

# SAINT IVES TOWN COUNCIL



## APPLICATION FOR FINANCIAL ASSISTANCE

COMMUNITY GRANTS OVER £1000

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

### PROJECT : (In no more than 25 words)

To allow the St Ives Town Team programme, detailed in the attached document (St Ives Town Team Plan 2024/5.pdf) to proceed

### AMOUNT REQUESTED:



### Contact Details

Q1	Name of organisation making application:	St Ives Town Team	
	Name of contact for this application:	Ms Sheila Stones	
	(title, first name and surname)		
	Position held in organisation:	Chair	
	Contact Address:		
Telephone:		Email:	

### About your organisation

Q2	What type of organisation are you? (tick (✓) relevant category)		
Registered Charity:		Charity Registration Number:	
Voluntary Organisation:	✓		
Company Limited by Guarantee:		Company Number:	
Other – Please specify:			

<b>Q3</b>	<b>Briefly describe your organisation.</b> Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide. If you are a new organisation, describe the services/activities you plan to provide.  To allow the St Ives Town Team programme, detailed in the attached document (St Ives Town Team Plan 2024/5.pdf) to proceed. The Team consists of around 14 volunteer/members and is open to anyone who wishes to get involved with the work we do. There is no subscription fee and our aim is to promote St Ives and improve the social, economic and environmental well being of all who live, work and visit the area and to support the ongoing delivery of the Town Plan, with a focus on the town centre.		
<b>Q4</b>	<b>If you are a branch of a larger organisation, please state which one:</b>  		
<b>Q5</b>	<b>Does your organisation have any of the follow?</b> Please state which one and provide a copy with your application		
	<b>Constitution</b>	Yes	<b>Memorandum of Association?</b> No
	<b>Terms of Reference</b>	No	<b>Governing Document</b> No
<b>Q6</b>	What is your primary source of funding? Originally from the Mary Portas fund and St Ives Town Council. Over the past few years we have been able to raise more from businesses and other organisations and raise funds through fundraising projects-.		

**Details of the project or activity you are planning**

<b>Q7</b>	<b>Describe the projects/activity you plan to use this grant for</b>
	i) Try to be specific about what you will do and how you will do it.  Please see details in attached PDF document.
	ii) Please state how you have identified this need and how the project will benefit the people of St Ives, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.  Please see details in attached PDF document.

iii) How many people from St Ives do you expect to benefit directly from your project or activity?

Our activities are many and varied and most residents will benefit in some way from them.

**Q8 What criteria will be used to measure the success of the project and how many people from St Ives do you expect to benefit from it?**

We take details of visitors to some of our events. We have details of the numbers accessing our website and we talk regularly to businesses to get feedback. This includes the number of brochures given at various locations such as the Corn Exchange and campsites in the area.

We regularly receive praise and positive comments from visitors and residents about our projects.

## Health & Safety

**Q9 What, if any, special safety issues are related to your project/activity?**

Please provide the following information:

i) What kind of insurance does your organisation have?

[REDACTED]

ii) Do the leaders have the relevant qualifications and/or experience?

We have members with skills in these areas.

iii) What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? *You may be required to submit copies of your policies*

We produce the necessary paperwork relevant to the individual events when required e.g. risk assessments etc. We work with other agencies who can supply the necessary skills when we cannot provide them ourselves.

## Funding of your project

**Q10 Previous Applications**

If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	Project Description
2023	Grant received from SITC
2022	Grant received from SITC
2020	SITC to the Town Team received July 2021
2018	Grant from SITC to the Town Team

**Q11 Project Funding**

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested [REDACTED]..... and provide a detailed breakdown as to how you have reached this figure

Project Expenditure See details in St Ives Town Team Plan 2023/4.pdf Please list all items of expenditure for your project	Amount of Project
-------------------------------------------------------------------------------------------------------------------------------	-------------------

Public Liability Insurance The Old Riverport Jazz & Blues Festival Concerts in The Chapel	[REDACTED]
-------------------------------------------------------------------------------------------------	------------

<b>Total</b>	[REDACTED]
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**Project Income**

Please list how the project shall be funded

Commercial sponsorship and work done in kind Direct fundraising by Town Team, e.g. sale of merchandise etc.	[REDACTED]
----------------------------------------------------------------------------------------------------------------	------------

<b>Total</b>	[REDACTED]
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**What is the difference?**

This should be the same as the amount of Grant you are applying for

**Q12 Covering a Shortfall**

If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

We retain reasonable reserves to cover our activities.

