

**Minutes of the Annual Meeting of St Ives Town Council  
held on Wednesday 10 May 2023 in the Corn Exchange, St Ives  
and reconvened on Thursday 11 May 2023**

**Present:**

Town Mayor: Councillor P Pope

Deputy Mayor: Councillor N Wells

Councillors: C Morgan, J Cantwell [*up to agenda item C06.00*]  
M Mallol Wright, R Chapman, C Smith, A Thompson, M Burke, J Kerr, N Wells, A Riddell, P  
Hussain, J Tiddy, M King, M Gleadow  
S Mokbul [*from agenda item C06.00*])

**In attendance:**

Town Clerk: M Price

Democratic Officer: A Childs

**PRAYERS**

The Town Mayor's Chaplain was unable to attend. His designated replacement, Father Gary Evans, said prayers prior to the commencement of the Meeting.

**APOLOGIES**

Apologies for absence were received from Councillor L Valla (Personal) and Councillor S Mokbul (HDC commitment).

**TOWN MAYOR'S ANNOUNCEMENTS**

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

He remarked what an incredible year it has been; there have been lows but these were far outweighed by the high points.

He stated that hundreds of events stood out over the past year, including the Queen's Jubilee, the passing of the Queen and the Coronation of King Charles III. To mark the Coronation the Mayor visited every primary school in St Ives, and gave a Coronation mug to every child. This coincided with the Coronation Sunday event in the Town Centre; with a street party to mark the momentous event.

Another highlight was the military parade on Civic Sunday, including past and present military personnel and he thanked MAGPAS for their amazing efforts. On a separate occasion he also met a member of Royal Family, Princess Anne, who spoke to him about his fundraising efforts.

The Mayor stated that he moved to the area when he was just an infant and has lived here his whole life; he thanked everyone for supporting him in his role as Mayor over the past year.

Normally four awards were delivered by the Mayor at this event, however he has increased this to now include 8 awards to reflect the positive contributions to the community.

**PRESENTATIONS**

The Town Mayor presented the following awards:

- Millennium Shield to an inspirational local youth organisation
  - Awarded to KICK; accepted by Louise McCoy and Katie Rushton.
- Community Challenge Award in recognition of an individual's contribution to the community
  - Awarded to Alan Scott of the Royal British Legion (RBL); he was unable to attend and the award was accepted on his behalf by Monica Thompson (RBL).

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- Commerce in the Community Award *to a business for its contribution to the Community*
  - Awarded to the Riverport Business Club; accepted by William Scantlebury.
- Entrepreneur of the Year Award *recognising entrepreneurial achievement from an individual who demonstrates vision, leadership and success*
  - Awarded to Jordan Jones (Mauvais).
- Hidden Gem of St Ives Award *shining a spotlight on the underappreciated and underrecognised groups and/or areas of beauty within our borders*
  - Awarded to the Hunts Sailing Club; accepted by Sue Baker.
- Care in the Community Award *to a group who demonstrate selflessness, kindness and compassion whilst improving other people's quality of life*
  - Awarded to Star Crafters; accepted by Elaine Spence, Tracey and Stephen Wadsworth and Sandy and Paul Graham.
- Volunteer of the Year Award *for a group or individual who encompass St Ives key values including integrity, kindness, support and goodwill without prejudice*
  - Awarded to Sally Heffer Martin, President of The St Ives Rotary Club.
- Heart of St Ives *in recognition of an individual who has touched the hearts and lives of many within the community*
  - Awarded to Ed Kelly (RAF).
- Presentation to Outgoing Mayor's Cadets  
The previous Mayoral Cadet Corporal Chloe Dunn of the St Ives Army Cadet Force was not able to attend; Cadet Lewis King was present to serve as the new Mayoral Cadet.
- Cheque Presentations to the Mayor's Charities  
The Mayor announced that with help from the mayoral fundraising team, an amount of £12,705.56 was raised for the Mayor's charities.

Many thanks to those who donated to the fundraising efforts, including: Star Crafters, Shop at No. 15, Peacock & Sons, Sensor Tech, The Courier Company Nationwide, The Rotary Club and several individual donations.

