



ST IVES TOWN COUNCIL

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TWINNED WITH STADTALLENDORF

Issued: 20 October 2022

**Councillors J Tiddy, B Luter, C Smith, R Chapman, M Mallol Wright, M King, M Burke, M Setchell
Town Mayor**

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 26 October 2022 at 8.15 pm.**

Proper Officer Locum Clerk Diane Baylis

AGENDA

PR12.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

PR13.00 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.

PR14.00 PUBLIC PARTICIPATION

A maximum of 15 minutes in total is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy. Each participant will be limited to 3 minutes in which to make their comments.

PR15.00 MINUTES

To approve the Minutes of the Meeting of the Property Committee held on 27 July 2022 (copy herewith).

PR16.00 MAINTENANCE UPDATES

PR16.01 General Property and Maintenance Update

To receive an update report (copy herewith).

PR16.02 Property Maintenance Schedules

To receive Maintenance Schedule (copy herewith).

- PR17.00 BUDGET**
To receive Budget Report for the Committee (copy herewith).
- PR18.00 BURLEIGH HILL CENTRE – WORKS TO FLOOR**
To consider request for release of budget (copy herewith).
- PR19.00 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.
- PR20.00 FIRE RISK ASSESSMENTS**
To consider quotations for fire risk assessments at the Town Hall, Norris Library and Warner’s Park Pavilion (copy herewith).
- PR21.00 BURLEIGH HILL CENTRE**
- PR21.01 New Consumer Unit**
To consider quotations received (copy herewith).
- PR21.02 Upgrade to Fire Alarm System**
To consider quotations received (copy herewith).
- PR22.00 WARNER’S PARK PAVILION**
To consider quotations received for electrical works and installation of emergency lighting (copy herewith).
- PR23.00 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 Town Hall on Wednesday 27 July 2022**

Present:

Town Mayor: Councillor P Pope [in the Chair for Item PR01.00]

Councillors: M Burke, J Tiddy, B Luter, C Smith, M Mallol Wright, M King, M Setchell

In attendance:

Locum Clerk: P Truppin

Amenities Manager: M Price

Democratic Officer: S Rawlinson

PR01.00 APPOINTMENT OF CHAIRMAN

RESOLVED: that Councillor C Smith be appointed Chairman for the ensuing year.

[Councillor Smith in the Chair]

PR02.00 APPOINTMENT OF VICE CHAIRMAN

RESOLVED: that Councillor M Setchell be appointed Vice Chairman for the ensuing year.

PR03.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor R Chapman (Personal).

PR04.00 DECLARATIONS OF INTEREST

Councillor M Burke – non pecuniary interest as a Trustee of the Burleigh Hill Centre.

Councillor P Pope – non pecuniary interest as a Trustee of ACE.

Councillor M Mallol Wright – pecuniary interest as an employee of the Corn Exchange.

Councillor Mallol Wright remained in the meeting but did not participate in the discussion.

PR05.00 PUBLIC PARTICIPATION

Minute PR52.03 – A member of Action Corn Exchange (ACE) expressed concerns that the renewal of the Corn Exchange roof would badly affect users of the building and business would be lost if it had to close during the works. She asked if the Council compensate for the loss of facilities.

The Locum Clerk advised that no date had yet been set for the works but there was to be a meeting with the Project Manager the following week.

Approval in principle to apply for A Public Works Loan Board loan was resolved at the meeting of the Council held on 19th May 2022 but the application is dependent upon costs being finalised which could take some time. Any request for compensation would require the CIC to present a case for consideration.

PR06.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 27 April 2022 are agreed as a correct record and signed by the Chairman.

Chairman's
Initials

PR07.00 MAINTENANCE UPDATES**PR07.01 General Property and Maintenance Update**

Members received the Maintenance Update report.

The Amenities Manager advised that the bus station toilets were open but that someone was locking them from the outside. He was investigating acquiring a replacement lock. He had asked the cleaning contractors to power wash the floors and was looking into its replacement with plasticised flooring.

RESOLVED: PR07.01.01 that the report be received and noted.

PR07.01.02 that a visit to view all the Council's properties be arranged, together with a visit to view all the Council's amenities.

PR07.02 Property Maintenance Schedule

It was noted that several additions needed to be included in the schedule.

RESOLVED: PR07.02.01 that the Schedule be received and noted.

PR07.02.02 that Warner's Park Pavilion; Electric meter testing and Norris Library CCTV system be added to the Schedule.

PR07.02.03 that the installation of an alarm at the Town Hall be investigated.

PR08.00 BUDGET

RESOLVED: that the budget report be received and noted.

PR09.00 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.

PR10.00 PORTABLE APPLIANCE TESTING

Consideration was given to quotations received for portable appliance testing.

RESOLVED: that the recommendations of the Amenities Officer be agreed and progressed.

PR11.00 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's
Initials

PROPERTY COMMITTEE

DATE: 26 October 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 2022/23. The report below details works undertaken since July 2022, the last report to members.