**Q13 Sustainability**

What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council?

The Town Team are constantly working towards reducing the level of council funding. Obviously the more projects we do that are more costly to achieve, the greater the level of funding required. Over 80% of TT funding comes from commercial support and monies the TT has raised directly and the amount of public funding is a smaller proportion of our total expenditure.



## Your Accounts

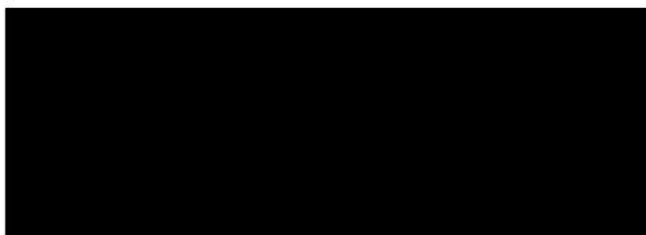
**Q14** Please provide the following details from your most recent annual accounts

Total Income

Less Total Expenditure

Surplus / Loss

Savings (Reserves, Cash, Investments)

A large black rectangular box redacting the financial data for Q14.

*Please provide a copy of your most recent annual accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.*

## Account Details

**Q15** Please give us your bank or building society account details

You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**

Account name:

A black rectangular box redacting the account name.

Bank/Building Society name:

A black rectangular box redacting the bank name.

Bank/Building Society address:

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Who are the signatories and what position do they hold in your organisation?

Name	Gordon Walker	Positon	Treasurer
	Sheila Stones		Chair
	Gilly Jackson		Voting member

## Any Other Information

**Q16** Any other information which you consider to be relevant to your application.

Our AGM was held last July the Minutes are attached.

A large empty rectangular box for providing additional information for Q16.

## Declarations

### Q17 Declaration

Please give details of a senior member of your organisation.

For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of ..... St Ives Town Team ..... (insert name of organisation):

*That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.*

*I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.*

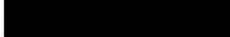
Post held in organisation: ..... Member .....

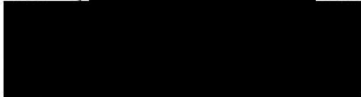
Title ..... Mr ..... First Name: ..... John ..... Surname: ..... Souter .....

Organisation address:

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire

..... Postcode: PE27 5AL .....


Telephone: .....  .....

Signed: .....  ..... Date: 27 September 2023 .....

### Q18 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q17**

*I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.*

Signed: .....  ..... Date: 27 September 2023 .....

## Checklist

- |                                                                     |                                     |
|---------------------------------------------------------------------|-------------------------------------|
| 1. Have you answered every question?                                | <input checked="" type="checkbox"/> |
| 2. Have all signatures been completed?                              | <input checked="" type="checkbox"/> |
| 3. Have you included a copy of your governing document?             | <input checked="" type="checkbox"/> |
| 4. Have you included copies of your latest meeting and AGM minutes? | <input checked="" type="checkbox"/> |
| 5. Have you included a copy of your most recent accounts?           | <input checked="" type="checkbox"/> |
| 6. Have you included a copy of your most recent bank statement?     | <input checked="" type="checkbox"/> |
| 7. Please state any supporting documents you are submitting:        | <input checked="" type="checkbox"/> |

## To Whom It May Concern

Our Reference: [REDACTED]

Name of Insured: The St. Ives Town Team

This is to confirm that The St. Ives Town Team have in force with this Company until the policy expiry on 19 July 2024 insurance incorporating the following essential features:

Policy Number: [REDACTED]

