

**Minutes of the Meeting of the Reconvened Annual Meeting of St Ives Town Council
held in the Town Hall on Tuesday 28th May 2024 at 7pm.**

Present:

Town Mayor: Cllr P Hussain

Deputy Mayor: Cllr J Kerr

Cllrs: C Morgan, P Pope, M Page, J Spencer, J Cantwell, M Gleadow, A Thompson, J Tiddy,
N Wells, A Riddell

In attendance:

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

Father Mark

0 members of the public

PRAYERS

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

The Mayor welcomed the new Town Clerk to the role. In addition, he expressed his heartfelt thanks to Cllr Pope for all his efforts in his role as Mayor from 2022-2024. Thanks to all the officers who helped make Mayor.

APOLOGIES

Apologies were received and accepted by M Burke (Personal), Cllr Chapman (personal), Cllr King (personal) and Cllr Valla (personal).

Absent: Cllr Mokbul

C07.00 RECONVENING OF THE MEETING STARTED ON THURSDAY 23rd MAY 2024.

C08.00 DECLARATIONS OF INTEREST

Cllr Page expressed a personal interest in item C11.01 planning.

Cllr Kerr expressed a personal interest in item C21 due to her role in the CIC.

Cllr Wells, Cllr Tiddy, and Cllr Pope expressed a personal interest in C21 as members of CIC

C09.00 PUBLIC PARTICIPATION

None.

C10.00 MINUTES

Members were in receipt of the minutes of the meeting of the Town Council held on 10th April 2024 and the extraordinary meetings held on 15th April and 14th May 2024.

RESOLVED: that the minutes of the meetings be accepted with the amendment to the minutes of 14th May to include Cllr Page as attending.

C11.00 REPORTS

Members were presented with the minutes of the following meetings, which were received and noted:

C11.01 Planning Committee - held on 24th April 2024.

C11.02 Property Committee - held on 24th April 2024.

C11.03 Facilities Committee - held on 24th April 2024.

C12.00 REVIEW OF COMMITTEES AND WORKING GROUPS

C12.01 Members reviewed the delegation arrangements to committees, sub-committees, employees and other local authorities (SO2j vi) documented in the Scheme of Delegation.

RESOLVED: Cllr Gleadow proposed to adopt the Scheme of Delegation which was seconded by Cllr Spencer. There was a unanimous vote.

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C12.02 In line with Standing Order SO2j vii, the current arrangements for committees and their Terms of Reference were considered by members, with recommendations from the Town Clerk. There followed a lengthy discussion to consider the merits of the committees and requirement for the forthcoming year.

RESOLVED: the following committees to remain with changes to Terms of Reference:

Planning to meet once per month unless otherwise required and to review in six months to ensure it is working for the council with only one meeting per month. Unanimous.

Personnel as is with amendment to the Terms of Reference to include responsibilities for the Performance Review of the Town Clerk to be added and for a member of the committee to attend interviews for the recruitment of staff with the Town Clerk and perhaps another officer where needed.

C12.03 In line with Standing Order SO2j viii membership for the existing committees was discussed.

RESOLVED: that membership of the existing committees be as follows with the Town Mayor as ex officio:

Planning B Chapman, M Gleadow, J Kerr, C Morgan, M Page, J Tiddy, N Wells.

Personnel M Burke, J Cantwell, M Gleadow, J Kerr, C Morgan, A Riddell, A Thompson, L Valla

C12.04 New committees were considered as per Standing Order SO2j iix. Committees were created, proposed terms of reference reviewed and membership agreed as follows with the Town Mayor ex officio:

RESOLVED: to combine the responsibilities of both the Facilities and Properties Committees to create the Estates Committee. Proposed Terms of Reference were approved by members. Committee members to be:

Mr Burke, B Chapman, M King, S Mokbul, J Spencer, A Thompson, J Tiddy, L Valla

RESOLVED: to create the Finance and Policy Committee to provide better scrutiny of finance and policies held by the Town Council. Proposed Terms of Reference were approved by members. Committee members to be:

