

**Minutes of the Meeting of the Finance and Policy Committee of St Ives Town Council
held in the Town Hall on Wednesday 7th August 2024 at 7.01pm**

Present:

Chair: Cllr A Thompson
Vice Chair: Cllr A Riddell

Councillors: J Kerr, M King, L Valla, M Burke, J Cantwell

In attendance:

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC
Democratic Officer: Mrs Emma Bleazard
One member of the Public (from 8pm)

FP17.00 APOLOGIES FOR ABSENCE

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

Cllr Riddell entered the Chamber at 7.02pm

FP18.00 DECLARATIONS OF INTEREST

None.

FP19.00 PUBLIC PARTICIPATION

None.

FP20.00 MINUTES

Members were in receipt of the minutes of the meeting held on 3rd July 2024.

RESOLVED: That the minutes were approved and signed by the Chair.

FP21.00 POLICY REVIEW

FP21.01 To review, approve and adopt the proposed Publication Scheme Policy.

RESOLVED: It was proposed by Cllr Kerr and seconded by Cllr Burke to approve and adopt the Publication Scheme Policy. Unanimous.

FP21.02 To review, approve and adopt the proposed Civic Protocol.

RESOLVED: It was proposed by Cllr Kerr and seconded by Cllr Valla to approve and adopt the Civic Protocol. Unanimous.

FP21.03 To review, approve and adopt the proposed Complaints Procedure.

During discussion it was agreed to include a statute of limitation of up to twenty eight days for an appeal to be made, added to point 10, with a further extension from the moment the appeal is discussed in council. It was also requested that the role of the Town Clerk be explained in relation to the Complaints Policy, within the document.

RESOLVED: It was proposed by Cllr Riddell and seconded by Cllr King to approve and adopt the Complaints Procedure with the above amendments. Unanimous.

FP21.04 To review, approve and adopt the proposed Contractors Code of Conduct. Following a discussion, it was noted that Contractors need to provide their own equipment, as this cannot be loaned from the Town Council for insurance reasons.

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Cllr Cantwell entered the Chamber at 7.10pm.

It was also discussed that Contractors will be required to adhere to behaviour standards and that the proposed wording be amended to use terminology as documented in the staff handbook.

RESOLVED: It was proposed by Cllr Burke and seconded by Cllr Kerr to approve and adopt the Contractors Code of Conduct with the changes as above. Unanimous.

FP21.05 To review, approve and adopt the proposed Fire Action Plan.

Following discussion it was agreed that the Town Clerk will discuss with the Facilities Manager the need for all tenants to have designated Fire Wardens and Deputy Fire Wardens.

It was also discussed that there is one Fire Warden within the office team. It was discussed that the Fire Safety at Work Act requires there to be a fire warden present on site at all times, the Town Clerk will look into this.

It was suggested to amend the wording at 5.1 to add 'by an appropriate appointed person' at the end.

RESOLVED: It was proposed by Cllr Kerr, seconded by Cllr King to approve and adopt the Fire Action Plan with a change of the wording in point 5.1 as documented above. Unanimous.

FP21.06 To review, approve and adopt the proposed Safeguarding Policy.

It was discussed that that the Mayor and Deputy Mayor should be offered safeguarding training, repeated every two years. It was also suggested that within the policy the safeguarding lead should be named, rather than the job role and that it may be appropriate to nominate a deputy.

During discussions it was suggested that it be added to point 8.2 who any allegations regarding the Town Clerk or the Mayor are reported to. Reference to the length of time documents are kept should be included in the document. The Town Clerk will check what timescales documents should be kept for, bearing in mind all information would have been forwarded to the appropriate authorities. A document retention policy was discussed to be brought to a later meeting.

RESOLVED: It was proposed by Cllr Valla, seconded by Cllr Cantwell to approve and adopt the Safeguarding Policy, with the above changes. Unanimous.

FP21.07 To review, approve and adopt the proposed Health and Safety Policy.

The document was discussed at length with queries about right to search, manual handling, RIDDOR, lone working and the ownership of equipment.

RESOLVED: It was proposed by Cllr Riddell and seconded by Cllr Kerr to defer the review of this policy until next month with further information gathered on the subjects raised. Unanimous.

FP21.08 To review, approve and adopt the proposed Asbestos Policy.

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RESOLVED: It was proposed by Cllr Riddell and seconded by Cllr Kerr to approve and adopt the Asbestos Policy. Unanimous.

FP21.09 To review, approve and adopt the proposed CCTV Policy.

Following discussion it was agreed that more research is required into the use of CCTV and audio in public places.

RESOLVED: It was proposed by Cllr Thompspon and seconded by Cllr Riddell that this item be deferred until the next meeting. Unanimous.

FP22.00 FINANCE MATTERS

FP22.01 To receive and approve the monthly accounts including bank reconciliations and payments made.

RESOLVED: that the monthly accounts be approved. Unanimous.

Cllr Thompson thanked the Town Clerk for her work with producing the budget. He raised concern regarding overspend in some areas and would like committees to indicate where in their budget this will be recovered from.

Cllr Thompson asked that postage costs be added as one code 'admin' rather than as separate items.

The Town Clerk noted that when working on the 2024/25 budget, the information to hand had no entries after September 2023. This meant that costs incurred for 2023/24 up until January 2024 were unknown. This has caused the current budget to be off kilter and it will be brought before Full Council to consider reallocating money from some areas where it is not required.

RESOLVED: Cllr Thompson proposed and Cllr Kerr seconded that all committees indicate where the shortfall is coming from if they have an overspend in their budget. Unanimous.

FP22.02 To consider the provision of IT support.

Four quotations for potential IT support to the Town Council were considered.

The Town Clerk noted that she had been made aware today of another local company that could potentially provide support. She commented that of the four quotations already received, none mentioned that Microsoft 365 can be free for the Norris Museum as it is a registered charity, which was disappointing.

The meeting was suspended at 8.09pm, proposed by Cllr Thompson, seconded by Cllr Riddell. Unanimous.

The member of the public addressed the meeting about IT support and their understanding of the council's current set up and requirements.

The meeting re-opened at 8.23pm, proposed by Cllr Thompson, seconded by Cllr Burke. Unanimous.

RESOLVED: It was proposed by Cllr Riddell and seconded by Cllr Kerr to defer this item to the next Finance and Policy or Full Council meeting, to consider an additional quote. Unanimous.

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FP22.03

To consider a report regarding the proposed purchase of a St Ives page in the Kingfisher Visitor Guide.

Following a brief discussion, it was agreed that at present with the new hub website and digital screens project, further advertising is not being considered. It was suggested that further advertising of the town may be appropriate in the future, however the Kingfisher guide was not considered to be the most appropriate option at this time.

RESOLVED: It was proposed by Cllr Thompson and seconded by Cllr Valla to decline a page in the Kingfisher guide this year and to look at other options for advertising in six months time at the Full Council meeting. Unanimous.

The meeting concluded at 8.33pm.

Chair:.....

Dated: 4th September 2024

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