Renewal Date: 20 July 2024

**Limits of Indemnity:**

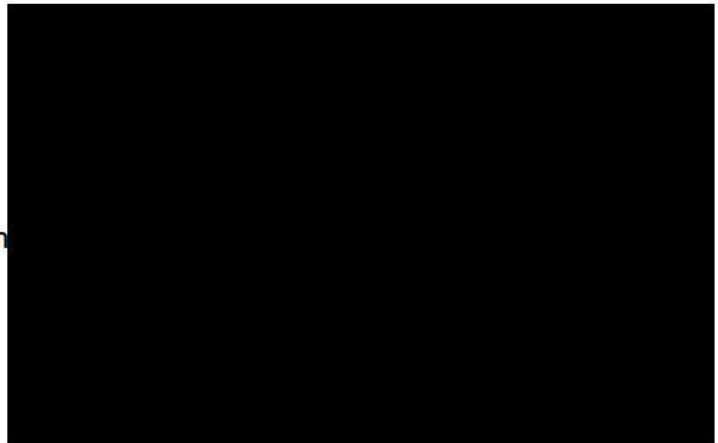
Public Liability:

Products Liability:

Pollution Liability:

Professional

Services Extension



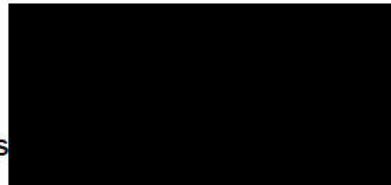
**Excess:**

Public Liability:

Products Liability:

Pollution Liability:

Professional Services Extension



**Indemnity to Principals:**

Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.

**Full Policy:**

The policy documents should be referred to for details of full cover.

Yours sincerely

[REDACTED]

[REDACTED]

Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

## **St Ives Town Team Plan for 2024/5**

### Introduction

This document sets out the plans for St Ives Town Team (TT) and the amount of money requested from St Ives Town Council to support these plans. They were discussed at the Town Team meeting on Tuesday 22 September 2023 prior to submission to the Town Council.

The Town Team was set up following the St Ives Town Council community survey in 2011. The group's objectives include:

- To promote St Ives and improve the social, economic and environmental well being of all who live, work and visit the area.
- To work in partnership with the Town, District, County Councils and other local groups, agencies and organisations to maintain the viability of the Town centre.
- To consult with, and involve the community in, the decision making process.
- To influence statutory authorities on any issues coming forward that put the vitality and vibrancy of the town centre at risk.

### Financial Situation

The Treasurer is responsible for keeping a record of all transactions and keeping the members informed of the state of the Groups finances. This is achieved by a brief report at each monthly meeting and a statement of the year's accounts at the AGM.

[REDACTED]

An unexpected grant from HDC has meant that the TT did not need to spend as much from its own account and the bank balance remains very healthy. This will allow the Team to do some projects it had previously set aside. This includes replacing the Wicker animals on the Morrison's roundabout and considering installation of a Steam Tractor engine or artwork (to represent the history of the Fowell company which operated in Victorian times in St Ives) on another roundabout.

2024 will see the 10<sup>th</sup> Old Riverport Jazz & Blues Festival, which we hope will be better than ever, so some of our resources will be needed to make this happen.

We will continue to promote the town with posters and leaflets and this will come at a cost.

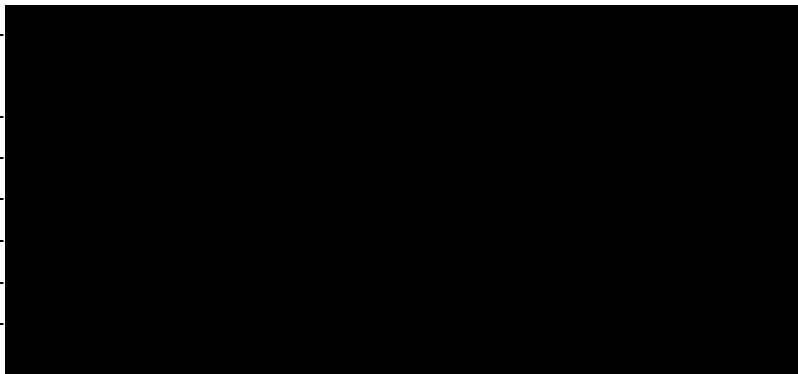
Despite our healthy bank balance the Team wish to apply for some modest funds for three items, which are detailed overleaf.

We have not detailed all the projects and work the Team will be involved with only the three projects that we require a grant for.



## Town Team Community Projects

Project
Public Liability Insurance
The Old Riverport Jazz & Blues Festival 2024
Concerts in the Chapel
<b>Total</b>



Below are details of each project showing the rationale for, the expected outcomes, the benefit for St Ives and the estimated costs.

