



St Ives Town Council

Twinned with Stadtallendorf

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Issued: 20 January 2022

**Councillors N Dibben, R Fuller, M King, J Pallant, Dr C Pegoraro, J Tiddy, D Rowe, C Smith,
P Hussain (ex officio)**

You are hereby summoned to attend a Meeting of the **Property Committee** of St Ives Town Council to be held in the **Flex Room at the Corn Exchange** on **Wednesday 26 January 2022 at 8.30 pm.**

Nicci Sewell
Locum Clerk

AGENDA

- PR28.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- PR29.00 DECLARATIONS OF INTEREST**
To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.
- PR30.00 PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.
- PR31.00 MINUTES**
To approve the Minutes of the Meeting of the Property Committee held on 27 October 2021 (copy herewith).
- PR32.00 CORN EXCHANGE AIR CONDITIONING**
To consider report on works required to the Corn Exchange air conditioning system and the appointment of contractors (copy herewith).
- PR33.00 WARNER'S PARK PAVILION**
To consider report on the progression of works to Warner's Park Pavilion (copy herewith).
- PR34.00 MAINTENANCE UPDATES**
PR34.01 General Property and Maintenance Update
To receive an update report (copy herewith).

PR34.02 Property Maintenance Schedules
To receive Maintenance Schedule (copy herewith).

PR35.00 BUDGET
To receive Budget Report for the Committee (copy herewith).

PR36.00 PROPERTY COMMITTEE STRATEGIC PLAN
To receive Strategic Plan (copy herewith).

PR37.00 SALIX DECARBONISATION BID
To receive verbal update from the Amenities Manager.

PR38.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC
To resolve 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.

PR39.00 TOWN HALL ROOF REPAIRS
To ratify the appointment of contractors to carry out essential repairs to the Town Hall roof (copy herewith).

PR40.00 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 re-admitted to the meeting.

COVID INFORMATION

All of our meetings are conducted following Covid guidelines.
***IT WOULD BE APPRECIATED IF MEMBERS AND MEMBERS OF THE
PUBLIC WOULD WEAR MASKS WHEN ATTENDING.***

To view our policy please visit www.stivestowncouncil.gov.uk

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 27 October 2021**

Present:

Chairman: Councillor J Pallant
Vice Chairman: Councillor C Smith

Councillors: M King, R Fuller, Dr C Pegoraro, J Tiddy, N Dibben, P Hussain (ex officio)

In attendance:

Deputy Town Clerk: C Allison
Democratic Officer: S Rawlinson

PR15.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Rowe (Personal).

PR16.00 DECLARATIONS OF INTEREST

Agenda Item PR20.00 – Councillor P Hussain – non pecuniary interest as a Director of the Corn Exchange.

Agenda Item PR21.00 – Councillor C Smith – non pecuniary interest as a Member of the Christmas Lights Committee.

PR17.00 PUBLIC PARTICIPATION

None.

PR18.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 28 July 2021 are agreed as a correct record and signed by the Chairman.

PR19.00 CORN EXCHANGE AND NORRIS MUSEUM BOILERS

The boilers at both sites had been inspected in August. No problems were identified with the Museum boiler which was issued a gas safety certificate. Several issues were identified with the Corn Exchange boiler which were in urgent need of rectification. The works were commissioned in October under delegated authority of the Chairman and Vice Chairman in conjunction with the Deputy Clerk. During these works further safety issues were identified.

RESOLVED: PR19.01 that the report is received and noted

PR19.02 that the works on the Corn Exchange boilers undertaken by Miramar Engineering Ltd at a cost of £1,080.00 be ratified.

PR19.03 that further identified works be undertaken by Miramar Engineering at a cost of £1,341.90.

PR20.00 CORN EXCHANGE ROOF

Members were in receipt of report advising them of completion of the Stage 1 design phase and proposals from Stockton Bradley for undertaking the Stage 2 statutory phase of the project.

Members were keen to ensure that a budget be maintained to cover future major repair or replacement of the roof.