3.2 CORN EXCHANGE

All service requirements on the lifts have been completed and no further action is required at this stage, a proposal was heard at the last full council to defer the roof works until summer off 2023, the lead team will be Locum Clerk, Chair & Vice Chair of property, CEX directors, all involved will formulate a working programme and a build schedule this will then be circulated to full council on matters that need funding resolution.

General issues with the downstairs toilets have been addressed and our plumber has repaired and replaced the shut off valves to ensure no further leaks, the corn exchange did experience a leak during the Queens state funeral but both parties have agreed a plan of repair and the Corn Exchange will work closely with SITC to cover costs for repairs.

All compliance documents have been addressed and are on the internal servers for audit purposes and a full meeting was held with the Corn Exchange operations team in September to plan the next 12 months' worth of certification.

3.3 BUS STATION AND GLOBE TOILETS

The bus station toilets are still cause for concern and a formal meeting is to be held in the Town Hall with building and maintenance representatives of HDC to finally address all issues, there are many minor points of repair that need looking into as well as the ongoing issues with the floor covering and drains, this continues to be voiced by the residents of St Ives and SITC and HDC will work on its resolution immediately. No works were required at Globe Place during the last quarter.

3.4 NORRIS MUSEUM

Munters have serviced the De Humidifier and all is well on the service and schedule plan, the team in the Museum closed for a day in early October to look through old boxes of equipment and unwanted goods and had a deep cleanse, all went well and new areas of office and store room have been achieved thus making the working environment a lot better, the Director of the NM and Locum Clerk will be meeting in December to discuss the security arrangements and other interests including the bridge chapel usage.

3.5 **TOWN HALL**

Administrative officer has been tasked with all compliance documents in the Town Hall, these have now been completed and quotes will be gained for work and actions as a result of the visits.

Two new fridges have been purchased for Kitchen areas as the old ones did not keep their chill and leaked, the old ones will be disposed of correctly.

The Amenities manager will be focussing on the outside look/kerb appeal of the TH and address the front door and general staining of windows and front door steps to ensure the TH is an inviting building to visit.

Tenants are changing and we have lost a small client that leaves another suite empty, the Locum Clerk has tasked a new estate management company to find new tenants and all new lease agreements will be addressed.

3.6 **DEPOT /OLD MORTUARY**

No works took place at the Old Mortuary. The Depot generator had its annual service in October 2022, parts required were filters and Oils, given the new batteries the Generator is working as required., The Bunded Diesel tank will be partially filled in October (as a smaller amount of Diesel is required in the winter months) at 19p below pump prices, the tank is safe and secured in the GM depot and the Locum Clerk has moved a CCTV camera to ensure coverage. The Locum Clerk will now look at the H&S elements of the Depot and will report back to Property committee its findings for resolution.

3.7 **YORK HOUSE**

Leaders and the Locum Clerk agreed with the current tenants a slight increase on the monthly rent, this was accepted and the new agreement has been signed, there are no other issues to report on York House.

BURLEIGH HILL

3.8 On going reports for compliance requirements will be heard in the Property Committee for resolution this includes, Fire Assessment details and Alarms, a report for fund release will be addressed to the Property committee from the Burleigh Hill Centre as re decoration projects continue. .

TOWN CLOCKS

3.9 Free Church and Parish Clocks are now within schedule and will need the next service in September 2023

Proposal

4 The maintenance report of work undertaken be noted.

4.1

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** – Matthew Price – Amenities Manager

Inspection Schedule

PR

Service Certification	Freq.	Town Hall	Norris Museum	Corn Exchange	Warners Pavillion	Burleigh Hill	GM Depot	Old Mortuary	York House	Town Centre
Electrical	3 Yrs	Sep-22	Sep-22	Aug-22	Quoting	Dec-22	Sep-22	N/A	Leaders	N/A
EICR	5 Yrs	Aug-22	Aug-22	Sep-22	N/A	Dec-22	Sep-22	N/A	Leaders	N/A
PAT Test	2 Yrs	Aug-22	Jul-22	CEX	N/A	BHC	Aug-22	N/A	N/A	N/A
Gas	1 Yr	Oct-22	Oct-22	Oct-22	N/A	BHC	N/A	N/A	Leaders	N/A
Bolier	1 Yr	Oct-22	Oct-22	Oct-22	N/A	BHC	N/A	N/A	Leaders	N/A
Fire Assesment	3 Yrs	Dec-22	Dec-22	CEX	Dec-22	Aug-22	Quoting	N/A	Leaders	N/A
Fire Extinguishers	1 Yr	Jul-22	Jul-22	CEX	Mar-19	Aug-22	Quoting	N/A	Leaders	N/A
Fire Alarm system	1 Yr	Jul-22	Jul-22	CEX	N/A	Quoting	N/A	N/A	N/A	N/A
Asbestos	1 Yr	Oct-22	All removed	Apr-20	Oct-22	Quoting	N/A	N/A	N/A	N/A
H&S Report										
Condition Survey	5 Yrs	May-18	May-18	May-18	May-18	May-18	Req'd 2023	May-18	May-18	N/A
Lift Serice	6 Months	Jul-22	N/A	Jul-22	N/A	N/A	N/A	N/A	N/A	N/A
LOLER Inspection	1 Yr	Jul-22	N/A	Jul-22	N/A	N/A	N/A	N/A	N/A	N/A
Clock Service	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Sep-22
De Humidifier	1 Yr	N/A	Sep-22	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Car Park Barrier	1 Yr	Jun-22	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
De Fibs Service	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Jun-22
Lights	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Sep-22
Toilets Fire Alarm	Monthly	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Mar-22
Generator	1 Yr	N/A	N/A	N/A	N/A	N/A	Oct-22	N/A	N/A	N/A
Roller Shutter	1 Yr	N/A	N/A	N/A	N/A	N/A	Jul-22	N/A	N/A	N/A