### Public Liability Insurance

<b>Description and Rationale</b>
This is a necessary expense that the Team must pay.
<b>Intended benefit/outcome</b>
Provides cover for the Team members and public alike.
<b>Budget Costs</b>

### The Old Riverport Jazz and Blues Festival

<b>Description of Event/Improvement</b>
The 10th Festival is planned to take place from 12th and 15th September 2024. Around 23 free concerts are proposed, the majority held in pubs and restaurants, but with some held outside to promote the event, make the most of the attractive scenery St Ives offers, and allow a wider audience to attend.
<b>Rationale for the event or improvement</b>
This year's event proved very successful and the town was busy over the four days. We will be building on that success.
<b>Intended benefit/outcome</b>
<p>The Festival brings many people to the town. They stay in accommodation and visit pubs, cafes and bars. We now estimate that this brings in at least [REDACTED] of income for local businesses, the income being generated by hotel bookings, camping requirements, and general shopping as well as the purchase of food and drinks. With so many visitors from outside of St Ives attending (many making this an annual event) nearly all businesses in town benefit from the increase footfall.</p> <p>The Festival has a reputation for being family friendly and attracts people from far and wide further enhancing St Ives as a place to come and enjoy good music and entertainment. Most importantly the Festival attracts support from many businesses and community groups who help pay the costs of staging the four days of entertainment.</p>
<b>Budget Costs</b>
The cost of the Festival is largely covered by monies raised through sponsorship and T-shirt sales etc. with businesses covering costs of some of the musicians. The Total cost will be around [REDACTED] requested from SITC represents just [REDACTED], a modest amount for the income generated for the town.

## Concerts in the Chapel

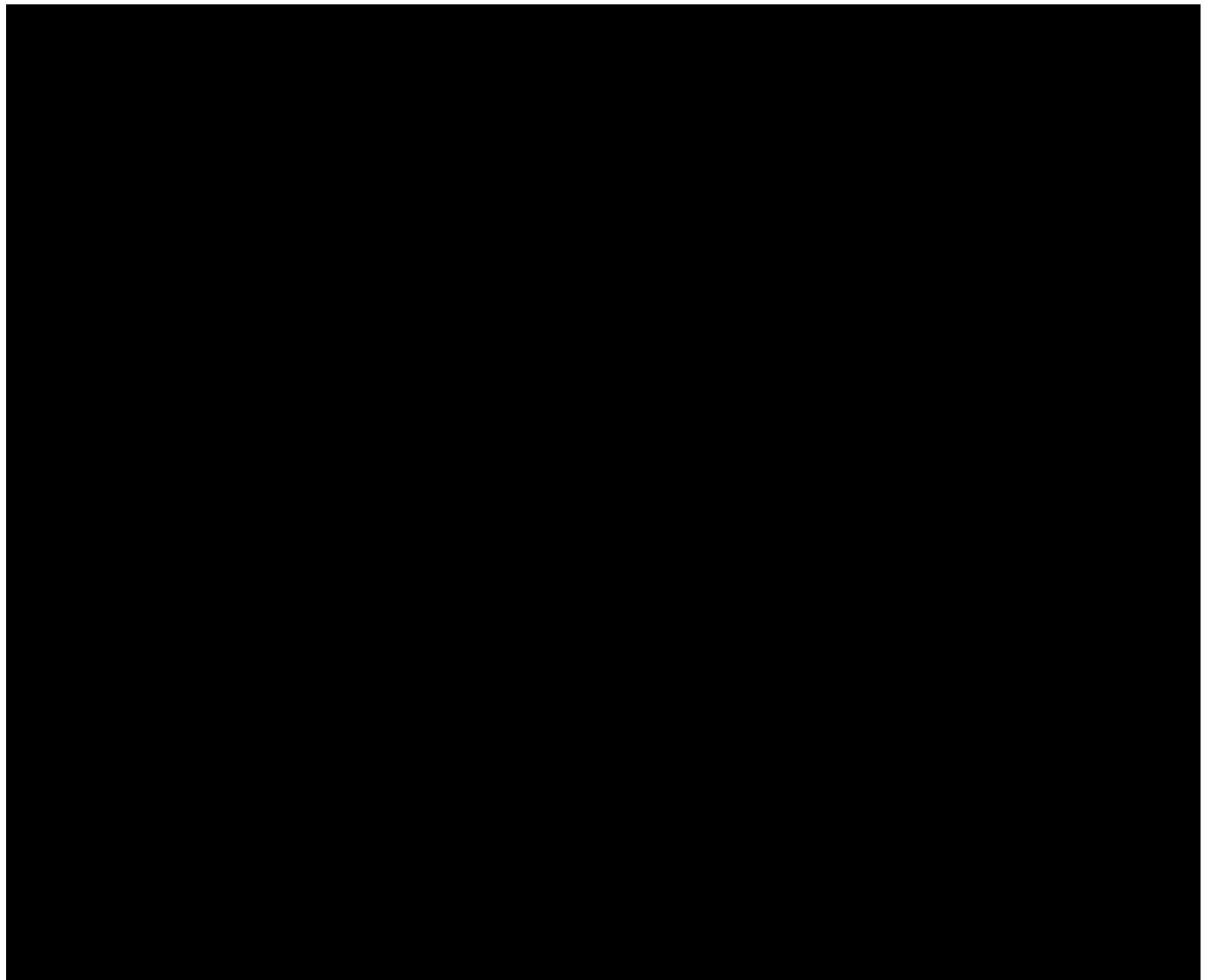
<b>Description of Event/Improvement</b>
To provide three concerts in the St Leger Chapel
<b>Rationale for the event or improvement</b>
Previous to the Pandemic we ran monthly concerts in this unique building that were very popular. The musicians were paid by a small charge to those attending. We understand that we cannot now charge anyone attending the Chapel and so we will need to fund these concerts from our own resources.
<b>Intended benefit/outcome</b>
<ul style="list-style-type: none"><li>• A tourist attraction</li><li>• Anyone can attend, subject to capacity.</li><li>• This project was popular and gave an opportunity to listen to a variety of performers in this building, which has excellent acoustics. The performers will be offering types of music that are not 'mainstream' and this will widen the range of music available in town. For instance this could include a Harpsichord, Harp or violin recital.</li></ul>
<b>Budget Costs</b>
<div></div>

