

**Minutes of the Meeting of the Finance and Policy Committee of St Ives Town Council
held in the Town Hall on Wednesday 5th June 2024 at 7pm**

Present:

Chair: A Thompson
Vice Chair: A Riddell

Councillors: M Burke, P Hussain, J Kerr, M King, L Valla

In attendance:

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC
0 members of the Public

FP01.00 ELECTION OF CHAIR

The Town Mayor nominated Councillor Thompson as Chair of the Committee. Seconded by Councillor Burke and resolved by a unanimous vote.

RESOLVED: Councillor Thompson duly elected Chair of the Committee.

FP02.00 ELECTION OF VICE-CHAIR

The Chair asked for nominations for the position of Vice Chair. Cllr Kerr nominated Councillor Riddell for the role. The Mayor seconded and resolved by a unanimous vote.

RESOLVED: Councillor Riddell duly elected as Vice Chair of the Committee.

FP03.00 APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Wells (personal) and Cllr Cantwell (work).

FP04.00 DECLARATIONS OF INTEREST

Cllr Riddell declared a personal interest in item FP06.00 with his wife working for the Council and in that he has had contact with previous members of staff in the last few months.

The Mayor declared a personal interest in item FP06.00 in that he has bumped into a couple of old members of staff when out and about in the town.

FP05.00 PUBLIC PARTICIPATION

None.

FP06.00 FINANCE MATTERS

The Town Clerk provided some feedback on work to complete the year end accounts. With significant support from the company who provide the finance software, it is anticipated that the 2023/24 accounts will be completed shortly.

The Town Clerk confirmed with members that more stringent processes are being put in place for the management of the finances to avoid similar delays and errors in the future. Councillors will be asked to perform more detailed checking of invoices for payment.

In addition, the Town Clerk noted that there has been some significant errors found with payroll. It was agreed that this be taken to a closed session after item FP08.00.

Councillors were asked what sort of reports they feel they would like to see at these meetings (on top of regular ones to be decided by the Town Clerk). It was requested that full ledger report be provided for a few meetings to understand where the council is at. In addition projections to illustrate if money is likely to go over budget for the financial year.

Chair's
Initials

FP07.00 POLICIES

Councillors reviewed a list of current policies and procedures held by the council. After a brief discussion it was agreed to review the following policies over the next three months.

Month one

Asbestos Management Policy
 General Privacy Policy
 Health and Safety Statement of Intent
 CCTV Policy
 Information and Data Protection Policy
 Legionella Policy

Month two

Publication Scheme
 Civic Protocol
 Complaints Policy
 Contractors Code of Conduct
 Fire Action Plan
 Safeguarding Policy

Month three

Equal Opportunities
 Pension Contribution Policy
 Terms of Reference: Norris Museum
 Terms of Reference: Working Parties
 Vexatious Complaints Policy
 Whistleblowing Policy

Each policy to be circulated to all members of the committee prior to the next relevant meeting and for two members to be allocated to each one to provide feedback.

FP08.00 STRATEGY

The Town Clerk presented a paper to discuss a strategy. After a brief discussion it was agreed to recommend to Full Council that an informal meeting be held with all members to understand what the priorities are for the council going forward to enable it to be more proactive, rather than reactive.

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

It was proposed by Cllr Thompson, seconded by Cllr Riddell and resolved by a unanimous vote 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 7.56pm.

The concerns raised by the Town Clerk about incorrect salary payments were considered by members. After a lengthy discussion it was proposed by Cllr Riddell, seconded by Cllr Kerr and resolved by a unanimous vote to defer the underpayment of salaries to Full Council.

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.

Motion to reopen the meeting at 8.36pm.

The meeting concluded at 8.37pm

Chair:.....

Dated: 3rd July 2024

Chair's
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