The Town Mayor, the Deputy Mayor, Chairs of each committee and additional members including J Cantwell, A Riddell, L Valla and A Thompson

RESOLVED: to create the Resilience Committee as agreed in February 2024 with Terms of Reference to be reviewed in line with work to be carried out with the Resilience Forum. Committee members to be:

M Burke, P Hussain, J Kerr, C Morgan, J Spencer, J Tiddy, N Wells

C13.00 REVIEW AND ADOPTION OF STATUTORY DOCUMENTS, APPOINTMENTS AND POLICIES

C13.01 Revised Standing Orders based on the model document provided by the National Association of Local Councils (NALC) were considered by Cllrs in line with Standing Order j2 xii. It was proposed by Cllr Thompson, and seconded by Cllr Morgan to adopt the proposed document with a review in six months to ensure that it is working for the council.

RESOLVED: to adopt the new Standing Orders and review in six months.

9 in favour, 1 abstention

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C13.02 New Financial Regulations based on the newly released model document provided by NALC were considered by Cllrs in line with Standing Order j2 xii. Proposed by Cllr Thompson, seconded by Cllr Cantwell and agreed with a unanimous vote.

RESOLVED: to adopt the new Financial Regulations as presented.

C13.03 Members reviewed the inventory of land and assets including buildings and office equipment in accordance with Standing Order j2 xv. It was noted that York House appears on the Asset Register twice.

RESOLVED: that with the correction of the York House double entry, the Asset Register is approved as correct.

C13.04 Members reviewed the arrangements for insurance cover in respect of all insured risks according to Standing Order j2 xvii. A query was raised that Burleigh Hill has cover for the contents. It was noted that the contents currently belong to the charity and are covered in that policy. Proposed by Cllr Riddell and seconded by Cllr Thompson that a three year arrangement be entered into with Zurich.

RESOLVED: that insurance cover continue with Zurich on a three year plan at £15,470.12 per annum based on the current cover required.

C13.05 A revision of dates for the meetings of the Town Council was considered according to Standing Order j2 xxii due to the change in committee structure. Cllr Riddell proposed and it was seconded by Cllr Spencer that the new Finance and Policy Committee meet on the first Wednesday of the month allowing them to report back to full council the following week. There was a unanimous vote.

RESOLVED: that the Finance and Policy Committee meet on the first Wednesday of the month with a review after six months.

C14.00 TOWN MAYOR'S ANNOUNCEMENTS

It was noted that the outgoing Mayor's announcements for May would be provided at the next meeting and would include the retiring Mayor and new Town Mayor's announcements.

C15.00 APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2024/25

Due to delays receiving documentation, this item was deferred to later meeting.

C16.00 FINANCE MATTERS

C16.01 Members considered the report from the RFO and Finance Officer about Earmarked Reserves for Community Infrastructure Levy (CIL) money having not been allocated for 2023/24. Cllr Gleadow noted that he felt the CIL should be used for the benefit of the whole community. It was noted that the Town Hall is a community owned building. After a short discussion, it was proposed by Cllr Thompson, seconded by Cllr Pope that the underspend of CIL be allocated to the fire door upgrade of which £20,326.50 has already been paid as a deposit. **11 in favour, 1 abstention.**

RESOLVED: to allocate the cost of the fire doors to the Community Levy Infrastructure Earmarked Reserves, therefore not having to take money from General Reserves to top up the Earmarked Reserves.

C16.02 The Town Clerk noted that there have been some matters to sort out to enable Year End processes to be completed. This has meant that reports for the current year are not available. She noted that this work is being prioritised and it is hoped that the Year End process will be completed shortly.

C16.03 Members considered the following community grant applications:

C16.03.01 Cambridgeshire Search and Rescue (CamSAR). Cllr Kerr provided a summary of the work undertaken by the volunteers of this charity. It was proposed by Cllr Thompson to support the charity with the full amount but should St Neots Town Council also provide the funding they have been asked for, to provide the 50% at £395. Cllr Kerr seconded the motion. 11 in favour, 1 abstention.

