

D R A F T

Minutes of the Annual Meeting of St Ives Town Council held on Wednesday 18 May 2022 in the Corn Exchange, St Ives and reconvened on Thursday 19 May 2022

Present:

Town Mayor: Councillor P Hussain

Deputy Mayor: Councillor P Pope

Councillors: M King *[up to agenda item C06.00]*
B Luter, M MalloI Wright, B Chapman, C Morgan, C Smith, A Thompson
(M Burke, J Kerr, S Mokbul, N Wells *[from agenda item C06.00]*)

In attendance:

Locum Clerk: P Truppın

Amenities Manager: M Price

Democratic Officer: S Rawlinson

PRAYERS

The Town Mayor's Chaplain said prayers prior to the commencement of the Meeting and the Deputy Town Mayor read a Prayer prepared by Reverend Amey.

TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor welcomed his fellow councillors and honoured guests to the meeting.

He reflected on the past year and the many challenges it had presented.

During the covid pandemic he was proud at the way the community rallied to help those in need. Then the floods of December 2020 added to the general despair. The people of St Ives proved resilient despite all these challenges. He was grateful to all of the places of worship in the town for the support they provided and to members of the Muslim community who prepared and delivered meals to those in need.

He thanked Councillor Pope for his support throughout his year of office and expressed gratitude to those members of the Council who had not sought re-election for the help and advice they had provided to him. He welcomed the new Council members to their first meeting and looked forward to working with them.

He remembered the much respected late Councillor John Davies and stated that the thoughts and prayers of everyone remained with his family.

He thanked all the staff of the Council for their support.

It had been, he said, an honour and privilege to have served as Mayor and to have lived, worked and raised a family in the beautiful town of St Ives.

AT THIS POINT THE MEETING FORMALLY COMMENCED

C01.00 APOLOGIES

Apologies for absence were received from Councillor J Tiddy (Personal) and Councillors M Burke, J Kerr, S Mokbul and N Wells (HDC commitment).

C02.00 ELECTION OF TOWN MAYOR FOR THE ENSUING YEAR 2022/23

Nominations were invited.

Councillor C Smith proposed that Councillor P Pope be elected as Mayor for the ensuing municipal year. The proposal was seconded by Councillor B Chapman.

Chairman's
Initials

No further nominations were received and it was therefore:

RESOLVED: that Councillor Philip Pope be appointed Town Mayor for the municipal year 2022/23.

(Whilst the new Mayor was robed, Mrs Annette Ablewhite provided guests with an overview of the work of the MAGPAS Air Ambulance service).

[Councillor P Pope in the Chair]

C03.00 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor made the Loyal Oath of Allegiance and Declaration and signed the ceremonial scroll.

The Town Mayor stated he was honoured, overwhelmed and humbled to have been elected Mayor for a second time. He thanked Councillor Hussain for allowing him to serve as his Deputy over the previous year and commended him for his passion and determination to improve the lives of residents.

He welcomed the newly elected councillors to their first meeting and congratulated those elected to the District Council.

He appointed the Reverend Mark Amey, Vicar of St Ives, as his Chaplain.

His mayoral cadets would be Corporal Chloe Dunn of the St Ives Army Cadet Force and Sergeant Jessica Lawrence of 2331 Squadron Air Training Corps.

The Mayor's Charities would be:

- MAGPAS Air Ambulance – for their incredible life-saving work.
- The Mayor's Youth Hardship Fund – to be created to provide financial assistance to hard-pressed local families.

Additionally, he committed to raising sufficient funds to give £1000 to each of the following:

- St Ives Rangers FC
- St Ives Rugby Club
- St Ives Youth Theatre
- Memory Lane Singing Café
- CALMtown St Ives

He pledged to donate £700 for the recently disbanded Darby and Joan Club to hold a reunion dinner in the Corn Exchange.

Throughout his year he intended to hold many fund-raising events – a Mayor's Ball, a Quiz Night, Golf Tournament and Cricket Day plus several other events along the way.