1. *Introduction*  
 2. *Background*  
 3. *Methodology*  
 4. *Results*  
 5. *Discussion*  
 6. *Conclusion*  
 7. *References*  
 8. *Appendix*  
 9. *Index*  
 10. *Table of Contents*  
 11. *Abstract*  
 12. *Summary*  
 13. *Key Words*  
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## Town Team Accounts - Balance Sheet - Jan to Dec 2023



100



# St Ives Town Team

Town Hall, Market Hill  
The Old Riverport, St Ives  
Cambridgeshire  
PE27 5AL

## Town Team Projects

### 2014

March	Launch of the The Old Riverport concept Exhibition about the History of the River
September	Installation The Quay Old Riverport Sign
October	Peter Baker town map

### 2015

March	Launch of the Hub website
July	Installation of Old Riverport road signs The Old Riverport Discovery Day
Sept	1st Old Riverport Jazz & Blues Festival
August	Installation of lights on The Quay sign
October	The Old Riverport Art Competition Installation of mooring signs 2015 Calendar and Christmas Cards

### 2016

May	Mobility Grand-Prix - The Broadway Stagecoach/Taproom promotion
July	The Merry Wives of St Ives play part of Ousefest Donation to Hunts Mobility
Sep/Oct	2nd Old Riverport Jazz & Blues Festival 2016 Calendar and Christmas Cards
November	Snowman Festival Snow Day

### 2017

April	Complimentary Guide and map printed
June	Mobility Grand-Prix - Market Hill
July	Donation to Hunts Mobility Play - The Mill Wives of St Ives First series of Chapel Arts events
Sept/Oct	3rd Old Riverport Jazz & Blues Festival Post Office window display 2017 Calendar and Christmas Cards
November	Snowman Festival Snow Day Free Church Passage mural
December	St Ives Boxing Day Hobby Horse Hunt