Chairman's
Initials

- RESOLVED: PR20.01** that the report is received and noted, including amendments to the initial brief that the roofing has now been designed to be of a 'like for like' type and that PV solar panelling is not a viable option.
- PR20.02** that the undertaking of a bat survey at a cost of £1,289 be ratified
- PR20.03** that the commencement of Stage 2, which includes a public (Planning/Conservation) consultation be approved
- PR20.04** that approval be given to provisional expenditure of £2,000 by Stockton Bradley for engagement with HDC Planning and Conservation Officers as part of the planning process.
- PR20.05** that estimated expenditure of £750 for planning costs be approved
- PR20.06** that the ancillary design, contract heads of terms, planning and listed building application documents be reviewed by the Chair and Vice Chair, reverting to Stockton Bradley with any questions/queries requiring additional clarification
- PR20.07** that a proper CDM assessment be an integral part of the project
- PR20.08** that a Recommendation be made to Council that the Corn Exchange roof budget be preserved and added to annually to cover future repairs/replacement of the roof

PR21.00**TOWN HALL EXTERNAL ELECTRICAL WORKS**

Consideration was given to a request from the Christmas Lights Committee for the fitting of an external socket with timer to the front of the Town Hall.

- RESOLVED: PR21.01** that the report is received and noted
- PR21.02** that an external socket with timer be fitted to the front of the Town Hall at balcony height
- PR21.03** that the contractors appointed by the Christmas Lights Committee be appointed to undertake fitting
- PR21.04** that the socket be RCD protected and confirmation sought from contractors that the 13 amp socket proposed is sufficient, as other such installations in the town centre are 16 amp
- PR21.05** that the approximate cost of £150 be met from the Property Maintenance Budget

PR22.00**MAINTENANCE UPDATES**

- PR22.01** **General Property and Maintenance Update**
Members received an update report.

Chairman's
Initials

The Deputy Clerk informed members that a potential tenant for the vacated JPT office was visiting the Town Hall to view later that week.

New tenants had moved into York House on a one year lease and an increased rental had been achieved.

Members considered it worthwhile to look at renovation of the kitchen and bathroom in York House in the hope of achieving higher rentals in future.

RESOLVED: PR22.01.01 that the Update be received and noted

PR22.01.02 that discussions be held with the letting agents to determine what level of rental income could be achieved if the kitchen and bathroom of York House were modernized

PR22.02 Property Maintenance Schedule

RESOLVED: that the Schedule be received and noted.

PR23.00 BUDGET

RESOLVED: that the budget be received and noted.

PR24.00 PROPERTY COMMITTEE STRATEGIC PLAN

RESOLVED: that the Plan be received and noted

PR25.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

RESOLVED: 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

PR26.00 CORN EXCHANGE FIRE ALARMS

Urgent works had been required to the Corn Exchange fire alarm system, three quotations had been received and contractors had been engaged under delegated authority of the Chair and Vice Chair in conjunction with the Deputy Clerk.

RESOLVED: PR26.01 that the report is received and noted

PR26.02 that the appointment of UK Fire Protection Services Ltd to undertake the works at a cost of £2,722.50 be ratified

PR27.00 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

RESOLVED: that the confidential business having been concluded, the Press and the Public be re-admitted to the meeting.

Chairman:

Dated: 26 January 2022

Chairman's
Initials

Property Committee

DATE: 26 January 2022

SUBJECT: Corn Exchange Air Conditioning

1 Introduction and Purpose of Report

1.1 For Members to note works identified by Airways Air Conditioning Ltd to the Corn Exchange air conditioning system and to consider a way forward.

1.2 This report is to present to Members details of the investigations undertaken by Airways Air conditioning, to consider the suggested works, specifications and quotes to rectify faults/enable improvements to be made.

2 Recommendations

2.1 That the report is received and noted.

2.2 For members to consider the matters in paragraph 3.2 below, their urgency and the extent of our obligations as landlord.

2.3 For members to approve the costs of Airways Air Conditioning Ltd undertaking any works identified in paragraph 4.1.

3 Background

3.1 In December 2021, the Corn Exchange engaged Airways Air Conditioning Ltd, their regular contractors, to attend and report on a number of air conditioning related matters. At the same time, they asked for a service to be undertaken on the system, believing one was due. In the past, the Town Council as landlord, has regularly commissioned a bi-annual service, the last one having been undertaken in December 2020 and is therefore not due until December 2022. They have asked that we accept the service and roll the next one on to December 2024.

3.2 The report sets out a number of matters:

First floor Café: replacement of a new motor to a noisy fan. Unit is still operational.

First floor flexi room wall units: Requires replacement compressor, power board PCB and mains power cable from the isolator to the unit. Not currently operational.

Bar Cellar Cooler: Suggested improvement works. The Cellar Cooler Evaporator Unit is draining into a bucket. Would benefit from a tank pump being installed with an exit hose feeding into the drain further down the wall. Unit is still operational.

