pallant (business commitment).

PL45.00 DECLARATIONS OF INTEREST

Application 19/01569 - All Members - Prejudicial Interest as this is the Council's own application.

Applications 19/01361, 19/01477, 19/01478 and 19/01559 - Councillor P Hussain - Non Pecuniary Interests as an acquaintance of the applicants.

PL46.00 PUBLIC PARTICIPATION

The Civic Society of St Ives made the following comments:

19/01509 - 11 Garden Close - Our comment on the previous application, 18/1922, remains pertinent. The white dome is in very close proximity to the boundary of three neighbours and is so close there is little possibility of the applicant using tree or hedge screening to mitigate the view. Consequently, and in view of the height and stark appearance of the dome the Society's view is the application is overbearing. Furthermore, the new proposal to use tall pleached trees as screening brings new difficulties. These will form a hedge and being very close to the boundary, are too tall.

19/01361 - 24 All Saints Green - The combination of a recent approved application and this current one will creat a much enlarged dwelling. The view from Kingswood of the third floor extension will be particularly intrusive because of the angled position of the dwelling and long view up the stub road. The Society's view is the application should be refused.

19/01485 - St Ives Town Football Club - The full text of the condition is: *Prior to first occupation of any dwellings a scheme to provide a footpath and cycle link between the site and the existing footpath network shall be submitted to, and approved in writing by, the Local Planning Authority. The scheme as approved shall be fully implemented in accordance with a timetable to be agreed in writing with the Local Planning Authority.*
Reason: To enable ease of access/egress to the site for pedestrians and cyclists

The Society strongly object to the removal of this condition. Other than the statement about third party land no reasons are given.

The Society assumes the intention was to link to the nearest existing footpath. The footpath along the site's eastern boundary is lit throughout by CCC lights and the north east corner of the site appears to abut land owned by HDC.

Chairman's Initials

Walking and cycling are to be preferred over increased use of vehicles. The county council encourage cycling and have for a number of years improved safe routes for both walkers and cyclists. This work should not be jeopardised in St Ives, the condition should remain.

19/01543 - 1 Spinney Way - The Society's main concern with this application is the bus stop being immediately adjacent to the proposed vehicle access from Ramsey Road. This part of Ramsey Road is narrowed by a kerb extension and dropped kerb crossings. There is one in front of the bus stop as well. The rear of the marked bus stop is within 3 metres of the line of the rear boundary. A vehicle approaching from the south, attempting to access the site will block the road whenever a bus is standing at the stop, or endanger pedestrians who will be unsighted by a driver crossing behind a bus.

The loss of the boundary hedging (adjacent to Ramsey Road) and a willow tree during recent site clearance is very regrettable.

The Society will be pleased if the proposed vehicle access is removed from the application. We will also be pleased if the hedge line is reinstated by the planting of suitable native species. This will be much preferable to the gap being filled with any type of manufactured fence.

19/01477 - 21 Bridge Street - The conversion is likely to result in the new properties requiring separate rubbish collections. The Society will be pleased if a condition requires suitable storage provision within the curtilage of the properties.

19/01206 - 11 Deighton Close - The street view would benefit from an alternative design continuing the original garage roof line to the house.

All bins are currently stored in front of the original garage, as this is likely to continue the Society will be pleased if the provision of a bin store was required by condition.

PL47.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Planning Committee held on 24 July 2019 were confirmed as a correct record and signed by the Chairman.

PL48.00 PLANNING APPLICATIONS

The following applications were considered by the Planning Committee:

PL48.01 19/01509/FUL

Retention of observatory
11 Garden Close
St Ives

RECOMMENDATION: **Approval**

Welcome the applicant's intention to paint the structure and put up some plant screening

PL48.02 19/80260/COND

Conditional information for 17/01706/FUL: C10 (Archaeology), C21 (Landscape Management Plan)
Land at junction of Stocks Bridge Way and Needingworth Road
St Ives

Chairman's Initials

DRAFT

RECOMMENDATION: **Approval**
No comments to make on the conditions

PL48.03 **19/01361/FUL**
To construct a rear first floor extension, a rear facing dormer window in the roof and a small annex in the garden for family use
24 All Saints Green
St Ives

RECOMMENDATION: **Refusal**
Overdevelopment of the site
Poor design
Not in keeping with the street scene

PL48.04 **19/01483/OUT**
Removal of Condition 25 (Footpath and Cycle Link) from 16/01485/OUT as it is not possible to provide direct link over third party land to footpath along eastern boundary
St Ives Town Football Sports Club
Westwood Road
St Ives

RECOMMENDATION: **Observation**
Request that additional information is provided to enable a view to be given
Request a marked-up plan is provided as insufficient information provided to indicate which section of the path the developer is requesting not to provide
No justification or valid reason for removal of condition is given

PL48.05 **19/01534/FUL**
Proposed attached dwelling
1 Spinney Way
St Ives

RECOMMENDATION: **Approval**
No objections to the property
Would object to any hedge removal to allow this access to be created
Request additional information and clarification as the current plans would indicate that the access is too close to the existing bus stop
Highway Authority views on the road access should be Sought

PL48.06 **19/01468/FUL**
Extension to existing factory with a biomass boiler.
Beamglow Ltd
Somersham Road
St Ives

Chairman's Initials

DRAFT

RECOMMENDATION: **Approval**
Appropriate development for an industrial estate

PL48.07 **18/02563/FUL**
Change of use and sub-division of existing vacant retail unit to a gym and ancillary retail floorspace in conjunction with the Morrisons store
WM Morrison Supermarket
St Ives

RECOMMENDATION: **Approval**
Conditional upon it being used for a gym or something similar that would provide additional amenity for the town

PL48.08 **19/01504/FUL**
Proposed single storey rear extension and installation of new shopfront
8 Sheep Market
St Ives

RECOMMENDATION: **Approval**
Appropriate design for the town centre

PL48.09 **19/01570/TRCA**
T1 – 1 x Walnut – Thin crown by circa 20%, removing epicormic growth from previous pruning to allow more light through the canopy, removal major deadwood T2 & T3 -2x Sycamore – Fell – Ivy smothered trees out growing location due to close proximity to garden wall and canopy of larger walnut tree. T4 – 1 x Sycamore – Raise crown to circa 4m, remove basal growth, shorten extending laterals on SW by circa 2.5m to retain shape. T5 – 1x Robinia – reduce extending limb over Cromwell Place by circa 10m, back to suitable growth point to prevent over extension and Breakage
5 Cromwell Terrace
St Ives

RECOMMENDATION: **Approval**
Extent of work to be agreed with the tree officer.

PL48.10 **19/01569/TRCA**
T1 – 1x Holm Oak – Prune back from phone wires outside old grammar school to give 1.5m clearance
St Ives Parish Church
Church Street
St Ives

RECOMMENDATION: **Observation**
No comment as this is the Council's application.

PL48.11 **19/01572/TRCA**
Willow (T1) remove fallen dead limb, cut down remaining dead/dying limbs to approx. 1 metre above riverbank/ground level (in danger of falling into and blocking St Ives

Chairman's Initials

Backwater). 2) Blue Cypress (T2) fell because it is affecting adjacent trees and hedge 3) Bramley Apple (T3) fell because it is dying back is hollow and diseased
1 The Drive
St Ives

RECOMMENDATION: **Approval**
Extent of work to be agreed with the tree officer.

PL48.12 **19/01568/TRCA**
G1 conifers – reduce by 6m
22 Tenterleas
St Ives

RECOMMENDATION: **Approval**
Extent of work to be agreed with the tree officer.

PL48.13 **19/01477/FUL**
To convert the internal layout of rooms from staff accommodation to 2 self contained flats
21 Bridge Street
St Ives

RECOMMENDATION: **Refusal**
No ground floor plan to indcate how bin storage is being provided
Insufficient detail on what internal changes will be made to facilitate the changes within a listed building

PL48.14 **19/01478/LBC**
To convert the internal layout of rooms from staff accommodation to 2 self contained flats
21 Bridge Street
St Ives

RECOMMENDATION: **Refusal**
No ground floor plan to indcate how bin storage is being provided
Insufficient detail on what internal changes will be made to facilitate the changes within a listed building

PL48.15 **19/01574/TRCA**
Works to protected tree
Church of the Sacred Heart
Needingworth Road
St Ives

RECOMMENDATION: **Approval**
Extent of works to be agreed with the Tree Officer

PL48.17 **19/01559/FUL**
To construct a single storey extension to rear of dwelling
34 Green Leys
St Ives

RECOMMENDATION: **Approval**
Appropriate scale of development and similar to extension on adjacent property

Chairman's Initials

DRAFT

PL48.18 19/01206/FUL

Demolish existing conservatory and erection of single storey rear extension and internal alterations
11 Deighton Close
St Ives

RECOMMENDATION: **Approval**
Appropriate scale of development

PL50.00 APPEAL: LAND WEST OF ST IVES CARAVANS

Members were in receipt of letter from HDC indicating that an appeal had been lodged in connection with Application 17/00931/OUT.

RESOLVED: that the information be received and noted.

PL51.00 DEVELOPMENT MANAGEMENT COMMITTEE / UPDATED INFORMATION

The Chairman informed Members that a Briefing had been held at HDC the previous day about Marshalls possibly moving to RAF Wyton.

RESOLVED: that the item be included on the next agenda for discussion.

DRAFT

Chairman: Date: 11 September 2019

Chairman's Initials

Minutes of the Meeting of the Amenities Committee of St Ives Town Council held at the Town Hall St Ives on Wednesday 24 July 2019

Present:

Chairman: Councillor M King

Councillors: B Luter, J Pallant, J Tiddy, Dr C Pegoraro

In attendance:

Town Clerk: A Benfield
Committee Clerk: C Allison

A24.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillors J Davies and R Fuller (HDC commitment) and R D'Souza (Personal).

A25.00 DECLARATIONS OF INTEREST

No declarations were made.

A26.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

A27.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Amenities Committee held on 26 June 2019 are confirmed as a correct record and signed by the Chairman.

A28.00 ROLLING PROGRAMME

The Town Clerk updated Members on progress with the Mausoleum.

The Amenities Manager provided a progress report on the replacement of play equipment and wet pour.

RESOLVED: that the Rolling Programme be received and noted.

A29.00 BUDGET REPORT

RESOLVED: that the Budget Report be received and noted.

A30.00 s106 CONTRIBUTION

Consideration was given to signing a Deed transferring a contribution for Off Site Open Space in the sum of £36,005.11 for use under s106 arrangements.

RESOLVED: that the Town Mayor and Deputy Town Mayor sign the deed of agreement on behalf of the Council.

Chairman: Date: 25 September 2019

Chairman's Initials

DRAFT

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Chairman's Initials

Minutes of the Meeting of the Personnel Committee of St Ives Town Council held at the Town Hall St Ives on Wednesday 17 July 2019

Present:

Town Mayor: Councillor D Rowe [in the Chair for Item PE01.00]

Councillors: N Dibben, T Drye. P Hussain, A Dickinson, M King, P Pope

In attendance:
Town Clerk: A Benfield

PE01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor A Dickinson be appointed Chairman of the Committee for the ensuing municipal year.

PE02.00 APOLOGIES FOR ABSENCE
Apologies were received from Councillor B Luter (Personal).

PE03.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor P Hussain be appointed Vice Chairman of the Committee for the ensuing municipal year.

PE04.00 DECLARATIONS OF INTEREST
No declarations were made.

PE05.00 PUBLIC PARTICIPATION
No persons present wished to address the meeting.

PE06.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Personnel Committee held on 17 April 2019 are agreed as a correct record and signed by the Chairman.

PE07.00 PERFORMANCE FRAMEWORK
Having considered the data as presented, some Members felt that they did not understand how the figures related to what staff members do. The Clerk cmmented that the only way to fully understand what was involved in each role was to shadow each staff member whilst they were working to see what they do.

The Clerk agreed to recirculate all job descriptions as it was agreed that the task of the Committee was to consider the duty of care the Council has both to the public and to all employees and he only way to do this was to understand the links between the job descriptions and the actual tasks.

The Clerk suggested that all Members of the Committee should take time prior to the next Committee meeting to spend time with all staff based in the office, Museum and Grounds Maintenance depot to understand exactly what happens on a day to day basis.

Chairman's Initials

Further elements of performance were discussed including Councillor training, where this was sourced and the external HR support which the Council pays for.

RESOLVED: that the information be received and noted.

PE08.00 BUDGET REPORT

RESOLVED: that the Budget Report be received and noted.

Chairman: Date: 16 October 2019

DRAFT

Chairman's Initials

Minutes of the Meeting of the Property Committee of St Ives Town Council held at the Town Hall St Ives on Wednesday 24 July 2019

Present:
Deputy Town Mayor: Councillor J Pallant [in the Chair for Item PR01.00]

Councillors: M King, B Luter, J Tiddy, N Dibben, Dr C Pegoraro

In attendance:
Town Clerk: A Benfield
Amenities Manager: C Allison

PR01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor J Pallant be appointed Chairman for the ensuing municipal year.

PR02.00 APOLOGIES FOR ABSENCE
Apologies were received from Councillor R Fuller (HDC commitment). An apology was received from Councillor R Bellamy (HDC commitment) but was not given to the meeting.

PR03.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor B Luter be appointed Vice Chairman for the ensuing municipal year.

PR04.00 DECLARATIONS OF INTEREST
Councillor J Pallant - non pecuniary interest as his wife is a member of the Pavilion Working Party.
Councillor Dr C Pegoraro - non pecuniary interest as a Director of the Corn Exchange CIC.

PR05.00 PUBLIC PARTICIPATION
No persons present wished to address the meeting.

PR06.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Property Committee held on 24 April 2019 were agreed as a correct record and signed by the Chairman

PR07.00 PROPERTY MAINTENANCE

PR07.01 General Property & Maintenance Update
Members were in receipt of General Property and Maintenance Report.

York House - it was noted that internal works at the property would be carried out between 25 September and 1 November when the property would be untenanted.

Corn Exchange - works had recently been undertaken which would be reported in the next quarter's report

Toilets - The Town Clerk had been in discussion with HDC regarding the ten year lease. Refurbishment works were needed to the toilets.

Chairman's Initials

Norris Museum - Councillor Pallant was now qualified to turn off the alarms at the Museum.

Town Hall - A complete flush of the radiator system was to be conducted in August.

Pavilion - Works to commence shortly.

RESOLVED: that the report be received and noted.

PR07.02 Property Maintenance Schedule

Members were in receipt of Property Maintenance Schedule.

RESOLVED: that the Property Maintenance Schedule be received.

PR08.00 BUDGET

RESOLVED: that the Budget Report be received and noted.

DRAFT

Chairman: Date: 23 October 2019

Chairman's Initials

Minutes of the Meeting of the Norris Library and Museum Trust Group held at the Town Hall St Ives on Wednesday 17 July 2019

Present:

Town Mayor:	Councillor D Rowe [in the Chair for Item NT01.00]
Members:	Mrs B Flanagan Mr P Faupel Councillor R Bellamy Councillor M King Councillor J Pallant Councillor Dr C Pegoraro Councillor D Rowe Councillor J Tiddy Councillor N Dibben
Absent:	Councillor R D'Souza

In attendance:

Acting Museum Director:	A Wise
Town Clerk:	A Benfield

NT01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR 2019/20

Outgoing Chairman, Mrs B Flanagan, who was not standing this time, thanked Members for their support during the previous year and congratulated them on the amount of work carried out.

RESOLVED: that Councillor Nick Dibben be appointed Chairman for the ensuing year.

NT02.00 APOLOGIES

Apologies were received from Mrs S Limentani (ill health).

NT03.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING YEAR 2019/20

RESOLVED: that Councillor J Pallant be appointed Vice Chairman for the ensuing year.

NT04.00 DECLARATIONS OF INTEREST

No declarations were made.

NT05.00 MINUTES

The Minutes of the Meeting of the Trust held on 17 April 2019 were agreed as a correct record and signed by the Chairman.

It was noted that the painting on York House was completed and the guttering work remained to be done. The new tenancy would run from 1 October 2019.

It was also noted that the current tenancy would terminate at the end of September. Members agreed that the new tenancy should be started from 1 November 2019 to allow internal maintenance works to be carried out.

Chairman's Initials

NT06.00 FINANCIAL INFORMATION

Members were in receipt of financial information for the Trust.

NT06.01 Bank Reconciliation

Members were in receipt of Bank Reconciliation at 28 June 2019.

RESOLVED: that the information be received and noted.

NT06.02 Budget

Members were in receipt of budget for the Trust.

RESOLVED: that the information be received and noted.

NT06.03 Paid Accounts

Members were in receipt of paid accounts.

RESOLVED: that the information be received and noted.

NT06.04 Repayments

Consideration was given to refunding the Town Council £33,093.58 for payments made on the Trust's behalf.

RESOLVED: that the above amount be repaid.

NT07.00 HERBERT NORRIS LEGACY

Members were in receipt of report on the value of the share portfolio. It was noted that the Share Certificates were being redeemed from the Bank ready to be sent to the Portfolio management company.

RESOLVED: that the information be received and noted.

NT08.00 DIRECTOR'S REPORT

Members were in receipt of report from the Acting Director.

The Director stated how much she enjoyed working with such an active and talented team at the Museum. Lots of grants had been applied for.

Local finds from works on the A14 would be displayed in 2021 at the Museum. A request for funding the display would be sought.

Work towards making the Museum carbon neutral by 2050 was being looked into. This would be discussed further at the next Meeting.

Accreditation documents would be presented to the October meeting.

RESOLVED: that the report be received and noted.

NT09.00 USE OF BRIDGE CHAPEL

Members were updated on the recent decision by Bridge Officers at the County Council to determine that the lower floor and balcony of the Chapel were unsafe for public use.

Chairman's Initials

It was agreed that the balcony be off limits until either remedial action is undertaken or its use is approved by Health and Safety Officers.

RESOLVED: that the situation continue to be monitored pending further information.

Chairman: Dated: 4 September 2019

Chairman's Initials

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Chairman's Initials

St Ives Nursery

Vehicle Access

Vehicle Access

Vehicle Access

Vehicle Access

Proposed Humped Zebra Crossing on 2.5m Build out

Example Humped Zebra Crossing on a Build-out

Zebra Crossing

Zebra crossings help pedestrians cross from one side of the road to the other.

Vehicle users are required to stop when they see a pedestrian waiting at the edge of a zebra crossing to allow them to cross the road.

Compared to locations without crossings, pedestrians are able to cross the road more quickly with Zebra crossings. On busy roads, with a continuous vehicle traffic flow, Zebra crossings could allow crossing when it would be nearly impossible. Children find zebra crossings particularly beneficial because they find it difficult to judge the speed of traffic when crossing on their own without crossing facilities. The elderly also benefit more from zebra crossings because without a crossing the road might require them to move very quickly to cross, and this may be difficult for them.

White zig-zag lines are painted on the approach to the crossing to signify the controlled zone where vehicles must not stop to ensure maximum visibility between pedestrians and approaching drivers.

Stopping within the limits of a zebra crossing controlled area is an offence enforced by the Police.

To reduce approach speeds to the proposed zebra crossing on Needingworth Road a new flat top hump will be required. This will have a 5m long plateau with 75mm high ramps.

Additionally there will be a 2.5m build-out to improve visibility. This is due to bay parking that reduces inter-visibility between pedestrians and vehicles approaching from the northeast.

13

15

15a

St Ives Nursery

9

19

46

52

62

72

Proposed Marked Parking Bays

Removal of Marked Parking Bays

Cambridgeshire County Council

Project: St Ives LHI 19/20 Needingworth Road Zebra Crossing

Title: Informal Consultation Proposed Layout

Scale	Drawn	Checked	Date
1:400	JOD		08/08/19

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Drawing number: 03046/P/000/001

Needingworth Rd
St Ives Nursery
Olivers Lodge
Park Ave
Needingworth Rd

ST. IVES TOWN COUNCIL

STRATEGIC PLAN 2020 to 2025
"MEETING THE CHALLENGES"

INTRODUCTION
What is the Town Council's Strategic Plan?
Why has the Town Council decided to produce a Strategic Plan?
Community Involvement in the Strategic Plan process.
Monitoring the Strategic Plan

THE TOWN COUNCIL - CURRENT POSITION
Local Government Structure
Governance
Town Council Staff and Management
Overall Spending and Council Tax
Current Services and Activities

DEVELOPING THE NEW STRATEGIC PLAN
Council Vision
New Themes
Existing Themes

APPENDIX A: The 2015 to 2020 Strategic Plan Actions

APPENDIX B: The 2020 to 2025 Strategic Plan Actions

DRAFT

INTRODUCTION

What is the Town Council's Strategic Plan?
It is a statement of the Town Council's vision for the town together with its priority areas (themes) and the actions to support them.

It doesn't set out actions to be delivered by the community and partners as a whole but sets out what St. Ives Town Council itself intends to do, either directly or by working with the relevant delivery body, such as the District or County Council.

The aim of the Plan is to give St. Ives' residents a clear understanding of what the Town Council is trying to achieve and how it intends to deliver this over the next five years. It will be used each year to plan our activities and set the budget for the coming year.

Why has the Town Council decided to produce a Strategic Plan?
Having an agreed strategy will provide a framework for the Town Council to work within and allow it to operate in a consistent and co-ordinated manner. The Plan updates what was included in the last plan and set out new strategies and actions for the next 5 years.

The Plan will help the local community to have a better understanding of what the Town Council does, as opposed to what issues fall under the responsibility of other delivery bodies such as Huntingdonshire District Council, Cambridgeshire County Council or the Cambridgeshire Police Authority.

It is a 'live' document which the Town Council will update regularly, enabling it to track and monitor its progress in delivering specific actions. The Plan and monitoring reports will be publicly available so residents will be able to judge the Council's progress.

Monitoring the Strategic Plan
Evaluating progress against the list of activities which make up the new 'Action Plan' (Appendix B) will take place quarterly at Town Council meetings. The Council, will ensure that each element of the Action Plan is considered and, where further work is needed, or there are any blockages to progress, appropriate action is taken. The whole Strategic Plan will be formally reviewed each September to keep the document relevant and up-to-date.

The annual review will take account of the feedback from residents and local organisations to ensure it continues to reflect their concerns and priorities. Feedback will be sought in a range of ways including a rolling programme of public consultation, surveys (on-line and in The Bridge) and Councillor Surgeries.

The Plan will be available on the Town Council website, with hard copies available in the Town Hall.

DRAFT

THE TOWN COUNCIL - CURRENT POSITION

Local Government Structure

There are three tiers of local government, each with different responsibilities. St. Ives Town Council is the first and most local tier, with an important role to play in promoting the town, representing its interests and supporting the work of different groups in the community. Although the boundaries of responsibility are generally well defined, there are services that more than one tier has the power to provide e.g. public conveniences and playing fields. Many members of the public tend to bundle all these services together and just refer to "the Council" and so each tier needs to provide a signposting service to ensure that residents end up talking to the person who can best address their query or problem.

Huntingdonshire District Council is the second tier and is responsible for services including car parking, markets (Monday, Friday and Bank Holiday), housing, refuse collection, street cleaning, licensing, elections and planning.

Cambridgeshire County Council's responsibilities include highways (roads and pavements), education, adult care services, children's services, public rights of way, trading standards and libraries.

Governance

General

St. Ives Town Council has 17 elected councillors who are elected every four years. The Town Mayor and Deputy Town Mayor are then elected annually by the councillors at the Annual Town Council Meeting in May. Councillors are unpaid and commit their time to improving St. Ives on behalf of its residents. The Council has the power to invite non-councillors to sit on certain Committees but has, as yet, not used this option.

Elections were last held in May 2018 and will next be held in May 2022.

The Town had an electorate of 13,205 (August 2019), a population of ---- (----) and ---- houses (----). TBC

Committees

The **Town Council** has decided to manage its operation using a Committee system. The full Council meets monthly and makes the main financial and corporate decisions. Most of the detailed business is delegated to and carried out by Committees which make recommendations to the Council on the more significant issues. The details are set out in Council's Terms of Reference which are available on the Council's website.

The **Amenities Committee** meets monthly and is responsible for the public amenities that the Town Council provides. These include Warner's Park and Slepe Hall Field, eight of the town's playgrounds, public toilets at the bus station and Globe Place, the Farmers' Market, The Waits, allotments, Ramsey Road and Hill Rise cemeteries and the closed cemeteries at All Saints Parish Church, Westwood Road and Broad Leas.

The **Planning Committee** meets fortnightly and reviews local planning applications and provides Town Council comment to Huntingdonshire District Council, which is the Planning Authority. The Committee also deals with items related to footpaths and

rights of way, mineral waste plans, district development plans and the area flood forum.

The **Property Committee** meets quarterly and looks after the various buildings owned by the Town Council. These include the Town Hall, Corn Exchange and the Burleigh Hill Community Centre.

The **Personnel Committee** meets quarterly and deals with any issues related to staffing including appointments, appraisal and training.

All these meetings are open to the public with a period of time set aside for members of the public to address them.

Working Parties

The Council also creates working parties where it considers this will be a more effective way of working. Current working parties include:

- Internal Audit Working Party (responsible for ensuring that the internal audit process is maintained and in accordance with legislation)
- Policy and Procedure Working Party (responsible for annually checking all Council policies and procedures are up to date, appropriate and robust)
- Town Clerk's Appraisal Panel (responsible for monitoring the Town Clerk's performance)

Working Party meetings are not open to the public but have no powers to make decisions. They make recommendations to either Council or Committees, which are open to the public, and the actual decision to accept, or not, the finding of the Working Party is made at this stage.

Trusteeships

The Town Council is the sole Trustee of the Norris Library and Museum. On his death in 1931 Herbert Norris bequeathed the bulk of his estate in trust to the St Ives Borough Council (St Ives Town Council's predecessor) to be used as a public library and archive. It meets its responsibility as a corporate Trustee by delegating the operation to the **Norris Library and Museum Management Group**. This group meets every 6 weeks and is concerned with all aspects of its upkeep and running. The group consists of 12 people – 9 are Town Councillors and 3 represent the Friends of the Norris Museum.

There are very close links between the aims of the Norris Library and Museum and those of the Town Council and these are integrated into the day to day operation of each organisation. At the current time it is not financially self-sustainable and therefore a grant is given annually by the Town Council to enable it to continue to function. The Library and Museum has its own Action Plan, however there are references to the joint objectives of each organisation within this document.

The Town Council also supports the United Charities Trustees by providing administrative support. Its main roles are to arrange and finance the annual Bible Dicing and the distribution of the Langley Bread each January, along with managing

the Twinning Association funds that were transferred on the cessation of the group in 2016. The 8 Trustees include 4 nominated by the Town Council.

Partnerships and Community Groups
The Council also has influence through its representation on various outside groups:

Cambridgeshire and Peterborough Association of Local Councils
Festival Events St. Ives (FESt)
Huntingdonshire Volunteer Centre
Needingworth Quarry Liaison Committee
Nobles Field Trust
Police Liaison
St Ives and District Area Road Safety Committee
St Ives Carnival and Music Festival Working Party
St Ives Christmas Lights Committee
St Ives in Bloom
St Ives Town Initiative
St Ives Youth Theatre
St Ives Town Team
United Charities Trust

The Council considers it is very important to work closely with Town Partnerships and the wide range of **Community Groups** that operate in St Ives. This will achieve the best results and the best value for the residents and businesses of the Town.

