

**Minutes of the Meeting of St Ives Town Council
held on Wednesday 14 June 2023 in the Town Hall, St Ives**

Present:

Town Mayor: Councillor P Pope

Deputy Mayor: Councillor C Smith

Councillors: R Chapman, C Smith, J Kerr, N Wells, A Riddell, P Hussain, J Tiddy, M King, M Gleadow, C Morgan, S Mokbul, L Valla

In attendance:

Town Clerk: M Price

Democratic Officer: A Childs

Cemeteries Officer: N Riddell (Shadow Democratic for Annual Leave)

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.

C35.00 APOLOGIES

Apologies for absence were received from Councillor M Mallool Wright (Personal), M Burke (Personal) and Alex Thompson (Personal).

C36.00 DECLARATION 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.

Cllr R Chapman: Star application Letter – **Agenda item C44.00**

C37.00 PUBLIC PARTICIPATION

A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council approval Public Participation policy.

Hayden Edwards

3 points were raised by Mr Edwards

1) Barclays the scaffolding rail, has hidden the bin and the other bin gets full up. Could we get that Moved while they are doing works?

2) Farmer's Market, all the traders park their vehicles all around the road, so you can not see the stalls, scruffy Appearance. Put them in the car park.

3) The YMCA are planning to put tables outside. It's a good idea but if they have food and drink out there, spillages – could we get the flooring cleaned every few months or so to stop stains to stoneware.

All points were noted and Town Hall staff will liaise with the relevant departments.

Matthew Setchell

2 points were raised by Mr Setchell

1) The Quayside, A couple of paddleboarders approached Flag group how do they access the land. There are boats and other crafts blocking the steps. Whose responsibility is that?

Can we look into whose formally responsible?

2) Cambridges Search and rescue are a charity that find missing vulnerable people, they are happy to come to do a training session to prove if they can/or not get out of the water. It would be free; they would appreciate an invitation.

Mayor thanked them both for their comments.

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C38.00 MINUTES

To confirm as a correct record the Minutes of the Meeting of the Town Council held on 10-11th May 2023 (copy herewith).

Mayor thanked Town Hall staff for the Mayor Making event and keeping up our good name. Thanks for their hard work. Noted.
Happy to be signed off.

C39.00 TOWN MAYOR'S ANNOUNCEMENTS

To receive the Town Mayor and Deputy Town Mayor's engagements list (copy herewith).
Happy to receive.
Congratulate the Dep Mayor on his first event.
Thanked the former Dep Mayor Nic Wells for his efforts in the past year.

C40.00 REPORTS

To receive Minutes of the Meetings of the following and to consider any recommendations contained therein (copies herewith):

C40.01 Planning Committee

Held on 24 May 2023.

C40.02 Facilities Committee

Held on 24 May 2023.

C40.03 Property Committee

Held on 24 May 2023.

C41.00 PERSONNEL COMMITTEE MEMBERSHIP

To appoint two vacancies to the Personnel Committee.

Cllr Kerr explained we are short of two members, we don't meet as regularly. Occasionally emergency meetings as staffing issues arise. Two people short leaves us quite tight for quorate meetings

Cllr Hussain has just come off it, I can see the chair's frustration. I can go on it until we can get someone else on. Bring this back to the next month's full council to fill spots.

C42.00 ANNUAL RETURN AND STATEMENT OF GOVERNANCE

To receive documentation (to follow) and to resolve:

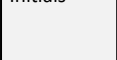
C42.01 That this Council formally notes its consideration and confirmation that it has maintained an adequate system of internal control throughout each financial year in accordance with Assertions 2 and 6 of the Governance Statement contained in Section 4 of the Annual Return.
AGREED

C42.02 That the Annual Governance Statement for 2023/24 be approved and Signed
AGREED AND SIGNED

C42.03 That the Accounting Statements for 2023/24 be approved and signed
AGREED AND SIGNED

C42.04 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
AGREED AND SIGNED

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C43.00 INTERNAL AUDITOR'S REPORT

To receive and note the Internal Auditor's report for the year ended 31 March 2023 following their visit on 11 May 2023 (copy herewith).

MG: The items marked in amber, what actions will be required to make those green? And how long?

TC: immediate action. First time asked to bring this to an internal audit; a result of a request by TC to follow appropriate protocol. Within a month this will be classified green.

Happy to receive and note.

C44.00 LITTER MINIMISATION LETTER

To receive a verbal report from Cllr R Chapman on a proposed letter to local businesses (copy herewith).

RC: bring it to council as part of Star which was formed with the Town Council. St ives against rubbish.

I've taken it to HDC and the waste minimisation officers are sending letters to hospitalkity businesses in town to clean up after patrons.