There is also a leak to the ceiling in one of the bars when the air conditioning is switched on, Airways have been unable to determine the cause until an access panel can be put in next to the leak to properly investigate. The Corn Exchange have advised that they are in the process of arranging this. The engineer speculated the issue could have been caused by a rat but so far there appears to be no indication of this. No quote received as yet.

A deep clean of the Charter Hall air conditioning units is another suggestion, but the units are currently working fine.

A final matter to note from the report is that the wooden cabinet outside is in a difficult location to access, with an ongoing pigeon problem. Access to the cabinet is still possible, but has been made more difficult since new vents were installed for DiRita's on their roof space in the same location.

- 3.3 It is important that as landlord, the Town Council can consider all work requests from the tenant, but should undertake only those matters for which it has clear responsibility.

4. **Quotes**

Subject	Airway Quote	Comment
Unscheduled Service	£395 (invoice)	Was £624 in December 2020.
First floor cafe	£495.54	Working order, but noisy
First floor flexi	£2566.17	Not operational
Bar Cellar Cooler improvements	£286.00	Working order
Leak in ceiling bar	Cost not known at this stage	Working order
Deep Clean of Charter Hall air conditioning	Cost not known at this stage	Working order
Outside casing	To note – no cost involved	Working order
Total	£3742.71 minimum cost	

- 4.2 Airways are the existing ongoing contractor with considerable knowledge of the system spanning several years. It would seem appropriate to continue with their services in this specialist area. In 2018, when considering the air conditioning for the kitchen, it proved difficult to obtain comparative quotes with only one additional quote forthcoming.

5. **Proposal**

- 5.1 It will be for Members to determine whether these works fall under the responsibility of the Town Council as landlord or the CEX CIC as tenant. It is generally the landlord's responsibility if it forms a part of the fabric of the building but as an operational matter it is the responsibility of the CEX CIC as tenant. Should Members decide these are landlord matters, then budget considerations need to be taken into account, given the urgency/ necessity.

6. **Financial Implications**

- 6.1 Provision has been made in the 2021/22 of £10,000 for Corn Exchange for repairs and renewals. £10,492 has already been spent. There is a further, currently unspent, budget of £5,000 earmarked for Corn Exchange refurbishments still outstanding. The repairs and renewals budget for 2022/23 will be £10,000.

7. **Policy Implications**

- 7.1 There are no current policy implications.

8. **Health and Safety Implications**

- 8.1 There are no current H&S implications.

9. **Reporting Officer – Christine Allison, Amenities Manager**

PROPERTY COMMITTEE

DATE: 26 January 2022

SUBJECT: Warner's Park Pavilion

1 Introduction and Purpose of Report

1.1 This report is to consider the progression of works to Warner's Park Pavilion.

2 Recommendations

2.1 That the report is received and noted.

2.2 That approval be given to progress the project by re-instating a working group in order to move the project forward with a view to going out to tender for the drawing up of project plans.

2.4 That budget consideration be made to cover the likely cost of obtaining suitable plans.

3 Background

3.1 On 12 December 2018 Council appointed Cllrs Tiddy and L Davies to represent the Council on the Warner's Park Pavilion working party. The latter is no longer a Councillor.

3.2 For Council meetings between December 2018 and December 2020 actions and resolutions were recorded on the Rolling Programme as follows:

4/2/19 - Working Group met - agreed that refurbishment should include toilets, café or small meeting room/communal space. Plans being drawn up. Structural survey to be conducted in due course. Consultation period to follow and interest sought in forming a Friends of the Pavilion Group.

6/3/19 Draft plans provided to WP for review.

3/4/19 Presentation of proposed plans to Council meeting.

26/4/19 Working Party requested to consider methods of funding the renovation works.

9/5/19 Update from Working Party to Council meeting.

3/6/19 Consultation with community started with survey handed out at Cllr Surgery on Farments Market. Further consultation to take place in Warner's Park, via facebook and through Hunts Post article.

4/9/19 WP consulting with Community on their views of what the refurbished building should be like. Company providing pro-bono support on build costs.

9/10/19 Meeting held on 1 October - Report to Council Meeting

4/11/19 Early November meeting delayed awaiting plans and survey. Anticipate meeting to be held late November.

2/12/19 Report to Council seeking agreement to progression of the project.

11/12/19 Approval given to applying for planning consent and looking at project funding.

19/12/19 Following agreement at Dec meeting WP informed of support for plans and planning permission to be applied for.

4/2/20 Awaiting plans to be submitted

2/3/20 Plans expected to be submitted before March Council meeting

7/10/20 Plans have not yet been submitted and should be reviewed prior to submission following Eco Audit.