### 2018

January	Donation to Free Church Spire project
March	Miles Jeffrey Day Centenary Celebration
March to Oct	Chapel Arts Season 2 - 10 events
May	Morris Dancing
September	4th Old Riverport Jazz & Blues Festival Flea on the Quay - initial trial
October	Bridge Chapel leaflet produced Survey of residents and businesses
November	Launch of Jeffrey Game Day Book Songs of the World Wars event Snowman Festival starts Snowman Festival Craft Day
December	St Ives Boxing Day Hobby Horse Hunt

### 2019

March	Donation to Thorndown School Donation to Methodist Ch. Project 200 Flea On The Quay
April	Roundabout willow animal display installation
May	Chapel Arts Season, Martin Kemp trio
June	Resident and business Survey Report Day of Dance - Morris Dancing Chapel Arts Season, Federico Pecchia
July	Chapel Arts Season, Daniela Rossi
August	Chapel Arts Season, Ruth Holden Chapel Arts Season, Robin Walker
September	5th Old Riverport Jazz & Blues Festival Chapel Arts Season, Acoustics Anonymous
October	Chapel Arts Season, Keith Pearson Band
November	Snowman Festival starts Snowman Festival Craft Day
December	Boxing Day Hobby Horse Hunt

**2020**

January	The Port on the River Exhibition at the Norris Museum
March	Northstowe Leaflet designed
November	Northstowe Leaflet delivered
December	A Vision of St Ives brochure produced

**2021**

March	Re-design of TT Website
June	Chapel Arts Season @ The Corn Exchange Martin Kemp trio, Jazz
July	Chapel Arts Season @ The Corn Exchange with Ruth Holden, Harpist
August	Chapel Arts Season @ The Corn Exchange with Fran McGillivray & Mike Burke, Blues
September	7th The Old Riverport Jazz & Blues Festival  Chapel Arts Season @ The Corn Exchange Robin Walker, Harpsichord
October	The inaugural Old Riverport Ukulele Festival Installation of Railway Station Boards Illuminated Boat Parade Chapel Arts Season @ The Corn Exchange with Daniela Rossi, classical guitarist
November	Snowman Festival Trail  Chapel Arts Season @ The Corn Exchange with Singer songwriter Soloman Smith Proposals for a Bandstand on The Waits

**2022**

January	Chapel Arts Season @ The Corn Exchange - Lexie Green
February	River History display - Molise window Replacement of The Old Riverport sign on The Quay
March	Installation of Trees on The Quay Sutton Morris - dancing on the quayside Chapel Arts Season @ The Corn Exchange with Daniela Rossi, classical guitarist
May	Chapel Arts Season @ The Corn Exchange with Dickie de Vere & The Dorchester Mavericks Delivery of more Northstowe leaflets
June	Film of the coronation of Queen Elizabeth II in 1953 Singing in the Reign - a Jubilee event, singing along to songs of the past 70 years Chapel Arts Season @ The Corn Exchange an with Chris Newman & Humfry Finkel
July	Chapel Arts Season @ The Corn Exchange with Black Velvet
August	10 Posters on wall of old Poundstretcher building Chapel Arts Season @ The Corn Exchange with Kimberley Rew and Lee Cave-Berry
September	8th Old Riverport Jazz & Blues Festival Chapel Arts Season @ The Corn Exchange with Ruth Holden, Harpist

October	2nd Old Riverport Ukulele Festival Illuminated Boat Parade Chapel Arts Season @ The Corn Exchange with Johnny 'Magic Boy' Wright and Chris Newman
November	Chapel Arts Season @ The Corn Exchange with Four Winds Saxophone Quartet Snowman Festival Trail