The Town Council is also invited to send representatives to various stakeholder meetings regarding local issues affecting the town such as the A14 and RAF Wyton Developments, along with the current Prospectus for Growth.

Although it owns the Corn Exchange and has a long-term lease (85+years) on the Burleigh Hill Community Centre both properties are leased to and operated on a day to day basis by independent management groups.

- The Corn Exchange is operated by the Corn Exchange Community Interest Company – on their election each Councillor is asked if they wish to become a member of this company (it is not mandatory). The Company's Board of Directors consists of a maximum of 3 elected Town Councillors, 3 members of ACE (Action Corn Exchange) and 3 representatives from user groups.

- The management team that runs the Burleigh Hill Community Centre consists of the Town Mayor, four other Town Councillors (appointed on an annual basis) and representatives from the user groups.

Local Council Award Scheme
The Town Council holds the Local Council Award Scheme 'Quality Gold' status which indicates 'The Council is at the forefront of best practice and achieves excellence in governance, community leadership and council development'.

In 2012 the Council qualified for the 'General Power of Competence' which gives Town and Parish Councils more 'power to act' – this is a power of 'first resource' and

therefore allows the Town Council to do anything that will benefit the Town that is not expressly prohibited by other legislation. This gives new opportunities for the Council in terms of providing cost-effective services and facilities to meet the needs of St Ives' residents and businesses.

Town Council Staff and Management

The Council currently employs a total of 18 full time or part time staff. Six, including the Town Clerk, are based in the Town Hall, four in grounds maintenance, two for the Farmers' Market and six at the Norris Library and Museum.

The staff are led and managed by the Town Clerk who is appointed by the Council and has a legal duty to ensure that the Council complies with all the relevant laws and regulations that apply to Town Councils.

Overall Spending and Council Tax

The Council agreed a budget of £757,358 for 2019/20 which is funded by the residents of St Ives through the precept (a statutory requirement for the District Council to pay the Town Council a defined amount that it then collects from local residents). This results in a charge of £126.54 per year for a band D property. Those in smaller properties, single households or on council tax benefit will pay less.

This may seem a lot for the services the Town Council provides when compared with the other elements of the Council Tax but this is due to the other authorities getting very substantial grants from the Government or a share of the Business Rates.

2019/20					
	Net	**Funded from :**	**Funded from:**		**Council Tax**
	Revenue	**General Grants**	**Council Tax**		**level**
	Expenditure	**Business Rates**			
		Reserves			
		Collection Fund Surplus			
	£M	**£M**	**£M**	**%**	**£**
County	664.680[(1)]	366.687	297.993[(3)]	**44.8**	1312.11[(5)]
Police	147.957[(1)]	84.575	63.382[(3)]	**42.8**	222.66[(5)]
Fire	32.119[(1)]	11.982	20.137[(3)]	**62.7**	70.74[(5)]
District	18.193[(2)]	9.414	8.779[(4)]	**48.3**	142.16[(5)]
Town	**0.804[(5)]**	**0.047**	**0.757[(5)]**	**94.2**	**126.54[(5)]**

Notes

(1) From Line 900 of RA Forms on Ministry of Housing, Communities and Local Government website

(2) From Line 900 less Line 821 (Parish Precepts) of RA Forms on Ministry of Housing, Communities and Local Government website

(3) From Line 990 of RA Forms on Ministry of Housing, Communities and Local Government website

(4) From Line 990 less Line 821 (Parish Precepts) of RA Forms on Ministry of Housing, Communities and Local Government website

(5) HDC Website

Reserves

The Town Council reviews its level of reserves annually. Currently the figure that is generally agreed for General Reserves, to cover potential risks is approximately six months spending.

For the 2019/20 financial year the amounts are:-

- General Reserves - £309,980
- Capital Reserves - £596,963

Allowances

Councillors are unpaid and receive no allowance for their duties. There is, however, an allowance given to the Mayor to meet any expenses involved in fulfilling the Mayoral duties. The agreed amount for 2019/20 is £4,065.

Current Services and Activities

The following section show the Council's current services and activities.

The table shows those that are costed separately together with the relevant budget for each item.

The budgets include the full allocation of staff costs, administrative costs, workforce overheads such as vehicles and tools, depot costs and the cost of the Town Hall. In total these amount to £512k of which most (£389k) is staff pay, National Insurance and Pension Contributions.

The net cost of the Town Hall is allocated on the basis of space used to office staff, Civic (Mayor's Parlour) and Democratic (Council Chamber).

Allocations are based on the time staff spent will spend on the various activities during the 2018/19 year but using the 2019/20 associated costs. Clearly, the actual time spent differs year on year but this provides a sound working assumption.

Other services and activities provided by the Town Council which are not individually costed include:

- Being a pro-active sounding board for community concerns in order to highlight and resolve general problems facing residents.
- Being ready to publicise concerns and lobby on issues, in appropriate cases, where discussion and liaison is ineffective.
- Lobbying and influencing other agencies and bodies
- Commenting on Planning applications
- Commenting on draft bye-laws
- Representing the views of townspeople and local organisations at public inquiries
- Commenting on Local Plans and Structure plans for development, transportation and future strategic planning.
- Guardianship of local traditions and rights
- Advice and assistance on all Town Council matters.
- Councillor surgeries

		2019/20 Budgeted Cost £
Allotments	Provides and maintains in excess of 200 allotment plots at Hill Rise that are available for the residents of the town.	7,618
CCTV**	Funds half the operating costs of the 17 CCTV cameras in the town.	15,570
Cemeteries	Provision of cemeteries at Ramsey Road and Hill Rise and maintenance of closed cemeteries at Broadleas, All Saints Church and Westwood Road.	30,373
Farmers Markets	Provision and maintenance of the award-winning Farmers Market.	17,641
Grants	Makes grants to voluntary groups and support services that operate in, or support residents of, the town.	52,810
Norris Museum and Library	Provides staff and annual revenue funding.	144,097
Grass Cutting**	Cuts grass on Town Council land and on HDC land (free of charge).	7,739
Floral Displays	Provision and maintenance of summer and winter bedding and hanging baskets in, and around, the town centre.	17,683
Other Grounds Maintenance	General maintenance of areas including Warner's Park, Pavilion, Slepe Hall Field and The Waits.	10,787
Children's Play Areas	at Beech Drive, Burleigh Hill, The Crescent, Russet Close, Slepe Hall Field, Thorndown, Warner's Park and Wheatfields.	21,493
Public Toilets **	Maintenance of public toilets at the bus station and Globe Place	36,085
Street Furniture	Provision and maintenance of street furniture, memorials, notice boards and signs.	5,436
Street Lighting	Provision of, and electricity for, some heritage street lighting	2,100
Town Events	Administrative, practical and financial support.	13,640
Partnerships	Working with other bodies and organisations to jointly improve and maintain the Town.	3,415
Public Queries	Helping residents identify which other Council or body can best help them.	5,301
Public Buildings	Maintenance of Burleigh Hill Community Centre and Corn Exchange in accordance with the respective lease agreements, plus maintenance and running costs for the Town Council use of the building for administrative and democratic purposes.	61,961
Civic Events and Activities	Organises events and activities throughout the year to support and promote the civic traditions of the town.	46,179
Democratic Representation	The costs of organising and recording the meetings of the Council, its Committees and Working Parties. The cost of elections. Providing advice to Councillors.	79,642
Loan Repayments		56,487
Corporate Costs	This includes the costs of advertising and publicity to promote the town both internally and externally to encourage people to visit it. Various costs to support accountability including the website, production of annual accounts and audit fees.	80,568
	TOTAL	**716,580**

****** These items reflect the Council's collaboration with the District and County Councils to maintain services that they had to cease due to budget constraints.

DEVELOPING THE NEW STRATEGIC PLAN

The Council's Vision

Making St Ives a great place to live, work, shop and visit

NEW THEMES

The Climate Change Agenda

Climate change (or global warming), is the process of our planet heating up. The Earth has warmed by an average of 1°C in the last century, and although that might not sound like much, it means big things for people and wildlife around the globe. The changing climate will actually make our weather more extreme and unpredictable.

The Climate Change Act 2008 requires the UK to reduce net greenhouse gas emissions by at least 80 per cent on 1990 levels by 2050. As the UK approaches 2050 in June 2019 laws were passed to increase this net reduction to 100%. The Committee on Climate Change (the CCC) is an independent, statutory body established under the Climate Change Act 2008 recommend that this target should be brought forward to 2030.

In line with this the Town Council is actively engaging with the local community and planning to lead by example by reducing net greenhouse gases within its operations. It will be starting by commissioning a carbon energy audit to establish base line data and support the formation of a Climate Change Action Group to support and encourage the community as a whole to 'think and act carbon neutral'.

To exceed the Government target of becoming carbon neutral by 2050 and work towards meeting the recommendation of the Committee on Climate Change to be carbon neutral by 2030

EXISTING THEMES

As a live document the themes and actions in the original 2015-2020 plan have evolved with some completed and others amended to make them achievable and relevant. The main themes of 'Community', 'Economy', 'Good Governance' 'Health and Leisure' and 'Transport' still exist but a further theme 'Everyday Items' has been added. This now included all those activities that the Town Council continues to do that will never be completed. This is further broken down into areas of responsibility – 'Norris Museum', 'Town Hall', 'Economy', 'Environment and Development', 'Leisure and Entertainment', 'Public Safety' 'Transport', 'Ground Maintenance' and 'Councillors' with duplication where areas of responsibility also overlap.

COMMUNITY

Volunteering
To proactively encourage volunteering

To endeavour to identify unmet Community needs that can be effectively met by Volunteers, and then, in partnership with other agencies and charities, help them become operational

To financially support volunteer groups that deliver community-based services

Communication
To communicate with residents, in a variety of ways, to ensure they are informed of the Council's plans.

Respond to queries about non-Town Council public services.

ECONOMY

Shopping
To enhance the local shopping and leisure experience.

Local Businesses
To help to create an environment that supports existing businesses and attracts new ones.

Heritage & Tourism
To endeavour to preserve and enhance the history, heritage and identity of the town.

To promote St Ives as a shopping, leisure and regional tourist destination.

GOOD GOVERNANCE

Openness & Accountability

Strategic Plan & Budget
To produce, review and monitor a 5 year Strategic Plan.

Professional Standards
To adopt and maintain professional standards in all aspects of the Council's business.

Efficiency & Value for Money
Undertake a rolling review of the activities of Council to identify opportunities for increasing efficiency

HEALTH AND LEISURE

Wellbeing
Work with health providers to identify opportunities to promote healthy lifestyles

Leisure & Entertainment
To identify opportunities for the Council to facilitate or arrange leisure and entertainment opportunities that are consistent with the approved budget.

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TRANSPORT

Public Transport
To liaise with Bus Operators and the County Council to ensure a reliable and frequent public transport system to allow residents and others to travel to work, shops and leisure activities.

infrastructure
To comment on Local Plans and Strategic Plans to ensure that the need for any upgrades to the highways infrastructure are fully reflected.

To liaise with the County Council to endeavour to ensure that the road network within the Town is maintained in an acceptable condition and action is taken to deal with any safety or congestion issues.

EVERYDAY ITEMS

NORRIS MUSEUM

Volunteering
Continue to support the Norris Library and Museum framework of volunteering and volunteer training

Identify new opportunities for volunteers to support the work of the Norris Library and Museum

Heritage
To endeavour to preserve and enhance the historic, heritage and identity of the town

Education
To promote the Norris Library and Museum as a place for learning – for schools, groups, families and individuals

Openness & Accountability
To maintain ACE (Arts Council England) Accreditation standard at Norris Library and Museum

LEISURE & ENTERTAINMENT

Lifestyle
To promote the importance of maintaining a fit and healthy lifestyle

Direct Provision
To provide a range of facilities including play areas, public toilets, allotments which support Health and Leisure

PUBLIC SAFETY

General
To identify any areas or issues which result in residents feeling unsafe and liaising with the Police or other bodies to resolve or mitigate the problem.

CCTV
To 50% fund monitored CCTV cameras at key points in the Town.

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ENVIRONMENT & EVELOPMENT

Planning
To comment on all planning applications in the St Ives' area, in order to influence the best balance between preserving an attractive environment and achieving the developments that the Town needs, within the framework of the planning legislation.

To comment on all Strategic Plans and Proposals to maximise the chance of the Town getting an optimum balance of housing, jobs and infrastructure.

Improvements
To identify priority environmental improvements and seek funding to deliver them.

Sustainability
To recognise the importance of sustainability and to take appropriate account of it in all Council activities and decisions.

Openness & Accountability
To promote openness and accountability in all aspects of the Council's business. (There are specified occasions set by legislation where it would be inappropriate to provide full information)

Strategic Plan & Budget
To ensure that the Council produces realistic budgets in the context of its 5-year Strategic Plan

Professional Standards
To adopt and maintain professional standards in all aspects of the Council's business

Public Participation
To promote public participation

Assets
To preserve, maintain and, where appropriate, improve the assets owned by the Council

Efficiency & Value for Money
Undertake a rolling review of the activities of Council to identify opportunities for increasing efficiency. This includes working in partnership with other local authorities to determine which authority could most efficiently provide the service or out-sourcing.

Undertake a rolling review of the Council's services to identify any which are not considered to be good value for money. If any are found, to identify ways to improve value for money or decide to cease the service

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TOWN HALL

Volunteering
Invite voluntary organisation to apply for grants by October each year

Review Memorandum of Understanding with volunteer-based agencies and groups to ensure fit for purpose and achievable for next 12months

Review the budget provision for grants on an annual basis taking into account the value for money achieved from voluntary effort

To be ready, in partnership with other agencies and charities, to react quickly if any existing Volunteer Group gets into difficulties and help resolve their problems

Heritage
To endeavour to preserve and enhance the history, heritage and identity of the town

Representation & Consultation
To be a pro-active sounding board for community concerns in order to highlight and resolve general problems facing residents of all backgrounds, cultures or religions

Communication
To communicate with residents in a variety of ways to ensure they are informed of the Council's plans

Respond to queries about non-Town Council public services

Financial Pressures
To regularly liaise with Partner Organisations to establish whether there are any plans to withdraw, or reduce, services that affect the residents or local organisations of St. Ives. If any are identified, to consider the likely effect of the withdrawal and, if appropriate, lobby to maintain the service and/or to minimise the impact

If any services are to be withdrawn, or reduced, to consider whether it would be appropriate and practical for the Town Council to provide the service or to make a financial contribution to enable the service to be continued by its current, or another, provider

Economy
To enhance the local shopping and leisure experience

GROUND MAINTENANCE

Economy
Liaise with District Council to establish the defined level of cleanliness and monitor that this is maintained in the Town Centre

Green Spaces
To provide and maintain green areas to enhance the environment.

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TRANSPORT

Public Transport
To liaise with Bus Operators and the County Council to ensure a reliable and frequent public transport system to allow residents and others to travel to work, shops and leisure activities

Car Parking
To liaise with the District Council, the County Council and any other providers to endeavour to ensure there are sufficient car parking spaces at reasonable charges to meet the needs of residents and visitors, in order to support the town's economy

Infrastructure
To comment on Local Plans and Strategic Plans to ensure that the need for any upgrades to the highways infrastructure are fully reflected.

COUNCILLORS

Representation & Consultation
To be a pro-active sounding board for community concerns in order to highlight and resolve general problems facing residents of all backgrounds, cultures or religions.

To be ready to publicise concerns and lobby on issues in appropriate cases, where discussion and liaison is ineffective.

To consult residents using cost-effective methods proportionate to the importance of the issue

Communication
To communicate with residents in a variety of ways to ensure they are informed of the Council's plans.

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THE 2015 TO 2020 STRATEGIC PLAN ACTIONS **APPENDIX A**

C	COMMUNITY		Completion by:				
	Volunteering	**Action**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
C1	To proactively encourage volunteering	Create a strategy to encourage volunteering.	March				
C2		Deliver the approved strategy within timetable.	Subject to C1 above				
C3		Continue to support the Norris Library and Museum framework of volunteering and volunteer training Everyday Business.					
C4		Identify new opportunities for volunteers to support the work of the Norris Library and Museum.				◆	
C6A		To recruit and organise volunteers to undertake litter picking in problem areas when necessary.		June			
C7		Prepare a draft process and assessment scheme to allow objective comparison between competing bids for funding ready for determining 2017/18 grants.		June			
C8		Create a Working Party to consider the bids (in the light of officer prepared assessment sheets) for funding and make formal proposals to the Council.		October			
C9		Invite voluntary organisation to apply for grants by October each year.		October	October	October	October
C11		Review the budget provision for grants on an annual basis taking into account the value for money achieved from voluntary effort.	November	November	November	November	November
C5	To identify unmet Community needs that can be effectively met by Volunteers, and then, in partnership with other agencies and charities, help them become operational	Carry out appropriate surveys to highlight areas of significant unmet need.	Subject to C31 below				
C6		Discuss unmet needs with relevant voluntary groups and agencies to see if the Council can facilitate the setting up of a group to meet the need.			◆		
C10	To be ready, in partnership with other agencies and charities, to react quickly if any existing Volunteer Group gets into difficulties and help resolve their problems	Respond promptly to any concerns raised by any Volunteer Group during the course of the year and liaise with other relevant agencies in an attempt to resolve their difficulties. Respond within 20 working days. Everyday Business.					
	Heritage						

C12	To endeavour to preserve and enhance the history, heritage and identity of the town	Support civic events Everyday Business.					
C13		Endeavour to preserve the historic centre Everyday Business.					
C14		Provide support to Civic Society in producing a local list of key buildings.			◆		
C15		Preserve the Norris Library and Museum collection Everyday Business.					
C16		Enhance the cataloguing of the Museum collections.		December			
C17		Carry out the Museum Rationalisation Programme.				◆	
C18		Support and document local research Everyday Business.					
C19		Development of permanent Museum displays. **(Dependent upon grant)**			◆		
C20		Maintain temporary exhibition programme Everyday Business.					
C21		Maintain Library and Museum Outreach programme Everyday Business.					
C22		Improvement of Library and Museum facilities integral to Huntingdonshire's Heritage project. **(Dependent upon grant)**			◆		
C23		Make the Library and Museum's collections more intellectually accessible Everyday Business.					
C24		Identify opportunities to make the Library and Museum more physically accessible.		March			
C25	To work together with key partners and the community to promote pride in St Ives	Town Clerk to meet with relevant groups to identify ways in which the Town Council could consider assisting.	January				
C26		Deliver the resulting plan within timetable.	Subject to C25 above				
	Representation						
C27	To be a pro-active sounding board for community concerns in order to highlight and resolve general problems facing residents of all backgrounds, cultures or religions.	Everyday Business. to identify issues. Respond within 5 working days					
C28		Work with St. Ivo school to identify ways to encourage input from those under 18.		April			
C29	To be ready to publicise concerns and lobby on issues in appropriate cases, where	Act within 4 weeks on issues identified as important that have not been resolved through ordinary influence and liaison. Everyday Business.					

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	discussion and liaison is ineffective.						
	Consultation						
C30	To consult residents using cost-effective methods proportionate to the importance of the issue	Identify cost-effective methods of consultation.		September			
C31		Agree a consultation plan to include rolling coverage of the Business Plan each year.	September	September	September	September	September
C32		Implement the consultation plan within timetable.	Subject to C31 above				
C32A		Summarise and assess consultation responses. Take appropriate follow-up action, and incorporate in the review of the Strategic Plan.	Subject to C31 above				
	Communication						
C33	To communicate with residents in a variety of ways to ensure they are informed of the Council's plans.	Produce four copies of 'The Bridge' Magazine each year on agreed dates.	October January	April June October January	April June October January	April June October January	April June October January
C34		Review the implications of moving to an E-Magazine.			◆		
C35		Provide copy for the annual St Ives Official Guide in line with publisher's timetable.	September	September	September	September	September
C36		Promote St Ives using social media including Facebook. Everyday Business.					
C37		Maintain councillor surgeries on a quarterly basis and review effectiveness.		July			
C38		Produce monthly events list for notice boards and website. Everyday Business.					
C39		Review effectiveness of the website.			◆		
C40	Respond to queries about non-Town Council public services.	Determine which areas are to be covered and organise any required staff training.		October			
C40A		Direct questioner to the appropriate provider. Everyday Business.					
	Financial Pressures						
C41	To regularly liaise with the County Council, District Council, Police Authority and Health Services to establish whether there are any plans to withdraw, or reduce, services that affect the residents or local	Identify the optimum point(s) in each organisation's budget cycle to hold such discussions.	October				
C42		Undertake discussions with each organisation at agreed times and prepare reports to Council identifying any issues and outlining proposed action.	Subject to C41				

	organisations of St. Ives. If any are identified, to consider the likely effect of the withdrawal and, if appropriate, lobby to maintain the service and/or to minimise the impact.						
C43	If any services are to be withdrawn, or reduced, to consider whether it would be appropriate and practical for the Town Council to provide the service or to make a financial contribution to enable the service to be continued by its current, or another, provider.	Prepare reports to Council identifying any issues that cannot be resolved and outlining options to maintain service or mitigate service reductions. Everyday Business.					
	General						
C44	To provide, maintain and, where appropriate, enhance services in the town that are valued by the local community.	Carry out planned improvements at Hill Rise Cemetery.	February				
C45		Upgrade tracks at Hill Rise allotments.	October				
C46		Respond to telephone calls in a timely manner. Everyday Business.					
C47		Respond to all written communications, with at least a holding reply, within 5 working days. Everyday Business.					
E	**ECONOMY**		**Completion by:**				
	Shopping	**Action**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
E1	To enhance the local shopping and leisure experience	Promote the Farmers' Market. Everyday Business.					
E2		Work with the Town Team to produce an action plan to identify affordable opportunities to increase footfall.		September			
E3		Deliver Council elements of the approved plan within timetable.	Subject to E2 above				
E4		Review footfall data from SITI on an annual basis.		June	June	June	June
E5		Ensure that the defined level of cleanliness is maintained in the Town Centre. Everyday Business.					
	Local Businesses						
E6	To help to create an environment that supports existing businesses and attracts new ones.	Prepare a report on the advantages and disadvantages of creating a Business Improvement District.	March				
E7		Work with the Town Team and HDC to identify opportunities to encourage new businesses to come to the Town.			◆		

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	Tourism						
E8	To promote St Ives as a shopping, leisure and regional tourist destination	Identify opportunities to support AONB and Ouse Washes Landscape Partnership initiatives.	Link with E11				
E9		Identify opportunities to promote St Ives proximity to Ouse Valley scenery, Fen Drayton lakes, Ouse Fen and Great Fen.	Link with E11				
E10		To identify any need for improving signage within and approaching the Town.			◆		
E11		Identify options for promoting the Town, including emphasis on The Old Riverport setting, for tourism/economy and leisure purposes.		September			
E11A		Identify options for providing facilities for types of tourist, such as motorhome users, where these are not currently available.	Link with E11				
E13		Identify opportunities to publicise the Norris Library and Museum improvements as a tourist attraction for the town.		March			
E14		To prepare a report identifying options for providing additional tourist information and advice within St Ives.	Link with E11				
E15		To continue to work closely with Cambridge & Beyond and the Cambridge TIC to promote the town and all its events. Everyday Business.					
ED	**EDUCATION**		**Completion by:**				
	Theme	**Action**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
ED1	To endeavour to influence the County Council and individual schools to preserve (or enhance) service provision for St Ives residents.	Identify any current concerns that residents have with education provision.			◆		
ED2		Discuss concerns with relevant schools and/or County officers to seek to resolve issues. Everyday Business.					
ED3		Discuss with County officers the potential impact on St Ives schools of their funding in future years.			◆		
ED4	To promote the Norris Library and Museum as a place for learning – for schools, groups, families and individuals	Maintain learning programme and outreach activities Everyday Business...					
ED5		Develop a programme of Town Tours.				◆	
ED6		Provide holiday activities and events Everyday Business.					
E&D	**ENVIRONMENT & DEVELOPMENT**		**Completion by:**				
	Planning	**Action**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**

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E&D1	To comment on all planning applications in the St Ives area in order to influence the best balance between preserving an attractive environment and achieving the developments that the Town needs within the framework of the planning legislation.	Ongoing Everyday Business.					
E&D2	To comment on all Strategic Plans and Proposals to maximise the chance of the Town getting an optimum balance of housing, jobs and infrastructure whilst preserving the Town.	Respond within timescale to all Strategic Plans and Proposals. Everyday Business.					
	Improvements						
E&D3	To identify priority environmental improvements and seek funding to deliver them	Submit bids to CCC for Highway Improvement Funding each year.	October	October	October	October	October
E&D4		Work with interested parties to achieve town centre tidy up each year.		June	June	June	June
	Sustainability						
E&D5	To recognise the importance of sustainability and to take appropriate account of it in all Council activities and decisions.	Arrange any necessary training for staff and councillors.				◆	
E&D6		Introduce relevant references in all Council reports.				◆	
E&D7		Identify opportunities for working with other bodies to maximise sustainability.				◆	
E&D8		Publicise impact of excessive feeding of inappropriate food, such as white bread, to birds on The Quay and Waits.		April			
	Green Spaces						
E&D9	To provide and maintain green areas to enhance the environment.	To review the existing areas and determine whether there is need for additional areas or whether any are surplus to requirements.			◆		
E&D 10		Continue approved maintenance regime. Everyday Business.					
G	**GOOD GOVERNANCE**		**Completion by:**				
	Openness And Accountability	**Action**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
G1		Produce Annual Report each year.	June	June	June	June	June

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G1A	To promote openness and accountability in all aspects of the Council's business. (There are specified occasions set by legislation where it would be inappropriate to provide full information)	Regularly publish information on the Council's website to enhance accountability. Everyday Business.					
	Strategic Plan And Budget						
G2	To produce, review and monitor a 5 year Strategic Plan.	Monitor the Plan quarterly. Take any necessary remedial action.	January	April July November January	April July November January	April July November January	April July November January
G3		Review Plan each year in light of agreed consultation plan and all other available information.		September	September	September	September
G4	To ensure that the Council produces realistic budgets in the context of its 5 year Strategic Plan.	Ensure that the approved actions in the Strategic Plan are costed and included in the budget each year.	November	November	November	November	November
	Professional Standards						
G5	To adopt and maintain professional standards in all aspects of the Council's business	Complete application for the NALC Quality Gold Standard Award.	November				
G6		Identify training needed for both staff and Councillors for the coming year by October and deliver by the following March	October	October March	October March	October March	October March
G7		Produce a draft performance management framework.	October				
G8		Implement the agreed performance management framework in accordance with the timetable.	Subject to G7 above				
G9		Where relevant, work collaboratively with other villages to enhance results. Everyday Business.					
G10		Create a Disaster Recovery Plan for the Council.	October				
G11		To maintain ACE (Arts Council England) Accreditation standard at Norris Library and Museum			◆		
	Public Participation						
G12	To promote public participation	Advertise the opportunity to address the Council and Committee meetings for up to 3 minutes on the website and in The Bridge and refresh the message annually.		May	May	May	May
	Assets						