5/11/20 Funding for project investigation continues

2/12/20 Possible project for CIL funding application – Recommendation to Council from Property Committee

3.3 Nothing appears to have happened since December 2020.

- 3.4 On 6 January 2021 Agreed that £75k provision be removed from 2021/22 budget and that the project be put forward to HDC for potential CIL funding. £5k to remain in repairs and renewals.
- 3.5 Before any grants could be applied for, planning permission would be required and to obtain planning permission, plans were needed. An offer was made by a member of the public to draw them up pro bono, but the plans never appeared. We are therefore now at a stage where the Council needs to get some professional plans drawn up.
- 3.5 In December 2021 Cllr King requested that the matter be raised again with the Property Committee.
- 4. Proposal**
- 4.1 That a new working party be formed and tenders are requested for the formulation of suitable plans.
- 5. Financial Implications**
- 5.1 We currently have no indication of the likely costs involved in the production of plans. A suitable amount will need to be included in the 2022/23 budget.
- 6. Policy Implications**
- 6.1 There are no current policy implications.
- 7. Health and Safety Implications**
- 7.1 There are no Health and Safety implications.
- 8. Reporting Officer – Christine Allison, Amenities Manager & Nicci Sewell, Locum Clerk**

PROPERTY COMMITTEE

DATE: 26 January 2022

SUBJECT: GENERAL PROPERTY & MAINTENANCE UPDATE

1 Purpose of Report

1.1 To provide Members with an update detailing the ongoing programme of Council property and property maintenance.

2 Recommendations

2.1 That the maintenance report be received and noted.

3 Background

3.1 The Council maintains a number of buildings in the community. This report covers the schedule of maintenance which has been agreed.

3.2 CORN EXCHANGE

A LOLER inspection and quarterly service was undertaken on the rear lift. Works were undertaken on the heating system to restore it to full working capacity, including a new pump. The front lift has been out of order since August 2021. Plaster had come away from the wall and damaged the mechanism. An extension to the January 2021 insurance claim for water ingress has been lodged and is currently ongoing. Faults have been identified with the air conditioning and a report of these has been prepared by the contractors.

3.3 BUS STATION AND GLOBE TOILETS

The washer/ dryers in both toilets were serviced in November and fixed wire testing was undertaken. At the bus station, as blocked washer was cleared in the ladies. Lights had previously been reported as not to be working/ cutting out caused by a leaking roof which has now been rectified and faulty lights in the gents and cleaning cupboard replaced. The ten-year lease for the Bus Station toilets came to an end on 30 November 2020 but is not being renewed at present as HDC are planning a refurbishment between 31 Jan and 31 March 2021, final dates awaited.

3.4 NORRIS MUSEUM

The intruder alarm received its 6-monthly service. The regular fire alarm and emergency light service took place in November. 7 lights failed the emergency light testing, needing replacement. Damp was found behind the reception desk which is being investigated. Four broken windows had to be replaced.

3.5 TOWN HALL

The lift received its 6-monthly LOLER inspection and service and the regular fire alarm and emergency lighting service was undertaken. The first-floor office space vacated by JPT Design, has been marketed as available for rental and a prospective tenant is expected to move in during February. The room has been re-decorated.

3.6 DEPOT /OLD MORTUARY

No works took place at the Depot during this period. A trip switch had to be reset at the Old Mortuary.

3.7 YORK HOUSE

The Vent-Axia in the kitchen was found not to be working and was replaced. The current tenancy is for a 12-month period until 17 October 2022 at a rent of £1,200pcm. At the last meeting, Members asked that discussions be undertaken with the letting agents to determine what level of rental income could be achieved if the kitchen/ bathroom were to be modernised. The letting agent has reported that a top specification update would be likely to attract a rental of £1,300 pcm and could

be undertaken between lets by their regular contractor in approximately 12 days.

3.8 BURLEIGH HILL

No works took place during this period.

3.9 TOWN CLOCKS

All Saints- the works to the rods and chimes took place in October and have been completed.

Free Church – a full clean will be undertaken in the 2022/23 financial year at a cost of £1,235.

4 Proposal

4.1 The maintenance report of work undertaken be noted.

5. Financial Implications

5.1 None at present, however it should be noted that there is currently no budget for modernisation of the kitchen/ bathroom at York House. A budget provision is being made in 2022/23 for the Free Church Clock cleaning.

