



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
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Issued: 21 April 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 **Town Hall, St Ives on Wednesday 27 April 2022 at 7.40 pm.**

Philip Truppin
Locum Town Clerk

AGENDA

- PR41.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- PR42.00 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.
- PR43.00 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.
- PR44.00 MINUTES**
To approve the Minutes of the Meeting of the Property Committee held on 26 January 2022 (copy herewith).
- PR45.00 ECO AUDIT REPORT**
To receive a verbal report from the former Amenities Manager and to assess progress after one year and review priorities.
- PR46.00 YORK HOUSE INTERNAL REPAIRS**
To agree internal repairs to York House (copy herewith).

PR47.00 MAINTENANCE UPDATES

PR47.01 General Property and Maintenance Update
To receive an update report (copy herewith).

PR47.02 Property Maintenance Schedules
To receive Maintenance Schedule (copy herewith).

PR48.00 BUDGET

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

PR49.00 PROPERTY COMMITTEE STRATEGIC PLAN

To receive Strategic Plan (copy herewith).

PR50.00 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.

PR51.00 EICR TESTING

To consider quotations received and appoint contractor (copy herewith).

PR52.00 CORN EXCHANGE ROOF

To receive update report and consider progression of the tendering process (copy herewith).

PR53.00 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.

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Corn Exchange on Wednesday 26 January 2022**

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:

Amenities Manager: C Allison
Democratic Officer: S Rawlinson

PR28.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Rowe (business commitment).

PR29.00 DECLARATIONS OF INTEREST

Agenda Item PR32.00 – Councillor P Hussain, non pecuniary interest as a Director of the Corn Exchange CIC.

PR30.00 PUBLIC PARTICIPATION

None.

PR31.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 27 October 2021 are agreed as a correct record and signed by the Chairman.

PR32.00 CORN EXCHANGE AIR CONDITIONING

Consideration was given to the report seeking approval for works to the air conditioning system.

The Amenities Manager had held a meeting with the Director of the CIC and provided an update to the report. It had been decided not to replace the fan in the café until it failed. It was working at present but was rather noisy. The bar cellar cooler improvements and leak in the ceiling bar would be met by the Corn Exchange, as would a possible future deep clean of the Charter Hall air conditioning.

An unscheduled service to the air conditioning had been commissioned by the Corn Exchange at a cost of £395 and members were asked to consider payment of this.

Cleaning of the air conditioner housing was considered necessary due to pigeon droppings.

RESOLVED: PR32.01 that the report is received and noted.

PR32.02 that further quotations for repairs to the air conditioning system in the flexi room be obtained.

PR32.03 that authority be delegated to the Chairman, Vice Chairman and Locum Clerk to appoint an appropriate contractor for the flexi room air conditioning works.

Chairman's
Initials

PR32.04 that the air conditioner housing be cleaned.

PR32.05 that the sum of £395 be paid for the unscheduled service. The Amenities Manager to stress to the CIC that all expenditure on the fabric of the building should only be commissioned following authority from the Town Council.

PR32.06 that Councillor Hussain investigate methods of discouraging pigeons and provide details to the Amenities Manager.

PR33.00 WARNER'S PARK PAVILION

Consideration was given to the progression of refurbishment works to the Pavilion.

There was some discussion on how high a priority refurbishment was and to what extent the facility would be used by the community.

There were some concerns about the current state of the property. The Amenities Manager confirmed that £22k was available in budget for repairs and renewals.

Work was needed to the rear of the pavilion where guttering from the building was damaged and overspilling into a resident's garden. Grounds maintenance staff had cut back the vegetation behind the building and would attend to the guttering.

RESOLVED: PR33.01 that the report is received and noted

PR33.02 that the Pavilion Working Group be reinstated and work towards having plans drawn up

PR33.03 that the GM staff inspect the building and report back to the Amenities Manager on any urgent works required

PR34.00 MAINTENANCE UPDATES

PR34.01 General Property and Maintenance Update

The Amenities Manager reported that the Corn Exchange front lift would be fixed on 2 February.

The toilets at the Bus Station were to be refurbished. They would be closed from 24 January - 31 March 2022 and a portaloos would be available.