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G13	To preserve, maintain and, where appropriate, improve the assets owned by the Council.	Produce a programme of improvements and maintenance for the Town Hall by Oct 2015, with indicative costs, and then deliver the approved programme.	October	→	→	→	→
G14		Produce a costed preventative maintenance schedule for all the Council's assets highlighting any elements not covered by existing budgets each year.	October	October	October	October	October
	Efficiency And Value For Money						
G15	Undertake a rolling review of the activities of Council to identify opportunities for increasing efficiency. This includes working in partnership with other local authorities to determine which authority could most efficiently provide the service or out-sourcing.	Review the delivery of grounds maintenance work and grass cutting by all Councils.		June			
G16		Review the future use of the Pavilion at Warner Park.	October				
G17		Seek grants from external funders for any relevant element of the Council's activities. Everyday Business.					
G18		Prepare timetable of services in priority order and deliver reviews in accordance with timetable.	March	→	→	→	→
G18A		Seek to work in partnership with the Councils of surrounding villages, Cambridgeshire's towns, and the District and County, to: i. share best practices, experience and expertise; ii. establish if centralising some administrative tasks would be beneficial; Everyday Business.					
G19	Undertake a rolling review of the Council's services to identify any which are not considered to be good value for money. If any are found, to identify ways to improve value for money or decide to cease the service.	Prepare timetable in priority order and deliver reviews in accordance with timetable.	March	→	→	→	→
HL	**HEALTH & LEISURE**		**Completion by:**				
	Health And Social Services	**Action**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
HL1	To endeavour to influence Health Authorities and the County Council to preserve (or enhance)	To identify any general issues from residents via a survey and discuss them with the appropriate body.			January		

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	service provision for St Ives residents.						
	Influence Sports And Fitness						
HL2	To liaise with the District Council and any other providers to ensure that there is adequate sports and fitness provision in the Town.	Identify what provision is available in the Town or nearby.		January			
HL3		Discuss with District and any other relevant bodies whether they perceive any areas of shortfall especially for minority or special needs residents and prepare a report outlining the results and proposing any relevant actions.		January			
	Leisure And Entertainment						
HL4	To identify opportunities for the Council to facilitate or arrange leisure and entertainment opportunities that are consistent with the approved budget.	Identify the sort of activities, for all ages, that are not currently provided by others and prepare a report considering the cost/benefit of the Council providing these each year.	October	October	October	October	October
	Lifestyle						
HL5	To promote the importance of maintaining a fit and healthy lifestyle.	Advertise the District's Healthy Walks programme.	Spring "Bridge"	Spring "Bridge"	Spring "Bridge"	Spring "Bridge"	Spring "Bridge"
HL5A		Liaise with health service for articles in The Bridge or on the website to encourage improved life styles. Everyday Business.					
	Direct Provision						
HL6	To provide a range of facilities including play areas, public toilets, allotments which support Health and Leisure.	Maintain to agreed standards. Everyday Business.					
S	**PUBLIC SAFETY**		**Completion by:**				
	General	**Action**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
S1	To identify any areas or issues which result in residents feeling unsafe and liaising with the Police or other bodies to resolve or mitigate the problem.	Undertake a residents survey to pinpoint any locations where they feel unsafe. Discuss the results with the Police and any other relevant bodies.				◆	
S2		Review the position on vagrancy, street drinking and ASB.			◆		
	CCTV						

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S3	To 50% fund monitored CCTV cameras at key points in the Town.	To review the coverage and discuss the nature and volume of any crimes prevented or solved with the District Council every 6months. Everyday Business.					
T	**TRANSPORT**		**Completion by:**				
	Public Transport	**Action**	**2015/16**	**2016/17**	**2017/18**	**2018/19**	**2019/20**
T1	To liaise with Bus Operators and the County Council to ensure a reliable and frequent public transport system to allow residents and others to travel to work, shops and leisure activities.	Discuss reported problems with Bus Operators and the County Council, as appropriate, to attempt to resolve any issues. Everyday Business.					
T2		Identify need for further bus shelters and liaise with County and bus operators to secure provision.	Subject to C31 above				
	Car Parking						
T3	To liaise with the District Council, the County Council and any other providers to endeavour to ensure there are sufficient car parking spaces at reasonable charges to meet the needs of residents and visitors, in order to support the town's economy.	Discuss car park usage data with the District Council, the County Council and any other providers to influence decisions to increase or reduce parking availability, or to change its location. Everyday Business.					
T4		Consider and respond to any proposals for increases in car park charges within any defined time limits. Everyday Business.					
	Infrastructure						
T5	To comment on Local Plans and Strategic Plans to ensure that the need for any upgrades to the highways infrastructure are fully reflected.	To take every opportunity to comment within defined time scales. Everyday Business.					
T6		Discuss the possibility of a pedestrian underpass or bridge across Harrison Way.				◆	
	Maintaining Standards						
T7	To liaise with the County Council to endeavour to ensure that the road network within the Town is maintained in an acceptable condition and action is taken to deal with any safety or congestion issues.	Undertake a resident survey to identify any general issues and raise these with the County Council.	Subject to C31 above				
T8		To review the signage on footpaths and cycle paths and identify the costs of any proposed new signs		July			

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THE 2020 TO 2025 STRATEGIC PLAN ACTIONS

Appendix B

Action Point	CLIMATE CHANGE AGENDA		
		Action	
1	**To exceed the Government target of becoming carbon neutral by 2050 and work towards meeting the recommendation of the Committee on Climate Change to be carbon neutral by 2030**	Ensure that all polices adopted in the Neighbourhood Plan consider the climate change agenda to reduce carbon emissions	Council 2020
2		Introduce natural planting within the Town Council areas of responsibility where feasible	Amenities 2020
3		Ensure that the Combined Authorities Master Plan for St Ives consider the climate change agenda to reduce carbon emissions	Council 2019
4		Engage with other Authorities to establish and support joint initiatives to promote and publicise the Climate Change Agenda	Council 2020
5		Adopt a policy to replace all trees felled on Town Council land within a 12month period	Amenities 2020
6		Investigate the feasibility of introducing a policy that includes the planting of at least one tree annually on land within St Ives. To include working with other organisations and authorities to establish if the TC can plant trees on land not within the responsibility of the Town Council	Amenities 2021
7		Set aside areas of Town Council land for the planting of wild and natural flowers that support wildlife	Amenities 2020
8		Encourage other organisations and authorities to set aside land for the planting of wild and natural flowers that support wildlife	Amenities 2021
9		Investigate energy saving measures in council owned and operated buildings	Property 2020
10		Switch to renewable energy supplier for all energy supply	Property 2020
11		Review the use of one-use plastic within all Town Council operations with an aim to reduce to zero by 2023	Council 2020
12		Encourage and support the town to reduce one-use plastic with an aim to reduce to zero by 2023	Council 2020
13		Investigate the impact of reducing the use of weed killing sprays by 2023	Amenities 2022
14		Investigate the feasibility of reducing emissions on GM equipment	Amenities 2021
15		Actively work to reduce consumption in all activities - Look to become a low use recycled paper organisation and use environmentally friendly cleaning products	Council 2021
16		Commit to using LOAF (local, organic, animal friendly, fairly traded) ingredients at council functions	Council 2021
17		Commit to using re-usable, biodegradable cups, plates and cutlery at council functions	Council 2021

18		Form Climate Change Action Group	Council 2020
19		Organise Energy Saving Pop-up Advice Surgery's and other opportunities to inform and educate on the Climate Change Agenda	Council 2020
20		Commission Town Council carbon energy audit to establish base line data	Council 2020
21		Agree annual percentage reduction up to 2030	Council 2020
22		Investigate LED/low energy bulbs for street lights and all council buildings	Property 2020

Action point	**COMMUNITY**		
	Volunteering	**Action**	**Timeframe**
23	To proactively encourage volunteering	To encourage volunteers to undertake local ownership of verges and green spaces – both for litter picking and maintenance	Article in The Bridge and promote on social media in Spring and Autumn each year
24		Identify particular areas that would benefit from regular litter pics	Amenities Committee and In Bloom to provide list by Spring each year
25		Work with St Ives Timebank and other groups and organisations to carry out regular litter picks throughout St Ives	Council - Start in Spring 2020 to become quarterly
26		Encourage contact and coordination between community groups – by hosting annual community group fair and making groups aware of funding and training opportunities	Council - Annually
27	To endeavour to identify unmet Community needs that can be effectively met by Volunteers, and then, in partnership with other agencies and charities, help them become operational	Carry out appropriate surveys in conjunction with HVC when appropriate to highlight areas of significant unmet need.	Council - March 2020
28		Discuss unmet needs with relevant voluntary groups and agencies to see if the Council can facilitate the setting up of a group to meet the need.	Council - March 2020
29		Include reference to unmet needs within Neighbourhood Plan to ensure these are taken into account and minimised going forward	Council and NP Working Group Sept 2019- August 2021
30	To financially support volunteer groups that deliver community-based services	Review Memorandum of Understanding and level of grant support provided to volunteer-based agencies and groups to support the to provide a level of certainty to groups going forward prior to end of current 4-year funding	Council - October 2022
31		**Include International Children's' day in volunteer funding 4-year commitment**	Council - 2019
	Communication		

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32	To communicate with residents in a variety of ways to ensure they are informed of the Council's plans.	Review the current methods of communication to encompass new technology and ensure those methods adopted provide value for money and meet the needs of a diverse community	Council - March 2022
33		Review effectiveness of the website.	Council - December 2020
34	Respond to queries about non-Town Council public services.	Collect data on types and numbers of questions asked and provide feedback to service providers	Council - March 2020
35		Report data to Council	Council - April Annually
36		Direct questioner to the appropriate provider	Council - On receipt of queries
37		Use all forms of communication to provide 'frequent questions answered' in The Bridge magazine, website and notice boards	Council – Implement by Jan 2020 and then ongoing

	ECONOMY		
	Shopping	**Action**	
38	To enhance the local shopping and leisure experience	Investigate effective ways of gathering footfall data	October 2020
	Local Businesses		
39	To help to create an environment that supports existing businesses and attracts new ones	Support with stakeholder Groups (St Ives One), community groups and other strategic partners to identify opportunities to encourage new businesses to come to the Town.	Council 2019
	Heritage & Tourism		
40	To endeavour to preserve and enhance the history, heritage and identity of the town.	Endeavour to preserve the historic centre of a shared space for the focus of the community	Ongoing
41		To include the historical aspect's and heritage of the town in the Neighbourhood Plan	Sept 2019- Aug 2021
42	To promote St Ives as a shopping, leisure and regional tourist destination	Identify opportunities and work with other groups and strategic partners to promote the town.	Ongoing
43		To consider options for providing additional tourist information and advice within St Ives.	March 2019
44		To work with HVC to provide additional tourist information and advice within St Ives	Council 2020

	GOOD GOVERNANCE		
	Openness And Accountability	**Action**	
	Strategic Plan And Budget		

45	To produce, review and monitor a 5 year Strategic Plan.	Monitor the Plan quarterly. Take any necessary remedial action.	Ongoing
46		Review Plan each year in light of agreed consultation plan and all other available information.	
47	**Professional Standards**		
48	To adopt and maintain professional standards in all aspects of the Council's business	Work to maintain NALC Local Council Award Scheme - Gold Standard	Ongoing
49		Develop and implement a continuous improvement strategy for staff and members with regard to training and delivery of public services	Personnel - 2020
	Efficiency And Value For Money		
50	Undertake a rolling review of the activities of Council to identify opportunities for increasing efficiency.	Review the future use of the Pavilion at Warner Park.	March 2019
51		Consult with community on plans for the Pavilion	August 2019
52		Seek funding opportunities – including grants and public conscription	November - 2019

	HEALTH & LEISURE		
	Wellbeing		
53	Work with health providers to identify opportunities to promote healthy lifestyles	Obtain data from healthcare providers	March 2020
54		Understand good practice health strategies from other local councils	March 2020
55		Identify Social Prescribing activities with local health practitioners	Council - 2020
56		Investigate the feasibility of introducing a Changing Places toilet facility in Globe Place public toilets	Amenities Cttee - 2020
57		Support and encourage the mental and physical health of Council staff	Personnel - 2020
	Leisure And Entertainment		
58	To identify opportunities for the Council to facilitate or arrange leisure and entertainment opportunities that are consistent with the approved budget.	Identify the sort of activities, for all ages, that are not currently provided by others and prepare a report considering the cost/benefit of the Council providing these each year.	March 2020
59		Investigate options to organise physical sporting activities with partner organisations	Amenities - 2020
60		Include leisure and entertainment opportunities and facilities within the Neighbourhood Plan	Council 2020

	TRANSPORT		
	Public Transport	**Action**	
61	To liaise with Bus Operators and the County Council to ensure a reliable and frequent public transport system to allow residents and others to travel to work, shops and leisure activities	Identify need for further bus shelters and liaise with County and bus operators to secure provision.	Ongoing
62		Comment on Combined Authority Transport Plan	Council 2019

	Infrastructure		
63	To comment on Local Plans and Strategic Plans to ensure that the need for any upgrades to the highways infrastructure are fully reflected.	Encourage HDC/ CCC study and delivery of improvements to local main roads including A1123 and Harrison Way.	Ongoing
64	To liaise with the County Council to endeavour to ensure that the road network within the Town is maintained in an acceptable condition and action is taken to deal with any safety or congestion issues.	To work with groups and strategic partners to review the signage on footpaths and cycle paths and identify the costs of any proposed new signs	Ongoing
65		Identify paths with official records and make arrangements for those not currently listed to be registered	Amenities 2022
66		Continue to submit plans for highway improvements through the LHI Scheme annually	Council – August annually

	EVERYDAY ITEMS		
	Norris Museum	**Action**	
67	**Volunteering**	Continue to support the Norris Library and Museum framework of volunteering and volunteer training	Ongoing
68		Identify new opportunities for volunteers to support the work of the Norris Library and Museum.	Ongoing
	Heritage		
69	To endeavour to preserve and enhance the history, heritage and identity of the town	Preserve the Norris Library and Museum collection	Ongoing
70		Enhance the cataloguing of the Museum collections.	Ongoing
71		Carry out the Museum Rationalisation Programme.	ongoing
72		Support and document local research	ongoing
73		Development of permanent Museum displays	Ongoing
74		Maintain temporary exhibition programme	Ongoing
75		Maintain Library and Museum Outreach programme.	Ongoing
76		Improvement of Library and Museum facilities integral to Huntingdonshire's Heritage project.	Ongoing
77		Make the Library and Museum's collections more intellectually accessible	Ongoing
78		Identify opportunities to make the Library and Museum more physically accessible.	Ongoing
79		Deliver the resulting plan within timetable.	Ongoing
	EDUCATION		
80	To promote the Norris Library and Museum as a place for learning – for schools, groups, families and individuals	Maintain learning programme and outreach activities	Ongoing
81		Develop a programme of Town Tours.	
82		Provide holiday activities and events	

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83	**Openness And Accountability**	To maintain ACE (Arts Council England) Accreditation standard at Norris Library and Museum	Ongoing
	Town Hall	**Action**	
84	**Volunteering**	Invite voluntary organisation to apply for grants by October each year.	Annual
85		Review Memorandum of Understanding with volunteer-based agencies and groups to ensure fit for purpose and achievable for next 12months	Council - October annually
86		Review the budget provision for grants on an annual basis taking into account the value for money achieved from voluntary effort.	November Annually
87	To be ready, in partnership with other agencies and charities, to react quickly if any existing Volunteer Group gets into difficulties and help resolve their problems	Respond promptly to any concerns raised by any Volunteer Group during the course of the year and liaise with other relevant agencies in an attempt to resolve their difficulties. Respond within 20 working days.	Ongoing
88	**Heritage** To endeavour to preserve and enhance the history, heritage and identity of the town	Support civic events	Ongoing
	Representation& Consultation		
89	To be a pro-active sounding board for community concerns in order to highlight and resolve general problems facing residents of all backgrounds, cultures or religions.	Act to deal with matter of concern to the community by either taking responsibility or signposting as appropriate	Ongoing
90		Work with St. Ivo school to identify ways to encourage input from those under 18.	2020 – Mayor?
	Communication		
91	To communicate with residents in a variety of ways to ensure they are informed of the Council's plans.	Produce relevant content for 'The Bridge' Magazine each year on agreed dates.	Ongoing
92		Use social media including Facebook to proactively communicate with the community matter that will affect them – both internal and external to the town council	Ongoing
93		Provide copy for the annual St Ives Official Guide in line with publisher's timetable.	November Annually
94	Respond to queries about non-Town Council public services.	Collect data on types and numbers of questions asked.	Ongoing
95		Direct questioner to the appropriate provider	On receipt
96		Use all forms of communication to provide 'frequent questions answered'	December 2018 (new website)
	Financial Pressures		
97	To regularly liaise with Partner Organisations to establish whether there are any plans to withdraw, or reduce, services that affect the residents or local organisations of St. Ives. If any are identified, to consider the likely effect of the withdrawal and, if	Identify areas and services were devolution may be prudent.	November Annually
98		Liaise with each organisation at agreed times and prepare reports to Council identifying any issues and outlining proposed action.	TBC

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	appropriate, lobby to maintain the service and/or to minimise the impact.		
99	If any services are to be withdrawn, or reduced, to consider whether it would be appropriate and practical for the Town Council to provide the service or to make a financial contribution to enable the service to be continued by its current, or another, provider.	Prepare reports to Council identifying any issues that cannot be resolved and outlining options to maintain service or mitigate service reductions.	As necessary
	ECONOMY		
100	To enhance the local shopping and leisure experience	Promote the Farmers' Market.	Ongoing
	ENVIRONMENT & DEVELOPMENT		
	Planning	**Action**	
101	To comment on all planning applications in the St Ives area in order to influence the best balance between preserving an attractive environment and achieving the developments that the Town needs within the framework of the planning legislation.	Ongoing	Ongoing
102	To comment on all Strategic Plans and Proposals to maximise the chance of the Town getting an optimum balance of housing, jobs and infrastructure whilst preserving the Town.	Respond within timescale to all Strategic Plans and Proposals.	Ongoing
	Improvements		
103	To identify priority environmental improvements and seek funding to deliver them		Annually in June
	Sustainability		
104	To recognise the importance of sustainability and to take appropriate account of it in all Council activities and decisions.	Arrange any necessary training for staff and councillors.	Ongoing
105		Identify opportunities for working with other bodies to maximise sustainability.	Ongoing
	Openness And Accountability	**Action**	
106	To promote openness and accountability in all aspects of the Council's business. (There are specified occasions set by legislation where it would be inappropriate to provide full information)	Produce Annual Report each year.	June
107		Regularly publish information on the Council's website to enhance accountability.	ongoing
	Strategic Plan And Budget		
108	To ensure that the Council produces realistic budgets in the context of its 5-year Strategic Plan.	Ensure that the approved actions in the Strategic Plan are costed and included in the budget each year.	October
	Professional Standards		
109	To adopt and maintain professional standards in all aspects of the Council's business	Identify training needed for both staff and Councillors for the coming year by October and deliver by the following March	October

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110		Maintain performance management framework.	ongoing
111		Where relevant, work collaboratively with other villages to enhance results.	ongoing
112		Maintain and review regularly a Disaster Recovery Plan for the Council.	May
	Public Participation		
113	To promote public participation	Advertise the opportunity to address the Council and Committee meetings for up to 3 minutes on the website and in The Bridge and refresh the message annually.	Ongoing
114		Arrange Annual Town Meeting in different locations around the town on an Annual basis between March and June	Annual
115		Review minutes of ATM for Town Council actions and implement in a timely manner	Annual
	Assets		
116	To preserve, maintain and, where appropriate, improve the assets owned by the Council.	Produce a costed preventative maintenance schedule for all the Council's assets highlighting any elements not covered by existing budgets each year.	Ongoing
	Efficiency And Value For Money		
117	Undertake a rolling review of the activities of Council to identify opportunities for increasing efficiency. This includes working in partnership with other local authorities to determine which authority could most efficiently provide the service or out-sourcing.	Seek grants from external funders for any relevant element of the Council's activities.	As and when appropriate
118		Seek to work in partnership with the Councils of surrounding villages, Cambridgeshire's towns, and the District and County, to: i. share best practices, experience and expertise; ii. 1establish if centralising some administrative tasks would be beneficial;	Ongoing – Market Town Liaison
	Undertake a rolling review of the Council's services to identify any which are not considered to be good value for money. If any are found, to identify ways to improve value for money or decide to cease the service.		Ongoing
	Leisure And Entertainment		
	Lifestyle		
119	To promote the importance of maintaining a fit and healthy lifestyle.	Advertise the District's Healthy Walks programme.	Ongoing
120		Liaise with health service for articles in The Bridge or on the website to encourage improved life styles.	Ongoing
	Direct Provision		
121	To provide a range of facilities including play areas, public toilets, allotments which support Health and Leisure.	Maintain to agreed standards.	Ongoing
	PUBLIC SAFETY		
	General		
122	To identify any areas or issues which result in residents feeling unsafe and liaising with the Police or other bodies to resolve or mitigate the problem.		Ongoing

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	CCTV		
123	To 50% fund monitored CCTV cameras at key points in the Town.	To review the coverage and discuss the nature and volume of any crimes prevented or solved with the District Council annually	Ongoing
	TRANSPORT		
	Public Transport		
124	To liaise with Bus Operators and the County Council to ensure a reliable and frequent public transport system to allow residents and others to travel to work, shops and leisure activities.	Discuss reported problems with Bus Operators and the County Council, as appropriate, to attempt to resolve any issues.	ongoing
	Car Parking		
125	To liaise with the District Council, the County Council and any other providers to endeavour to ensure there are sufficient car parking spaces at reasonable charges to meet the needs of residents and visitors, in order to support the town's economy.	Discuss car park usage data with the District Council, the County Council and any other providers to influence decisions to increase or reduce parking availability, or to change its location.	Annually
126		Consider and respond to any proposals for increases in car park charges within any defined time limits.	As and when required
	Infrastructure		
127	To comment on Local Plans and Strategic Plans to ensure that the need for any upgrades to the highways infrastructure are fully reflected.	To take every opportunity to comment within defined time scales.	Ongoing
	GROUND MAINTENANCE		
	Economy		
128		Liaise with District Council to establish the defined level of cleanliness and monitor that this is maintained in the Town Centre	Annually
	Green Spaces		
129	To provide and maintain green areas to enhance the environment.	Continue approved maintenance regime.	Ongoing
	Councillors		
	Representation& Consultation		
130	To be a pro-active sounding board for community concerns in order to highlight and resolve general problems facing residents of all backgrounds, cultures or religions.	Work with St. Ivo school to identify ways to encourage input from those under 18.	Champion to be appointed in May
131	To be ready to publicise concerns and lobby on issues in appropriate cases, where discussion and liaison is ineffective.	Debate at the next available council/committee meeting issues identified as important that have not been resolved through ordinary influence and liaison.	Ongoing

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132	To consult residents using cost-effective methods proportionate to the importance of the issue	Identify cost-effective methods of consultation.	Ongoing
133		Agree a consultation plan to include rolling coverage of the Business Plan each year.	November
134		Implement the consultation plan within timetable.	As agreed
		Summarise and assess consultation responses. Take appropriate follow-up action, and incorporate in the review of the Strategic Plan.	As agreed
	Communication		
135	To communicate with residents in a variety of ways to ensure they are informed of the Council's plans.	Produce relevant content for 'The Bridge' Magazine each year on agreed dates.	Ongoing
136		Maintain councillor surgeries on a quarterly basis and review effectiveness.	Ongoing

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St Ives Town Council

DATE: 11 September 2019

SUBJECT: Policies and Procedures – Annual Review Update

1 Introduction and Purpose of Report

1.1 The Standing Order Working Party reviewed those Policies and Procedures as agreed at the May meeting over the last few months

1.2 This report is to present to Members details of all documents reviewed by the Working Party and present draft documents for adoption.

2 Recommendations

2.1 That the report is received and content noted.

2.2 That the Responding to the Death of a Senior Royal protocol is adopted.

2.3 That the Financial Regulations that have been amended in line with the NALC Model Financial Regulations are adopted

2.5 That the schedule of review of all other policies and procedures is confirmed

3 Responding to the Death of a Senior Royal

3.1 The draft documents circulated has been reviewed in light of advice available from County Council, National Association of Civic Officers, SLCC, NALC and other appropriate organisations.

3.2 Dialogue has also started with other organisations in St Ives to ensure a cohesive plan for the whole town is in place.

3.3 The Protocol also takes into account the existing Town Council Civic Protocol where appropriate.

4. Financial Regulations

4.1 NALC issued new Model Financial Regulations in August and these have been fully reviewed and combined with the existing Town Council document to ensure compliance with current legislation.

4.2 As a result some aspects of the processes currently followed will be amended to bring them in line with document at circulated

5. Review Required

5.1 It is intended that the Publication Scheme and Records Management Policy be reviewed before the December meeting

5.2 Should council adopt the draft 2020-2025 Strategic Plan there are some policies that will need to be reviewed and others that will require adopting and these will be presented for consideration before the December meeting also

6. Financial Implications

6.1 There are no financial implications.

7. Policy Implications

7.1 Policy implications will be dependant on what actions Council take in respect of the recommendations

8. Health and Safety Implications

8.1 There are no current H&S implications.

9. Reporting Officer – Alison Benfield, Town Clerk

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RESPONDING TO THE DEATH OF A SENIOR ROYAL

This guidance is based on a more detailed document prepared by The National Association of Civic Officers (NACO) in consultation with staff of Buckingham Palace.

While the information contained within is not private and confidential it is intended for internal use only. It has been amended where practicable to be specific to St Ives to ensure that best practice is observed locally when any of the events described come to pass.

This is a live protocol and will be amended or revised as information becomes available on specific elements included

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A STATE FUNERAL

Only The Queen will be given a State Funeral.

CEREMONIAL ROYAL FUNERAL

The Duke of Edinburgh and the Prince of Wales will be given a Ceremonial Royal Funeral.

NON-CEREMONIAL ROYAL FUNERAL

The following will be given a Non-Ceremonial Royal Funeral:

The Duchess of Cornwall

The Duke of Cambridge

The Duchess of Cambridge

Prince George of Cambridge

Princess Charlotte of Cambridge

Prince Louis of Cambridge

The Duke of Sussex

The Duchess of Sussex

The Duke of York

The Earl of Wessex

The Princess Royal

The Countess of Wessex

The Duke of Gloucester

The Duchess of Gloucester

The Duke of Kent

Prince Michael of Kent

Princess Michael of Kent

Princess Alexandra

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FLAG FLYING

1. Plans to mark a death will only be implemented once a formal announcement has been made by Buckingham Palace or 10 Downing Street.

2. On the formal announcement of death the Union flag will be flown at half-mast until 0800hrs on the morning following the funeral (12 days later). Only the Union flag will be used during this period and reference will be made to the flag flying procedure to ensure this is done correctly. No celebration flag i.e. Commonwealth Flag or Armed Forces Day flag will be flown.

3. In the case of the death of the Sovereign, the day following the death (D+1) will be Proclamation Day (the day when the new Sovereign is proclaimed). On Proclamation Day flags will, at the start of the day, be flying at half-mast.

4. All flags will then be flown at the mast-head from 1100hrs on D+1 (Proclamation Day) to coincide with the Reading of the Principal Proclamation and until 1300hrs the following day (D+2). This is because the Proclamation, having been read in London on Proclamation Day, will then be read in Belfast, Edinburgh and Cardiff on the day following Proclamation Day.

5. At 1300hrs on D+2 (the day following Proclamation Day) flags will return to being flown at half-mast.

BOOKS OF CONDOLENCE

6. In the case of the Sovereign, the Duke of Edinburgh, or The Prince of Wales, Books of Condolence will be opened on the first working day after the day of death and will be available to the public in the Council Chamber and Norris Museum. A framed portrait photograph of the Senior Royal will be placed adjacent to the Books of Condolence at the earliest opportunity.