6. Policy Implications

6.1 There are no policy implications

7. Health and Safety Implications

7.1 Health & Safety issues mitigated by planned maintenance.

8. Reporting Officer - Christine Allison – Amenities Manager

Maintenance Schedule 2021/22 (as at 26 January 2022)

Scheduled					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Corn Exchange	Lift	Front lift - plaster off wall. Insurance claim	01/09/2021		

Annual/Required this year					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Norris/Curators House	Gas	Safety Check		24/08/2021	Annual - due 24/8/22
Corn Exchange	Gas	Safety Check		06/10/2021	Annual - due 6/10/22
Town Hall	Gas	Safety Check		09/08/2021	Annual - due 09/08/22
York House	Gas	Safety Check		01/03/2021	Annual - due 1/3/22
Town Hall	Lift	Maintenance		18/11/2021	2 services per year - due 18/05/22
Corn Exchange	Front Lift	Maintenance		20/08/2021	4 services pa - currently out of order
Corn Exchange	Rear Lift	Maintenance		24/11/2021	4 services per year - due 24/2/22
Town Hall	Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)		08/11/2021	2 inspections per year - due 08/05/22
Corn Exchange	Rear Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)		08/11/2021	2 inspections per year - due 06/11/21
Corn Exchange	Front Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)		06/05/2021	to be inspected when back in order
Town Hall	Car Park Barrier	Annual Service		07/09/2021	1 service per year- due 07/09/2022
Norris/Curators House	Automatic Doors	Service		20/08/2021	2 services per year -due 20/02/22
Norris/Curators House	De-humidifier	Annual service		01/07/2021	1 service per year - due 1/7/22
Depot	Generator	Annual Service		15/07/2021	2 services per year - due 15/01/22
Depot	Roller shutter	Annual service		05/09/2021	Annual - due 5/9/22
All Saints/Free Church	Clock	Annual service		05/07/2021	Annual - due 5/7/22
Bus Stn/Globe Place toilets	Dryers	Service		16/11/2021	2 services per year - due 16/05/22
York House	Electric	EHIC certificate			annual by Leaders - due 04/12/21
Norris Museum	Electric	Portable appliance testing		11/08/2021	bi-annual (advisory)
Town Hall	Electric	Portable appliance testing		11/08/2021	bi-annual (advisory)
Burleigh Hill	Electric	Portable appliance testing		14/05/2021	bi-annual (advisory)
Depot	Electric	Portable appliance testing		11/08/2021	bi-annual (advisory)
All buildings	Insurance	Reinstatement cost valuation		26/05/2021	3 yearly
Norris Museum	Fire Alarm	Service		25/11/2021	quarterly - due 25/02/22
Town Hall	Fire Alarm	Service		25/11/2021	quarterly - due 25/02/22
Norris Museum	Intruder Alarm	Service		05/10/2021	6 monthly - due 05/04/22

Completed					
Building	Works Category	Main Desc	Date Booked	Works Date	Works Notes
All	Insurance	Reinstatement costs	28/04/2021	26/05/2021	
All Saints Church	Clock	add turn buckles	07/07/2021	05/07/2021	
All Saints Church	Chimes/ clock	Works to rods and chimes	05/07/2021	29/10/2021	
Burleigh Hill	Electrical	Portable appliance testing	14/05/2021	14/05/2021	
Bus Station toilet	Electrical	Light out	19/05/2021	21/05/2021	
Bus Station toilets	Electrical	Fixed wire testing	06/05/2021	06/05/2021	
Bus Station Toilets	Cleaning	Deep clean required in Gents	22/06/2021	24/06/2021	
Bus Station Toilets	Plumbing	Backfilling causing overflow to ladies and gents	25/07/2021	26/07/2021	
Bus Station toilets	Maintenance	Washer/dryer service	23/06/2021	06/08/2021	
Bus Station Toilets	Cleaning	Deep clean of gents	15/08/2021	16/08/2021	
Bus Station Toilets	Maintenance	Roof leaking	18/08/2021	23/08/2021	
Bus Station Toilets	Maintenance	Leak to roof	18/10/2021	18/10/2021	HDC arranged
Bus Station Toilets	Maintenance	Door lock stiff	01/11/2021	01/11/2021	
Bus Station toilets	Electrical	Lights tripping out -replace 4 lights	02/11/2021	11/11/2021	
Bus station toilets	Plumbing	Sink blocked	12/11/2021	12/11/2021	
Bus Station toilets	Washer/dryer	service	16/11/2021	16/11/2021	
Bus station toilets	Plumbing	No water from washer dryer in ladies	15/11/2021	16/11/2021	
Bus station toilets	Electrical	Replace faulty lights in gents and store cupboard	20/12/2021	21/12/2021	
Corn Exchange	Lift	LOLER inspection	30/04/2021	06/05/2021	
Corn Exchange	Lift	Call out - lift not working	14/05/2021	17/05/2021	
Corn Exchange	Lift	Rear lift service/new batteries	14/05/2021	17/05/2021	
Corn Exchange	Lift	Front lift service	14/05/2021	17/05/2021	
Corn Exchange	Heating	Boilers annual service/ gas safety check	27/05/2021	27/05/2021	
Corn Exchange	Heating	Boiler not firing/ red light illuminated	25/05/2021	27/05/2021	
Corn Exchange	Lift	Front lift batteries replaced	07/06/2021	07/06/2021	
Corn Exchange	Maintenance	Repairs to gutter	09/06/2021	22/07/2021	
Corn Exchange	Lift	Rear lift service	20/08/2021	20/08/2021	
Corn Exchange	Lift	Front lift service	20/08/2021	20/08/2021	
Corn Exchange	Fire Alarm	New panel and system fitted	02/08/2021	22/08/2021	
Corn Exchange	Lift	Front lift stopping short of destination	23/08/2021	23/08/2021	
Corn Exchange	Lift	Front lift set off fire alarm	27/08/2021	27/08/2021	Lift isolated
Corn Exchange	Electrical	New Charter Hall LED lights	09/09/2021	14/09/2021	
Corn Exchange	Boilers x 2	Remedial works,service and gas safety certs	28/09/2021	06/10/2021	
Corn Exchange	Lift	LOLER inspection rear lift	01/11/2021	08/11/2021	