The new Town Hall tenants had asked if a business sign could be placed on the front of the Town Hall building. The Amenities Manager had responded that it would be unlikely to be acceptable to conservation officers on a listed building.

Investigation had shown that if certain improvements were made to York House, the property could realise an additional £100 per month.

A request from the trustees of Burleigh Hill Community Centre to use their current budget for the purchase of chairs was refused as the Council only had responsibility for the fabric of the building and not the contents. Replacement of the plastic windows was an item the Council could pay for.

RESOLVED: that the report be received and noted.

PR34.02 Property Maintenance Schedules

RESOLVED that the report be received and noted.

PR35.00 BUDGET

RESOLVED: that the budget report be received and noted.

PR36.00 PROPERTY STRATEGIC PLAN

RESOLVED: that the report be received and noted.

PR37.00 SALIX DECARBONISATION BID

The Amenities Manager reported that following the submission of a bid to the Low Carbon Skills Fund, a grant offer letter had been received to pay for the decarbonisation feasibility study. The paperwork would need to be submitted by 31 March 2022.

RESOLVED: That the heat decarbonisation feasibility study/plan be submitted

PR38.00 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,

PR39.00 TOWN HALL ROOF REPAIRS

Members were requested to ratify the payment of £5,137.77 for essential repairs to the Town Hall roof.

Water damage had badly affected the operation of the lift and lighting in the lift shaft. A thorough survey had been conducted and the works carried out.

RESOLVED: PR39.01 that the report is received and noted

PR39.02 that the cost of essential works to the roof be ratified.

PR40.00 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: 27 April 2022

Chairman's
Initials

PROPERTY COMMITTEE

DATE: 27 April 2022

SUBJECT York House internal repair

1 Introduction and Purpose of Report

1.1 This report is to ratify the appointment of Leaders to commission repairs to the rotten downstairs toilet floor.

2 Recommendations

2.1 That the report is received and noted.

2.2 That ratification of the appointment of Leaders to commission repairs to the downstairs toilet floor at the cost of £695 plus VAT i.e. £834 in total, be approved.

3 Background

3.1 York House is owned by St Ives Town Council and is currently rented through Leaders to tenants.

3.2 In March 2022 the tenants reported to Leaders that the downstairs toilet was tilting and wobbling. Leaders appointed Waterworks to investigate and it was found that the floor was rotten.

3.3 Waterworks submitted a quote to Leaders of £695, plus £139 VAT i.e. £834 in total for removing the toilet, making good the floor, reinstating the toilet and installing new lino.

4. Proposal

4.1 As it was necessary to get the flooring repaired as soon as possible, the repair was approved by the Chair and Vice Chair of Property in conjunction with the Deputy Town Clerk, under urgent delegated powers.

4.2 It is proposed that Members ratify the decision made under delegated powers, which permitted Leaders to appoint the contractors to proceed with the works.

5. Financial Implications

5.1 The cost of the repairs will be deducted by Leaders from the monthly rental received from the tenant.

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 Leaders retain contractors to deal with matters at all their rented properties, in this case Waterworkx. Leaders ensure contractors are properly vetted as being competent to undertake the works, have appropriate risk assessments and insurance in place in advance of the works taking place and have a Health and Safety policy in place that complies with legislative requirements.

Reporting Officer – Christine Allison, Amenities Manager

PROPERTY COMMITTEE

DATE: 27 April 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. The attached Maintenance Schedule covers the entire financial year 2021/22. The report below details works undertaken since January 2022, the last report to members.

3.2 CORN EXCHANGE

A quarterly service was undertaken on the rear lift in February 2022. It was identified that new batteries would be needed and these will be replaced at the next quarterly service in May. The front lift had been out of action since August 2021, but was restored to working order in February. A LOLER inspection was undertaken when it was found that the screw nut tolerance was not within limit. The engineers had to be called back and a second successful LOLER inspection was undertaken in March. Plasterwork in the Tony Burgess room had been bubbling, requiring further attention. An extension to the January 2021 insurance claim for water ingress was lodged and is currently ongoing with the plaster works expected to be undertaken in May. The faulty air conditioning in the flex rooms was replaced.