7. Paper with a black border and wide left-hand margin, hole-punched to fit a loose-leaf binder will be used sooner than a bound book. The individual sheets will then be bound and become a permanent record for the Town.

8. At the same time as a Book of Condolence is opened the council's website front page will be replaced with a black page depicting the photo of the senior royal and will provide a link on its homepage to the Buckingham Palace e-Book of Condolence (www.royal.gov.uk).

9. Books of Condolence will be closed at the end of the day following the day of the funeral (i.e. if the funeral falls on a Thursday, books will close at 1700hrs on the Friday). The books will then form part of the towns archives and will be placed in the care of The Norris Museum

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10. Prior to any Royal Funeral, a letter of condolence will be sent on behalf of the town from the Mayor with reference made to the local Condolence and its existence in the local archives which ensures that when that letter goes in to the Royal Archives it acts as an effective cross reference.

11. In the case of the death of a member of the Royal Family the letter of condolence will be sent to the Private Secretary of the deceased, asking that condolences be passed to the next of kin and other members of the family. In the case of the Sovereign's death, however, the letter of condolence will be sent to the new Sovereign's Private Secretary asking that condolences be passed to the new Sovereign.

EVENTS DURING THE PERIOD OF MOURNING

12. From the day of the death until the day after the funeral (12 or 13 days in total), careful thought will be given to the types of events and activities which the Town Mayor, Deputy Town Mayor, Councillors, Town Clerk and other senior staff undertake.

13. Many public council events will invariably be cancelled or postponed during this period. In St Ives on the eve of the funeral a commemoration event will be arranged in the Corn Exchange, or other suitable venue, which will bring people together and seek to reflect the mood of the town and the nation.

14. There will be shared act of remembrance taking place in All Saints Church at 3.00pm on the middle Sunday. The Parish Priest will be responsible for the arrangements. Communication is taking place with other local faith groups on what plans if any they have in place already.

It is intended to request that flower tributes are laid in the Parish Church yard and along flower beds and on the grass at The Waits so that the process can be managed safely. It will be requested that no plastic or cellophane is left as they will be composted with the resultant compost used in a commemoration tree planting at a later date.

Flower tributes will be left in place for 2 weeks from the date of death before being collected. The collection of the tributes will be done with decorum and potentially used as a further act of local commemoration and led by the Town Mayor in conjunction with local school children.

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PROCLAMATION DAY

15. This will be the day following the death of the Sovereign (Day of Death plus 1). The Proclamation, formally announcing the name of the new monarch, will be made at St. James's Palace at 1100hrs (or 1400hrs if it is a Sunday – but this is to be confirmed).

16. The Proclamation is then "cascaded" across the United Kingdom. At noon on Proclamation Day (or 1500hrs if on a Sunday) it will be read at the Royal Exchange in the City of London.

Then at noon on D+2 (the day after Proclamation Day) it will be read as follows:

- In Edinburgh by Lord Lyon King of Arms at Mercat Cross and at the drawbridge to Edinburgh Castle.
- In Cardiff by Wales Herald Extraordinary at Cardiff Castle.
- In Belfast by Norroy and Ulster King of Arms.

17. Once those Proclamations have been made at noon on D+2 it is appropriate for the Proclamation to be read at County, City, Borough and Parish level. High Sheriffs will cause the Proclamation to be read at County level and it is likely that Lord-Lieutenants will be alongside them.

18. Most High Sheriffs are expected to make their Reading at 1230hrs on D+2 (two days after the death).

The Town Mayor will make their Readings at or after 1400hrs on D+2, with other members of the Council expected to be in attendance. This reading will take place on the steps of the Town Hall. All in attendance will be expected to be suitably attired and robed (as stipulated in Civic Protocol)

19. As soon as the formal announcement of the death has been made by 10 Downing Street or Buckingham Palace, the day and time of this local announcement will be made public stating the time and location using the council website, on social media, and in the local press (depending on their publication dates and deadlines).

20. Those invited to be present when the Town Mayor makes their Reading will include but not be limited to: -

- Those representatives included on the Civic List
- Chairman and Councillors from neighbouring parishes
- Representatives of local faith groups and other organisations
- Representatives from twinned towns, including Stadtallendorf

21. The precise wording of the Proclamation will as made available at the time on the Buckingham Palace website (www.royal.gov.uk) and the Privy Council website (www.privy-council.org.uk).

DRESS CODE

22. Whilst flags are at half-mast it is expected black ties/rosettes or scarves are worn by the Town Mayor, Deputy Mayor, Councillors, Town Clerk and other senior officers of the council at public events and in daily business. Black ties bearing the town crest are available for use when necessary and will be issued by Town Hall Staff

It will also be expected for all Councillors and Officers to wear black arm bands should any council meetings fall during this time. These will be available in the Town Hall

23. On the day of the death and of the funeral, and on days between when public mourning is observed, the Town Mayor and the Deputy Town Mayors chain of office medals shall be encased in black pouches. The Mace will be strung with black ribbon. Arrangements are in hand for the relevant items to be available when required

THE SILENCE

24. On the death of the Sovereign there will be a Two Minute Silence at 1100hrs on the day of the funeral (D+10).

25. It may be that the Silence will also be kept for other members of the Royal Family, perhaps on the day of the funeral as part of the funeral service. However, action on a Silence for members of the Royal Family other than the Sovereign should await an announcement from Buckingham Palace.

26. The Town Mayor will lead the Silence on the steps outside the Town Hall on the day of the funeral (D+10). As with the Proclamation, advertising of this event will take place as soon as practicable.

27. The beginning and end of the Silence will be marked by the playing of a drum roll or bugle call which is to be arranged.

OTHER POINTS TO NOTE

30. The day of the funeral of the Sovereign will be a bank holiday.

31. The funeral service will be led by the Archbishop of Canterbury, and will be attended by the royal family, politicians and heads of state from across the globe.

32. The Sovereign's coffin will lie in state at Westminster Hall before being processed to either Westminster Abbey or St Paul's Cathedral for the service.

33. Like many monarchs, it is expected that the Queen will be interred in St George's Chapel at Windsor Castle, where her mother and father, King George VI, are buried.

34. After the Queen's passing, the Prince of Wales will automatically become King, barring any unforeseen circumstances. However, he won't necessarily become King Charles as royals can choose from any of their given names, meaning he could become King Philip, Arthur or George.

35. There is no timetable for a coronation and it could happen up to a year after the accession.

THE SEQUENCE OF EVENTS

(Purple denotes events pertaining only to the death of The Sovereign)

Formal announcement of the death by 10 Downing Street or Buckingham Palace.

Lowering of the Union flag to half-mast until 0800hrs on the morning following the funeral.

Books of Condolence opened.

Letter of Condolence from the Town Mayor dispatched.

Proclamation Day (the day following the death of The Sovereign): flags flown at the mast-head from 1100hrs.

At 1300hrs on the day following Proclamation Day flags will return to being flown at half-mast.

The Town Mayor will read the Proclamation at or after 1400hrs two days following the death of the Sovereign.

A St Ives Act of Remembrance convened before the funeral of any Senior Royal.

Two Minute Silence led by the Town Mayor at 1100hrs to mark the death of The Sovereign on the day of the funeral.

Books of Condolence close at the end of the day following the day of the funeral of any Senior Royal.

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These Financial Regulations were adopted by the Council at its meeting held on TBC.

1. General

1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.

1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.

1.3. The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.

1.9. The RFO;

- acts under the policy direction of the Council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances and management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.14. In addition, the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Internal Audit Working Party shall verify bank reconciliations (for all accounts) produced by the RFO. The members shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after

the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by Council and the post reviewed every four years. They shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have had no involvement in the financial decision making, management or control of the Council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the Council;
- initiate or approve accounting transactions; or
- direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall make arrangements as necessary for the internal audit and reporting to the Charity Commission the annual accounts of the Norris Museum and Library Trust.

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each Committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

3.2. The Norris Museum and Library Trust Management Group shall formulate and submit proposals to the Council in respect of revenue and capital costs including the use of reserves and sources of funding for the following financial year, not later than the end of November each year to enable the Town Council to meet its financial obligation as sole trustee of the Norris Museum and Library.

3.3. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant Committee and the Council.

3.4. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.5. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.6. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

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4.2. The RFO shall regularly provide the Norris Museumand Library Trust Groupwithastatement of receipts and payments to date under each heading of the budgets, comparing actual expenditure against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.

4.3. The Clerk may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement, or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3000. The Clerk shall report the action to the Council as soon as practicable thereafter.

4.4. The Clerk may incur expenditure on behalf of the Norris Museum and Library Trust Group, which is necessary to carry out any repair, replacement, or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report the action to the Trust Group as soon as practicable thereafter.

4.5. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.6. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.7. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Personnel Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.

4.8. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3000. The Clerk shall report such action to the Mayor and Deputy Mayor as soon as possible and to the Council as soon as practicable thereafter.

4.9. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.10. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.11. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency.

5.2. The Norris Museum and Library Trust banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.3. A schedule of payments, forming part of the Agenda for the Meeting, shall be prepared by the RFO and presented to the Norris Museum and Library Trust Group where it shall be authorised by a resolution of the Group

5.4. Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2, or in accordance with paragraph 6.4, shall be signed by two members of Norris Museum and Library Trust Group.

5.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice, or similar documentation, the signatories shall each also initial the cheque counterfoil and the invoice.

5.6. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council / Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.7. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.8. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Norris Museum and Library Trust Group Meeting.

5.9. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance Committee]; or Norris Museum and Library Trust Group.

b) An expenditure item authorised under 5.6 above (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council [or finance Committee]; or

c) fund transfers within the Councils banking arrangements up, provided that a list of such payments shall be submitted to the next appropriate meeting of Council via the bank reconciliation report.

5.10. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, or a duly authorised Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.11. A record of regular payments made under 5.10 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.12. In respect of grants Council shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council.

5.13. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.14. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.15. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the RFO.

6. Instructions for the making of payments

6.1. The Council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or Committee shall be signed by two members of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or order for payment.

6.6. All payments are that are made shall be reported to the Council at the next available meeting.

6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the Council at least every election year.

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every election year.

6.9. If thought appropriate by the Council, payment for certain items may be made by FPS, BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of FPS, BACS or CHAPS shall be renewed by resolution of the Council at least every election year.

6.10. If thought appropriate by the Council payment for certain items may be made by online banking, telephone banking or in-branch provided evidence is retained showing which members approved the payment.

6.11. Should a Member requested to countersign a pay slip or invoice not be satisfied that the payment is correct they should bring their concerns to the attention of the RFO as soon as practicable.

6.12. Should a Member refuse to countersign a pay slip or invoice the Finance Officer should remove this payment from the scheduled payments until such time as the RFO has satisfied the Member concerned that the payment is lawful.

6.13. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Clerk in a sealed dated envelope. This envelope may not be opened other than in the presence of two other people. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable.

6.14. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated Committee.

6.15. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.16. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.17. Where internet banking arrangements are made with any bank, the Clerk and Finance Officer shall be appointed as the Service Administrators. The bank mandate approved by the Council shall identify a minimum of 6 Councillors who will be authorised to approve transactions on those accounts

6.18. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.19. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be implemented by the Internal Audit Working Party.

6.20. Payment by use of the Town Council's or Norris Museum and Library Trust debit card is restricted to use where there is no alternative method of payment for instance online purchases. All purchases should be authorised by the RFO prior to purchase and supported by a purchase order number. Two members shall countersign each invoice where any payment is made by use of the Town Council's or Norris Museum and Library Trust debit card.

6.21. Any trade card account opened by the Council shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used except in exceptional circumstances.

6.22. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £150 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. Payment of salaries

7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated Committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any Councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.

7.8. Before employing interim staff, the Council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full Council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.

8.3. The Council will arrange with the Council's banks and investment providers for the sending of each statement of account to the Town Hall not a personal address.

8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy. . Changes to loans and investments should be reported to the Council at the earliest opportunity.

8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

8.6. All investments of money under the control of the Council shall be in the name of the Council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO in a fire-proof safe and where possible the original certificates being lodged with the Town Council's Bank for safe keeping

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council. and Norris Museum and LibraryTrust.

9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums over £50 found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council or Norris Museum and Library Trust shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.

c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be informed that the tender may be returned in specifically marked envelope in which the tender is to be sealed or via email directly to the Clerk who will acknowledge receipt but not open any attachment until the tender return date is passed.

e) All tenders shall be opened at the same time on the prescribed date by the Clerk. For any project where the expected cost is more than £250,000 this will take place in the presence of at least one member of Council.

f) Any invitation to tender issued under this regulation shall be subject to Standing Order 33, and shall refer to the terms of the Bribery Act 2010.

g) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

i) Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works]

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council or Norris Museum and Library Trust. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council or relevant Committee. In each case a report in writing shall be provided to Council or Committee with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.

15.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated Committee.

16. Charities

16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

DRAFT

17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Responsible Officer	Town Clerk	**Date effective from**	TBC	**Review date**	March 2020
Author	Town Clerk	**Date last amended**	August 2019		

DRAFT

St Ives Town Council

DATE: 11 September 2019

SUBJECT: Mooring on the Waits – training cost of implementing River Wardens

1 Introduction and Purpose of Report

1.1 Council received a report on mooring on the Waits in April 2018 and at that time decided that additional costs should be sought. On reviewing the rolling program in May 2019 they agreed that this matter was a low priority and that it could be deferred furhter. At the July meeting it was agreed that a report be presented to the September meeting.

1.2 This report is to provide Members with an update as requested on the research undertaken

2 Recommendations

2.1 That the report is received and content noted.

2.2 That based on the financial outlay for training that Members agree to not proceed with this initiative but keep it under review should over staying the free mooring period become an issue in future years.

3 Background

3.1 In April 2018 Members received a report setting out requisite training required including:

- How to operate life jacket
- Conflict Management
- Safety in water training

4. Financial Implications

4.1 The cost of the above are likely to be –

- How to operate life jacket – free from Environment Agency
- Conflict Management - £900-£1100 per person
- Safety in water training - £900-£1100 per person

4.2 The fine for staying on a mooring is roughly £70 per incident. This year no boats have overstayed the 48hour free mooring on the Waits.

5. Policy Implications

5.1 There will be policy implications should this move forward but the full details of these are unknown at the current time

6. Health and Safety Implications

6.1 There are H&S implications that Council needs to take into account in any decision linked to its duty of care to both staff and volunteers that operate on its behalf.

7. Reporting Officer – Alison Benfield, Town Clerk

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Draft Greater Cambridge Sustainable Design and Construction Supplementary Planning Document

The Greater Cambridge Shared Planning Service is seeking views on the draft Greater Cambridge Sustainable Design and Construction Supplementary Planning Document (SPD) during a ten-week period of consultation starting at **9am on 15 July 2019**. The purpose of the SPD is to assist with the implementation of policies related to climate change, sustainable design and construction and wider environmental policies contained within the adopted 2018 Cambridge and South Cambridgeshire Local Plans. The Draft Greater Cambridge Sustainable Design and Construction SPD sets out the information that should be submitted with planning applications to demonstrate how schemes meet the Councils requirements. In providing such guidance, the SPD will ensure that new development contributes to meeting the challenges posed by our changing climate including:

- Contributing to carbon reduction targets and reducing fuel poverty;
- Ensuring that new development is adaptable to our changing climate;
- Ensuring that new development makes efficient use of resources;
- Ensuring that new development contributes to the health and wellbeing of new and existing residents.

The focus of the SPD is on providing guidance on existing adopted policies. The SPD cannot set new policy requirements, and as such, the Councils aspirations for net zero carbon will be developed as part of work on the Emerging Greater Cambridge Local Plan.

A number of technical documents accompany the SPD, including: a Sustainability Appraisal Screening Report, a draft Habitat Regulations Assessment Screening Report and Equalities Impact Assessments, on which we also seek comments. A final Habitats Regulations Assessment Screening Report will be produced when the adoption of the SPD is being considered, having regard to the response to consultation and all other relevant considerations as they may arise at that stage.

Make your views known either by filling in the online form on the Council's website (http://cambridge.jdi-consult.net/localplan/), or alternatively by email or in writing using the Response Form, available to download on the Councils websites or from the Councils offices. The Councils preferred way of receiving representations is in electronic form as it helps reduce use of resources and speeds up the management of the process. **All comments must be received by 5pm on Monday 23 September 2019.**

When the final adoption of the SPD is being considered, regard will be given to the responses to the consultation and all other relevant considerations. When the SPD is adopted it will be a material consideration when planning decisions are made.

The Public Notice provides further information, including where the documents can be viewed and is enclosed with this email.

Please contact the Planning Policy Team if you require any further assistance on policysurveys@cambridge.gov.uk or ldf@scambs.gov.uk or call 01223 457170.

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Cambridge Local Plan and South Cambridgeshire Local Plan

Public Participation
Draft Greater Cambridge Sustainable Design and Construction Supplementary Planning Document

Notice of Arrangements for Public Participation on Consultation Draft Supplementary Planning Document [Regulation 13 public consultation in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012]

The Greater Cambridge Shared Planning Service has prepared a draft Greater Cambridge Sustainable Design and Construction Supplementary Planning Document (SPD) for public participation. The purpose of the SPD is to assist with the implementation of policies related to climate change, sustainable design and construction and wider environmental policies contained within the adopted 2018 Cambridge and South Cambridgeshire Local Plans.

A ten-week consultation period starts at **9am Monday 15 July 2019**, during which comments can be made. The responses received will be considered by the Council before finalising the SPD for adoption. **All comments must be received by 5pm on Monday 23 September** 2019.

From the start of the consultation period, the draft SPD and its accompanying Sustainability Appraisal Screening Report, Habitats Regulations Assessment Screening Report, Equalities Impact Assessments and Consultation Statement can be viewed online on the Councils website (www.scambs.gov.uk/sustainableconstructionspd and www.cambridge.gov.uk) and will be available for inspection at:

- South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA;
- At Cambridge City Council's Customer Service Centre at Mandela House, 4 Regent Street, Cambridge, CB2 1BY from 9am-5.15pm Monday to Friday.

Comments should be made using:

- The online consultation system: http://cambridge.jdi-consult.net/localplan/
- By completing the consultation response form: which is available from the Councils' offices or to download from the Councils website (https://www.scambs.gov.uk/sustainableconstructionspd). Completed Response Forms should be emailed to policysurveys@cambridge.gov.uk or sent to one of the following offices:
    - Planning Policy, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH
    - Planning Policy, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA

Any comments submitted may also be accompanied by a request to be notified of the adoption of the document.

Stephen Kelly
Joint Director of Planning and Economic Development
South Cambridgeshire District Council

CAMBRIDGESHIRE
& PETERBOROUGH
COMBINED AUTHORITY

Who we are & why we are here

Who are we?

This Local Transport Plan has been prepared by the Cambridgeshire and Peterborough Combined Authority. Established in 2017 and led by Mayor James Palmer, we are investing in transport, infrastructure and skills to improve the lives of residents across our area.

What is a Local Transport Plan?

The Local Transport Plan sets out our long-term vision and strategy for transport in our area. It contains our priority schemes; provides a framework for assessing and prioritising future projects; and describes how smaller, more local transport schemes, will be delivered by local authorities.
This is the first Local Transport Plan for the Cambridgeshire and Peterborough Combined Authority area, and we need your views to help shape our future transport system.

Find Out More

Scan here to read the Local Transport Plan and complete the online questionnaire at **tinyurl.com/CPCALTP**

Scan here to read the Local Transport Plan and complete the online questionnaire at **tinyurl.com/CPCALTP**

CAMBRIDGESHIRE
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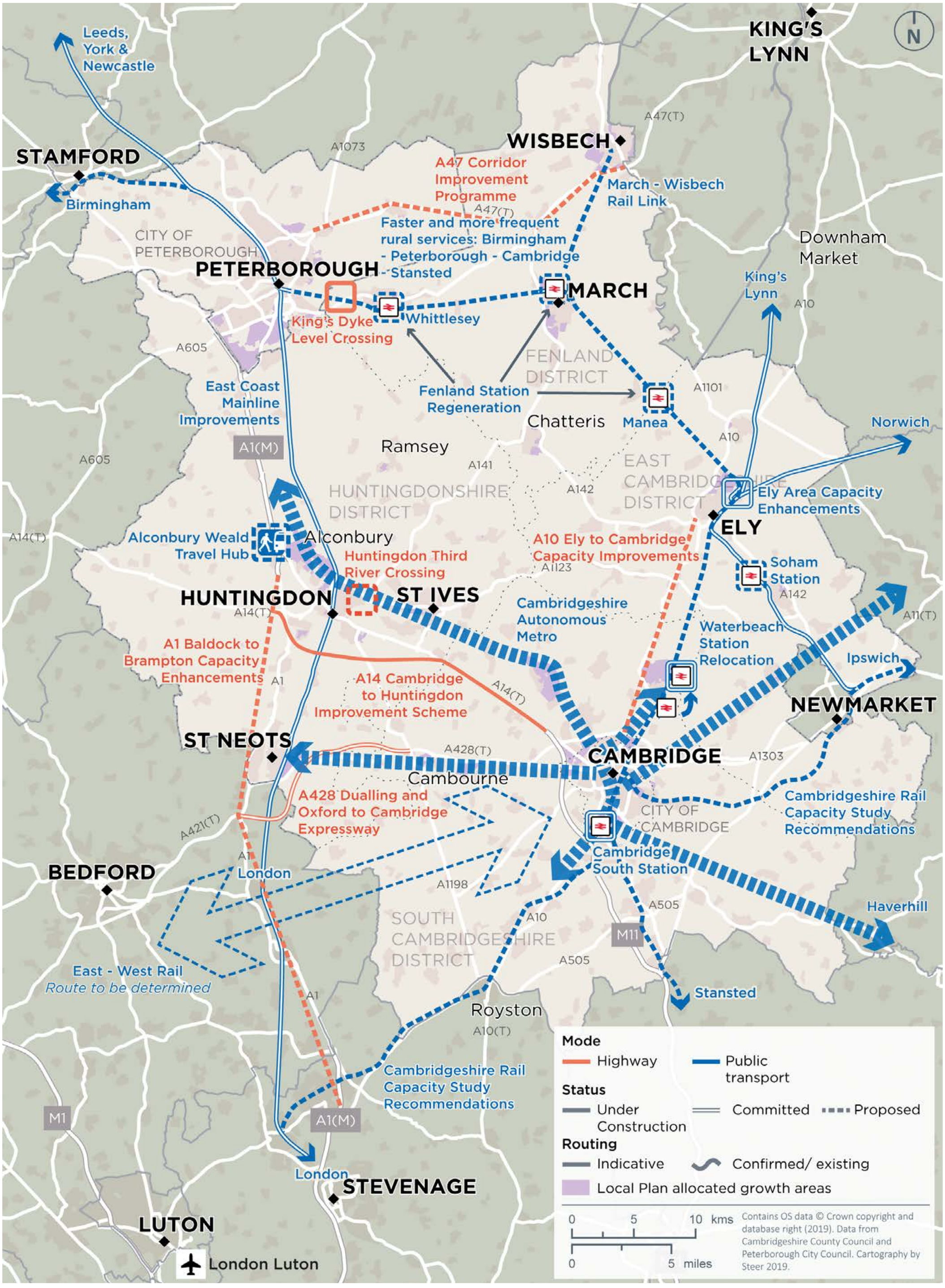
Our Priority Schemes

These schemes are critical to the success of the Local Transport Plan, and will transform travel across and within our region

Aims	Schemes	Impacts
High-quality walking and cycling infrastructure	District-wide walking and cycling packages	Promoting active travel for as many journeys as possible
Connecting the region	The Cambridgeshire Autonomous Metro	Connecting the City of Cambridge and the surrounding region with reliable, high-frequency services unaffected by traffic congestion
Improving the region's bus network	Strategic Bus Review	Higher frequency, more reliable services, including at evenings and weekends, new rural travel hubs, and a more integrated network, supported by a review of bus operating models
Improving our rail network	New rail link from March to Wisbech New stations at Soham and Cambridge South	New stations, faster and more frequent services, improving north-south connectivity to spread prosperity
Working in partnership with Central Government	East West Rail Oxford to Cambridge Expressway	Providing improved connectivity along key growth corridors
Adding capacity and strategic highway connectivity to enable development	Dualling the A10 between Cambridge and Ely Dualling all of the A47 in Cambridgeshire A third crossing over the River Great Ouse	Support for development and improved accessibility across our region, also improving north-south connectivity to spread prosperity
Preparing for the future	Future mobility solutions Digital infrastructure	Support for sustainable travel choices

Scan here to read the Local Transport Plan and complete the online questionnaire at **tinyurl.com/CPCALTP**

Summary of key projects



CAMBRIDGESHIRE
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Vision

To deliver a world-class transport network for Cambridgeshire & Peterborough that supports the sustainable growth and health and wellbeing of our communities, providing opportunities for all.

The Cambridgeshire & Peterborough Local Transport Plan

Consultation 17 June - 27 September 2019

Scan here to read the Local Transport Plan and complete the online questionnaire at **tinyurl.com/CPCALTP**

CAMBRIDGESHIRE
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Goals & Objectives

Economy

Housing

Support new housing and development to accommodate a growing population and workforce, and address housing affordability issues

Business & Tourism

Ensure all of our region's businesses and tourist attractions are connected sustainably to our main transport hubs, ports and airports

Employment

Connect all new and existing communities sustainably so all residents can easily access a good job within 30 minutes by public transport, spreading the region's prosperity

Resilience

Build a transport network that is resilient and adaptive to human and environmental disruption, improving journey time reliability

Society

Safety

Embed a safe systems approach into all planning and transport operations to achieve Vision Zero – zero fatalities or serious injuries

Health & Wellbeing

Provide 'healthy streets' and high-quality public realm that puts people first and promotes active lifestyles

Accessibility

Promote social inclusion through the provision of a sustainable transport network that is affordable and accessible for all

Air Quality

Ensure transport initiatives improve air quality across the region to exceed good practice standards

Environment

Environment

Deliver a transport network that protects and enhances our natural, historic and built environments

Climate Change

Reduce emissions to as close to zero as possible to minimise the impact of transport and travel on climate change

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CAMBRIDGESHIRE
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Long-term Strategy

Our long-term strategy is to deliver a Local Transport Plan that:

Supports growth and distribution of prosperity

It will contribute to meeting our ambitions for growth. In conjunction with the forthcoming Spatial Framework (non-statutory) and Local Industrial Strategy it sets out how we will respond to the challenges laid down in the Cambridgeshire and Peterborough Independent Economic Review of growing and distributing our economic prosperity, in order to secure the future prosperity of all of our residents and businesses through improvements to strategic connectivity, especially north-south, and improvements to rural bus provision.

Focuses on people and public transport-centred planning and development

It will reduce the need to travel and encourage people to change their transport choices to more sustainable options. It will do this by providing sustainable, genuine alternatives to the private car.

Will help to reduce congestion

It will improve public transport, walking and cycling provision to existing communities, and support the creation of new economic centres by improving accessibility across the region.

Will achieve wider social and environmental objectives

It will support health and wellbeing; improved air quality and safety; social inclusion; protecting and enhancing our local environment; and working to tackle climate change.