In Progress
Completed
Out of date
Tenant

**St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 6)**

14:19

		<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	31,600	40,851	35,000	41,020	0	0	0	0	0
4202	Tentants' Rechargeable Exps	7,500	2,129	3,000	-563	0	0	0	0	0
4203	Hire of Council Chamber	0	10	0	0	0	0	0	0	0
	Total Income	39,100	42,989	38,000	40,458	0	0	0	0	0
5019	Repairs & Renewals	10,000	12,695	10,000	-4,755	0	0	0	0	0
5021	Health & Safety	0	0	0	61	0	0	0	0	0
5033	Business Rates	8,000	7,722	8,320	6,487	0	0	0	0	0
6934	Water Rates	400	406	400	162	0	0	0	0	0
7032	Heating & Lighting	4,500	5,839	4,500	3,370	0	0	0	0	0
7035	Cleaning	9,500	8,766	9,500	3,790	0	0	0	0	0
7037	Maintenance - Contracts	2,000	1,062	2,000	836	0	0	0	0	0
7043	Eco Action	10,000	35,000	0	0	0	0	0	0	0
7044	Trade Refuse	2,000	1,574	2,000	952	0	0	0	0	0
7057	Property Survey	6,000	3,250	3,750	2,859	0	0	0	0	0
9246	TH Refurbishments (EMR)	10,000	0	10,000	0	0	0	0	0	0
	Overhead Expenditure	62,400	76,315	50,470	13,762	0	0	0	0	0
	Movement to/(from) Gen Reserve	(23,300)	(33,326)	(12,470)	26,696	0		0		
<u>410</u>	<u>Corn Exchange</u>									
7232	Maintenance Contracts	0	0	0	164	0	0	0	0	0
7237	CIC Grant	10,000	12,906	10,000	3,411	0	0	0	0	0

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 6)

14:19

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9336	Corn Exchange Refurb. (EMR)	5,000	9,968	5,000	0	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	5,000	31,550	5,000	3,935	0	0	0	0	0
	Overhead Expenditure	20,000	54,424	20,000	7,510	0	0	0	0	0
6000	plus Transfer from EMR	0	31,518	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(20,000)	(22,906)	(20,000)	(7,510)	0		0		
430	<u>Warners Park Pavilion</u>									
5019	Repairs & Renewals	22,041	0	0	0	0	0	0	0	0
7046	Warners Pavillon Restoration	2,530	0	2,530	0	0	0	0	0	0
	Overhead Expenditure	24,571	0	2,530	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(24,571)	0	(2,530)	0	0		0		
440	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	700	700	700	700	0	0	0	0	0
	Total Income	700	700	700	700	0	0	0	0	0
5033	Business Rates	0	0	0	1,235	0	0	0	0	0
	Overhead Expenditure	0	0	0	1,235	0	0	0	0	0
	Movement to/(from) Gen Reserve	700	700	700	(535)	0		0		
450	<u>Community Centre</u>									
5019	Repairs & Renewals	1,000	0	1,000	0	0	0	0	0	0
	Overhead Expenditure	1,000	0	1,000	0	0	0	0	0	0

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 6)

14:19

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
Property - Income	39,800	43,689	38,700	41,158	0	0	0	0	0
Expenditure	107,971	130,739	74,000	22,506	0	0	0	0	0
Net Income over Expenditure	<u>-68,171</u>	<u>-87,050</u>	<u>-35,300</u>	<u>18,651</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	31,518	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(68,171)</u>	<u>(55,531)</u>	<u>(35,300)</u>	<u>18,651</u>	<u>0</u>		<u>0</u>		

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BURLEIGH HILL FLOOR

As you will be aware the trustees of the Burleigh Hill Centre have been working on, and continue to work on refurbishing the internal areas of the centre, to make it more accessible and user friendly.

Since September 2021, significant investment has been made on decoration, sealing of Asbestos floors and anti slip flooring being laid, considerable expense on furniture and the refurbishment of the main hall parquet floor at a cost of £4500.

All work carried out has been paid for from the centre's accounts.

There is currently £2000 available to the centre (£1000 from 21-22 and £1000 from 22-23) with the 21-22 agreed by Karen to be carried over.

We are asking that this money is made available to the centre to contribute to the cost of the floor.

Councillor Michael Burke