3.3 BUS STATION AND GLOBE TOILETS

The bus station toilets were closed on 31st January 2022 for refurbishment and converting to 5 separate toilet units, comprising three unisex toilet, a fourth with baby change facilities and one disabled toilet. A disabled portable toilet was installed for the duration of the renovations. The toilets were expected to open again on 1st April but a delay to the supply of the doors has postponed the opening. By the time of the meeting, the toilets should be fully open. The ten-year lease for the Bus Station toilets came to an end on 30 November 2020 and will be renewed upon completion of the refurbishment. No works were required at Globe Place during the quarter.

3.4 NORRIS MUSEUM

The automatic doors and fire alarm were serviced and a new panic alarm button installed. Seven emergency lights which failed the previous fire alarm service were replaced. The CCTV required attention and the windows were cleaned. Damp has been found behind the reception desk which is being investigated.

3.5 TOWN HALL

The regular fire alarm and emergency lighting service was undertaken. A switch was replaced on the boiler and the windows were cleaned. In February 2022 water damage occurred to a first-floor room arising from a blocked toilet on the second floor. An insurance claim is currently ongoing. The associated electrical and decorating works have been completed and a new carpet will be laid shortly.

3.6 DEPOT /OLD MORTUARY

No works took place at the Old Mortuary. The Depot generator was serviced.

3.7 YORK HOUSE

A gas safety check was undertaken and certificate issued in March 2022. The downstairs toilet floor was found to be rotten and was replaced.

3.8 BURLEIGH HILL

No works took place during this period.

3.9 TOWN CLOCKS

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 There are no financial implications.

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

AGENDA ITEM PR48.02

Maintenance Schedule 2021/22 (as at 31 March 2022)

Scheduled					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Bus Station Toilets	Refurbishment	Converting to 5 separate units	31/01/2022		Completion expected early/mid April To be done at next service in May
Corn Exchange	Rear lift	Replacement batteries needed	09/02/2022		
Corn Exchange	Maintenance	Plaster work to Tony Burgess room. Insurance claim	01/09/2021		Being done in April
Town Hall	Maintenance	Water damage to first floor room. Insurance claim	10/02/2022		Almost complete. Carpet to be laid.

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		10/03/2022	Annual - due 10/3/23
Town Hall	Lift	Maintenance		18/11/2021	2 services per year - due 18/05/22
Corn Exchange	Front Lift	Maintenance		08/02/2022	4 services pa - due 08/05/2022
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 08/05/22
Corn Exchange	Front Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)		16/03/2022	2 inspections per year - due 16/09/22
Town Hall	Car Park Barrier	Annual Service		09/08/2022	1 service per year- due 09/08/23
Norris/Curators House	Automatic Doors	Service		09/02/2022	2 services per year -due 09/08/22
Norris/Curators House	De-humidifier	Annual service		01/07/2021	1 service per year - due 1/7/22
Depot	Generator	Annual Service		31/03/2021	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
Globe Place toilets	Washer /Dryers	Service		29/03/2022	2 services per year - due 29/09/2022
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		21/03/2022	quarterly - due 21/06/22
Town Hall	Fire Alarm	Service		21/03/2022	quarterly - due 21/06/2022
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	Boiler not firing/ red light illuminated	25/05/2021	27/05/2021	
Corn Exchange	Heating	Boilers annual service/ gas safety check	27/05/2021	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	Front lift service	20/08/2021	20/08/2021	
Corn Exchange	Lift	Rear 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	
Corn Exchange	Air Conditioning	Service		10/01/2022	Booked by CX staff
Corn Exchange	Lift	Front lift power failure	07/02/2022	07/02/2022	
Corn Exchange	Front lift	Service	08/02/2022	08/02/2022	
Corn Exchange	Rear lift	Service	08/02/2022	08/02/2022	
Corn Exchange	Front Lift	LOLER inspection - fail	15/02/2022	15/02/2022	Passed 16.3.22
Corn Exchange	Air Conditioning	new units - flexi rooms	09/02/2022	03/03/2022	
Corn Exchange	Lift	LOLER inspection	16/03/2022	16/03/2022	
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	
Depot	Generator	Service	24/02/2022	31/03/2022	
Free Church	Clock	Service	07/07/2021	05/07/2021	
Globe Place	Washer/Dryers	Service	29/03/2022	29/03/2022	
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 Musesum	Fire alarm/extinguishers	Service	09/08/2021	10/08/2021	
Norris Museum	Heating	Attendd 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	12/05/2021	01/07/2021	
Norris Museum	De-humidifier	Service	24/06/2021	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	Automatic Doors	Service	14/01/2022	17/01/2022	
Norris Museum	Panic Alarm	Installation of new button	07/12/2021	24/01/2022	
Norris Museum	Windows	clean	18/11/2021	26/01/2022	
Norris Museum	CCTV	works	08/03/2022	08/03/2022	
Norris Museum	Emergency lights	Replacement of failed lights	01/02/2022	21/03/2022	
Norris Museum	Fire Alarm	Service	21/03/2022	21/03/2022	
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	Carpet	New tiles in vacated JPT room	08/12/2021	24/01/2022	
Town Hall	Windows	Clean	18/11/2021	26/01/2022	
Town Hall	Boiler	Switch misfiring	11/03/2022	16/03/2022	
Town Hall	Maintenance	Water damage from blocked toilet	10/02/2022	18/03/2022	
Town Hall	Fire Alarm	Service	21/03/2022	21/03/2022	
York House	Electrical	Vent axia not working	15/11/2021	17/11/2021	Cost deducted from rental