Scan here to read the Local Transport Plan and complete the online questionnaire at **tinyurl.com/CPCALTP**

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Peterborough

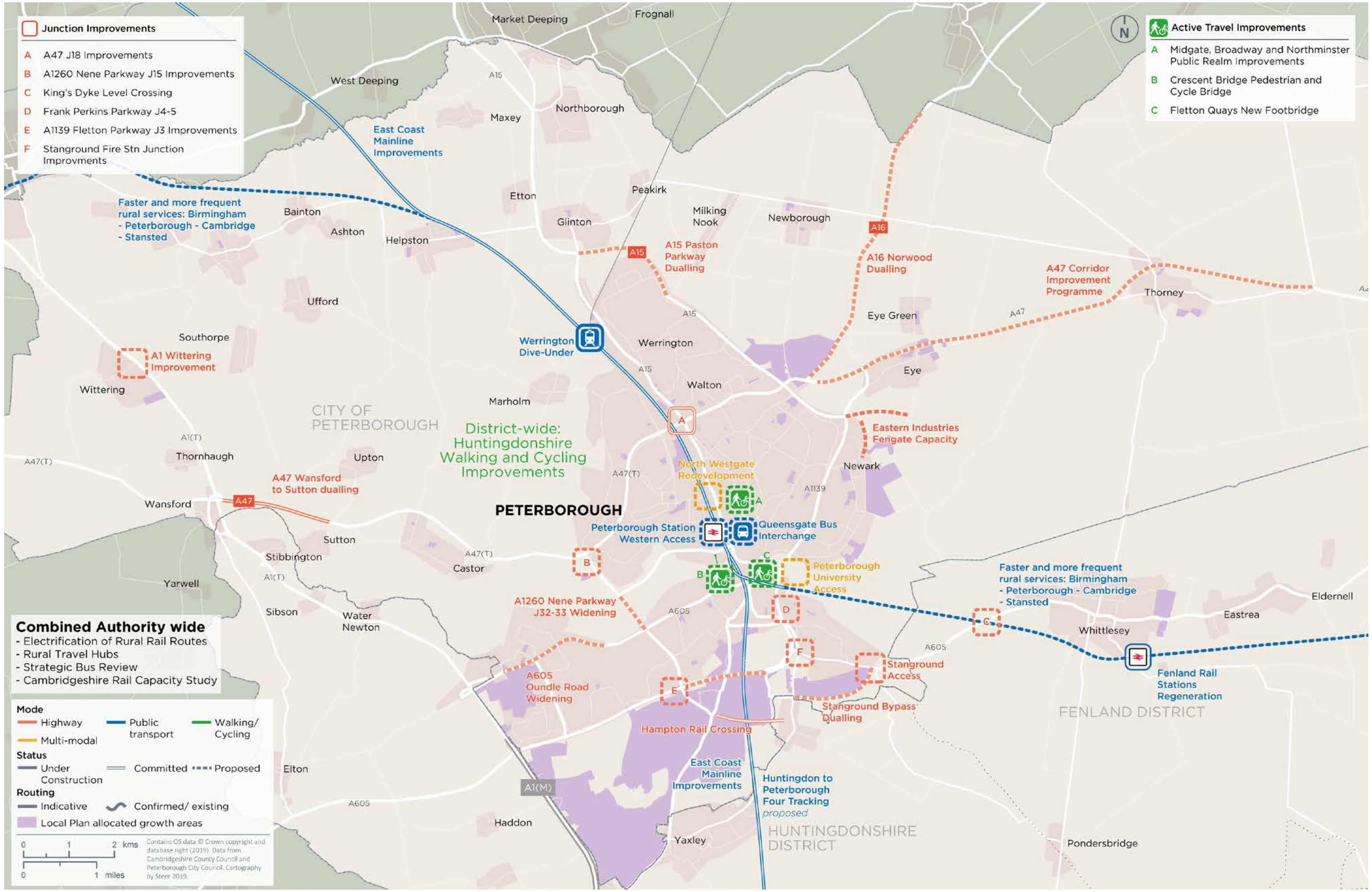
Our strategy is focussed on improving access to the city centre, helping to promote jobs and housing growth.

It will improve the quality of spaces within the city centre, making it an easier place to access and travel through, and a more enjoyable space to spend time in.

Key aspects of our strategy include:

- Improvements to our rail network, including improvements to the East Coast Main Line with faster, more frequent services to London, Leeds and Newcastle
- Better public realm and walking and cycling facilities, including in the City Centre and a new footbridge across the River Nene at Fletton Quays
- Better bus provision, such as more services at evenings and weekends, as outlined in the recent Strategic Bus Review
- Review of mass rapid transit options for Peterborough, including the potential extension of the Cambridgeshire Autonomous Metro [CAM] to Peterborough in the longer-term
- Delivering a more reliable road network, with continued junction improvements on the Parkway network and removal of the level crossing at Kings' Dyke

Summary of key projects in Peterborough



Scan here to read the Local Transport Plan and complete the online questionnaire at tinyurl.com/CPCALTP

CAMBRIDGESHIRE
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COMBINED AUTHORITY

Greater Cambridge

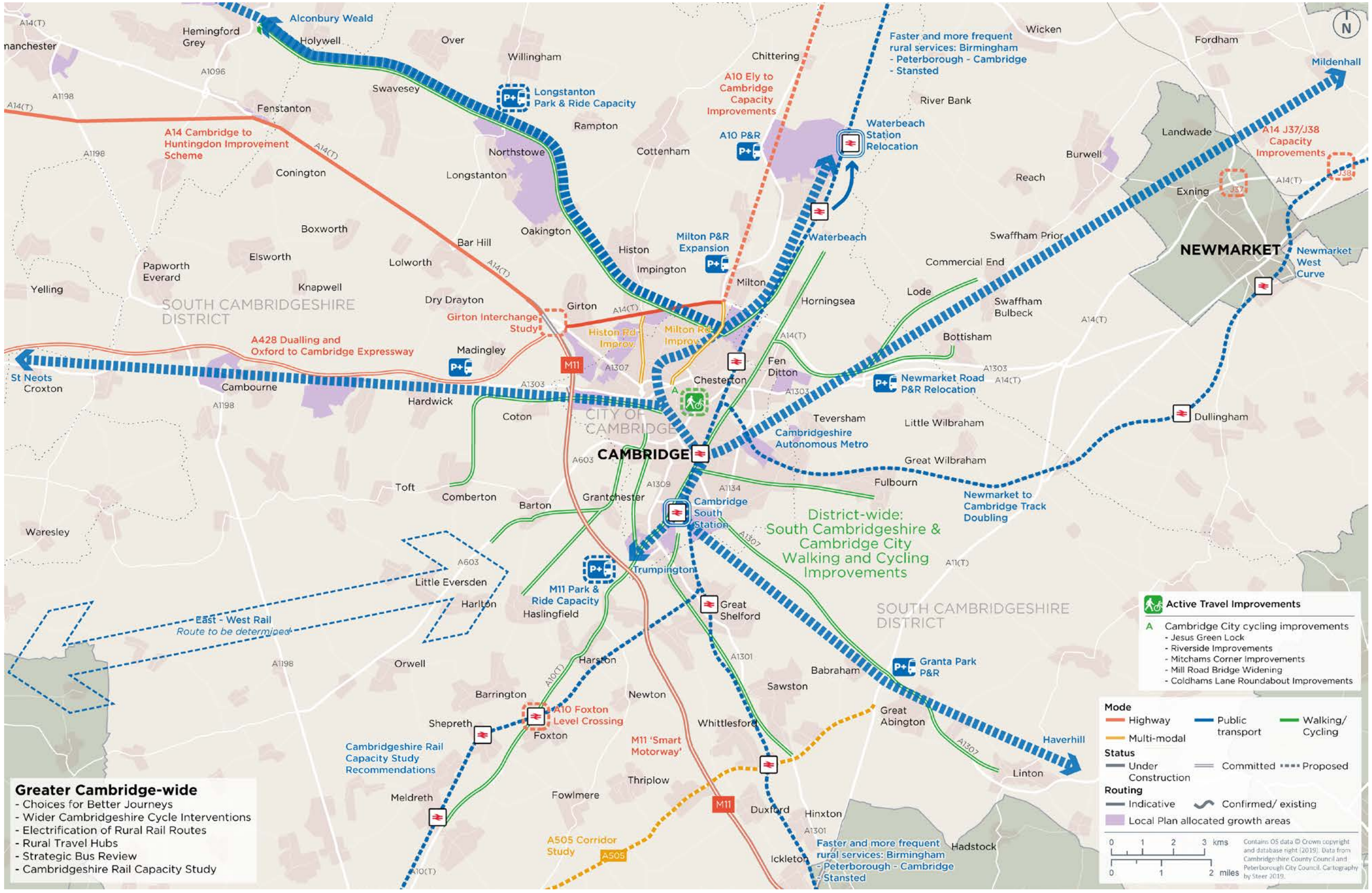
Sustainable transport is at the heart of our strategy. We want more people walking, cycling and taking public transport for their journeys instead of their private car. This will support improved health and wellbeing, air quality and social inclusion, while tackling climate change and delivering a more integrated, accessible transport system.

Key aspects of our strategy include:

- Cambridgeshire Autonomous Metro [CAM] a new 'metro-style' system connecting the city of Cambridge with the surrounding region with reliable, high-frequency services unaffected by traffic congestion
- Comprehensive, high-quality Dutch-standard walking and cycling infrastructure to make walking and cycling a safe, attractive option for all
- Better bus services, with more reliable, frequent services including at evenings and weekends, as outlined in the recently published Strategic Bus Review
- Improving our rail network, with a new station at Cambridge South to serve the rapidly growing Biomedical Campus, and more frequent services to Stansted, Peterborough, Newmarket and Norwich
- Exploring highway demand management in collaboration with the Greater Cambridge Partnership, including introducing parking controls, variable charging and/or physical restrictions on traffic to free up road space, reduce congestion, fund better public transport, and improve air quality

Scan here to read the Local Transport Plan and complete the online questionnaire at **tinyurl.com/CPCALTP**

Summary of key projects in Greater Cambridge



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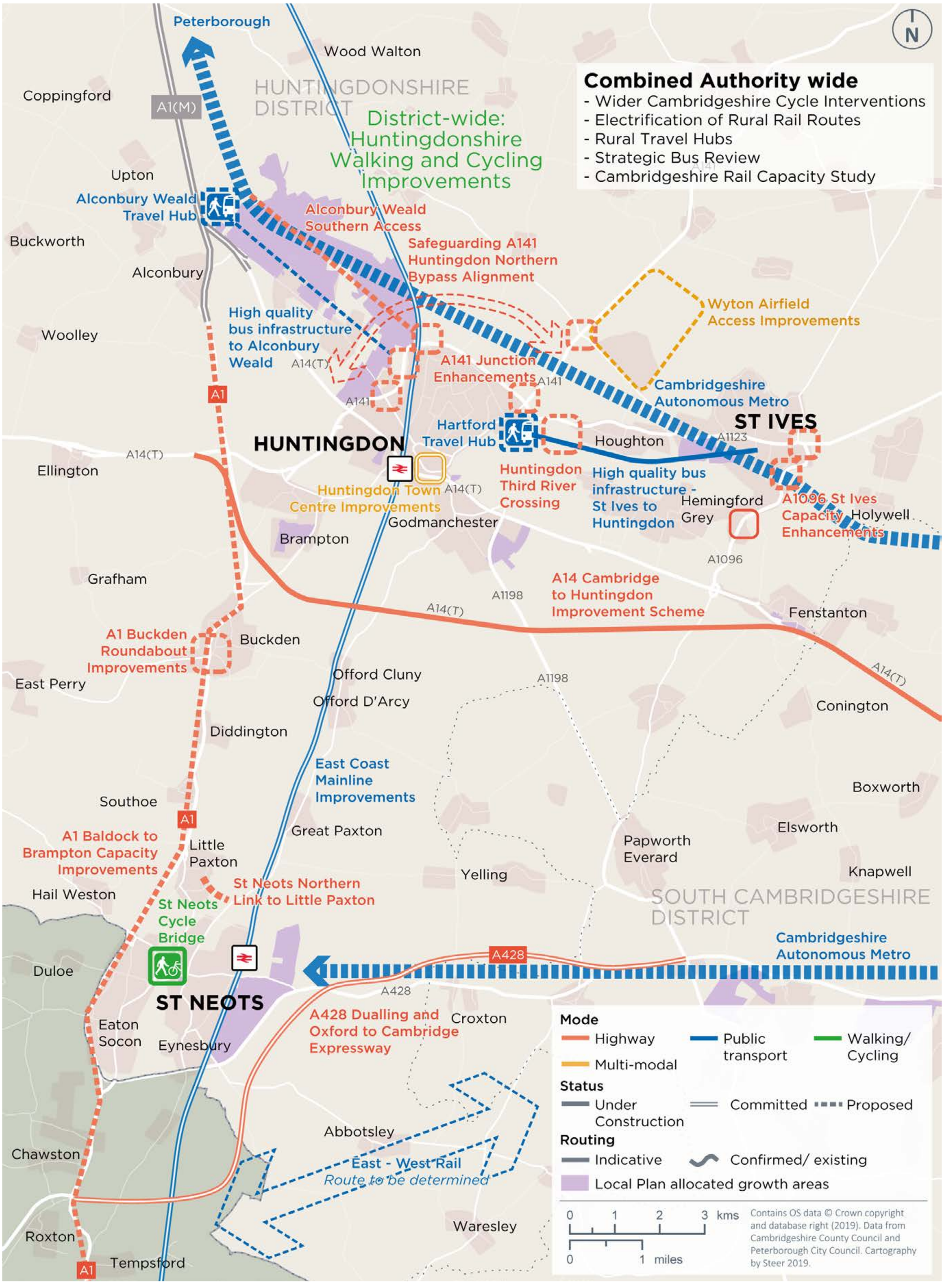
Huntingdonshire

Our strategy aims to support growth in Huntingdonshire and Alconbury Weald. It will allow the development of new housing and employment sites, and improve the transport network for those who already live in the area.

Key aspects of our strategy include:

- Better connectivity to Peterborough, Cambridge and the rest of the region, including new CAM services from St Ives to Cambridge (with potential for future extension to Huntingdon and Alconbury Weald), faster, more frequent services along the East Coast Main Line, and the dualling of the A428 between Black Cat and Caxton Gibbett with potential for future extension to St Neots, Huntingdon and Alconbury Weald
- Improved bus links, targeted at supporting new development, including high-quality bus corridors linking St Ives to Huntingdon and the Alconbury Weald travel hub
- A new foot and cycle bridge in St Neots, as part of a wider package of town centre improvements
- Better rural bus services, following the recommendations of the recently published Strategic Bus Review
- Encouraging freight traffic away from rural communities
- Continued feasibility work into the potential for a third river crossing in Huntington

Summary of key projects in Huntingdonshire



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East Cambridgeshire

Improved accessibility to, from and within East Cambridgeshire is central to our strategy, which will help to make the district a more attractive place to live, work, and do business.

Key aspects of our strategy include:

- Better connectivity into Greater Cambridge via a CAM route extending to Mildenhall
- Improvements to Ely Station and adjacent rail junctions, enabling more frequent services to Cambridge, Peterborough, Norfolk and Suffolk
- Construction of a new railway station at Soham, helping to draw jobs and investment into the area and connect local residents to the wider rail network
- Providing better walking and cycling infrastructureto make it easier and safer for residents to travel on foot or by bike
- Dualling of the A10 from Ely to Cambridge, providing more capacity to help relieve congestion on a section of road which currently sees regular, significant disruption

The Cambridgeshire & Peterborough Local Transport Plan

Consultation 17 June - 27 September 2019

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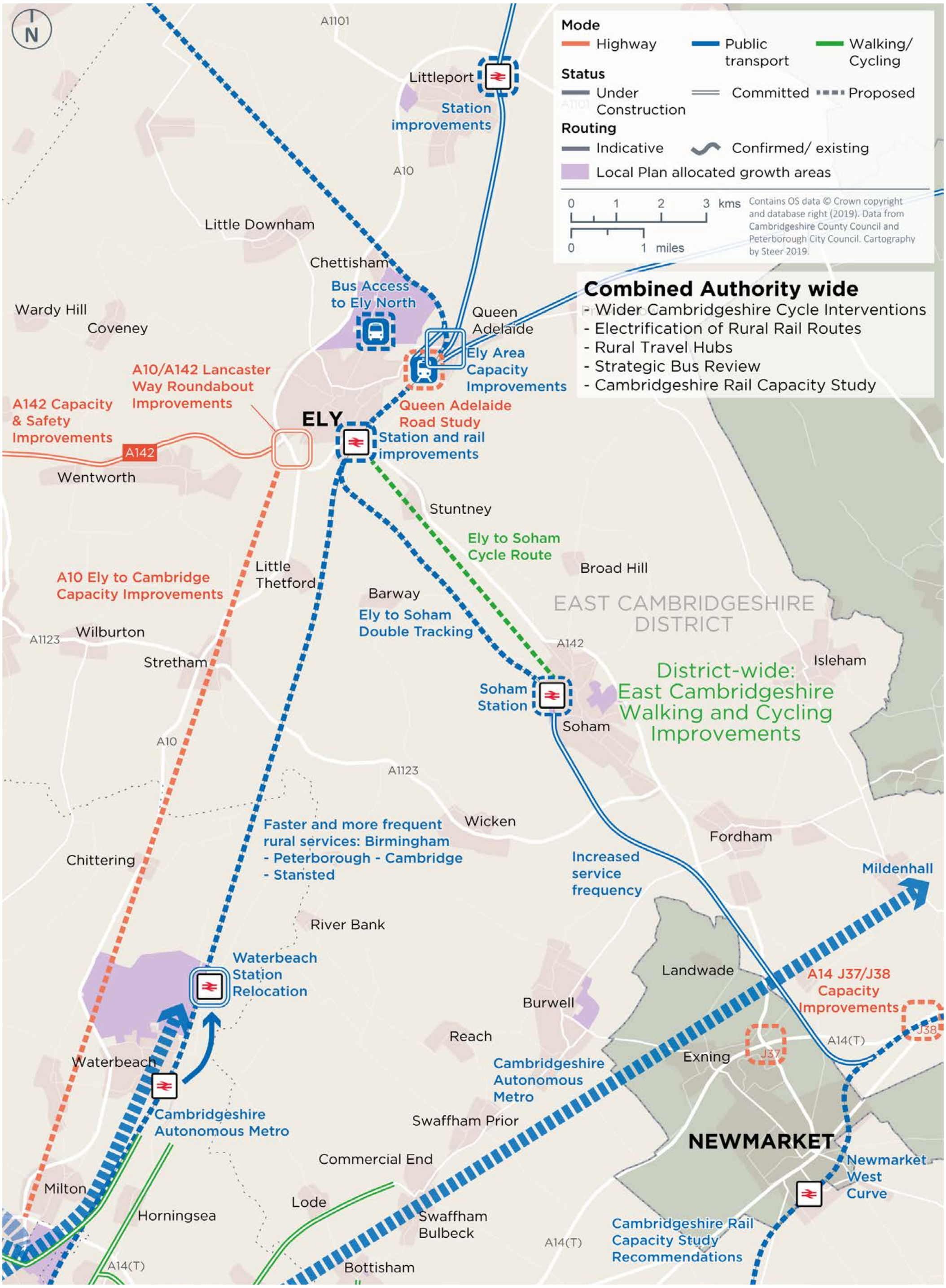
Summary of key projects in East Cambridgeshire



The Cambridgeshire & Peterborough Local Transport Plan

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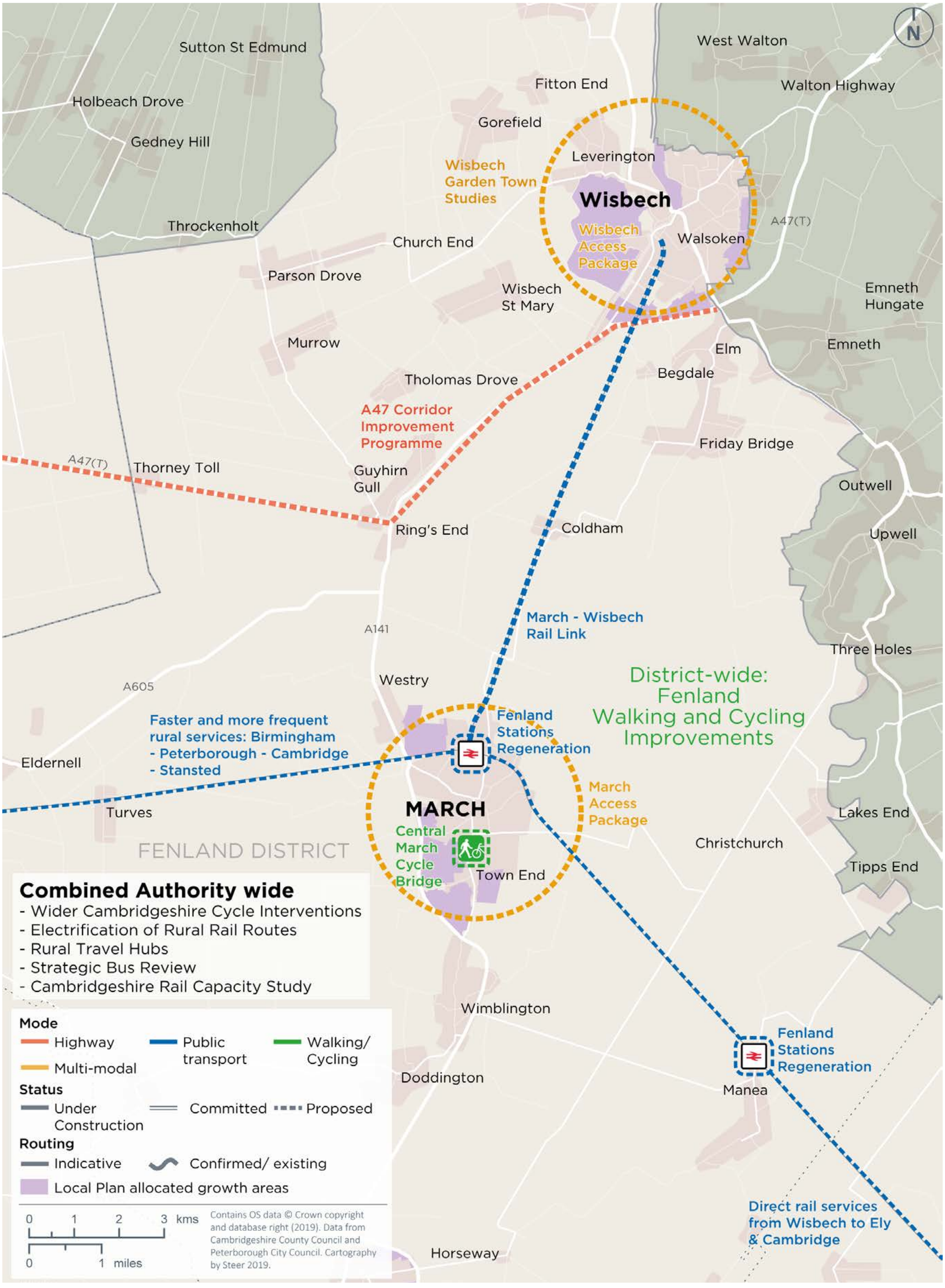
Fenland

Improved accessibility to, from and within Fenland is central to our strategy, helping to make Fenland a more attractive place to live, work, and do business.

Key aspects of our strategy include:

- Construction of the Wisbech Rail Link to March, significantly improving access to the town from the rest of Cambridgeshire and Peterborough, directly connecting residents to Cambridge in approximately 45 minutes
- More frequent rail services between Fenland, Cambridge and Peterborough, improving north-south connectivity, supported by station improvements at March, Whittlesea and Manea
- Continued investment in improved walking and cycling infrastructure to make walking and cycling a safer, more attractive choice for residents, attracting them away from their cars for short trips
- Better rural bus services will be provided, in line with the recommendations of the recently published Strategic Bus Review
- Major improvements to our highway network, including dualling of all the A47 in Cambridgeshire, helping to attract greater investment to Fenland
- Local junction and highway improvements in Wisbech, improving local connectivity and supporting the development of a potential Garden Town

Summary of key projects in Fenland



CAMBRIDGESHIRE
& PETERBOROUGH
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How can you get involved?

Our consultation will be an exciting and powerful conversation about the future of transport in Cambridgeshire and Peterborough.

Throughout this period we will be providing the opportunity to ask questions and give feedback via a number of channels.

Following the consultation period we will engage with local partners and stakeholders to consider the feedback received and determine whether any changes are needed.

A full consultation report will be produced, including a summary and analysis of responses, alongside details of any amendments that we propose to make.

Online

Complete the online questionnaire at
tinyurl.com/CPCALTP

Post

Complete a questionnaire and return it to the freepost address.

Email

Send an email to
LTP@cambridgeshirepeterborough-ca.gov.uk

In Person

Talk to a member of the team at one of our staffed events.

The consultation will run for fifteen weeks until Friday 27 September

The Cambridgeshire & Peterborough Local Transport Plan

Consultation 17 June - 27 September 2019

Scan here to read the Local Transport Plan and complete the online questionnaire at
tinyurl.com/CPCALTP

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ST IVES
CORN EXCHANGE

Monday 2 September, 2019

Dear Mr Mayor

As requested by you, we write to you personally following the St Ives Corn Exchange CIC's recent AGM where an item (raised under AOB) asked a question relating to the pricing policy of the Corn Exchange and particularly if the Corn Exchange gives or has given preferential rates or favours to organisations or individuals associated with the Corn Exchange.

We knew that this question was initially raised as a Motion in an Agenda item for a public Full Town Council meeting by Councillor Drye.

Prior to the CIC's AGM we had discussed this question within the CIC board and indeed with previous directors and chairmen and had requested our bookings administrators to give their comments. We can confidently state that we can see no occasion when any hirer has received any unwarranted discount or favour.

The CIC board is however concerned that Councillor Drye should have raised such an issue in a public forum where the good name of the Corn Exchange could be denounced, and the board would therefore invite the Councillor to give more detail of his concern to us privately, when in the good spirit of cooperation we will be in a position to give our comments.

At the CIC AGM we were give the assurance by yourself, Cllr Pallant and Cllr Dibben that this reply letter will be appear as an Agenda item for the September 2019 Full Council Meeting, that the item will state that it is the CIC's reply to Cllr Drye's Motion to the June Council meeting, that the letter will therefore be in the public domain as was the wording of Cllr Drye's Motion, and that it will be sent to the Councillors with the Agenda papers.

Finally, we think it important that it is understood that the CIC is an independent corporate body run by a board of volunteer directors and that we are charged to run the business under all UK legal and ethical guidelines, without input needing to come from third parties.

Yours sincerely

(Signed Electronically) Ron S. Westrip

Director
On behalf of the St Ives Corn Exchange CIC

St Ives Corn Exchange, The Old Riverport, The Pavement, St Ives, Cambs, PE27 5AD
Tel: 01480 496454 Email: bookings@thecornexchange.org.uk - Website: www.thecornexchange.org.uk
St.Ives Corn Exchange CIC is a Community Interest Company controlled by St Ives Town Council
Patrons: Michael Purchas Mick George

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TOWN COUNCIL

DATE: 11 September 2019

SUBJECT: NEIGHBOURHOOD PLAN – APPOINTMENT OF CONSULTANT

1 Introduction and Purpose of Report

1.1 Following the designation of the Town Council NP area in March 2019 work started on the appointment of Planning Consultants over the summer.