The Mayor expressed his appreciation for the Locum Clerks who had helped to maintain the work of the Council during the Town Clerk's prolonged absence and the staff of the Town Hall, Grounds staff and the Norris Museum for their continued support.

He hoped to reinstate the former liaison meetings with surrounding parishes and would work closely with local schools. He hoped also to restore the Youth Town Council to enable young people to have a voice in town affairs.

C04.00 VOTE OF THANKS TO RETIRING TOWN MAYOR

Councillor Margaret King proposed a vote of thanks to Councillor Hussain.

Chairman's
Initials

He had, she stated, worked tirelessly for the people of St Ives and had provided invaluable advice and encouragement to his fellow councillors.

He had been heavily involved with the work of the Flood Action Group by supporting those affected by the floods in December 2020 and striving to ensure that measures were taken to prevent such an event happening again.

He had co-ordinated the delivery of meals to those in need during the pandemic lockdown and had shown a caring interest in the welfare of the Afghan refugees, visiting them several times to offer assistance where needed.

He was greatly respected by Council members and residents alike and Councillor King thanked him for his service to the town.

The Town Mayor then presented Councillor Hussain with his Former Mayor's badge.

C05.00 ELECTION OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR 2021/22

The Town Mayor invited nominations.

Councillor Margaret King proposed that Councillor Nic Wells be elected Deputy Town Mayor for the ensuing municipal year. The proposal was seconded by Councillor Hussain.

There were no further nominations and it was therefore:

RESOLVED: that Councillor Nic Wells be appointed Deputy Town Mayor for the municipal year 2022/23.

C06.00 ADJOURNMENT OF MEETING

RESOLVED: that the meeting be adjourned, to be reconvened on Thursday 19 May at 7.00 pm in the Town Hall, St Ives.

C07.00 RECONVENING OF MEETING – 19 MAY 2022

RESOLVED: that the meeting be reconvened.

[Councillor M King left the Meeting]

[Councillors M Burke, J Kerr, S Mokbul and N Wells joined the Meeting]

C08.00 DECLARATIONS OF INTEREST

Agenda Item C17.00 – Councillors P Hussain and J Kerr – non pecuniary interest as Directors of the Corn Exchange CIC.

Agenda Item C19.02 – Councillor B Chapman – non pecuniary interest as a Member of FESt.

Agenda Item C19.04 – Councillor C Smith – non pecuniary interest as a Member of the Carnival Committee.

Agenda Item C19.05 – Councillors M Burke and P Hussain -non pecuniary interest as members of the Christmas Lights Committee.

Agenda Item C19.09 – Councillor M Burke – non pecuniary interest as a member of the St Ives Community Association.

C09.00 PUBLIC PARTICIPATION

Agenda Item C17.00

A representative from the Corn Exchange Community Interest Company informed Members that due to changes in the law regarding the management of CIC's, it would not be possible for the Town Council to appoint members directly.

It was now necessary to have a wider membership and only directors could appoint to the CIC.

Chairman's
Initials

The Board wanted to encourage councillors to become members and, to this end, would be issuing personal invitations to all members of the Council to participate.

The Town Mayor thanked the representative and said this information would be duly noted at the appropriate point in the meeting.

C10.00 MINUTES

The Minutes of the Meeting of the Council held on 13 April 2022 were agreed as a correct record and signed by the Town Mayor.

C11.00 TOWN MAYOR'S ANNOUNCEMENTS

Members were in receipt of engagement list for the Mayor and Deputy Mayor.

The Town Mayor thanked everyone for attending his Mayor Making the previous evening and congratulated Councillor Hussain on a very successful year.

C12.00 COMMITTEE REPORTS

Members received and noted the Minutes of the following meetings:

- **Planning Committees** held on 13 and 27 April 2022.
- **Amenities Committee** held on 27 April 2022.
- **Personnel Committee** held on 27 April 2022.
- **Norris Museum Trust meeting** held on 20 April 2022.
- **Property Committee** held on 27 April 2022 which had the following **Recommendations:**

PR51.00 EICR Testing

Only one quotation had been received for the above urgent works and the recommendation was to suspend financial regulations in order to accept this single quotation.

