

Minutes of the Extraordinary Meeting of St Ives Town Council held in the Council Chamber,
The Guildhall, St Ives on Thursday 24 January 2013 at 7.00 pm

PRESENT

Chairman – Councillor R Tulley (Town Mayor)

Vice-Chairman – Councillor C C Nicholls (Deputy Town Mayor)

COUNCILLORS

Andrewes T
Armstrong M
Fry B
Isaacs H R G
Mitchell A P

Sanger C E
Symons J
Tanner J
Watson Y
Williams T M

OFFICERS

Town Clerk

APOLOGIES FOR ABSENCE – were received from Councillors N Laity, K Slack, S Tanner and T Tonkin.

139. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that there would be additional agenda items due to the urgency of the matters to be considered: Lease arrangements for Guildhall and public conveniences (confidential report); Lease of office space at Guildhall (confidential report); and Trewyn Gardens (confidential report).

140. DECLARATIONS OF MEMBER / OFFICER INTERESTS

Councillors Williams, Andrewes, Fry and Tulley each declared an Interest in Minute 145 (Lease arrangements for Guildhall) as members of Friends of the Guildhall, although it was noted that the agenda item referred to the appointment of solicitors rather than actual terms of the lease and so the interest was not sufficient to require them to withdraw from the meeting during consideration of this item.

Councilors Williams and Fry each declared an Interest in Minute 149 (Budget) as members of St Ives and Area in Bloom.

Councillor Williams declared an Interest in Minute 149 (Budget) as a person whose name was on the allotments waiting list, and Councillor Armstrong also declared an interest in this item as an allotment holder at the Trowan allotments site.

The Clerk declared an Interest in Minute 144 (Staffing), as one of the members of staff referred to in the recommendation from the Resources Committee.

141. PUBLIC SPEAKING

The Clerk reported that there had been no requests for public speaking.

142. MINUTES

RESOLVED – that the Chairman signs as a true and correct record the Minutes of the Extraordinary Meeting of the Council held on 7 November 2012.

143. EXCLUSION OF PRESS AND PUBLIC

RESOLVED – that in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and public be excluded from the meeting during the consideration of the following matter on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified.

144. REVIEW OF STAFFING TO MEET THE COMMITMENTS OF THE TOWN COUNCIL IN 2013 (Paragraphs 1, 2 & 3)

Following consideration of the recommendations of the Staffing Committee and the Resources Committee, it was

RESOLVED – that

- (1) Clerical Assistant (Finance) – weekly hours to continue at current level, finance administration elements to be added to job description, and salary to increase 6 salary points from 1 April 2013 to bring pay in line with the duties carried out by the postholder;
- (2) Administrative Assistant – job description be increased to include Guildhall bookings and day to day operations, Constitutional Club membership secretary, clerking committee meetings. Job description no longer to include the finance elements transferred to other staff. Identified training approved to prepare for greater involvement in Guildhall support. Salary to increase 1 salary point from 1 April 2013;
- (3) Town Clerk – identified training to be approved to prepare for Guildhall work. Salary to increase 1 salary point from 1 April 2013;
- (4) Neighbourhood Planning – if consultancy support proves necessary, this to be funded from reserves;
- (5) Clerical support – an assistant clerical officer be appointed on a part time basis (2 days a week) until the end of May 2013, salary scale SCP 6. The vacancy to be advertised to start with immediate effect and to be able to work flexible hours. Shortlisting and interview panel to be Mayor, Deputy Mayor, Resources Committee Chairman and Town Clerk;
- (6) Further investigation into the suitability of appointing a property consultant on a short term basis, to be funded by the underspend on the devolution budget, job specification to be reported to Resources Committee; and

- (7) A caretaker / mixed duties post to be appointed from 1 April 2013 on a 30 hour contract, with scope to increase to 37 hours per week by agreement, with a relief caretaker also to be appointed. Budget provision to be made for equipment, details of which to be finalised at a later date.

145. LEASE ARRANGEMENTS FOR GUILDHALL AND PUBLIC CONVENIENCES
(Paragraph 3)

The Clerk reported on three quotes received for legal work on the leasing and transfer of the Guildhall and public conveniences.

RESOLVED – that CVC solicitors be appointed to act on behalf of the council, provided that a capped fee can be agreed.

146. LEASE OF OFFICE SPACE AT THE GUILDHALL (Paragraph 3)

Members considered a recommendation from the Resources Committee on the potential to bring in rental income when the town council takes on responsibility for the Guildhall in April 2013. It was reported that the space currently occupied by the V&IC was likely to be the office space with most potential for letting out, and that the V&IC Committee and the V&IC Manager had been consulted on the potential to move the V&IC to another space in the Guildhall.

RESOLVED – that an advert be placed in the local press to advertise lettable office space at the Guildhall, and to work to let the space in a timely manner, subject to response to the advert and cost of conversion.

147. TREWYN GARDENS (Paragraph 3)

Councillor Symons reported that she had been in discussion with the relevant Portfolio Holder at Cornwall Council regarding future use of Trewyn Gardens and that an officer had offered to meet with the town council to discuss potential options.

RESOLVED – that the officer from Cornwall Council be invited to meet with the town council to discuss the future of Trewyn Gardens.

148. RE-ADMITTANCE OF THE PRESS AND PUBLIC

RESOLVED – that the press and public be re-admitted to the meeting.

149. BUDGET AND PRECEPT 2013 / 2104

The Chairman of the Resources Committee presented the budget for approval and thanked the Clerk and staff for compiling the figures, and fellow Councillors for their efforts in working through the figures, particular the Devolution Single Issue Panel for their work on the business plan for the Guildhall and for the costings for the public conveniences.

Councillor Isaacs requested that a budget line be included for the provision of amplification equipment to assist with hearing in the Council Chamber. The Mayor advised that this request would be considered along with other options, and that a budget line was not necessary as it could be funded from existing budgets.

There was discussion on the budget presented by Resources Committee. Only one amendment was made – the income from reserves for the Guildhall to be split with £8,000 income in 2013/14 and £7,000 in 2014/15.

Members also considered the budget note for inclusion with Council Tax bills, with minor amendments made at the meeting.

RESOLVED – that

- (1) The town council budget for 2013/14 be approved, as amended and finalised at the meeting;
- (2) The precept of £162,140 for 2013/14 be approved, in accordance with the provisions in Sections 39, 41 and 50 of the Local Government Act 1992;
- (3) The Town Clerk as Responsible Finance Officer be authorised to sign the Precept demand on Cornwall Council; and
- (4) The budget note for inclusion with Council Tax bills be approved.

Councillors Mitchell and Nicholls requested that their names be recorded as voting against the resolution.

Councillor Fry requested that his name be recorded as voting for the resolution.

Meeting closed at 9.05 pm

Chairman