1.2 The purpose of this report is to present to Members the process followed, the outcome of the interviews held and the resultant recommendation

2 Recommendations

2.1 The report is received and content noted.

2.2 That O'Neill Homer are appointed to support the Town Council to support the NP Group with initial Governance and set up arrangements and visioning actions up to April/May 2020

3 Background

3.1 An invitation to tender was sent out to in early July to a number of Planning Consultants setting out the background to the project, brief information on St Ives, the challenges for the town council and town in producing a NP, a proposed timetable including responsibility for delivery and a specification of requirements. (Appendix 1)

3.2 Due to a very limited response and comments received from some consultants approached it was evident that the expectations for consultant support was too high so a reduced scope was re-issued to all who were initially contacted by email at the end of July. The email set out a revised spec and timetable for delivery. (appendix 2)

4.1 Nine companies were approached initially with one responding positively and all others either declining to quote or not responding. Following the amended tender scope being circulated a further company chose to submit a quotation of the project.

Both were interviewed by the Town Clerk and Planning Committee Chairman on Wednesday 21 August. On reviewing the discussions that had taken place it became apparent to both the Clerk and the Planning Cttee Chairman that moving forward with the project as proposed at the current time is not necessarily the best option whilst other outside influences (Prospectus for Growth & Marshalls potential relocation) are unknown.

5. Result of Consultant Interviews

5.1 Based on the criteria for evaluating bids detailed within the tender document and the discussion that took place within the interview it was agreed that the Town Clerk should approach O'Neill Homer to establish if they would be willing to work with the Town Council on the initial Governance/set up arrangements and visioning actions up to April/May 2020 as detailed in their tender submission initially. On the understanding that the project may not proceed any further.

6. Proposal

Having received a positive response from O'Neill Homer it is proposed that they be appointed to support the Town Council in the initial stages of moving forward towards the production of a NP.

It is further proposed that once the Prospectus for Growth is published and the outcome of the Marshalls potential relocation to the Wyton airbase is known they continue to be appointed to support the Town Council in producing a full NP.

6 Financial Implications

6.1 A budget of £10,000 was agreed for the NP and it is proposed that £6,000 is allocated for the appointment of O'Neill Homer for the initial work on this project.

A grant from Locality will be applied for to complete the remaining work to the conclusion of the NP

7. Policy Implications

7.1 None

8. Health and Safety Implications

8.1 None.

9.0 Reporting Officer - Alison Benfield, Town Clerk

St Ives Town Council
Twinned with Stadtallendorf
Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
Telephone: 01480 388929 Email: clerk@stivestowncouncil.gov.uk

St Ives Town Council Neighbourhood Plan – Invitation to Tender

St Ives Town Council is inviting tenders for the provision of specialist services in neighbourhood planning.

Background
The designation of the neighbourhood area was granted on 4 March 2019 and work to develop the St Ives Neighbourhood Area Plan will start as soon as possible. The Plan will define the aspirations and priorities of the local community for the future of the town. It will also set down ways of improving and enhancing the quality of life for residents and visitors in St Ives.

The Plan will be based on evidence and provide analysis on a range of themes the community will be asked to consider as priorities. The adopted Plan will provide a framework by means of which future developments can contribute positively to the community and can provide an evidence base for funding bids to help deliver the Plan's objectives.

St Ives
Located 5 miles (8 km) east of Huntingdon and 12 miles (19 km) north-west of Cambridge in the district of Huntingdonshire on the banks of the River Great Ouse. St Ives has good transport links east/west via the A14 and north/south via the A1. It is connected directly to the Cambridge via the world's longest guided busway that uses the route of a disused railway line and has a designated 'Park and Ride' site located in the town.

It has a population of 17,000 and 7000 households, with 23% of the population over the age of 65. St Ives is generally an affluent area and is served by various local facilities including, post office, shops, pubs, restaurants, a museum (operated by the Town Council), four primary schools and a 11-18 Academy, large leisure centre and outdoor sports facility along with a range of local churches and community centres. By producing the Neighbourhood Plan, we aim to improve the quality of living in St Ives by fostering community cohesion, supporting sustainable development and providing equal opportunities for everyone.

We would like the Plan to address matters such as transportation (mainly the matter of congestion that has been flagged by residents), allocation of sites for development, protection of the green spaces and historic centre of the town, whilst making improvements to the public buildings. The local planning authority Huntingdonshire District Council (HDC) has recently adopted a new Local Plan covering the period to 2036. The St Ives spatial planning area as defined in the HDC Local Plan extends beyond the Parish Boundary and the area covered by the Neighbourhood Plan.

The opinion of the residents is paramount in decision-making and we need the support of a professional planning advisor to help the community find the best solutions in seeking the best opportunities of development.

Governance of the Work
As per the requirements of the Neighbourhood Planning Regulations (2012), the Town Council is the local government body which initiates and leads the process of developing the Neighbourhood Plan (NP). St Ives

Town Council executes the Plan for the town, yet it does this collaboratively with a range of local stakeholders to ensure broad community support. We engage in conversation with the residents of the town, community organisations, elected representatives, businesses, potential developers in the area, etc. The interest that the residents of the town have shown for this project is very encouraging and we expect that they will soon create a Community Steering Group to work effectively on this project. It is also expected that St Ives Town, District and County Councillors will contribute to the project under the name of Working Party.

Challenges for St Ives

The main challenge for the Town Council is starting along the road to producing a NP is that we do not know what the challenges are. From surveys that have been carried out with the community over recent years a disproportionate number of responses have been from over 65's and the Town Council is acutely aware that it needs input from the younger residents.

Previous engagement with the residents suggests that some major issues that people would like to see resolved via the channel of the Neighbourhood Plan are:

- Transportation, mainly traffic congestion, speeding, lack of parking spaces and unreliable bus schedules;
- New planned developments in surrounding villages, which they fear that will lead to worsening traffic issues and impact on the quality and availability of educational and medical services;
- Provision of community services for people who are lonely and/or old.
- Reduction in the number of people on the waiting list for social housing
- Protected green spaces
- Town Centre policy to reduce the decline in retail outlets.

Whilst some of the above points may sit outside of the remit of a Neighbourhood Plan it is a helpful start in understanding the issues already raised. In responding to the challenges pointed out by the community and to ensure sustainable development, St Ives Town Council requires professional planning advice.

Consultants Brief

The Consultants appointed to support and assist the Town Council with this project will be expected to help to develop a survey for community wide consultation and turn the results of this survey into practical policies to form the basis of the resultant neighbourhood plan.

An element of this survey development will be to formulate some consultation materials on behalf of the Steering Group for them to use at events to gather the views and opinions of various stakeholder groups within the town. These materials will be expected to support consultation with the diverse population within the town, including hard to reach groups.

Proposed timetable of the project:

(SITC denotes St Ives Town Council; C denotes Consultant):

- **July 2019**:
    - Initial public consultation event to take place at the St Ives Carnival to promote the process and gather more community support for the Steering Group (SITC)
- **August 2019**:
    - Grant application to Locality for Plan Funding (SITC)
    - Appointment of Consultant (SITC)
- **September / October 2019**
    - Creation of Steering Group and deciding main areas of interest (SITC & C)
- **October 2019 – January 2020**
    - Preliminary monthly meetings of the Steering Group subgroups to establish topics of interest (SITC and C)
    - Consultations with stakeholder groups using material developed by consultant (SITC)

- **February – May 2020**: Applying a survey to find the major concerns of the population (SITC)
- **June 2020:** Action Plan (SITC to lead, C to oversee and advise)
- **June - October 2020:** Research and gathering of data on the matters listed in the section above (C to lead)
- **October 2020 – January 2021:** Develop the vision, policy options and body of evidence of the Neighbourhood Plan (C to lead)
- **February 2021:** Second round of consultation (C to lead)
- **March 2021**: Analysis of feedback and proposed solutions (C to lead)
- **April 2021**: Second round of applications to Locality (C to lead)
- **July 2021**: Final results of the expert analysis (C to lead)
- **July - August 2021**: Producing the draft of the Neighbourhood Plan (SITC to lead, C to oversee and advise)

Duration
Consultancy Services for the Neighbourhood Plan is expected to cover a 2 year period from September 2019 to August 2021.

Instruction and Information on Tender Process
These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important, therefore, that you provide all the information asked for in the format and order specified. If there is any doubt as to what is required, or if you have any difficulty in providing the information requested please contact the undersigned.

- Issue of Tender – Wednesday 10 July 2019
- Deadline for return of submissions – Friday 2 August 2019
- Evaluation of submissions – w/c 5 August 2019
- Interview of prospective consultants – Wednesday 14 August 2019
- Notification of decision on submissions – Friday 23 August 2019
- Start of contract – 1 September 2019

You should be prepared to attend an interview incorporating a 20min presentation of your bid as indicated above.

Final responses must be received by the date and time indicated in the timetable in either Microsoft Word or PDF format and should be emailed to clerk@stivestowncouncil.gov.uk and marked in the subject line – 'Tender Submission – Neighbourhood Plan'.

Specification of Requirements

1. Project manage the process of preparing the neighbourhood plan through the above stages;
2. Develop an engagement and involvement strategy, including supporting SITC to undertake and analyse the responses to a Household Survey;
3. Clarify the vision and objectives of the St Ives Neighbourhood Plan;
4. Develop policies and evidence which addresses the planning priorities identified by the local community;
5. Undertake a site selection process for allocating housing and employment land;
6. Assist in the preparation of the draft neighbourhood plan ready for public consultation through to the adoption of the neighbourhood plan following independent examination and a community referendum;
7. Cross-check the emerging neighbourhood plan policies and proposals against national policy and guidance, and adopted and emerging Local Plan policies;

Tender Proposal
Your tender proposal should be sent by electronic and hard copy to Alison Benfield, Town Clerk, St Ives Town Council and should include:

a) A short synopsis (300 words max) of what is understood to be the key aims of the project;
b) A clear list of what you intend to deliver, in what format, and by what date;
c) Details of proposed approach to supporting SITC NP;
e) A brief risk management assessment outlining the identified risks, the most appropriate way to minimise them and an approach to contingency planning;
f) Relevant experience of similar exercises;
g) Brief details of the team members, including specific skills and relevant experience and their role in the project (including a short CV- maximum one side of A4);
h) A resource and cost breakdown in the format set out in costing and pricing section below; and
i) Fully inclusive rates for any further work required.

Criteria for evaluating bids

The following criteria will used to evaluate bids:

1. Knowledge and experience of neighbourhood planning;
2. Understanding of sustainable development;
3. Experience of working with local communities;
4. Understanding of St Ives unique characteristics as the third largest historic market town within Huntingdonshire, and
5. Ability to deliver the specification.

Equal importance will be given to the above criteria, with 70% weighting given to the quality context and weighting of 30% will be given to cost.

Payments

Payment will be made on a cost schedule to be agreed at the Inception meeting. No more than 80% of fees will be paid before the final completion of the study and its approval by the Town Council. Payments will only be made provided that the output outlined in this brief has been met to a satisfactory standard. No claims for additional costs over and above those outlined in the tender document will be accepted unless these result from changes to the brief and scope of work and are agreed in writing by the Town Clerk.

Insurance

Without prejudice to the liability to indemnify the Council, the Consultant shall take out and maintain, and cause any Associate to take out and maintain:

1. Public Liability insurance, which shall, for any one occurrence or series of occurrences arising out of one event, be not less than £5,000,000.
2. Employers Liability insurance, which shall, for any one occurrence of series of occurrences arising out of one event, be not less than £5,000,000.
3. Professional Indemnity insurance, which shall for any one occurrence or series of occurrences arising out of one event, be not less than £1,000,000.

Copies of insurance policies should be submitted with tender quotation.

General Data Protection Regulations

The appointed Consultant (and shall procure that any of its staff involved in the provision of this Contract) shall be registered under the GDPR 2018 and both Parties will duly observe all their obligations under the Act which arise in connection with this Contract.

Cost and Pricing

You are expected to provide details of your fully inclusive cost proposal for delivering the required services, exclusive of Value Added Tax in the format set out below. The fixed price is to include numbers of meetings for each element of the work.

Fixed Price: The Services will be delivered for a fixed price of £

Capped Expenses Estimate

Please also provide the above along with the basis for the estimate for any expenses not covered in the fixed price e.g. meetings over and above those included in the cost breakdown below.

Cost breakdown – Resource

Resource Grade	Resource Name (if applicable)	No. of man days required	Day Rate*	Total Cost

Cost breakdown – Other costs

Cost Item	No. of items	Unit cost	Total Cost

Resources

Please also provide details of the resources you expect to use to service the Contract. Also include an organisational chart indicating responsibilities, reporting lines and whether the staff will be employed full time on this contract. Please also indicate in each case whether you expect staff to be drawn from within your organisation or be newly recruited. Other information to be included:

- Names and positions held of Key Staff.
- Curriculum vitae for each member of Key Staff.

Technical Capability

Please provide details of similar contracts to provide products or services of this nature that your organisation has carried out for other customers. This should include information on scale, size, and duration of contract.

References

Please provide details of references for current or previous customers related to services that you are proposing to supply to SITC.

	Reference 1	Reference 2
Company Name		
Address		
Contact Name		
Position in Company		
Telephone Number		
Fax		
E-Mail Address		
Value of Contract		
Duration of Contract		
How long have you held this contract?		

Has your organisation, or any of your proposed partners, ever had a contract or employment terminated under the terms of that contract? If yes, please give details.

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Clerk

From: Clerk
Sent: 31 July 2019 14:39
To: Clerk
Subject: St Ives Town Council Neighbourhood Plan – Reissue of Tender Specification

Dear Sir/Madam,

Please note to ensure consistency and to give all consultants an equal opportunity I have blind copied this email to the NP Consultants originally contacted.

For those you have already submitted full tender documents thank you for taking the time to do so. However based on the number of comments received regarding the original scope of work it would appear our expectation for Consultant support was too high. As a result the Specification has been reviewed and is set out below with more work being undertaken in-house or through the Working Party with the Consultants appointed providing support and advice.

Specification of Requirements

1. Support the Town Clerk Project managing the process of preparing the neighbourhood plan through the above stages;
2. Provide sanity check input in developing an engagement and involvement strategy, including supporting SITC to undertake and analyse the responses to a Household Survey; assistance to develop questions that are not loaded or pre-determined.
3. Develop policies and evidence which addresses the planning priorities identified by the local community;
4. Undertake a site selection process for allocating housing and employment land;
5. Assist in the preparation of the draft neighbourhood plan ready for public consultation through to the adoption of the neighbourhood plan following independent examination and a community referendum; SITC to produce the document with Consultant supporting and providing sanity check to include reviewing the vision at item 3 which will be developed by the SITC NP Working Party
6. Cross-check the emerging neighbourhood plan policies and proposals against national policy and guidance, and adopted and emerging Local Plan policies;

As a result of this the proposed timetable for the project has also been amended, not in terms of delivery but responsibility:-

Proposed timetable of the project:
(SITC denotes St Ives Town Council; C denotes Consultant):

- **July 2019**:
  - Initial public consultation event to take place at the St Ives Carnival to promote the process and gather more community support for the Steering Group (SITC)
- **August 2019**:
  - Grant application to Locality for Plan Funding (SITC)
  - Appointment of Consultant (SITC)
- **September / October 2019**
  - Creation of Steering Group and deciding main areas of interest (SITC & C)
- **October 2019 – January 2020**
  - Preliminary monthly meetings of the Steering Group subgroups to establish topics of interest (SITC)
  - Consultations with stakeholder groups using material developed by consultant (SITC)
- **February – May 2020**: Applying a survey to find the major concerns of the population (SITC)
- **June 2020:** Action Plan (SITC to lead, C to oversee and advise)

- **June - October 2020:** Research and gathering of data on the matters listed in the section above (SITC to lead, C to lead)
- **October 2020 – January 2021:** Develop the vision, policy options and body of evidence of the Neighbourhood Plan (SITC to lead, C to advise/support)
- **February 2021:** Second round of consultation (SITC to lead, C to support)
- **March 2021**: Analysis of feedback and proposed solutions (C to lead)
- **April 2021**: Second round of applications to Locality (C to lead)
- **July 2021**: Final results of the expert analysis (C to lead)
- **July - August 2021**: Producing the draft of the Neighbourhood Plan (SITC to lead, C to oversee and advise)

In order to give time for these amendments to be considered by all the tender deadline for submission has been extended to Friday 9 August and the interview date re-scheduled to Wednesday 21 August.

Should you have any further questions or clarifications please do not hesitate to contact me.

Kind regards

Alison Benfield BA(Hons) FSLCC

Town Clerk
St Ives Town Council
Town Hall
Market Hill
The Old Riverport
ST IVES
Cambridgeshire
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The information in this message should be regarded as confidential and it is intended for the addressee only unless otherwise stated. If you have received this message in error please delete it and notify the sender. Any views expressed in this message are personal and not necessarily those of St Ives Town Council, unless otherwise stated.

Purchase Ledger for Month No 4 — **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
10/07/2019	124888581	007376	AMAZON	AMA0001	122.08	24.42	146.50	5012	100	122.08	Display boards
10/07/2019	21526	007377	CAMBS NET	CAM0012	187.50	37.50	225.00	5999	170	187.50	Server user CALS
10/07/2019	7172	007378	M MURRAY	MIC0001	100.00	20.00	120.00	5771	150	100.00	No parking signs
10/07/2019	7148	007379	M MURRAY	MIC0001	230.00	46.00	276.00	6983	300	230.00	FM signs x 30
10/07/2019	192701	007380	HUNTS BIG BAND	HUN0006	400.00	0.00	400.00	9094	130	400.00	AFD entertainment
10/07/2019	15619833310487	007381	GIFFGAFF	GIFF001	8.34	1.66	10.00	5008	100	8.34	Phone top up
10/07/2019	280619	007382	C ALLISON	ALL0003	29.75	0.00	29.75	5063	200	29.75	Mileage
10/07/2019	06/07	007383	CASH	CAS0001	19.23	2.36	21.59	5019	300	4.41	Petty cash
								5771	150	7.54	Petty cash
								7035	400	5.02	Petty cash
								5011	100	2.26	Petty cash
10/07/2019	1103770290	007384	HAVEN HALDO	HAV0005	25.36	1.27	26.63	6932	300	25.36	Electricity Haldo
10/07/2019	1103770286	007385	HAVEN OLD MORT	HAV0002	7.80	0.39	8.19	6932	300	7.80	Mortuary electricity
10/07/2019	1103770285	007386	HAVEN OLD MORT	HAV0002	12.26	0.61	12.87	6456	300	12.26	Electricity West Street
10/07/2019	1103770289	007387	HAVEN OUTSIDE	HAV0001	24.61	1.23	25.84	6983	300	24.61	FM electricity
10/07/2019	1103770292	007388	HAVEN WARNERS	HAV0004	17.92	0.90	18.82	6932	300	17.92	Warners electricity
10/07/2019	1103770291	007389	HAVEN TH	HAV0003	194.25	38.85	233.10	7032	400	194.25	TH electricity June
10/07/2019	61783	007390	GLOBAL	GLO0001	2,800.00	560.00	3,360.00	6488	340	2,800.00	Felling of Chestnut tree
10/07/2019	36164	007391	PLAYDALE	PLA0002	9,406.50	1,881.30	11,287.80	9195	300	9,406.50	Play equipment Burleigh Hill
								3221		-9,406.50	Play equipment Burleigh Hill
								6000	300	9,406.50	Play equipment Burleigh Hill
10/07/2019	36165	007392	PLAYDALE	PLA0002	5,377.96	1,075.59	6,453.55	9195	300	5,377.96	Play equipment Wheatfields
								3221		-5,377.96	Play equipment Wheatfields
								6000	300	5,377.96	Play equipment Wheatfields
10/07/2019	2507	007393	MAYORS	MAY0001	15.00	0.00	15.00	5776	150	15.00	Cromwell Museum tickets
10/07/2019	01196983	007394	GIBBS	GIB0001	2.26	0.45	2.71	5019	300	2.26	Carriage bolt
10/07/2019	1197002	007395	GIBBS	GIB0001	39.38	7.88	47.26	6593	340	39.38	Ballast
10/07/2019	01197126	007396	GIBBS	GIB0001	319.20	63.84	383.04	6593	340	319.20	Concrete edging

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Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
10/07/2019	45421	007397	ATKINS GREGORY	ATK001	2,217.98	443.60	2,661.58	7035	400	613.84	TH July cleaning
								6456	300	1,604.14	Toilets July cleaning
10/07/2019	45290	007398	ATKINS GREGORY	ATK001	116.00	23.20	139.20	6456	300	116.00	Jumbo roll
10/07/2019	137173	007399	SELSIUS	SEL0001	29.80	5.96	35.76	5012	100	29.80	Water
10/07/2019	18589	007400	CLIMATE	CLI0001	150.00	30.00	180.00	7037	400	150.00	Barrier service
10/07/2019	127	007401	ROZ SCOTT	ROZ0001	280.00	0.00	280.00	6983	300	280.00	FM co ordinator June
10/07/2019	1907500	007402	JOLA CLOUD SOL	JOLA001	244.19	48.84	293.03	5008	100	121.75	Phone bill June
								8119	420	122.44	Phone bill June Norris
10/07/2019	010299	007403	ELLIS WHITTAM	ELL0001	221.50	11.00	232.50	5307	200	221.50	Year 2 EW
10/07/2019	175476	007404	UK FIRE	UKF0001	405.00	81.00	486.00	7037	400	405.00	TH fire assessment
10/07/2019	1611	007405	CAPALC	CCPA0001	35.00	0.00	35.00	5063	200	35.00	Chairman training
10/07/2019	19010745	007406	ST JOHNS	STJ0001	144.00	28.80	172.80	9094	150	144.00	First Aid AFD
10/07/2019	9059106731CR	007407	ROYAL	ROY0001	-133.87	-26.77	-160.64	5668	140	-133.87	Credit for door to door
10/07/2019	1803	007408	MISC	MIS0001	32.95	0.00	32.95	5776	150	32.95	Ware flowers
15/07/2019	L285	007409	PAYROLL	PAYROLL	24,213.32	0.00	24,213.32	5301	200	24,213.32	July salaries
15/07/2019	L287	007410	PAYROLL	PAYROLL	11,726.63	0.00	11,726.63	5301	200	1,764.09	July pension Ee's
								5303	200	9,962.54	July pension E's
19/07/2019	L286	007411	PAYROLL	PAYROLL	7,151.21	0.00	7,151.21	5301	200	4,577.65	June PAYE
								5304	200	2,573.56	June PAYE
12/07/2019	17807	007412	SIQP	STI0001	99.00	0.00	99.00	5999	170	99.00	Neighbourhood leaflets
								3231		-99.00	Neighbourhood leaflets
								6000	170	99.00	Neighbourhood leaflets
12/07/2019	5321828	007413	ESPO	ESP0001	17.39	3.48	20.87	5012	100	17.39	Stationery
12/07/2019	01197718	007414	GIBBS	GIB0001	23.15	4.63	27.78	5019	400	23.15	Toilet seat
12/07/2019	IM0625	007415	GRAFTON	GRA0001	84.95	16.99	101.94	5012	100	84.95	White paper
12/07/2019	IM0626	007416	GRAFTON	GRA0001	8.90	1.78	10.68	5012	100	8.90	Colouration paper
12/07/2019	70015060	007417	HDC	HUN0001	369.20	0.00	369.20	7044	400	369.20	Refuse collection
12/07/2019	70015655	007418	HDC	HUN0001	218.08	0.00	218.08	7044	400	218.08	TH refuse bins
12/07/2019	2919	007419	CNG LTD	CNG0001	85.21	4.26	89.47	7032	400	85.21	TH gas June

Purchase Ledger for Month No 4 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
12/07/2019	283858834	007420	LLOYDS BANK	LLOOO	0.80	0.00	0.80	5560	130	0.80	Bank charges
24/07/2019	2011430287	007421	ALLSTAR	ALL0001	250.22	36.76	286.98	6256	330	250.22	Fuel for machinery and pick up
24/07/2019	18072	007422	SIQP	STI0001	164.00	0.00	164.00	6983	300	164.00	FM leaflets
24/07/2019	10923	007423	APPS UK LTD	APP0001	300.00	60.00	360.00	6456	300	300.00	Deep clean July
24/07/2019	10735	007424	APPS UK LTD	APP0001	300.00	60.00	360.00	6456	300	300.00	Deep clean June
24/07/2019	10604	007425	APPS UK LTD	APP0001	300.00	60.00	360.00	6456	300	300.00	Deep clean May
24/07/2019	10421	007426	APPS UK LTD	APP0001	300.00	60.00	360.00	6456	300	300.00	Deep clean Apr
24/07/2019	10350	007427	APPS UK LTD	APP0001	300.00	60.00	360.00	6456	300	300.00	Deep clean Mar
24/07/2019	10282	007428	APPS UK LTD	APP0001	300.00	60.00	360.00	6456	300	300.00	Deep clean Feb
24/07/2019	28533	007429	MG GAS SPECIALISTS	MG0001	395.00	79.00	474.00	5019	400	395.00	Replacement radiator in office
24/07/2019	28522	007430	MG GAS SPECIALISTS	MG0001	75.00	15.00	90.00	7233	410	75.00	Repair leak at CEX radiator
24/07/2019	197103	007431	SLCC	SLC0001	350.00	0.00	350.00	5063	200	350.00	Cilca fees
24/07/2019	314457	007432	BOOTH	BOO0001	40.20	8.04	48.24	7035	400	40.20	Black bags
24/07/2019	70015691	007433	HDC	HUN0001	218.08	0.00	218.08	7044	400	218.08	Th refuse collection Jul-Sept
24/07/2019	630001909372	007434	SCOTTISH POWER	SCO0001	834.77	166.95	1,001.72	6456	300	834.77	Bus station electricity Apr -
24/07/2019	682002756212	007435	SCOTTISH POWER	SCO0001	343.70	68.74	412.44	6456	300	343.70	Bus station electricity Mar-Ap
24/07/2019	4030	007436	SPS SERVICES	SPS0001	1,100.00	220.00	1,320.00	7232	410	1,100.00	CEX building survey
24/07/2019	3948	007437	SPS SERVICES	SPS0001	57.50	11.50	69.00	7233	410	57.50	Repair to ball valve CEX
24/07/2019	3909	007438	SPS SERVICES	SPS0001	135.42	27.08	162.50	7233	410	135.42	Replace tap Cex
24/07/2019	3949	007439	SPS SERVICES	SPS0001	400.00	80.00	480.00	5019	400	400.00	TH cellar painting pipes
24/07/2019	3950	007440	SPS SERVICES	SPS0001	395.83	79.17	475.00	5019	400	395.83	Work carried out Kitchen & WC
24/07/2019	3951	007441	SPS SERVICES	SPS0001	383.33	76.67	460.00	5019	400	383.33	Repairs to balcony
24/07/2019	3989	007442	SPS SERVICES	SPS0001	66.67	13.33	80.00	5019	400	66.67	Repairs to top floor offices
24/07/2019	3988	007443	SPS SERVICES	SPS0001	640.00	128.00	768.00	5019	400	640.00	Replace velux window in TH
24/07/2019	001754	007444	AIRWAY AIR	AIR0001	143.75	28.75	172.50	9336	410	143.75	Access panels at CEX
24/07/2019	2331	007445	AIRWAY AIR	AIR0001	147.00	29.40	176.40	7233	410	147.00	Repair to leak CEX
24/07/2019	2408	007446	MAYORS	MAY0001	25.00	0.00	25.00	5776	150	25.00	Tea dance tickets
24/07/2019	230719	007447	MISC	MIS0001	25.00	5.00	30.00	7233	410	25.00	New tap for CEX
24/07/2019	2019003711841	007448	ADOBE SYSTEMS	ADO0001	12.64	0.00	12.64	5012	100	12.64	Adobe