York House	Gas	Gas Safety Certificate	11/02/2022	10/03/2022	Cost taken form rental
York House	Plumbing	New downstairs toilet floor	16/03/2022	31/03/2022	Contracted by Leaders

Annual Budget - By Committee (Actual YTD Month 12)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Property										
400	Town Hall									
4201	Tenants' Rent	26,000	37,940	31,600	40,851	40,851	0	35,000	0	0
4202	Tentants' 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	42,989	42,980	0	38,000	0	0
5019	Repairs & Renewals	10,000	1,768	10,000	12,695	12,695	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	406	406	0	400	0	0
7032	Heating & Lighting	5,000	5,794	4,500	5,839	5,839	0	4,500	0	0
7035	Cleaning	9,500	5,733	9,500	8,766	8,766	0	9,500	0	0
7037	Maintenance - Contracts	2,000	1,137	2,000	1,062	1,062	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	35,000	10,000	0	0	0	10,000
7044	Trade Refuse	2,050	998	2,000	1,574	1,574	0	2,000	0	0
7057	Property Survey	0	0	6,000	3,250	3,250	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	76,315	51,314	0	47,720	0	12,750
	400 Net Income over Expenditure	-14,350	570	-23,300	-33,326	-8,334	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)	(33,326)	(8,334)		(9,720)		
410	Corn Exchange									

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 12)

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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	12,906	12,906	0	10,000	0	0
9336	Corn Exchange Refurb. (EMR)	0	0	5,000	9,968	0	0	5,000	0	0
9337	Corn Exchange Roof (EMR)	5,000	0	5,000	31,550	38,259	0	5,000	0	0
	Overhead Expenditure	15,000	10,564	20,000	54,424	51,165	0	20,000	0	0
6000	plus Transfer from EMR	0	0	0	36,867	0	0	0	0	0
	Movement to/(from) Gen Reserve	(15,000)	(10,564)	(20,000)	(17,557)	(51,165)		(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	700	0	700	0	0
	Total Income	1,050	700	700	700	700	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	700		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 12)

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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	43,689	43,680	0	38,700	0	0
Expenditure	83,241	55,925	107,971	130,739	102,479	0	71,250	0	37,321
Net Income over Expenditure	-48,591	-9,543	-68,171	-87,050	-58,799	0	-32,550	0	-37,321
plus Transfer from EMR	0	8,346	0	36,867	0	0	0	0	0
Movement to/(from) Gen Reserve	(48,591)	(1,197)	(68,171)	(50,182)	(58,799)		(32,550)		

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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>	partially complete
	10	Switch to renewable energy supplier for all energy supply			Not started	to commence
	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> <p>17/4/22 All completed. Jubilee Memorial also returned to working order and fitted with LED light.</p>	partially complete