Corn Exchange	Lift	Routine service - rear lift	24/11/2021	24/11/2021	
Corn Exchange	Heating	Replacement of pump and 4 x actuating port valves	20/10/2021	07/12/2021	
Corn Exchange	Heating	Call back - no heating to rear of building	08/12/2021	08/12/2021	
Depot	Generator	Service	08/07/2021	15/07/2021	
Depot	Electrical	Portable appliance testing	30/07/2021	11/08/2021	
Depot	Roller Shutter Doors	Service	08/09/2021	08/09/2021	
Free Church	Clock	Service	07/07/2021	05/07/2021	
Globe Place Toilets	Plumbing	Flush broken	21/04/2021	27/04/2021	
Globe Place Toilets	Electrical	Fixed wire testing	06/05/2021	06/05/2021	
Globe Place Toilets	Maintenance	Washer/Dryer service	23/06/2021	06/08/2021	
Globe Place Toilets	Plumbing	Broken Flush - Ladies	04/10/2021	18/10/2021	
Globe Place Toilets	washer/dryer	service	16/11/2021	16/11/2021	
Norris Muesum	Electrical	Faulty backbox and sockets powering till	11/11/2021	18/11/2021	
Norris Muesum	Fire alarm/extinguisher	Service	09/08/2021	10/08/2021	
Norris Museum	Heating	Attend to heating Controls	06/04/2021	15/04/2021	
Norris Museum	Electrical	Portable Appliance Testing	14/05/2021	14/05/2021	
Norris Museum	Windows	Windows cleaned	19/04/2021	27/05/2021	
Norris Museum	De-humidifier	Service	24/06/2021	01/07/2021	
Norris Museum	De-humidifier	Service	12/05/2021	01/07/2021	
Norris Museum	Electrical	Portable Appliance Testing	30/07/2021	11/08/2021	
Norris Museum	Automatic Doors	Service	11/08/2021	18/08/2021	
Norris Museum	Gas	Boiler service and gas safety check	18/08/2021	24/08/2021	
Norris Museum	Plumbing	New flush button public toilet	23/09/2021	27/09/2021	
Norris Museum	Intruder Alarm	6 month service	08/09/2021	05/10/2021	
Norris Museum	Electrical	Damp/ corrosion in back box/ sockets	18/11/2021	18/11/2021	
Norris Museum	Electrical	Loss of power to door	15/11/2021	19/11/2021	
Norris Museum	Fire Alarm	Service	18/11/2021	25/11/2021	
Norris Museum	Damp specialists	Report on damp in wall behind reception	01/12/2021	08/12/2021	
Norris Museum	Glazing	4 broken windows	03/11/2021	07/01/2022	
Norris Museum	Windows	clean	18/11/2021	26/01/2022	
Old Mortuary	Electrical	Reset trip switch	09/11/2021	10/11/2021	
Town Hall	Heating	Bled radiators - air lock	19/04/2021	20/04/2021	
Town Hall	Car park barrier	Re-set post and replace battery	12/04/2021	22/04/2021	
Town Hall	Heating	Boiler controls not linking to boiler	28/04/2021	28/04/2021	