**2023**

January	Chapel Arts Season @ The Corn Exchange with The Lightwaves
February	Replacement of posters at YMCA Chapel Arts Season @ The Corn Exchange with Mark Burton
March	Chapel Arts Season @ The Corn Exchange with The Musical Amigos Reprint of the Complimentary Guide
April	Chapel Arts Season @ The Free Church with Daniela Rossi and Cristiano Poli Cappelli
May	Coronation Big Lunch Start of the installation of the Queen Elizabeth II Bandstand Chapel Arts Season @ The Corn Exchange with Johnny 'Magic Boy' Wright and Ranjan Vasudevan
June	Chapel Arts Season @ The Corn Exchange with Dickie de Vere & The Dorchester Mavericks
July	First concert at the Bandstand Lunchtime concert in The Free Church for Amnesty International with Sebastian Pompilio & Justin Hyer Chapel Arts Season @ The Corn Exchange with Max de Bernardi & Veronica Sbergia
September	Formal opening of the Bandstand by The Lord Lieutenant Mrs Julie Spence, OBE CStJ QPM and the Mayor of St Ives, Councillor Philip Pope 9th Old Riverport Jazz & Blues Festival Chapel Arts Season @ The Corn Exchange with the Tapestry Singers
October	Chapel Arts Season @ The Corn Exchange with Danilo Vignola 3rd Old Riverport Ukulele Festival Illuminated Boat Parade Chapel Arts Season @ The Corn Exchange with Lexie Green and Johnny 'Magic Boy' Wright
November	Chapel Arts Season @ The Corn Exchange with Kimberley Rew and Lee Cave-Berry Snowman Festival Trail



## Town Team

### Minutes for Annual General Meeting

Tuesday 25 July 2023

Private Dining Room

Golden Lion Hotel 7.00pm

#### 1. Present

Sheila Stones (SS) (Chair); John Souter (JS); Roger Kuch (RK); Paula Luter (PL); Margaret King (MK); Roberto Zanconato (RZ); Gilly Jackson (GJ); Gordon Walker (GW).

#### Apologies

Apologies were received from Sandra Souter, Chris Morgan and Chris Lewis.

#### 2. Minutes of the last AGM - 22 February 2022

Accepted as a true record subject to one change. Under AOB the second sentence was amended to read: The Parade was organised by the Town Team, with the same FEST working group as in previous years, with Gilly Jackson as its Chairman.

#### 3. Chair's Report

SS reported that the last year had been successful with resumption of the Jazz & Blues Festival, the success of the second Ukulele Festival and the organising of the Coronation Big Lunch. The Bandstand installation had received many favourable comments, including 'It looks like it has always been there'. Sheila thanked everyone for their continued support throughout the year.

#### 4. Treasurer's Report

[REDACTED]

Rob reported: 'Congratulations must be made to John Souter for his amazing commitment to the bandstand fund raising effort, which has not only managed to exceed the original planned amount but also met the additional costs that have grown since the projects conception. Thanks as well to all who donated to the bandstand fund'.

#### 5. Election of Committee

Election of Chair - Sheila Stones was re-elected as Chair.

Election of Treasurer - Gordon Walker was voted in to take as Treasurer for the next financial year, following RZ's resignation. SS thanked Rob for his work over the past few years.

Election of Secretary - Sandra Souter re-elected as Minutes Secretary.

#### 6. The Town Team Plan 2022

JS reported that a new Town Team Plan would be needed later in the year to apply to the Town Council for some funding. He said that despite our healthy bank balance, which will allow the Team to complete some projects that had been delayed, there would always be a need to apply for some funding which would cover expenses, which the Town Team incur and cannot fund easily, such as insurance. He highlighted the considerable list of TT achievements since January, which forms part of the Plan, as it draws attention to Councillors of the 'value for money' that the work of the Town Team gives to the community.

#### 7. AOB

There was no other business and the meeting closed at 7.40pm.  
A copy of the Constitution was circulated to members.

## Town Team Constitution

### 1. Name

The name of the Group shall be St Ives Town Team (hereafter referred to as the TT)

We are an 'Unincorporated Association' of people as defined by the HMRC definition. We are a group of 'like minded' people who have the following objectives.

### 2. Objectives

- The TT is a non-profit making organisation.
- TT shall be non-party political and non-sectarian.
- To promote St Ives and improve the social, economic and environmental well being of all who live, work and visit the area.
- To support the ongoing delivery of the Neighbourhood Plan.
- To work in partnership with the Town, District, County Councils and other local groups, agencies and organisations on proposals for the town centre.
- To secure funding or influence funding streams to benefit the town, to commission work using funds secured by TT or to influence commissioning from other bodies.
- To consult with, and involve the community in, the decision making process.
- To influence statutory authorities on any issues coming forward that put the vitality and vibrancy of the town centre at risk.

