

**Minutes of the Meeting of the Finance and Policy Committee of St Ives Town Council
held in the Town Hall on Wednesday 3rd July 2024 at 7pm**

Present:

Chair: A Thompson
Vice Chair: A Riddell

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

In attendance:

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

FP09.00 APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Burke (work) and Cllr Wells (personal).
Absent: J Cantwell.

FP10.00 DECLARATIONS OF INTEREST

Cllr Riddell noted a personal interest in item FP15.00 as his wife is the Cemeteries Officer who had written the report.

FP11.00 PUBLIC PARTICIPATION

None.

FP12.00 MINUTES

The minutes of the meeting held on 5th June 2024 were approved and signed by the Chair with the amendment to add an 'e' to interest in item FP04.00.

FP13.00 POLICY REVIEW

FP13.01 To review, approve and adopt the proposed Data Protection Policy.

RESOLVED: It was proposed by Cllr Kerr, seconded by Cllr Hussain to approve and adopt the Data Protection Policy with the information about the review at the front of the document to include who the reviewing Committee was, the frequency of review, when it was last reviewed and when it is to be reviewed next. Unanimous.

FP13.02 To review, approve and adopt the proposed Asbestos Management Policy.
This item was deferred to the next meeting due to tight timescales in receiving the document prior to the meeting.

FP13.03 To review, approve and adopt the proposed Legionella Management Policy.

RESOLVED: It was proposed by Cllr Valla, seconded by Cllr Kerr to approve and adopt the Legionella Management Policy with the information about the review at the front of the document to include who the reviewing Committee was, the frequency of review, when it was last reviewed and when it is to be reviewed next. Unanimous.

FP13.04 To review, approve and adopt the proposed General Privacy Policy.

RESOLVED: It was proposed by Cllr Valla, seconded by Cllr Kerr to approve and adopt the General Privacy Policy with the

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information about the review at the front of the document to include who the reviewing Committee was, the frequency of review, when it was last reviewed and when it is to be reviewed next. Unanimous

FP13.05 To review, approve and adopt the proposed Health & Safety Statement of Intent.

This item was deferred to the next meeting due to tight timescales in receiving the document prior to the meeting.

FP13.06 To review, approve and adopt the proposed CCTV Policy.

RESOLVED: It was proposed by Cllr Kerr, seconded by Cllr Hussain to defer this item due to concern that the mention of recording of audio was not mentioned. 1 abstention.

FP14.00 FINANCE MATTERS

FP14.01 To receive and approve the monthly accounts including bank reconciliations and payments made.

The Town Clerk updated members on progress made with updating the accounts for the Council. This progress included completing Year End for 2024, reconciliation of both April and May accounts. Reports had been provided to Councillors detailing the current situation with the Council's money.

RESOLVED: It was proposed by Cllr Kerr, seconded by Cllr King that the monthly accounts be approved. Unanimous.

FP14.02 To consider the cancellation of the Pitney Bowes franking machine contract.

The Town Clerk provided a brief update on the situation with the franking machine, supporting the written report already provided.

RESOLVED: It was proposed by Cllr Kerr, seconded by Cllr King that the franking machine contract be cancelled at a total cost of £549.45, the total cost of the contract, offset by £488 in postage held by Pitney Bowes. Difference of £61.45 to be paid. 1 against.

FP14.03 To consider and approve the completion of documentation to change the signatories and principal contact for the accounts held with the CCLA.

After a brief discussion noting that the current signatories for the CCLA accounts are out of date.

RESOLVED: It was proposed by Cllr Kerr, seconded by Cllr Hussain that the signatories be updated for both the Property Fund and the Deposit Fund with members of this committee. (Cllr Hussain, Cllr Kerr, Cllr Thompson, Cllr Riddell, Cllr Burke, Cllr Wells) Unanimous.

FP15.00 CEMETERY MATTERS

Members were in receipt of a report from the Cemeteries Officer requesting review, approval and adoption of updated Cemetery regulations. With amendments added to 11.2 that remains the responsibility of the grave owner for the length of the lease.

RESOLVED: It was proposed by Cllr Hussain, seconded by Cllr Riddell that the rules and regulations amended at item 11.2 to note that the maintenance of graves remains the responsibility of the grave owner for the length

of the lease and ensuring that any spelling and grammatical errors are corrected.
Unanimous.

RESOLVED: It was proposed by Cllr Kerr, seconded by Cllr Hussain that the Cemetery Rules and Regulations be adopted following amendment.

FP16.00 TOWN HALL

Members were in receipt of a report to consider employing a surveyor to create to scale drawings of the Town Hall for the purposes of liaising with the Listed Buildings Officer at the Planning Authority.

RESOLVED: It was proposed by Cllr King, seconded by Cllr Kerr that the scale drawings be sought from Site Focus Surveys at a cost of £3,850 + VAT. Money to be spent from EMR for refurbishment.

The meeting concluded at 8.29pm.

Chair:.....

Dated: 7th August 2024

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