Town Hall	Lift	Six monthly service	30/04/2021	30/04/2021	
Town Hall	Lift	LOLER inspection	30/04/2021	06/05/2021	
Town Hall	Windows	Windows cleaned	19/04/2021	27/05/2021	
Town Hall	Heating	Boiler pump not working	28/04/2021	28/05/2021	
Town Hall	Gas	Boiler faulty	13/07/2021	26/07/2021	
Town Hall	Gas Boiler	vents fitted and flue fixed	28/07/2021	05/08/2021	
Town Hall	Gas boiler	Service and annual safety check	05/08/2021	09/08/2021	
Town Hall	Fire alarms/ Extinguishers	Service	09/08/2021	10/08/2021	
Town Hall	Electrical	Portable Appliance Testing	30/07/2021	11/08/2021	
Town Hall	Electrical	Faulty lights	24/08/2021	25/08/2021	
Town Hall	Car Park Barrier	Annual Service	07/09/2021	07/09/2021	
Town hall	Lift	LOLER inspection	01/11/2021	08/11/2021	
Town Hall	Lift	Service	19/11/2021	19/11/2021	
Town Hall	Fire Alarm	Service	18/11/2021	25/11/2021	
Town Hall	Maintenance	Decoration of vacated room	01/12/2021	08/12/2021	
Town Hall	Roofing	Leak to roof	30/09/2021	20/12/2021	
Town Hall	Electrical	faulty light in lift	30/09/2021	11/01/2022	
Town Hall	Windows	Clean	18/11/2021	26/01/2022	
York House	Electrical	Vent axia not working	15/11/2021	17/11/2021	Cost deducted from rental

17/01/2022

St Ives Town Council Current Year

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Annual Budget - By Committee (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Property</u>										
<u>400</u>	<u>Town Hall</u>									
4201	Tenants' Rent	26,000	37,940	31,600	40,926	41,476	0	35,000	0	0
4202	Tenants' Rechargeable Exps	7,500	7,741	7,500	2,129	2,129	0	3,000	0	0
4203	Hire of Council Chamber	100	0	0	10	0	0	0	0	0
	Total Income	33,600	45,682	39,100	43,064	43,605	0	38,000	0	0
5019	Repairs & Renewals	10,000	1,768	10,000	2,449	10,000	0	10,000	0	0
5033	Business Rates	8,000	7,722	8,000	7,722	7,722	0	8,320	0	0
6934	Water Rates	400	264	400	118	400	0	400	0	0
7032	Heating & Lighting	5,000	5,794	4,500	2,109	4,500	0	4,500	0	0
7035	Cleaning	9,500	5,733	9,500	6,417	9,500	0	9,500	0	0
7037	Maintenance - Contracts	2,000	1,137	2,000	376	0	0	2,000	0	0
7041	LED Lights Salix	0	9,250	0	0	0	0	0	0	0
7043	Eco Action	0	4,100	10,000	10,000	0	0	0	0	10,000
7044	Trade Refuse	2,050	998	2,000	1,206	2,000	0	2,000	0	0
7057	Property Survey	0	0	6,000	3,250	0	0	1,000	0	2,750
9246	TH Refurbishments (EMR)	11,000	8,346	10,000	0	0	0	10,000	0	0
	Overhead Expenditure	47,950	45,111	62,400	33,647	34,122	0	47,720	0	12,750
	400 Net Income over Expenditure	-14,350	570	-23,300	9,417	9,483	0	-9,720	0	-12,750
6000	plus Transfer from EMR	0	8,346	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(14,350)	8,916	(23,300)	9,417	9,483		(9,720)		
<u>410</u>	<u>Corn Exchange</u>									

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

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		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7237	CIC Grant	10,000	10,564	10,000	10,492	10,000	0	10,000	0	0
9336	Corn Exchange Refurb. (EMR)	0	0	5,000	0	0	0	5,000	0	0
9337	Corn Exchange Roof (EMR)	5,000	0	5,000	28,359	0	0	5,000	0	0
	Overhead Expenditure	15,000	10,564	20,000	38,851	10,000	0	20,000	0	0
6000	plus Transfer from EMR	0	0	0	28,359	0	0	0	0	0
	Movement to/(from) Gen Reserve	(15,000)	(10,564)	(20,000)	(10,492)	(10,000)		(20,000)		
430	<u>Warners Park Pavilion</u>									
5019	Repairs & Renewals	17,291	250	22,041	0	0	0	0	0	22,041
7046	Warners Pavillon Restoration	0	0	2,530	0	0	0	2,530	0	2,530
	Overhead Expenditure	17,291	250	24,571	0	0	0	2,530	0	24,571
	Movement to/(from) Gen Reserve	(17,291)	(250)	(24,571)	0	0		(2,530)		
440	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	1,050	700	700	700	0	0	700	0	0
	Total Income	1,050	700	700	700	0	0	700	0	0
5033	Business Rates	2,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	2,000	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(950)	700	700	700	0		700		
450	<u>Community Centre</u>									
5019	Repairs & Renewals	1,000	0	1,000	0	0	0	1,000	0	0