### 3. Membership

TT shall consist of a committee and a wider group as follows –

- A TT Committee of 7 elected members who will meet 10 times a year (monthly), or as often as it shall decide.  
A quorum shall comprise a minimum of 4 members of the Committee.  
The Committee should represent a range of interests within St Ives.  
The Committee shall have the power to co-opt individuals (as non-voting members) as required for specific tasks.  
All decisions shall be arrived at by a vote of all those present (including the wider group, see below). In the event that there is not agreement by the wider group on any issue, the 7 Committee members shall determine the result with a vote. In the case of a tie The Chairman shall have a casting vote.
- A wider TT Group which will include the Committee plus the wider community. Group members shall be open to those working or living in the area and have an interest in furthering the objectives without bias. Group members shall be able to attend Committee meeting and be able to vote on issues.
- The Committee shall be elected by the wider TT group each year. The election, if required shall take place at the AGM and will be decided on a vote of those present.
- TT may set up working groups comprising Committee and Group members to take forward particular projects.

### 4. Officers

The Chairman and Treasurer shall be elected by voting members present at the first Committee Meeting after the AGM.

### 5. Finances

The Treasurer will be responsible for keeping a record of all transactions and keeping the members informed of the state of the Groups finances. This shall be via a brief report at each monthly meeting and a statement of the year's accounts at the AGM.

The report should identify:

- General running costs
- Town Publicity costs
- Project profits and losses
- Grants to other groups

Expenditure on general running costs and town publicity may be decided at Committee meetings without prior written notification.

Projects shall be subject to a written proposal circulated to the Committee and Group prior to the meeting. Proposals shall provide details of the project, the amount requested and other sources of funding involved and identify the key risks involved.

The TT may give grants to other organisations within the town to support projects and events that are consistent with the objectives of the TT. Organisations requesting a grant should submit proposals in good time for TT to consider its own budget in October. Proposals shall contain the information detailed above and include a set of latest accounts. Organisations receiving grants are required to mention TT in their publicity of the event.

## **6. Administrative Support**

TT shall provide its own support staff to take minutes and do general administration.

## **7. Annual General Meeting**

The Annual General Meeting shall be held in July each year and be open to all living in the area. Not less than 21 days notice shall be provided of the date and time of the AGM. Details shall be advertised and all members notified. Nominations for membership of the Committee and election, if required, will be taken at the AGM.

## **8. Changes to the Constitution**

This document shall only be amended by resolution passed by the majority of those members attending a TT meeting. Notice of proposed amendments to this document must be submitted to the Secretary/Chairman at least 21 days in advance of the meeting.

The content of this document shall be reviewed every 5 years or as necessary.

## **9. Conflict of interest**

A "conflict of interest" may occur where there would be a personal financial gain or benefit to an individual or business. This is known as a pecuniary interest and must be declared.

In line with common practice, that person(s) should leave the room whilst the matter is discussed and would not be entitled to vote. Where a personal interest applies but not a pecuniary interest, the person is entitled to stay in the room, take part in the debate and vote.

## **11. Standards of Conduct**

All members of TT must ensure that their behaviour does not bring either the Committee or the wider Town Team into disrepute. This requires upholding standards of openness and honesty in all decisions. Members of the TT must not use any information that they have access to from being used for personal gain or personal advantage. The following standards of conduct shall apply:

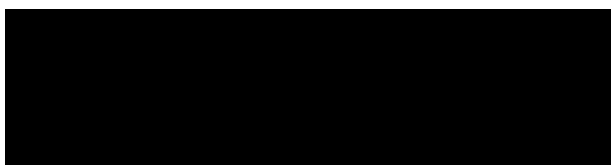
- Show respect for fellow members views during meetings
- Act in a courteous way when representing the Town Team
- Accept and abide by Town Team decisions in a positive and constructive manner.
- Do not represent personal views to the media on TT issues.
- Maintain confidence on all documentation and other members views expressed in meetings.

Any members found to have acted against these principles will be deemed to have forfeited their role on the TT. This process will be subject to an appeal.

## **12. Winding up**

A decision to wind up the TT shall be taken by calling an Extraordinary General Meeting with a minimum of 21 days notice. If a decision is taken at the EGM to wind up the TT, any assets shall be handed over to St Ives Town Council to be used for like purposes.

Constitution confirmed



Signed: Sheila Stones

Date: 25 February 2022