RESOLVED: **C12.01** that financial regulations be suspended to permit acceptance of the single quotation received in the sum of £5129.

PR52.03 Corn Exchange Roof

The Recommendation was that the Council seek approval from the Secretary of State at the Department of Levelling Up, Housing and Communities to apply for a Public Works Loan Board loan.

The Locum Clerk explained that approval could only be in principle at this stage as loan rates changed frequently and until the figures were finalised he could only provide a projection of costs at this stage.

RESOLVED: **C12.02** that agreement be given, in principle, to seeking approval from the Secretary of State at a later stage when figures were finalised and more information was available.

C13.00 GENERAL POWER OF COMPETENCE

RESOLVED: that the Council meets the eligibility to use the General Power of Competence through having equal to or greater than two thirds of the total number of members of the Council elected and supported by a qualified Town Clerk.

C14.00 MEMBERSHIP AND APPOINTMENT TO STANDING COMMITTEES

The following appointments were made:

C14.01 Amenities Committee

Councillors M Burke, B Chapman, M King, M Mallol Wright, C Smith, J Tiddy, N Wells (1 vacancy).

Chairman's
Initials

C14.02 Personnel Committee

Councillors M Burke, J Kerr, B Luter, P Hussain, A Thompson (3 vacancies).

C14.03 Planning Committee

Councillors B Chapman, C Morgan, C Smith, A Thompson, J Tiddy, N Wells (2 vacancies).

C14.04 Property Committee

Councillors M Burke, B Chapman, M King, B Luter, M Mallol Wright, C Smith, J Tiddy (1 vacancy).

C15.00 MEMBERSHIP AND APPOINTMENT OF WORKING PARTIES

The following appointments were made:

C15.01 The Bridge Working Party

Councillors M Burke, B Chapman, C Morgan, S Mokbul, J Kerr (*Councillor B Luter as proof-reader*).

C15.02 Internal Audit Working Party

Councillors M Burke, B Luter, C Smith (1 vacancy).

C15.03 Standing Orders Working Party

Councillors M King, M Mallol Wright (2 vacancies).

C15.04 Strategic Plan Working Party

Councillors M Burke, B Chapman, J Kerr, M Mallol Wright, J Tiddy.

C15.05 Burleigh Hill/Corn Exchange Working Party

Councillors M Burke, M Mallol Wright, C Morgan, C Smith.

C15.06 Decarbonisation Working Party

Councillors B Chapman, C Morgan, M Mallol Wright, A Thompson.

C15.07 Town Clerk's Appraisal Panel

Town Mayor, Deputy Town Mayor and immediate past Mayor on a rolling basis.

C15.08 Defibrillators Working Party

Councillor J Kerr.

C15.09 Warner's Park Pavilion Working Party

Councillors B Chapman, P Hussain, J Kerr, J Tiddy.

C15.10 Staff Appeals Panel

Town Mayor, Deputy Mayor and immediate past Mayor on a rolling basis.

C15.11 Neighbourhood Plan Working Group

Councillors B Chapman, C Morgan, C Smith, A Thompson (*former Cllr Dibben to continue to attend on an advisory basis*).

C16.00 NORRIS LIBRARY AND MUSEUM TRUST MANAGEMENT GROUP

Councillors J Kerr, M King, C Morgan, J Tiddy, A Thompson, N Wells (3 vacancies).

C17.00 CORN EXCHANGE COMMUNITY INTEREST COMPANY

All members will receive personal invitations from the Directors of the CIC to participate.

C18.00 SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS

Members received the Schedule of Council and Committee meetings.