Wondering if the council would follow up with letters to retail businesses – ashtrays (mobile)

A letter was suggested, however Cllr Gleadow suggested a leaflet first followed by letter to repeat offenders. Would Cllrs support that?

There are 309 businesses in town but 50 letters would be good. Asking council whether they could print 50 letters distributed by staff or St Ives eco volunteers to take action?

MG: Clarification: concept of the letter is good; in 2008 smoking ban we produced leaflets so could follow suit. The retail sector is a good target audience.

MK: it was normal practice for retail businesses to sweep their premises outside before opening. Some of it is quite dangerous, broken glass and plastic.

PP: from my perspective there are a number of repeat offenders I have noticed in the streets. Not necessarily always hospitality, it is a problem. As chairman of star would you like to come to a PubWatch meeting

RC: Happy to put together a leaflet that we could distribute to retail and hosp industries. Propose that I could bring a leaflet to the next council we could have printed out to those who have not received an HDC letter. **JULY FULL COUNCIL** – RC to give Democratic officer copy.

C45.00 BURLEIGH HILL COMMUNITY CENTRE

To receive a verbal report from Cllr A Riddell on the Burleigh Hill Community Centre.

AR: Have it noted this is purely a fact finding mission. Prudent to report to Council. Relevant info.

Management of the BH centre. Regarding the constitution of the charity, a verbal report was given re the need for a constitution.

As of the 12th June, this has not been carried out, ratified or submitted.

A fine if this was not done.

When was the last meeting of this group?

Where is the transparency?

The finances: being late submitting financial statements or reports,

Due to no accounts being publically available –

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Funds from Town Council on repair and renewals – where does that money go?

No receipts or invoices currently submitted to the Town Council for transparency.
Independent flooring company says it is not of good repair; inaccuracies about what would be spent on that maintenance and repair.

Lease of the building – there is no lease in situ confirmed by Leeds Day solicitors. Last lease issue in 1984. BHCC charity have confirmed they do not own the lease, land or property.

The constitution is old and out of date –
The policies and procedures will continue to be

There are no 3 or 5 yr plans. There is no portal. Contact a mobile phone for bookings and enquiries.
The ACRE membership has expired as of 1st May and been chased end of May and still not paid.

As for protection of community, the trustees and members of charity there should be public risk assessments.
Liabilities and booking confirmation with the charity and visible on the website.

Negligent for public building

The covid risk assessment was done well.

SITC repairs and renewal budget figures show:-

2023 - £3.5k for fire alarms and extinguishers, 2023 - £45 Electrical work, 2022 - nothing, 2021 – nothing, 2019 - £2080 for redecoration.

As leaseholders that falls under us but needs push back with charity.

Is the floor fit for purpose? Do we want a legal case? – due to the expense to BHC

MK: BHC was run by an association for a long time. That was registered as a charity. Apparently the registration has been changed to the building. In the past there was a treasurer and a person who organised the bookings. What we have to do in the first instance we have to set up an association because it's just being run by 2 trustees.

MG: as we hold the lease we are wise to do due diligence and that should be our priority and proper governance arrangements are in place.

JK: I'm working on ST Ives Cares project with Jane Jenner; we are in need of a hub in the North of ST ives. We approached Cllr Burke about prices for rent; these came back very high. JK has applied for funding for 5 yrs – run it as a community centre.

PH: Thank Cllr Riddell for an excellent report. It has been going on for quite a few years now. That side of town needs that space. We need to work with this as BHC can be quite profitable if run properly. Disappointed it has taken this long for someone to have to say this (AR). PH Agreed with Cllr Kerr to get this place to a level where our residents can use it and enjoy it. Important that it's run professionally.

AR: It is a beautiful centre run by the community for the community. Enough time since 2021 and 8 weeks since constitution rectification.

Proposed as a main vote; operated by staff at Town Hall

Second proposal that an internal audit of the matters mentioned by my report by 2 cllrs not linked to the BHCC in the last 6 financial years. And also the Town Clerk. To ensure full transparency of the operations of the building. Make sure it's non biased. Protection going forward.

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The internal audit be presented to the FULL COUNCIL within 3 months.

1) PROPOSE that the BHCC be operated by the staff at - upkeep and bookings brought in house. Seconded by MK.
AMENDED: that the transfer of all operations be completed within 7 days.
SECONDED: MK.

JK: is 7 days long enough?

TC: yes

PH: is there enough staff/capacity? - TC would arrange with staff to distribute jobs evenly and a new admin person would be the primary contact.

PP: vote on the amendment currently. Then we will progress.

AGREED TO AMENDMENT.

TC: New staff, website with automated capabilities – TC asked before ratification that Town Hall staff are strongly supported.

PH: someone to open up, lock up, etc.

TC: current situation is a keybox on the wall externally, cleaners can access

Could speak to current hirers. Key code would be changed and in place, minimise effect on current hirers. Night watchmen if or as required. Facilities: safety alarms in progress. TC make those changes with immediate effect.