The Mayor presented the following cheques to his charities:

- £1,000 to the St Ives Youth Theatre
- £1,000 to the St Ives Rugby Club (Youth Team)
- £1,000 to Calmtown St Ives
- £1,000 to Memory Lane Singing Café
- £1,000 to St Ives Rangers FC (disabilities teams)
- £1,628.68 to Darby & Joan Club St Ives
- £3,038.44 to MAGPAS
- £3,038.44 plus a £500 donation from the Rotary Club (£3,538.44 total) to the Mayor's Youth Support Fund

The Mayor said it has been an honour to serve you in the last year as your Mayor and I am humbled by the opportunity.

**AT THIS POINT THE MEETING FORMALLY COMMENCED**

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### **C01.00 ELECTION OF TOWN MAYOR FOR THE ENSUING YEAR 2023/24**

Nominations were invited.

Councillor J Kerr proposed that Councillor P Pope be elected as Mayor for the ensuing municipal year. The proposal was seconded by Councillor J Tiddy.

No further nominations were received and it was therefore:

**RESOLVED:** that Councillor Philip Pope be appointed Town Mayor for the municipal year 2023/24.

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

The Town Mayor stated he was humbled and honoured to have been elected Mayor for a third time. He recounted when he was first elected as Mayor in 2017, he said he wanted to become part of the town's history. He feels that he is beginning to make his mark and has followed in the footsteps of many great people.

He thanked Councillor N Wells for serving as the Deputy Mayor and supporting him throughout the past municipal year.

He gave tribute to Cllr Luter, who he stated will remain in our hearts and memory. He also thanked his family and gave tribute to his parents and grandmother who inspired him and will remain in his heart forever.

He was proud to announce the Mayor's Cadet, Cadet Lewis King, who was in attendance with his parents.

He thanked the Mayor's Chaplain, Father Mark Amey, for his support over the last year and also thanked Father Gary Evans for attending and saying prayers at tonight's event.

The Mayor committed to raising £10,000 in charity funds to be split between various clubs over the upcoming year.

The Town Mayor made the Loyal Oath of Allegiance, signed the ceremonial scroll and the Declaration of Acceptance of Office – which was countersigned by the Town Clerk.

### **C03.00 ELECTION OF DEPUTY TOWN MAYOR FOR THE ENSUING YEAR 2023/24**

The Town Mayor invited nominations.

Councillor P Hussain congratulated the Mayor on his continued role and proposed that Councillor C Smith be elected Deputy Town Mayor for the ensuing municipal year. The proposal was seconded by Councillor N Wells.

There were no further nominations and it was therefore:

**RESOLVED:** that Councillor C Smith be appointed Deputy Town Mayor for the municipal year 2023/24.

This was followed by the ceremonial derobing of Councillor N Wells and the robing of Councillor C Smith.

Councillor C Smith read the declaration and signed the Declaration of Acceptance of Office, which was countersigned by the Town Clerk. The Mayor was the first to congratulate him on his new role as the Deputy Town Mayor.

Councillor C Smith thanked Councillor P Hussain for the proposal and kind comments, as well as Councillor N Wells for his kind words and seconding the proposal. He thanked Councillor N Wells as the outgoing Deputy Town Mayor, as well as the Mayor for his congratulatory address.

He stated that he is looking forward to working with the Town Hall Office staff, the Grounds Maintenance Team and the Town Clerk. He thanked his family for their love and support, and

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introduced his wife Becky Smith, who will serve as the Deputy Mayoress. Lastly he thanked the people of St Ives and stated that he looked forward to serving them in the upcoming municipal year.

#### **C04.00 VOTE OF THANKS TO RETIRING DEPUTY TOWN MAYOR**

Councillor C Morgan offered thanks on behalf of all members of the Council to Councillor N Wells, and remarked that they all look to him as a fount of knowledge and experience.

Councillor R Chapman seconded his sentiments.

The Mayor thanked him for being his Deputy Mayor, stating that his knowledge is invaluable and his assistance over the past year was greatly appreciated.

#### **C05.00 ADJOURNMENT OF MEETING**

**RESOLVED:** that the meeting be adjourned, to be reconvened on Thursday 11 May at 7:00 pm in the Town Hall, St Ives.

#### **C06.00 RECONVENING OF MEETING – 11 MAY 2023**

**RESOLVED:** that the meeting be reconvened.

*[Councillors C Morgan and J Cantwell left the Meeting]*

*[Councillor S Mokbul joined the Meeting]*

#### **C07.00 DECLARATIONS OF INTEREST**

None.

#### **C08.00 PUBLIC PARTICIPATION**

None.