Chairman's
Initials

The issue of Council meetings clashing with those of the District Council was discussed and whether the scheduled dates should be changed. The Locum Clerk agreed to look into the matter dependant on when the schedule had been agreed to comply with the 6 month rule.

District Council members were requested to provide a schedule of their meeting dates.

RESOLVED: that a text listing be provided for Members who found the colour calendar difficult to read and the schedule be reviewed at a future date.

C19.00 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

C19.01 CCTV Liaison with Huntingdonshire District Council – Councillor P Pope.

C19.02 Festival Events St Ives (FEST) – Councillor J Tiddy.

C19.03 Police Liaison – Councillor P Pope.

C19.04 St Ives Carnival and Music Festival – Councillor M Mallol Wright.

C19.05 St Ives Christmas Lights Committee – Councillor P Hussain.

C19.06 St Ives in Bloom – Councillor M King.

C19.07 Huntingdonshire Volunteer Centre – Councillor B Luter.

C19.08 St Ives & District Road Safety Committee – Councillor M King.

C19.09 Four Yearly Appointments

It was noted that the following appointments continue until 2022:

- **Cambridgeshire & Peterborough Association of Local Councils** – Councillor N Wells.
-
- **St Ives Community Association Management Body** – Councillors M Burke, M Mallol Wright, C Morgan, C Smith, P Pope.

It was noted that whether members were also trustees was yet to be established.

- **St Ives Youth Theatre** – Councillor M Burke.
-
- **St Ives Town Initiative** – Councillor P Pope
-
- **Needingworth Quarry Liaison Committee** – Councillor N Wells.
-
- **Noble's Field Trust** – Town Mayor each year to serve as a Member of the Trust
-
- **United Charities Trustees** – No appointment made at the present time, further information on the responsibilities of trustees to be obtained before appointment.
-
- **Gt Ouse Valley Trust** – Councillor C Morgan.

C20.00 INTERNAL AUDITOR'S REPORT

Members were in receipt of the Internal Auditor's Report for the year ended 31 March 2022.

RESOLVED: that the report be received and noted.

Chairman's
Initials

C21.00 ANNUAL RETURN AND STATEMENT OF GOVERNANCE

Members received the Annual Return and Statement of Governance.

RESOLVED: **C21.01** that this Council formally notes its consideration and confirmation that it has maintained an adequate system of internal control throughout each financial year in accordance with Assertions 2 and 6 of the Governance Statement contained in Section 4 of the Annual Return.

C21.02 that the Annual Governance Statement for 2021/22 be approved and signed.

C21.03 that the Accounting Statements for 2021/22 be approved and signed.

C21.04 that following consideration of all the above documents, approval be given for the Annual Return to be signed by the Town Mayor and Town Clerk/Responsible Financial Officer.

C22.00 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2022/23

RESOLVED: that the appointment of Moore Stephens as Internal Auditors for the financial year 2022/23 be confirmed.

C23.00 SIGNATORIES

The following Members were appointed as authorised signatories:

Councillors M Burke, M King, B Luter, M Mallol Wright, S Mokbul, P Pope, A Thompson, N Wells.

C24.00 ORDERS FOR PAYMENT

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

C25.00 BANK RECONCILIATION STATEMENT

RESOLVED: that the Statement be received and noted.

C26.00 BUDGET

RESOLVED: that the Budget Report be received and noted.

C27.00 POLICE MATTERS

The Town Mayor stated that he would contact the Police to set up a meeting to introduce the new members of the Council. He would also request that they provided the Council with regular updates on crime statistics as they had done in the past.

C28.00 REPORTS FROM OTHER BODIES/GROUPS

No reports were received.

C29.00 COUNTY COUNCIL MATTERS

No report received.

C30.00 DISTRICT COUNCIL MATTERS

It was noted that a meeting of the Council had been held the previous evening and a new administration formed.

Chairman's
Initials

C31.00 ROLLING PROGRAMME

RESOLVED: that the Programme be received and noted.

Town Mayor:

Dated: 8 June 2022

Chairman's
Initials