RESOLVED: to provide the funding to CamSAR for the full amount unless St Neots have also agreed funding meaning that the donation would be 50% to match St Neots.

C16.03.02 Summer Reading Challenge, St Ives Library. Cllr Tiddy proposed the donation of £600. Cllr Thompson seconded the motion as it has been a successful event for the town and it is wonderful for getting children learning over the holidays. Cllr Cantwell noted the value for money at £2 per child and can be a real kickstart. There followed a unanimous vote.

RESOLVED: To provide funding of £600 as requested towards the Summer Reading Challenge.

C17.00 TOWN HALL ROOF REPAIRS

Members of the Property Committee presented the Council with the quotation from Cambridge Roofers at a cost of £8,316 + VAT for repairs to the Town Hall roof. They noted that it was the quotation which had been resolved to bring to Full Council for approval at their meeting held on 24th April 2024. It was noted that the cost is in excess of the delegated amount which can be approved by the committee. It was proposed by Cllr Morgan, seconded by Cllr Cantwell and resolved by a unanimous vote to accept the recommendation of the committee and employ Cambridge Roofers.

RESOLVED: to employ Cambridge Roofers to carry out repairs on the Town Hall roof at a cost of £8,316 + VAT.

Cllr Pope left the meeting at 8.54pm.

In line with Standing Orders it was agreed to extend the meeting at this point.

C18.00 CEMETERY MATTERS

Members were in receipt of an update from the Cemeteries Officer regarding a designated kerbed surround section at Ramsey Road Cemetery. Cllr Hussain noted that he had asked for kerbs for the whole cemetery for inclusion for all. However, due to the layout of the old section it is not possible for kerbs as they would in certain instances be overlapping with neighbouring graves.

Motion 1: it was proposed by Cllr Tiddy to only apply kerbstones in the Muslim section and keep the remaining as lawn. Seconded by Cllr Cantwell.

Motion 2: Cllr Thompson proposed that kerbstones be approved for Hill Rise, Muslim section and future areas.

Motion 3: it was proposed by Cllr Riddell and seconded by Cllr Page that the kerbstones be applied to the Muslim section and Hill Rise. 9 in favour, 1 against, 2 abstentions.

Motion 3 was therefore carried.

RESOLVED: to allow kerbstones at Hill Rise Cemetery and within the Muslim section.

C19.00 ROLLING PROGRAMME

Members were in receipt of the Rolling Programme.

C20.00 EXTERNAL REPORTS

C20.01 A report from Sergeant Andrew Caruana will be circulated to members.

C20.02 County Council matters.

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The Town Clerk noted that contact has been made with the County Cllr asking for regular updates from the County Council.

C20.03 District Council matters.

District Council members in attendance noted that they are In the third year of the four year cycle. They also noted that they will be providing written reports on a monthly basis.

C20.04 Other bodies.

None received.

C21.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

Meeting closed at 9.19pm.

C22.00 To consider correspondence received from the Corn Exchange CIC.

Additional correspondence received from the Corn Exchange CIC was received by members and discussed at length. After discussion it was proposed by Cllr Hussain and seconded by Cllr Spencer that a loan of £8,000 be provided to the CIC to be repaid from early 2025. As a condition of the loan, the CIC would provide the Council with a business plan in June 2024, keep the Council updated with financial reports and formal loan documentation would be drawn up. 7 in favour, 1 against, 3 abstentions

RESOLVED: to provide a loan of £8,000 to the CIC.

During discussions the Town Clerk had clarified with members the money in the budget for the Corn Exchange which includes £16,000 for refurbishment in the 2024 year and £17,000 which is earmarked for future refurbishment of the Corn Exchange. It was proposed by Cllr Hussain, seconded by Cllr Spencer that the money be used from the Earmarked Reserves. 9 in favour, 2 abstentions.

RESOLVED: that the money be spent from the Earmarked Reserves for the Corn Exchange Refurbishment.

C23.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be readmitted to the meeting.

Meeting opened at 10.05pm.

Meeting closed at 10.06pm.

Chair: _____

Dated: 12th June 2024

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