#### **C09.00 MINUTES**

**RESOLVED:** that the Minutes of the Meeting of the Council held on 26 April 2023 were agreed as a correct record and signed by the Town Mayor.

#### **C10.00 TOWN MAYOR'S ANNOUNCEMENTS**

Members were in receipt of the Town Mayor and Deputy Town Mayor's engagement list.

The Town Mayor remarked how fabulous the King's Coronation event was and thanked the Town Hall staff, the Town Team and FESt for all their hard work. Councillors P Hussain and A Riddell echoed his sentiments.

#### **C11.00 COMMITTEE REPORTS**

Members received and noted the Minutes of the following meetings:

- **Planning Committee** held on 26 April 2023.
- **Emergency Personnel Committee** held on 03 May 2023.
- **Facilities Committee** held on 27 April 2023.
- **Property Committee** held on 27 April 2023.
- **Norris Museum Trust meeting** held on 19 April 2023.

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## **C12.00 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.

## **C13.00 MEMBERSHIP AND APPOINTMENT TO STANDING COMMITTEES**

The following appointments were made:

### **C13.01 Facilities Committee**

Councillors M Burke, R Chapman, M King, M Mallol Wright, C Smith, J Tiddy, N Wells, S Mokbul.

### **C13.02 Personnel Committee**

Councillors M Burke, J Kerr, A Thompson, C Morgan, M Gleadow, L Valla (2 vacancies).

### **C13.03 Planning Committee**

Councillors R Chapman, C Morgan, C Smith, A Thompson, J Tiddy, N Wells, J Kerr, M Gleadow.

### **C13.04 Property Committee**

Councillors M Burke, M King, M Mallol Wright, C Smith, J Tiddy, M Gleadow, P Hussain, A Riddell.

## **C14.00 MEMBERSHIP AND APPOINTMENT OF WORKING PARTIES**

The following appointments were made:

### **C14.01 The Bridge Working Party**

Councillors M King, R Chapman, C Morgan, S Mokbul, J Kerr.

### **C14.02 Internal Audit Working Party**

Councillors M Burke, C Smith, M Gleadow.

### **C14.03 Standing Orders Working Party**

Councillors M Mallol Wright and A Riddell.

### **C14.04 Strategic Plan Working Party**

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

### **C14.05 Decarbonisation Working Party**

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

### **C14.06 Warner's Park Pavilion Working Party**

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

### **C14.07 Staff Appeals Panel**

Town Mayor and Personnel Committee.

### **C14.08 Neighbourhood Plan Working Group**

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

### **C14.09 Farmers' Market Working Party**

M Burke, M Gleadow, P Hussain, J Tiddy.

## **C15.00 NORRIS LIBRARY AND MUSEUM TRUST MANAGEMENT GROUP**

Councillors J Kerr, M King, C Morgan, J Tiddy, A Thompson, P Hussain.

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## **C16.00 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

**C16.01 CCTV Liaison with Huntingdonshire District Council** – Councillor M Burke.

**C16.02 Festival Events St Ives (FEST)** – Councillor J Tiddy.

**C16.03 Police Liaison** – Councillor M Burke.

**C16.04 St Ives Carnival and Music Festival** – Councillor C Smith.

**C16.05 St Ives Christmas Lights Committee** – Councillor P Hussain.

**C16.06 St Ives in Bloom** – Councillor M King.

**C16.07 Huntingdonshire Volunteer Centre** – Councillor A Riddell.

**C16.08 St Ives & District Road Safety Committee** – Councillor M King.

### **C16.09 Four Yearly Appointments**

It was noted that the following appointments continue until 2026:

- **Cambridgeshire & Peterborough Association of Local Councils** – Councillor N Wells.
- **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
- 
- **Gt Ouse Valley Trust** – Councillor C Morgan.

Councillor M Burke mentioned that the St Ives Town Initiative no longer exists; it will be removed from future documentation.

Councillor M Burke stated that he was the St Ives Youth Theatre appointee\* and the notes have been amended to reflect this.

## **C17.00 INTERNAL AUDITOR'S REPORT**

Members will receive the Internal Auditor's Report for the year ended 31 March 2023 following their visit on 11 May 2023.