Purchase Ledger for Month No 4 Order by Invoices Entered

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
24/07/2019	36286	007449	PLAYDALE	PLA0002	674.55	134.91	809.46	9195	300	674.55	Slepe Hall Play equip.
								3221		-674.55	Slepe Hall play equip.
								6000	300	674.55	Slepe Hall play equip.
24/07/2019	36287	007450	PLAYDALE	PLA0002	7,762.98	1,552.60	9,315.58	9195	300	7,762.98	Warners play equipment
								3221		-7,762.98	Warners play equipment
								6000	300	7,762.98	Warners play equipment
24/07/2019	36288	007451	PLAYDALE	PLA0002	7,901.50	1,580.30	9,481.80	9195	300	7,901.50	Thorndown play equipment
								3221		-7,901.50	Thorndown play equipment
								6000	300	7,901.50	Thorndown play equipment
24/07/2019	26288C	007452	PLAYDALE	PLA0002	-424.00	-84.80	-508.80	9195	300	-424.00	Credit for welfare facilities
								3221		424.00	Credit for welfare facilities
								6000	300	-424.00	Credit for welfare facilities
24/07/2019	154690	007453	IBBETTS	IBB0001	308.32	61.66	369.98	9286	300	300.00	Water pump
								3222		-300.00	Water pump
								6000	300	300.00	Water pump
								5019	300	8.32	Rat traps
24/07/2019	010118	007454	ELLIS WHITTAM	ELL0001	3,150.00	630.00	3,780.00	5307	200	3,150.00	HR services Year 2
24/07/2019	56	007456	AQUA ENVIRONMENTAL	AQU0001	860.00	172.00	1,032.00	5019	400	860.00	Radiator flush
24/07/2019	16383	007455	DCM SURFACES	DCM0001	37,160.00	7,432.00	44,592.00	9195	300	37,160.00	wet pour Burleigh Hill
								3221		-37,160.00	wet pour Burleigh Hill
								6000	300	37,160.00	wet pour Burleigh Hill
24/07/2019	21490	007457	CAMBS NET	CAM0012	3,384.00	676.80	4,060.80	5017	100	3,384.00	Annual Cap 19/20
24/07/2019	283326551	007458	LLOYDS BANK	LLOOO	14.08	0.00	14.08	5560	130	14.08	Bank charges
10/07/2019	1803CR	007408CR	MISC	MIS0001	-32.95	0.00	-32.95	5776	150	-32.95	Flowers for Mr 7 Mrs Ware
10/07/2019	1803A	007408A	MAYORS	MAY0001	32.95	0.00	32.95	5776	150	32.95	Flowers Mr & Mrs Ware
30/07/2019	197123	007459	SLCC	SLC0001	99.00	19.80	118.80	5063	200	99.00	ILCA fees
30/07/2019	123905	007460	IBBETTS	IBB0001	94.56	18.92	113.48	6257	330	94.56	Swarfega,blades and nuts
30/07/2019	285566143	007461	LLOYDS BANK	LLOOO	11.07	0.00	11.07	5560	130	11.07	Bank charges
30/07/2019	285563180	007462	LLOYDS BANK	LLOOO	13.30	0.00	13.30	5560	130	13.30	Bank charges

Purchase Ledger for Month No 4 — **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
30/07/2019	315448	007463	BOOTH	BOO0001	25.30	5.06	30.36	6456	300	25.30	Toilet tissue
30/07/2019	031019	007464	MAYORS	MAY0001	60.00	0.00	60.00	5776	150	60.00	Quiz tickets x 6 Raunds
30/07/2019	01198346	007465	GIBBS	GIB0001	37.04	7.40	44.44	5019	300	37.04	Drain rods and gloves
30/07/2019	01198500	007466	GIBBS	GIB0001	78.76	15.75	94.51	6593	340	78.76	Sharp sand
30/07/2019	01198529	007467	GIBBS	GIB0001	39.38	7.88	47.26	6593	340	39.38	Sharp sand
30/07/2019	17902	007468	SIQP	STI0001	29.00	0.00	29.00	5774	150	29.00	Quiz leaflets
30/07/2019	1126	007469	MERLIN	MER0001	9,031.10	1,806.22	10,837.32	9094	150	2,000.00	Christmas lights installation
								3213		-2,000.00	Christmas lights installation
								6000	150	2,000.00	Christmas lights installation
								5848	160	7,031.10	Christmas lights installation
30/07/2019	1517143	007470	AMAZON	AMA0001	289.03	57.80	346.83	6983	300	289.03	FM weights
				TOTAL INVOICES	145,681.87	19,968.71	165,650.58			145,681.87	

Purchase Ledger for Month No 5 Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
01/08/2019	45497	007471	ATKINS GREGORY	ATK001	132.00	26.40	158.40	6456	300	132.00	Pristine jumbo
01/08/2019	270919	007472	MAYORS	MAY0001	35.00	0.00	35.00	5776	150	35.00	Dinner dance tickets
01/08/2019	140919	007473	MAYORS	MAY0001	20.00	0.00	20.00	5776	150	20.00	Charity cheese & wine party
01/08/2019	130919	007474	MAYORS	MAY0001	20.00	0.00	20.00	5776	150	20.00	Rushden Feast tickets
01/08/2019	1019	007475	GOLDEN LION	GOL0002	350.00	0.00	350.00	5852	150	350.00	Twinning visit Hotel
01/08/2019	037886	007476	HYGIENE	HYE0001	162.50	32.50	195.00	6456	300	162.50	Sanitary Units
01/08/2019	037005	007477	HYGIENE	HYE0001	162.50	32.50	195.00	6456	300	162.50	Sanitary units Apr-Jun
01/08/2019	037885	007478	HYGIENE	HYE0001	237.50	47.50	285.00	6456	300	237.50	Sanitary units Bus station
01/08/2019	037004	007479	HYGIENE	HYE0001	237.50	47.50	285.00	6456	300	237.50	Sanitary unit bus station Apr
07/08/2019	060919	007480	CIC	CIC0001	390.90	0.00	390.90	2115	0	390.90	Balance for CEX quiz night
07/08/2019	3553032	007481	MAYORS	MAY0001	35.00	0.00	35.00	5776	150	35.00	20 Years service flowers
07/08/2019	130	007482	ROZ SCOTT	ROZ0001	280.00	0.00	280.00	6983	300	280.00	FM co ordinator
07/08/2019	1103836148	007483	HAVEN HALDO	HAV0005	22.34	1.11	23.45	6932	300	22.34	Haldo electricity Jul
07/08/2019	1103836145	007484	HAVEN OLD MORT	HAV0002	8.06	0.40	8.46	6932	300	8.06	Old Mortuary electricity Jul
07/08/2019	1103836144	007485	HAVEN WEST STREET	HAV0009	12.23	0.61	12.84	6456	300	12.23	Globe electricity Jul
07/08/2019	1103836147	007486	HAVEN OUTSIDE	HAV0001	35.74	1.78	37.52	6983	300	35.74	FM electricity Jul
07/08/2019	1103836150	007487	HAVEN WARNERS	HAV0004	8.51	0.42	8.93	6932	300	8.51	Warners electricity Jul
07/08/2019	1103836149	007488	HAVEN TH	HAV0003	193.84	38.77	232.61	7032	400	193.84	TH electricity Jul
07/08/2019	97117	007489	RAMSEY PAINT	RAM0001	119.64	23.93	143.57	5019	300	119.64	Paint and materials
07/08/2019	2011478314	007490	ALLSTAR	ALL0001	261.63	39.29	300.92	6256	330	261.63	Fuel for pick up and machinery
07/08/2019	0004031	007491	SPS SERVICES	SPS0001	260.42	52.08	312.50	7233	410	260.42	Work carried out at CEX
07/08/2019	4404	007492	SCAMBLER	SCA0001	148.20	29.64	177.84	6257	330	148.20	Grasshopper belts x 2
07/08/2019	45612	007493	ATKINS GREGORY	ATK001	2,217.98	443.60	2,661.58	7035	400	613.84	Cleaning Aug TH
								6456	300	1,604.14	Cleaning Aug TH
13/08/2019	31519	007494	PAYROLL	PAYROLL	11,681.51	0.00	11,681.51	5301	200	1,759.89	August Pension cont E'es
								5303	200	9,921.62	August Pension cont E'rs
13/08/2019	31319	007495	PAYROLL	PAYROLL	23,837.50	0.00	23,837.50	5301	200	23,837.50	August salaries
13/08/2019	31419	007496	PAYROLL	PAYROLL	7,344.18	0.00	7,344.18	5301	200	4,727.99	July PAYE

Purchase Ledger for Month No 5

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								5304	200	2,616.19	July PAYE
13/08/2019	01199158	007497	GIBBS	GIB0001	52.74	10.56	63.30	5019	300	52.74	Kerb stones
13/08/2019	004062	007498	SPS SERVICES	SPS0001	2,080.00	416.00	2,496.00	5019	450	2,080.00	Redecoration of Burleigh Hill
13/08/2019	1908519	007499	JOLA CLOUD SOL	JOLA001	244.22	48.84	293.06	5008	100	122.11	Phone bill
								8119	420	122.11	Phone bill
13/08/2019	22291	007500	SLCC MEMBERSHIP	SOC0001	437.00	0.00	437.00	5025	100	437.00	SLCC membership
13/08/2019	11082	007501	APPS UK LTD	APP0001	300.00	60.00	360.00	6456	300	300.00	Deep cleaning Aug
13/08/2019	13924	007502	RADAR	RAD0001	27.99	5.60	33.59	6456	300	27.99	Radar keys
13/08/2019	000647	007503	THE LOCK SHOP	000LOC	102.00	20.40	122.40	6456	300	102.00	Lock change on disabled toilet
14/08/2019	113209521	007504	KONE	KON0001	570.48	114.10	684.58	7232	410	570.48	CEX service premium
14/08/2019	0110	007505	MAYORS	MAY0001	50.00	0.00	50.00	5776	150	50.00	Sausage supper tickets
14/08/2019	1210	007506	MAYORS	MAY0001	40.00	0.00	40.00	5776	150	40.00	Legends show tickets
14/08/2019	4426	007507	SCAMBLER	SCA0001	81.41	16.28	97.69	5019	300	81.41	Spares for machinery
14/08/2019	286199454	007508	LLOYDS BANK	LLOOO	4.20	0.00	4.20	5560	130	4.20	Bank charges
14/08/2019	1007170	007509	HIRE	HIR0001	252.84	50.57	303.41	5019	300	252.84	Vibrating plate and hammer
14/08/2019	003019	007510	CNG LTD	CNG0001	-261.89	-70.56	-332.45	7032	400	-261.89	Credit for gas reading
14/08/2019	00601	007511	THE LOCK SHOP	000LOC	16.00	3.20	19.20	6456	300	16.00	Extra key for disabled toilet
19/08/2019	130819	007512	MAYORS	MAY0001	10.00	0.00	10.00	5776	150	10.00	Donation to Asphasia Society
21/08/2019	19623961	007513	LASTPASS	LAS0001	245.77	49.16	294.93	5025	100	245.77	Lastpass subs
21/08/2019	195374291	007514	AMAZON	AMA0001	12.49	2.50	14.99	5012	100	12.49	Wireless mouse
21/08/2019	1566381476721	007515	GIFFGAFF	GIFF001	8.34	1.66	10.00	5008	100	8.34	Phone top up
21/08/2019	1563509336032	007516	GIFFGAFF	GIFF001	8.34	1.66	10.00	5008	100	8.34	CCTV Jul
21/08/2019	1566188640495	007517	GIFFGAFF	GIFF001	8.34	1.66	10.00	5008	100	8.34	CCTV Aug
21/08/2019	287243881	007518	LLOYDS BANK	LLOOO	5.50	0.00	5.50	5560	130	5.50	Bank charges
21/08/2019	19080620A	007519	ANDREWS ARNOLD	AND0002	12.72	2.54	15.26	5008	100	12.72	CCTV Jul
21/08/2019	01199674	007520	GIBBS	GIB0001	14.30	2.86	17.16	5021	300	14.30	Gloves
21/08/2019	2011561697	007521	ALLSTAR	ALL0001	349.03	51.18	400.21	6256	330	349.03	Fuel for vans and machinery
21/08/2019	316519	007522	BOOTH	BOO0001	41.09	8.22	49.31	7035	400	41.09	Toilet rolls and hand towels
21/08/2019	0819	007523	CASH	CAS0001	88.28	4.46	92.74	5307	200	50.25	Petty cash

Purchase Ledger for Month No 5 Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
								6983	300	7.17	Petty cash
								5011	100	5.70	Petty cash
								5852	150	13.75	Petty cash
								7035	400	11.41	Petty cash
21/08/2019	01011	007524	GREENBRIDGE DESIGN	GRE0001	33,000.00	6,600.00	39,600.00	6289	340	33,000.00	Mausoleum build
21/08/2019	16406	007525	DCM SURFACES	DCM0001	25,473.00	5,094.60	30,567.60	9195	340	25,473.00	Wetpour Wheatfields
								3221		-25,473.00	Wetpour Wheatfields
								6000	340	25,473.00	Wetpour Wheatfields
21/08/2019	16477	007526	DCM SURFACES	DCM0001	30,240.00	6,048.00	36,288.00	9195	340	30,240.00	Wetpour Slepe
								3221		-30,240.00	Wetpour Slepe
								6000	340	30,240.00	Wetpour Slepe
28/08/2019	106282	007527	MYHILLS MINIBUSES	000MYH	490.00	0.00	490.00	5852	150	490.00	Taxi for twinning visit
28/08/2019	10018	007528	VISIONICT	VIS0002	85.00	17.00	102.00	5610	140	85.00	Website update
28/08/2019	2019004279784	007529	ADOBE SYSTEMS	ADO0001	12.64	0.00	12.64	5014	100	12.64	Adobe
28/08/2019	14957	007530	SUPERIOR	SUP0001	885.00	177.00	1,062.00	7233	410	885.00	Ceramic tiles CEX
28/08/2019	139129	007531	SELSIUS	SEL0001	36.00	7.20	43.20	5012	100	36.00	Water machine depot
28/08/2019	287470960	007532	LLOYDS BANK	LLOOO	13.67	0.00	13.67	5560	130	13.67	Bank charges
28/08/2019	287502916		LLOYDS BANK	LLOOO	11.23	0.00	11.23	5560	130	11.23	Bank charges
28/08/2019	01199922	007534	GIBBS	GIB0001	139.13	27.83	166.96	6593	340	139.13	Ballast and edging
28/08/2019	01200128	007535	GIBBS	GIB0001	28.59	5.72	34.31	5019	300	28.59	Rim cylinder and paint
28/08/2019	01200170	007536	GIBBS	GIB0001	101.01	20.21	121.22	6593	340	101.01	Cementone, cement and sand
28/08/2019	01200185	007537	GIBBS	GIB0001	62.73	12.55	75.28	5019	300	62.73	Sand and cement
28/08/2019	01200238	007538	GIBBS	GIB0001	39.38	7.88	47.26	6593	340	39.38	Sharp sand
28/08/2019	16493	007539	DCM SURFACES	DCM0001	35,480.00	7,096.00	42,576.00	9195	340	35,480.00	Wetpour Warners park
								3221		-35,480.00	Wetpour Warners park
								6000	340	35,480.00	Wetpour Warners park
28/08/2019	210819	007540	MAYORS	MAY0001	9.17	1.83	11.00	2115	0	9.17	Baskets for quiz

Purchase Ledger for Month No 5 **Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis A/C	Centre	Amount	Analysis Description
TOTAL INVOICES					179,122.42	26,734.74	205,857.16			179,122.42	

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St Ives Town Council 19/20

Bank - Cash and Investment Reconciliation as at 30 August 2019

Confirmed Bank & Investment Balances

Bank Statement Balances

30/08/2019	Current Account	28,014.89	
30/08/2019	Business Call Account	8,473.36	
30/08/2019	Public Sector Deposit Fund	212,965.83	
			249,454.08

Other Cash & Bank Balances

	170.00
	249,624.08

Unpresented Payments

	2,280.00
	247,344.08

Receipts not on Bank Statement

	0.00
Closing Balance	**247,344.08**

All Cash & Bank Accounts

1	Bank Current Account	25,734.89
2	Business Call Account	8,473.36
3	CCLA	212,965.83
	Other Cash & Bank Balances	170.00
	Total Cash & Bank Balances	**247,344.08**

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Bank Reconciliation Statement as at 30/08/2019
for Cashbook 1 - Bank Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current Account	30/08/2019		28,014.89
			28,014.89

Unpresented Cheques (Minus)			Amount	
13/05/2019	10053	Calm Town St Ives	1,000.00	
19/06/2019	10061	Mayors Misc	10.00	
19/06/2019	10063	St Ives Time Bank	1,100.00	
12/08/2019	10074	Mayors Misc	70.00	
20/08/2019	10076	Mayors Misc	40.00	
20/08/2019	10077	Mayors Misc	50.00	
20/08/2019	10078	Mayors Misc	10.00	
				2,280.00
				25,734.89

Receipts not Banked/Cleared (Plus)				
			0.00	
				0.00
				25,734.89
		Balance per Cash Book is :-		25,734.89
		Difference Excluding Adjustments is :-		0.00

Adjustments to Reconciliation			
10/07/2019		0.00	
24/07/2019		0.00	
			0.00
	Unreconciled Difference is :-		0.00

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Council												
100	Administration											
4350	Photocopying	0	36	0	0	0	0	0	50	0	0	0
	Total Income	0	36	0	0	0	0	0	50	0	0	0
5008	Phone & Internet	2,000	1,865	0	0	2,000	0	2,000	922	0	0	0
5011	Postage	1,650	1,299	0	0	1,200	0	1,200	569	0	0	0
5012	Office Stationery	2,000	1,931	0	0	2,000	0	2,000	878	0	0	0
5013	Photocopier	2,500	-184	0	0	2,500	0	2,500	2,078	0	0	0
5014	Office Equipment	500	500	0	0	500	0	500	51	0	0	0
5017	Computer Equip. & Support	4,300	4,813	0	0	4,500	0	4,500	4,419	0	0	0
5018	Data Protection	35	35	0	0	35	0	35	40	0	0	0
5019	Repairs & Renewals	250	250	0	0	250	0	250	0	0	0	0
5020	Office Library	50	104	0	0	20	0	20	0	0	0	0
5021	Health & Safety	250	228	0	0	250	0	250	35	0	0	0
5024	Misc Admin Costs	50	0	0	0	50	0	50	0	0	0	0
5025	Subscriptions	2,105	2,291	0	0	2,140	0	2,140	2,315	0	0	0
5061	Election costs (EMR)	11,182	10,804	0	0	2,500	0	2,500	0	0	0	0
5160	Legal Fees	2,000	2,214	0	0	2,000	0	2,000	-1,616	0	0	0
9014	Provision for PC (EMR)	4,581	0	0	0	11,000	0	11,000	0	0	0	0
	Overhead Expenditure	33,453	26,149	0	0	30,945	0	30,945	9,690	0	0	0
	100 Net Income over Expenditure	-33,453	-26,113	0	0	-30,945	0	-30,945	-9,640	0	0	0
6000	plus Transfer from EMR	0	10,804	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(33,453)	(15,309)			(30,945)		(30,945)	(9,640)	0		

Continued on next page

		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
130	Finance											
4030	Bank Interest Received	1,000	13,961	0	0	11,750	0	11,750	8,736	0	0	0
	Total Income	1,000	13,961	0	0	11,750	0	11,750	8,736	0	0	0
5227	Operational Insurance	10,500	9,429	0	0	8,500	0	8,500	7,788	0	0	0
5517	Finance software cover	1,800	1,014	0	0	1,800	0	1,800	1,096	0	0	0
5530	Loan Repayments	56,500	56,487	0	0	55,288	0	55,288	27,634	0	0	0
5558	Audit Fees	3,000	2,850	0	0	3,000	0	3,000	-2,150	0	0	0
5559	Accountancy Services	1,100	612	0	0	1,000	0	1,000	0	0	0	0
5560	Bank Charges	310	308	0	0	360	0	360	136	0	0	0
9094	Town Celebrations (EMR)	0	0	0	0	0	0	0	50	0	0	0
	Overhead Expenditure	73,210	70,699	0	0	69,948	0	69,948	34,554	0	0	0
	Movement to/(from) Gen Reserve	(72,210)	(56,739)			(58,198)		(58,198)	(25,818)	0		
140	Advertising & Publicity											
5610	Website Hosting	500	195	0	0	285	0	285	85	0	0	0
5666	Promotion & Publicity	2,000	1,886	0	0	2,000	0	2,000	0	0	0	0
5668	The Bridge/Annual Report	10,000	14,768	0	0	18,500	0	18,500	4,660	0	0	0
	Overhead Expenditure	12,500	16,849	0	0	20,785	0	20,785	4,745	0	0	0
	Movement to/(from) Gen Reserve	(12,500)	(16,849)			(20,785)		(20,785)	(4,745)	0		
150	Civic											
4077	Council Photo Sales	0	107	0	0	0	0	0	0	0	0	0
	Total Income	0	107	0	0	0	0	0	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
5723	Mayor's Travel	275	275	0	0	283	0	283	0	0	0	0
5770	Mayor Making Do not Use	0	0	0	0	0	0	0	0	0	0	0
5771	Civic Events	2,225	2,843	0	0	2,225	0	2,225	2,132	0	0	0
5772	Michaelmas Fair	20	17	0	0	20	0	20	0	0	0	0
5773	Civic Regalia	500	500	0	0	500	0	500	87	0	0	0
5774	Mayors' Charity	100	0	0	0	0	0	0	0	0	0	0
5775	Mace Bearer	737	737	0	0	758	0	758	0	0	0	0
5776	Mayors' Allowance	3,950	4,550	0	0	4,065	0	4,065	748	0	0	0
5777	Council Photos/Christmas Cards	365	37	0	0	365	0	365	0	0	0	0
5852	Twinning Fund	1,243	1,536	0	0	1,000	0	1,000	854	0	0	0
9094	Town Celebrations (EMR)	11,886	20,088	0	0	10,000	0	10,000	2,587	0	0	0
	Overhead Expenditure	21,301	30,583	0	0	19,216	0	19,216	6,408	0	0	0
	150 Net Income over Expenditure	-21,301	-30,476	0	0	-19,216	0	-19,216	-6,408	0	0	0
6000	plus Transfer from EMR	0	11,886	0	0	0	0	0	2,115	0	0	0
	Movement to/(from) Gen Reserve	(21,301)	(18,590)			(19,216)		(19,216)	(4,293)	0		
160	Grants											
5847	Community Grants	2,450	2,086	0	0	2,500	0	2,500	1,700	0	0	0
5848	Christmas Lights	9,500	9,500	0	0	10,000	0	10,000	17,031	0	0	0
5849	Carnival	8,000	8,000	0	0	9,000	0	9,000	9,000	0	0	0
5850	Town Team	3,700	3,700	0	0	0	0	0	0	0	0	0
5851	FEST	8,650	8,650	0	0	7,150	0	7,150	7,150	0	0	0
5853	Volunteer Grants	7,845	6,292	0	0	7,500	0	7,500	7,435	0	0	0
5954	HVC	12,000	12,000	0	0	12,500	0	12,500	12,500	0	0	0
5955	Norris Grant	0	36,805	0	0	36,000	0	36,000	29,125	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6700	St Ives in Bloom	2,600	2,301	0	0	3,000	0	3,000	3,000	0	0	0
	Overhead Expenditure	54,745	89,334	0	0	87,650	0	87,650	86,941	0	0	0
	Movement to/(from) Gen Reserve	(54,745)	(89,334)			(87,650)		(87,650)	(86,941)	0		
170	Council General											
4080	CIL Income (EMR)	61,556	47,734	0	0	0	0	0	22,931	0	0	0
	Total Income	61,556	47,734	0	0	0	0	0	22,931	0	0	0
5227	Operational Insurance	0	0	0	0	0	0	0	0	0	0	0
5980	CCTV	15,600	15,569	0	0	15,600	0	15,600	15,569	0	0	0
5985	Tourist Information (EMR)	10,000	0	0	0	0	0	0	1,243	0	0	0
5999	Neighbourhood Plan (EMR)	10,000	0	0	0	0	0	0	99	0	0	0
9080	CIL Expenditure (EMR)	4,228	1,251	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	39,828	16,821	0	0	15,600	0	15,600	16,911	0	0	0
	170 Net Income over Expenditure	21,728	30,913	0	0	-15,600	0	-15,600	6,020	0	0	0
6000	plus Transfer from EMR	0	1,251	0	0	0	0	0	99	0	0	0
6001	less Transfer to EMR	0	47,734	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	21,728	(15,569)			(15,600)		(15,600)	6,119	0		
	Council - Income	62,556	61,837	0	0	11,750	0	11,750	31,717	0	0	0
	Expenditure	235,037	250,435	0	0	244,144	0	244,144	159,250	0	0	0
	Net Income over Expenditure	-172,481	-188,598	0	0	-232,394	0	-232,394	-127,532	0	0	0
	plus Transfer from EMR	0	23,942	0	0	0	0	0	2,214	0	0	0
	less Transfer to EMR	0	47,734	0	0	0	0	0	0	0	0	0

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	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(172,481)	(212,390)			(232,394)		(232,394)	(125,319)	0		

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Personnel												
200	Staff											
5021	Health & Safety	500	477	0	0	500	0	500	0	0	0	0
5063	Training/Conferences	6,000	5,988	0	0	3,000	0	3,000	1,321	0	0	0
5301	Salaries	263,500	300,840	0	0	305,137	0	305,137	125,356	0	0	0
5303	LGPS Pension	73,900	86,536	0	0	94,061	0	94,061	48,664	0	0	0
5304	Inland Revenue PAYE Ees NICs	23,000	21,989	0	0	26,840	0	26,840	14,961	0	0	0
5307	Staff Contingencies	20,000	20,000	0	0	45,000	0	45,000	3,422	0	0	0
	Overhead Expenditure	386,900	435,829	0	0	474,538	0	474,538	193,724	0	0	0
	Movement to/(from) Gen Reserve	(386,900)	(435,829)			(474,538)		(474,538)	(193,724)	0		
	Personnel - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	386,900	435,829	0	0	474,538	0	474,538	193,724	0	0	0
	Movement to/(from) Gen Reserve	(386,900)	(435,829)			(474,538)		(474,538)	(193,724)	0		

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Amenities												
300	Amenities General											
4100	Farmers' Markets	13,500	13,411	0	0	13,500	0	13,500	7,521	0	0	0
	Total Income	13,500	13,411	0	0	13,500	0	13,500	7,521	0	0	0
5019	Repairs & Renewals	3,000	9,117	0	0	3,000	0	3,000	1,391	0	0	0
5021	Health & Safety	500	503	0	0	500	0	500	255	0	0	0
6184	Town Signs/Noticeboards/Maint.	250	0	0	0	0	0	0	0	0	0	0
6456	Toilet Provision	33,600	32,668	0	0	33,600	0	33,600	17,524	0	0	0
6927	Street Cleaning	250	0	0	0	0	0	0	0	0	0	0
6932	Electricity	1,000	554	0	0	500	0	500	231	0	0	0
6934	Water Rates	1,400	546	0	0	1,000	0	1,000	257	0	0	0
6937	Fire Extinguishers	100	341	0	0	250	0	250	0	0	0	0
6945	Clock Maintenance	340	520	0	0	420	0	420	0	0	0	0
6983	Farmer's Markets	11,500	14,164	0	0	10,000	0	10,000	4,223	0	0	0
9136	Jointly Funded Imp Scheme(EMR)	5,435	3,310	0	0	0	0	0	0	0	0	0
9138	Toilet Provision (EMR)	22,346	0	0	0	0	0	0	0	0	0	0
9139	Jubilee Mem. Renovation (EMR)	1,830	0	0	0	0	0	0	0	0	0	0
9157	New Vehicle (EMR)	17,000	12,295	0	0	1,000	0	1,000	0	0	0	0
9187	Parish Church Wall (EMR)	10,000	0	0	0	0	0	0	350	0	0	0
9195	Play Equipment (EMR)	244,321	260	0	0	10,000	0	10,000	99,407	0	0	0
9286	Equip & Tools-Amenities (EMR)	2,145	576	0	0	2,000	0	2,000	300	0	0	0
9436	War Memorial Renovation (EMR)	2,350	0	0	0	250	0	250	0	0	0	0
9496	Westwood Road Memorial (EMR)	3,875	0	0	0	1,000	0	1,000	0	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	361,242	74,855	0	0	63,520	0	63,520	123,937	0	0	0
	300 Net Income over Expenditure	-347,742	-61,444	0	0	-50,020	0	-50,020	-116,416	0	0	0
6000	plus Transfer from EMR	0	13,853	0	0	0	0	0	100,057	0	0	0
	Movement to/(from) Gen Reserve	(347,742)	(47,591)			(50,020)		(50,020)	(16,359)	0		
310	Street Lighting											
5019	Repairs & Renewals	1,000	931	0	0	1,000	0	1,000	538	0	0	0
6032	CCC Electric Energy	1,765	4,244	0	0	2,100	0	2,100	0	0	0	0
	Overhead Expenditure	2,765	5,175	0	0	3,100	0	3,100	538	0	0	0
	Movement to/(from) Gen Reserve	(2,765)	(5,175)			(3,100)		(3,100)	(538)	0		
320	Street Furniture											
6184	Town Signs/Noticeboards/Maint.	0	0	0	0	250	0	250	0	0	0	0
6186	Seats- Installation	0	309	0	0	500	0	500	-1,000	0	0	0
	Overhead Expenditure	0	309	0	0	750	0	750	-1,000	0	0	0
	Movement to/(from) Gen Reserve	0	(309)			(750)		(750)	1,000	0		
330	Machinery											
6255	Road Fund Licence	380	330	0	0	380	0	380	217	0	0	0
6256	Fuel	4,000	4,244	0	0	4,000	0	4,000	2,576	0	0	0
6257	Maintenance & MOT	4,000	749	0	0	4,000	0	4,000	2,134	0	0	0
	Overhead Expenditure	8,380	5,323	0	0	8,380	0	8,380	4,927	0	0	0
	Movement to/(from) Gen Reserve	(8,380)	(5,323)			(8,380)		(8,380)	(4,927)	0		
340	Playground/Open Spaces/Cem.											