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 10)

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	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	1,000	0	1,000	0	0	0	1,000	0	0
Movement to/(from) Gen Reserve	(1,000)	0	(1,000)	0	0		(1,000)		
Property - Income	34,650	46,382	39,800	43,764	43,605	0	38,700	0	0
Expenditure	83,241	55,925	107,971	72,498	44,122	0	71,250	0	37,321
Net Income over Expenditure	-48,591	-9,543	-68,171	-28,734	-517	0	-32,550	0	-37,321
plus Transfer from EMR	0	8,346	0	28,359	0	0	0	0	0
Movement to/(from) Gen Reserve	(48,591)	(1,197)	(68,171)	(375)	(517)		(32,550)		
Total Budget Income	34,650	46,382	39,800	43,764	43,605	0	38,700	0	0
Expenditure	83,241	55,925	107,971	72,498	44,122	0	71,250	0	37,321
Net Income over Expenditure	-48,591	-9,543	-68,171	-28,734	-517	0	-32,550	0	-37,321
plus Transfer from EMR	0	8,346	0	28,359	0	0	0	0	0
Movement to/(from) Gen Reserve	(48,591)	(1,197)	(68,171)	(375)	(517)		(32,550)		

Agenda	Action point number	Action point narrative	Timescale	Resolved-Present	Current state
Climate Change Agenda: To exceed the Government target of becoming carbon neutral by 2050 and work towards meeting the recommendation of the Committee on Climate Change to be carbon neutral by 2030	9	Investigate energy saving measures in council owned and operated buildings			<p>Jan 2020 Energy saving measured to be investigated by replacing TH lighting with LED lights. Will achieve 2/3rds less carbon useage than standard fluorescent lights - see below for progress.</p> <p>Jan 2020: Secondary glazing to TH. Quotes requested by 2/3/20. Contract awarded to Cambridge glass and glazing.</p> <p>27/1/21 Varsity appointed by Property Committee to undertake a feasibility study</p> <p>Aug/Sep 2020: Fitting of secondary glazing to TH took place. Action complete.</p> <p>11/1/21 Infra-red heating survey undertaken by Energy-Evolution at the Town Hall, Norris Museum, Corn Exchange and Burleigh Hill Community Centre.</p> <p>04/21 Energy- Evolution advised no longer able to assist</p> <p>27/1/21 Property appointed Varsity to undertake a decarbonisation feasibility study</p> <p>21/2/21 Amenities agreed to part fund study</p> <p>14/4/21 report to Council. Working party set up</p> <p>30/6/21 working party report to Council.</p>
	10	Switch to renewable energy supplier for all energy supply			Not started
	22	Investigate LED/Low energy bulbs for street lights and all council buildings		<p>22/1/20 Property Committee: Appointed St Ives Electrical to undertake replacement of LED lighting. To consider grants.</p> <p>25/11 Amenities Committee agreed to vire funds from the Farmers Market surplus income to enable replacement of street lights to LED.</p>	<p>22/1/20 Committee report to Property Committee re Town Hall LED light replacement quotes. 8 companies approached. 3 tenders received. Contract awarded to St Ives Electrical at a cost of £9,250.</p> <p>3/2/20 No grants available. Looking at interest free loan option from SALIX.</p> <p>Sept 2020, Interest free loan for Town Hall LED lighting replacement project applied for and granted by Salix Finance with repayments over 5 years. LED lighting to be supplied by NET LED - specifications approved by Salix. Lights ordered by St Ives Electrical . Fitting expected within next 4-6 weeks.</p> <p>16-23/11 Fitting took place. Action complete.</p> <p>25/11/20 street lamps to be replaced with LED lighting</p> <p>12/4/21 approximately half completed</p> <p>28/07 update requested</p> <p>11/08 5 lights outstanding with accessibility problems. To revisit. Rest completed.</p>

partially complete

to commence

partially complete