**RESOLVED:** that the report be distributed prior to the next Full Council meeting.

## **C18.00 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2023/24**

**RESOLVED:** that the appointment of Moore Stephens as Internal Auditors for the financial year 2023/24 be confirmed.

## **C19.00 SIGNATORIES**

The following Members were appointed as authorised signatories:

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

## **C20.00 DRESS CODE FOR COUNCILLORS**

**RESOLVED:** that the report be received and noted.

## **C21.00 WARNER'S PARK ANIMAL NOTIFICATION**

The Town Clerk provided a verbal report to Members regarding to Warner's Park. He stated that there have been recent complaints from the public around dogs not being on leads, approaching adults and young children alike and ongoing issues with defecation cleanup whilst not being on leads.

**RESOLVED:** that the report be received and noted.

that the Facilities Manager create an animal notification for Warner's Park which reminds dog owners to keep their animals under careful supervision and to clean up after their pets.

## **C22.00 BANDSTAND**

Councillor C Morgan was unable to attend the Reconvened Meeting, therefore the Town Clerk provided a verbal report to Members regarding the bandstand updates. Feedback from Councillor C Morgan would be forwarded on to members.

The Town Clerk recalled that councillors had been requested to visit the proposed site; Councillor J Cantwell mentioned he had recently visited as well as the Facilities Manager and Councillor C Smith, who has extensive electrical expertise. The electrics will be placed underground and work off a key system, so when the bandstand is in use the person who has the key can turn on the electricals. It is at no risk of tripping the Norris Museum; the bandstand will remain separate. Currently there is an extension lead out the back of the museum. The footings have started this week and the legs will be completed the following week.

Although the Town Council own the museum building, under the Norris Terms of Reference the museum have the rights to make the final decision. The Museum Director has concerns regarding safety and security; the Town Clerk will be meeting with her this week to discuss details further. The installation with new electricals would be subject to an installation inspection report.

**RESOLVED:** that the report be received and noted.

## **C23.00 ROLLING PROGRAMME**

**RESOLVED:** that the Programme be received and noted.

## **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.

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**C27.00 POLICE MATTERS**

No report was received.

**C28.00 REPORTS FROM OTHER BODIES**

No reports were received.

**C29.00 COUNTY COUNCIL MATTERS**

No report was received.

**C30.00 DISTRICT COUNCIL MATTERS**

Councillor M Burke provided a verbal report to members on Huntingdonshire District Council (HDC) matters.

He mentioned that the district council is currently running a Call for Sites consultation, which invites suggested sites that could be suitable for allocation in the next Local Plan. Specifically, sites with potential for residential use (eg. housing, specialist homes, moorings, care homes), commercial use (eg. retail, leisure, industrial), infrastructure (eg. health uses, community facilities, renewable energy) and open space use (eg. sports and recreation, allotments, biodiversity net gain, flooding safeguarding). The consultation will run until 7 June 2023.

Councillor M Burke stated there was a recent press release around the Energy Bill Support Alternative Funding, where households within the Huntingdonshire district who do not have a direct relationship with their electricity supplier are receiving their £400 government Energy Bill Support Scheme Alternative Funding (EBSS AF) to help with energy bills.

He also referenced recent work with the Huntingdonshire Volunteer Group, where there has been work on a project collecting residents' views and after school clubs in collaboration with One Leisure – links on the HDC website.

**C31.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC**

**RESOLVED:** that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting.

**C32.00 DEMOCRATIC OFFICER ARRANGEMENTS**

The Chair of the Personnel Committee gave a verbal report to propose the role of Democratic Officer be given to Amanda Childs.

All members agreed that Amanda is an integral part of the team and will grow into the Democratic role very well and bring fresh and exciting ideas.

All members unanimously agreed that Amanda Childs is appointed the new Democratic officer.

**RESOLVED:** that the Democratic Officer role be given to Amanda Childs.

**C33.00 SUMMER READING CHALLENGE**

The members considered grant funding to the County Council-operated Summer Reading Challenge programme.

Councillor A Riddell asked for confirmation that the grant would only be used in St Ives library and not in other towns in the county; the Mayor confirmed the funds are solely for the St Ives Library.

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**RESOLVED:** the grant allocation was proposed by Councillor M Burke, and seconded by Councillor M King. There was a unanimous vote.

that the grant be approved and given to St Ives Library.

**C34.00**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC**

**RESOLVED:** that the confidential business having been concluded, the Press and the Public be re-admitted to the meeting.

The meeting concluded at 7:55 pm.

Town Mayor:

Dated: 14 June 2023

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