JK: Happy to be a point of contact.

PH: Management of use?

TC: Terms and conditions of leasing parties and holding deposit

MG: Hiring in the morning, you need someone checking on this.

TC: Ground Maintenance and TC can do drop ins.

LV: I was going to ask about capacity. The proposal on the table is remove it from the charge of where it is, put in our hands, get space to properly organise it. We just need it to then put something sustainable in place that's transparent and proper.

JK: Again, Jane is keen to have a hub and be located there.

AR: Like LV said, details will change (teething problems). Problems with transparency

PH: It can only get better – no problem with this.

Proposal as a whole: and was seconded by MK

Bookings, Upkeep and digital marketing

All those in favour: UNANIMOUS.

SECOND PROPOSAL: To construct an internal audit of 3 persons (2 Cllrs not linked with BHCC in the last 6 financial years and TC) to maintain due diligence, transparency and accountability if we are able to do so. *If authorised and allowed*

TC: will report back within the week.

SECONDER:

JK: *that proposal will go ahead if we are legally allowed to do so?*

PP: *yes if we are legally allowed to*

SECONDER? JULIE KERR *seconded.*

VOTE: UNANIMOUS.

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C46.00 RUSSETT CLOSE PLAY PARK

To receive a verbal report from the Town Clerk regarding the Russet Close Play Park.

TC: Following ROSPA report that went to FACILITIES committee last month; the site has been given a not fit for purpose state. No formal feedback from Cllrs after the site visit.
Happy to receive suggestions for use of land.

MK: 3 Cllrs went to look at the park yesterday (13 June). Go around neighbourhood to ask if it's still required. Originally the park was devised for very little children. Not used in a long time. Possible use could be a garden. Will test opinion of neighbourhood and report back.

CS: I went as well, it could be better. We bumped into a former councillor and she said it's never used. Maybe once a month. Other than that: teenagers littering etc. I like to keep parks (valuable asset to town) but getting rid of something unsightly that could be put to better use.

MG: should be done with consultation of residents

PP: agreed, a community garden would likely be popular or well-received.

THAT WILL GO BACK TO FACILITIES committee in a future meeting.

C47.00 ST IVES LOCAL PLAN

To receive a verbal report from the Chairman of the Planning Committee on the St Ives Local Plan.

NW: background on NP

The view that it should make a response as a town council to the local plan

The full council to provide the final sign off before the final meeting 12th July before submissions to HDC (14th July).

Proposed closed meeting to compile responses to HDC.

CS: Have we declared the climate crisis?

TC: no not yet. HDC have.

PP: we fall under them so we do not have to, but we could.

NW: Some town/parish councils have done; we could

Ratified by members for NW to submit on our behalf as Chairman of Planning?

NW: happy to formulate response and bring to FULL COUNCIL 12th JULY for sign off.

C48.00 ROLLING PROGRAMME

To receive the Rolling Programme (copy herewith).

Happy to receive.

C49.00 ORDERS FOR PAYMENT

To receive the schedule of Orders for Payment (copy herewith).

Happy to receive.

C50.00 BANK RECONCILIATION STATEMENT

To receive the Bank Reconciliation Statement (copy herewith).

Happy to receive.

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C51.00 BUDGET REPORT

To receive the Budget Report (copy herewith).
Happy to receive.

C52.00 POLICE MATTERS

To receive the Police Report (copy herewith).
Happy to receive.
Pass on our thanks to Sgt. Andy Caruana.

C53.00 REPORTS FROM OTHER BODIES

To note any reports provided by other bodies (if any).

C54.00 COUNTY COUNCIL MATTERS

To receive a report from County Councillors for St Ives.

C55.00 DISTRICT COUNCIL MATTERS

To receive a verbal report from District Councillors for St Ives.

SM: The Town Forum we had today. Would have been nice to see more Cllrs. It was at the Burgess Hall.

JK: Report about the lack of mowing by the DC. They have made it a policy to not mow 25% of their land. There are good reasons behind this: biodiversity, it flattens the ground down and stops it from being sponge-like.

PP: If any literature on that it would be good to distribute. – HDC to be approached for literature.

NW: the parks between coop and ramsey rd and wheatfields school – wildflowers look beautiful in the green spaces. (poppies cornflowers)

AR: on Hill Rise there are signs explaining that. More positive feedback on social media than negative.

RC: FYI biodiversity at HDC has been taken on by our Facilities Manager (TW) plans to roll out alternative land management for our areas.

TC: also spoke with Cemeteries Officer yesterday there is an area at the back of the cemetery (unused) we will be using for this.

Meeting concluded at 9:22 pm.

Town Mayor:

Dated: 12 July 2023

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