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4052	Ashes Plots Digging	1,100	774	0	0	1,000	0	1,000	365	0	0	0
4140	Mausoleum Income	0	0	0	0	0	0	0	30,000	0	0	0
4150	Burial Fees	15,000	37,526	0	0	22,000	0	22,000	11,476	0	0	0
	Total Income	16,100	38,299	0	0	23,000	0	23,000	41,841	0	0	0
6289	Mausoleum expenditure	0	0	0	0	0	0	0	33,000	0	0	0
6391	Inspections & Repair & Renewal	1,600	1,496	0	0	1,600	0	1,600	625	0	0	0
6488	Tree Work	11,865	14,620	0	0	3,000	0	3,000	6,721	0	0	0
6490	Annual Planting	8,000	7,630	0	0	8,000	0	8,000	5,198	0	0	0
6492	Christmas Tree & Decorations	700	275	0	0	700	0	700	0	0	0	0
6593	Cemetery Maintenance	10,394	10,394	0	0	2,500	0	2,500	2,478	0	0	0
9195	Play Equipment (EMR)	0	0	0	0	0	0	0	91,193	0	0	0
	Overhead Expenditure	32,559	34,414	0	0	15,800	0	15,800	139,215	0	0	0
	340 Net Income over Expenditure	-16,459	3,885	0	0	7,200	0	7,200	-97,375	0	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	91,193	0	0	0
	Movement to/(from) Gen Reserve	(16,459)	3,885			7,200		7,200	(6,182)	0		
350	Allotments											
4160	Allotment Rents	6,094	5,948	0	0	6,270	0	6,270	6,000	0	0	0
	Total Income	6,094	5,948	0	0	6,270	0	6,270	6,000	0	0	0
6636	Allotment Maintenance	500	550	0	0	1,000	0	1,000	651	0	0	0
6644	Rent for the Meadow	200	200	0	0	200	0	200	200	0	0	0
	Overhead Expenditure	700	750	0	0	1,200	0	1,200	851	0	0	0
	Movement to/(from) Gen Reserve	5,394	5,198			5,070		5,070	5,149	0		

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	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Amenities - Income	35,694	57,657	0	0	42,770	0	42,770	55,362	0	0	0
Expenditure	405,646	120,827	0	0	92,750	0	92,750	268,469	0	0	0
Net Income over Expenditure	-369,952	-63,170	0	0	-49,980	0	-49,980	-213,107	0	0	0
plus Transfer from EMR	0	13,853	0	0	0	0	0	191,250	0	0	0
Movement to/(from) Gen Reserve	(369,952)	(49,316)			(49,980)		(49,980)	(21,857)	0		

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Property												
400	Town Hall											
4201	Tenants' Rent	20,245	24,967	0	0	18,000	0	18,000	29,260	0	0	0
4202	Tentants' Rechargeable Exps	6,081	8,413	0	0	7,400	0	7,400	6,241	0	0	0
4203	Hire of Council Chamber	125	188	0	0	100	0	100	50	0	0	0
	Total Income	26,451	33,567	0	0	25,500	0	25,500	35,551	0	0	0
5019	Repairs & Renewals	10,000	10,995	0	0	10,000	0	10,000	4,841	0	0	0
5033	Business Rates	14,300	4,228	0	0	8,000	0	8,000	7,598	0	0	0
6934	Water Rates	700	200	0	0	400	0	400	25	0	0	0
7032	Heating & Lighting	7,500	2,761	0	0	7,000	0	7,000	1,414	0	0	0
7035	Cleaning	10,500	6,809	0	0	9,500	0	9,500	3,533	0	0	0
7037	Maintenance - Contracts	2,000	846	0	0	2,000	0	2,000	819	0	0	0
7044	Trade Refuse	1,000	1,899	0	0	2,000	0	2,000	1,023	0	0	0
9095	York House Refurbishment (EMR)	6,659	0	0	0	0	0	0	0	0	0	0
9246	TH Refurbishments (EMR)	14,607	7,779	0	0	5,000	0	5,000	0	0	0	0
	Overhead Expenditure	67,266	35,516	0	0	43,900	0	43,900	19,253	0	0	0
	400 Net Income over Expenditure	-40,815	-1,949	0	0	-18,400	0	-18,400	16,298	0	0	0
6000	plus Transfer from EMR	0	6,441	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(40,815)	4,492			(18,400)		(18,400)	16,298	0		
410	Corn Exchange											
7232	Maintenance Contracts	7,032	715	0	0	2,000	0	2,000	1,633	0	0	0
7233	Repairs & Renewals	12,873	13,260	0	0	10,000	0	10,000	2,846	0	0	0

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
9336	Corn Exchange Refurb. (EMR)	20,479	9,094	0	0	5,000	0	5,000	144	0	0	0
9337	Corn Exchange Roof (EMR)	145,000	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	185,384	23,069	0	0	17,000	0	17,000	4,623	0	0	0
6000	plus Transfer from EMR	0	900	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(185,384)	(22,169)			(17,000)		(17,000)	(4,623)	0		
430	Warners Park Pavilion											
4110	Warner's Park Pavilion	70	0	0	0	70	0	70	0	0	0	0
	Total Income	70	0	0	0	70	0	70	0	0	0	0
5019	Repairs & Renewals	7,421	0	7,421	0	10,000	0	17,421	39	0	0	0
	Overhead Expenditure	7,421	0	7,421	0	10,000	0	17,421	39	0	0	0
	Movement to/(from) Gen Reserve	(7,351)	0			(9,930)		(17,351)	(39)	0		
440	Ground Maintenance Depot											
4400	Rental of Old Depot	3,050	3,050	0	0	3,050	0	3,050	0	0	0	0
	Total Income	3,050	3,050	0	0	3,050	0	3,050	0	0	0	0
5033	Business Rates	5,000	1,177	0	0	4,000	0	4,000	0	0	0	0
	Overhead Expenditure	5,000	1,177	0	0	4,000	0	4,000	0	0	0	0
	Movement to/(from) Gen Reserve	(1,950)	1,873			(950)		(950)	0	0		
450	Community Centre											
5019	Repairs & Renewals	1,000	0	0	0	1,000	0	1,000	1,584	0	0	0
	Overhead Expenditure	1,000	0	0	0	1,000	0	1,000	1,584	0	0	0

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	Last Year		Current Year						Next Year		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	(1,000)	0			(1,000)		(1,000)	(1,584)	0		
Property - Income	29,571	36,617	0	0	28,620	0	28,620	35,551	0	0	0
Expenditure	266,071	59,762	7,421	0	75,900	0	83,321	25,499	0	0	0
Net Income over Expenditure	-236,500	-23,145	-7,421	0	-47,280	0	-54,701	10,052	0	0	0
plus Transfer from EMR	0	7,341	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(236,500)	(15,804)			(47,280)		(54,701)	10,052	0		

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		Last Year		Current Year						Next Year		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Other Income												
500	Other Income											
4000	Precept	721,293	721,293	0	0	757,358	0	757,358	378,679	0	0	0
	Total Income	721,293	721,293	0	0	757,358	0	757,358	378,679	0	0	0
	Movement to/(from) Gen Reserve	721,293	721,293			757,358		757,358	378,679	0		
	Other Income - Income	721,293	721,293	0	0	757,358	0	757,358	378,679	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	721,293	721,293			757,358		757,358	378,679	0		
	Total Budget Income	849,114	877,405	0	0	840,498	0	840,498	501,309	0	0	0
	Expenditure	1,293,654	866,853	7,421	0	887,332	0	894,753	646,942	0	0	0
	Movement to/(from) Gen Reserve	(444,540)	10,551			(46,834)		(54,255)	(145,633)	0		
	plus Transfer from EMR	0	45,136	0	0	0	0	0	193,463	0	0	0
	less Transfer to EMR	0	47,734	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(444,540)	7,953			(46,834)		(54,255)	47,831	0		

	Account	Opening Balance	Net Transfers	Closing Balance
3210	Earmarked Reserves	0.00		0.00
3211	EMR - Election Costs	377.75		377.75
3212	EMR - Provision for PC	4,581.00		4,581.00
3213	EMR - Town Celebrations	0.00	-2,114.50	-2,114.50
3215	EMR - Jointly Funded Imp Schem	4,712.66		4,712.66
3216	EMR - Toilet Provision	22,346.00		22,346.00
3217	EMR - Jubilee Memorial Ren.	1,830.00		1,830.00
3218	EMR - New Vehicle	4,705.00		4,705.00
3219	EMR - Parish Church Wall	10,000.00	-350.00	9,650.00
3220	Norris Museum & Library Fund	0.00		0.00
3221	EMR - Play Equipment	244,061.00	-190,599.98	53,461.02
3222	EMR - Equipment & Tools	1,569.00	-300.00	1,269.00
3223	EMR - War Memorial Ren.	2,350.00		2,350.00
3224	EMR - Westwood Rd Memorial	3,875.00		3,875.00
3225	EMR - York House Refurbishment	0.00		0.00
3226	EMR - Town Hall Refurbishment	7,266.00		7,266.00
3227	EMR - Corn Exchange Refurb	20,479.00		20,479.00
3228	EMR - Corn Exchange Roof	145,000.00		145,000.00
3229	EMR - CIL	103,810.55		103,810.55
3230	EMR - Tourist Information	10,000.00		10,000.00
3231	EMR - Neighbourhood Plan	10,000.00	-99.00	9,901.00
		596,962.96	-193,463.48	403,499.48

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The Old Riverport

St Ives
CAMBRIDGESHIRE

Town Team

Minutes for meeting
Tuesday 25 June 2019
Private Dining Room
Golden Lion Hotel 7pm

1. **Present:** Sheila Stones (SS) (Chair); Chris Lewis (CL); Roberto Zanconatto (RZ); William Scantlebury (WS); John Souter (JS); Ian Jackson (IJ), Gilly Jackson (GJ), Sandra Souter (SSo) Chris Morgan (CM), Michelle Sengonoul (MS),

   Apologies:
   Sarah Johnston (SJ)(Minutes Secretary), Ian Dobson (ID), Margaret King (MK), Roger Kuch (RK), Ron Westrip (RW).

2. **Minutes of the meeting on 28 May 2019** were agreed as a true record.

3. **Matters Arising** – The Town Team have been invited to become a member of the Ouse Valley Trust, it was agreed so SS will send the £30.00 membership fee.

4. **Treasurers Report**
   Treasurer RZ had printed out an accounts sheet showing the Town Team balance to be £10,113.15. He circulated to each attendee an Expenses form he has designed for TT members to fill in when they accrue monies to be paid in or request reimbursement for expenses.

   In addition:
   £300.00 has been paid out as refunds and artist's fee for the Chapel Arts concert.
   This balanced with £90.00 in from Ticketsource for the concert tickets. JS has the Chapel Arts accounts which show that the last concert made a profit of £83.28 but his projected accounts for the season show that a loss of £773.52 can be expected now we can no longer charge for tickets.
   JS is holding cash of £481.48 as a result of donations given at the Federico concert and T-shirt sales at Flea on the Quay and at the Federico Pecchia concert. RZ agreed he would retain that cash as a float to pay the artists at the Chapel Arts Concerts. Separate detailed accounts of this are kept and are available.
   The Norris Museum has agreed to take 10 Gamelyn books to sell at £10.00 sale or return. The Gamelyn books have so far made a profit of £381.17 but a potential total profit of £616.17 is expected when every book is sold.
   JS currently has the code to access the Ticketsource account and will pass the code on to RZ.
   IJ requested £150.00 as he had paid the Morris Sides £50.00 each.
   CM made a loss of £7.00 on his poetry evening in the Chapel so is moving future events to the Corn Exchange.

5. **Topic Updates:**

   Chapel Arts Season:
   Daniela Rossi on 5 July is sold out as is Ruth Holden on 4 August and Robin Walker on 23 August only has a few tickets left. Acoustics Anonymous on 27 September is also sold out. The concern is that because it they are now free concerts people will reserve tickets but not attend; so the numbers cannot be controlled so efficiently. The Civic Society has sent an email to the County Council expressing their disappointment that the downstairs room in the chapel cannot be used any more. Maybe a notice saying use the staircase at your own risk could suffice.

Jazz & Blues Festival:
The T- shirts have arrived and are already being sold at Town Team events, Flea on the Quay, Chapel Arts etc. The Programmes have been proofed and are ready to be printed, 5,000 have been ordered this year. The Oliver Cromwell Pub are paying the printers' costs again. Ellis Winters are sponsoring the banners and St Ives Scaffolding are sponsoring the outdoor concerts. The Dolphin has confirmed they will be holding a concert, although the hotel is understood to be changing management soon. The banner site in Hill Rise is no longer available, but Ellis Winters have agreed to put promotional material in their windows. IJ suggested we could have a stall at the next Farmers Market in July to sell T- shirts and give out Programmes. It was then agreed to have a TT stall at the 6 July and 20 July Markets and that CL, GJ and MS would staff the stall comprising a gazebo, table and two chairs, hopefully with other volunteers on the day. WS offered to store T-shirts and sell some from his new offices above Poundstretcher.

Morris Day:
IJ reported the day had been good and well attended especially the first session on The Waits, smaller crowds on Market Hill and The Quay. The Hunts Post has reported it. CM provided a boat trip for some of the dancers. IJ gave each side a £50.00 donation. The sides are keen to repeat it next year and maybe more sides can be encouraged to take part. Potentially two Sides at one locations and two Sides at another location. It is an event that could get bigger each year when it becomes known as an annual occasion. What was evident was that one Morris dancer should liaise with all the other Sides to simplify arrangements and that a dedicated marshall wearing a high visibility vest should be in attendance.

Welcome Packs:
IJ has now got 30 copies of The Bridge to include in the Welcome Packs so he can distribute 30 sets. Unfortunately, the bus timetables have yet to arrive.

Temporary Exhibition, Norris Museum: St Ives – *The Port on the River*: Jan-Mar 2020:
SS and SSo have measured and photographed the Norris Museum Exhibition room and made a note of the sizes of Banners and Screens and where projectors could be located. SS is to arrange a meeting with temporary Director Ann Wise, to discover what will be available for our use. There is a facility for an interactive computer screen for example, but we do not know whether it will still be there for our exhibition. At the last sub-group meeting it was agreed to meet again on 9 July and then on 6 August when Bridget Flanagan of the Association of Friends of the Norris will be invited to attend.

Roundabout Displays:
St Ives in Bloom have estimated that the planting for the Boat Roundabout will cost the Town Team £2,000.00 and this expenditure was agreed by the meeting. Kevin Page will carry out the installation of the boat on the roundabout free of charge again. He has picked up new jobs from his work on the Wicker Animals roundabout, which have been widely admired. Permission is still required from Marketing Force, the company the County Council use for this type of work.

Anti-social Behaviour and Street Drinking:
RW has spoken to the Town Council but they have no powers. Sgt. Alice Draper, Community Police Officer for St Ives has a list of complaints. Cllr. Ryan Fuller has said they would support reinstating the No Alcohol Notice if enough incidents are reported. CM said that the main culprits have been given warning letters, and he was advised to watch them, which has made their behaviour slightly better. The rain in June also made a difference.

6. **Questionnaire in conjunction with the Old Riverport Retail Group about the future of the Town Centre**
RK will not be able to attend the next One St Ives meeting on 10 July where WS is creating a questionnaire for business and organisations. SS will attend and JS will attend in place of RK.

7. **One St Ives Meeting**
There has been no meeting since the last TT meeting. WS reported that he had been invited to the second Prospectus for Growth meeting about the Town Plan, which included a walk around the town. WS had pointed out to Councillors on the walk that most attendees were Councillors or Council staff and only two people were representative of St Ives businesses or other groups. WS requested that representatives from more groups be invited. Metro Dynamics are the company

creating the plan paid for by the District Council. It was agreed that the Town Team should pursue becoming a consultee on the Prospectus for Growth.

8. **AOB:**
CM showed the meeting the Cambridge and Beyond leaflet and pointed out the very small presence of St Ives in the leaflet. JS had been into the Tourist Information Centre where he saw Emma Thornton, the Manager. She was sympathetic and said that there is a lack of money. The Centre is funded by tours around Cambridge and is undergoing a major reorganisation which should be completed by the Autumn. She is hoping to instigate a membership charge of £350.00 to help with funding. We pay £2,000.00 for the display boards and presence on their website. We are constantly replenishing leaflets on our display boards which demonstrates that many people are picking them up.

Our next meeting is the AGM and JS has been looking at our Constitution which was written by Nick Dibben. He found a phrase from last year which stated we are an "unincorporated group of people" and he suggested this should be put at the beginning of the Constitution. JS has a pdf of the Constitution that he can circulate.

CL stated that the infrastructure of Northstowe appears not have a water supply to support to all the houses being built, and he is worried that water could be sourced from the Great Ouse river. East Anglia is the driest part of the UK and Northstowe is increasing in size and could even spread as far as St Ives. This needs to be monitored as the consequences would be far reaching, and could include subsidence. The Rivers Authorities are aware but are not as yet acting on their knowledge.

JS has sent SS the TT plan for 2020 to be presented at our AGM next month, this could be part of our presentation to the Town Council for our grant next year.

9. **Date of next meeting: AGM**

Tuesday 23 July 2019 in the Golden Lion Hotel at 7pm.

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Town Team

Minutes for Annual General Meeting
Tuesday 24th July 2018
Private Dining Room
Gold Lion Hotel 7.00pm

Present:
Sheila Stones (SS) (Chair); Sarah Johnston (SJ) (Minutes Secretary) Chris Morgan (CM) (Treasurer); Nick Dibben (ND); Michelle Sengonul (MS); John Souter (JS); Sandra Souter (SSo); Chris Lewis (CL); Margaret King (MK); Ian Dobson (ID); Ron Westripp (RW); Gilly Jackson (GJ); Ian Jackson (IJ); Roberto Zanconatto (RZ); Roger Kuch (RK);

Apologies were received from Daniel Rowe (DR)

1. **Minutes of last AGM** –24th July 2017 were accepted as a true record.

2. **Matters Arising** - none

3. **Chair's Report**
   SS said that attendance at Town Team meetings had been down on last year, but that members remained pro-active and several successful events had been held. JS reported that next year's play *The Market Wives of St Ives* set in the Victorian era is currently at the planning stage.

4. **Treasurer's Report**
   CM circulated a spreadsheet for the period January to July 2018, together with a Lloyds Bank statement. He also formally confirmed that he was standing down as Treasurer.

5. **Election of Committee**
   The following were elected: Sheila Stones, John Souter, Margaret King, Ian Jackson, Gilly Jackson, Sandra Souter, Sarah Johnston, Ron Westripp.

   Nick Dibben stood down from the Committee due to other competing commitments.

   Election of Chairman
   Sheila Stones was voted in to continue as Town Team Chair. (RW proposed, ID seconded)

   Election of Treasurer
   RZ was voted in as Treasurer for the next financial year. (CL proposed, JS Seconded)

   Election of Secretary
   SJ was voted in to remain as Secretary. (MK proposed, RW seconded)

6. **Town Team Constitution**
   ND read out the updated Constitution which will be circulated to all members. ID said it needed to be stated that should the Town Team disband then all assets must be used for additional projects.

   AGM ends 7.35pm

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Index	Date	Agenda_Title-Venue	Agenda	Resolved-Present	Current
C235.00	11/04/2018	MOORINGS ON WAITS	Further information on costings be obtained.	Agreed.	09/05 - Members considered low priority, 5/9 - report to this meeting.
C166.00	12/12/2018	BIKEABILITY CYCLE TRAINING	Agreed that Council would, in principle, support some funding pending receit of further information on costs of supporting this scheme.	Agreed.	2/1 -Report to future meeting. 03/06 - contact made with CCC Cycling Project Team Leader requesting further information 5/9 - Ongoing.
C172.03	12/12/2018	PAVILION WORKING PARTY	Councillors L Davies and J Tiddy to represent Council on the Working Party.		4/2 - Working Group has met - agreed that refurbishment should include toilets, café or small meeting room/communal space. Plans being drawn up. Structural survey to be conducted in due course. Consultation period to follow and interest sought in forming a Friends of the Pavilion Group. Ongoing. 06/03 Draft plans have been provided to WP for review. Next meeting to take place shortly. 3/4 - Presentation of proposed plans to this meeting. 26/4 - Working Party requested to consider methods of funding the renovation works. Ongoing. 9/5 - Update from Working Party to this meeting. 03/06 - consultation with community has started with survey being handed out at Cllr Surgery on FM. Further consultation to take place in Warner's Park, via facebook and through Hunts Post article. 03/07 - Ongoing. 04/09 - WP currently consulting with Community on what thier views are on what the refurbished building should be like. Company providing pro-bono support on build costs.
C188.00	09/01/2019	BUS SURVEY	Survey completed and data analysed.	Agreed.	4/2 - The information to be provided to the County Council, the Mayor of the Combined Authority and the Cambridge Bus User Group as soon as agreedment reached with partner Parishes that they are content with the analysis 6/3 - ongoing. Awaiting decision by other parishes involved as to what they want to do with the data. 03/06 - Clerk to inform other parishes that data has been set to both Combined Authority and the Cambridge Bus User Group.

C204.00	13/02/2019	NEIGHBOURHOOD PLAN	Preliminary work on Neighbourhood Plan to be resumed.	Agreement given by Council.	6/3 - Plan area submitted to HDC 5/9 - Report to this meeting
C221.02	13/03/2019	FARMERS' MARKET PUBLICITY	Councillor L Davies to contact local media to promote the Farmers' Market.	Agreed.	3/4 - Cllr L Davies to provide short update at meeting 26/4 - Ongoing. Awaiting date from Cllr L Davies to meet with Clerk and Market Co-Ordinator 03/06 - Taster Day held on 01/06. New postcards have been produced and distributed to traders detailing next 12 months of dates. Love British Food membership is in place and other promo plans are being looked into. 5/9 - Celebration of British Food Fortnight at Farmers' Market on 5 October, to include Taster Stall, 'Win a Hamper' competition, cookery demonstrations by local chefs and musical entertainment.
C223.02	13/03/2019	DEFIBRILLATORS	£4k allocated from CIL towards purchase and installation of 2x defibrillators for the town centre.	Agreed.	3/4 - Contact made Rotary and SITI who are also looking to install defibs in town. Report to this Meeting. 26/4 - Joint working with SITI and the Rotary Club. Report to this Meeting. 9/5 - Council agreement to adopting 2 boxes at the Sheep Market and The Broadway. 03/06 - Report to Council 03/07 - Agreement given to pursuing the adoption of two phone boxes. 05/09 - BT have confirmed that boxes can be adopted, listed building consent has been submitted to HDC. Hurdle to overcome is lack of power in the box on Market Hill. Currently trying to get quotes for installation
C249.02	10/04/2019	FUTURE MOBILITY AND ENERGY	Verbal report given by representatives attending Seminar.		26/4 - Councillor Rowe to provide written report to a future meeting with any recommendations and suggestions for consideration.
C14.00	09/05/2019	REVIEW OF POLICIES AND PROTOCOLS	Working Party to meet in June 2019 to review.		9/5 - Report to July Council meeting. 03/07 - Meeting has not yet taken place. 05/09 - Report to this meeting.
C37.00	12/06/2019	PROPOSED TWINNING WITH CHINHOI, ZIMBABWE	Presentation given to meeting.		03/06 - Further information awaited. Ongoing.
C45.00	12/06/2019	VISIT FROM STADTALLENDORF	Invitation to be extended for visit 6-9 September.	Agreed.	03/06 - Arrangements being made. Ongoing. 05/09 - visit arranged to coincide with Michaelmas Fair

C46.00	12/06/2019	CORN EXCHANGE PRICING POLICY	Town Mayor to raise with CIC at its AGM.		03/06 - Report to future meeting. 05/09 - on agenda for discussion
C49.00	12/06/2019	VE DAY 2020	Proposals received from SSAFA for event 8-10 May 2020 to commemorate VE Day anniversary.	Members agreed to be supportive of the event.	03/06 - Further information awaited. Ongoing. 05/09 No further progress to date
C70.00	10/07/2019	LHI FUNDING	Submissions: - improvements to crossing at footpath in Erica Road to create an easier cycle route - a re-working of previous submission for crossing at The Waits/Broadway junction	Agreed.	05/09 - Erica Road proposals submitted within timescale however Ramsey Road was not. Awaiting invitation to review meeting with County

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