



ST IVES TOWN COUNCIL

Town Clerk - Matthew Price

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TWINNED WITH STADTALLENDORF

Issued: 19 January 2023

Councillors J Tiddy, C Smith, R Chapman, M Mallol Wright, M King, M Burke,

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 25 January 2023 at 6.45 pm.**

Town Clerk– Matthew Price

AGENDA

- PR35.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- PR36.00 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.
- PR37.00 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.
- PR38.00 MINUTES**
To confirm as a correct record the Minutes of the Meeting of the Property Committee held 30 November 2022 (copy herewith).
- PR39.00 MAINTENANCE UPDATES**
- PR39.01 General Property and Maintenance Update**
To receive an update report (copy herewith).
- PR39.02 Property Maintenance Schedules**
To receive Maintenance Schedule (copy herewith).

PR40.00 BUDGET

To receive Budget Report for committee (copy herewith)

PR41.00 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.

PR42.00 EICR REMEDIAL WORKS

To receive quotations for the remedial works following the EICR reports (copy herewith).

PR43.00 ELECTRICAL WORKS - WARNER'S PARK

To receive quotations for the electrical works at Warner's Park (copy herewith).

DAMP REPORT - TOWN HALL

PR44.00 To receive quotations for the remedial works (copy herewith).

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

PR45.00 To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**Minutes of the Meeting of an Extraordinary Property Committee
held in the Town Hall on Wednesday 30 November 2022**

Present:

Chairman: Councillor C Smith
Vice Chairman: Councillor M Setchell

Councillors: J Tiddy, M King, M Mallol Wright, M Burke

In attendance:

Locum Clerk: M Price
Admin Officer: E Egginton
Democratic Officer: S Rawlinson

PR24.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillors R Chapman and B Luter (Personal).

PR25.00 DECLARATIONS OF INTEREST

Councillor M Burke – Agenda Item PR27.02 - non pecuniary interest as a Trustee of the Burleigh Hill Centre.

Councillor C Smith – Agenda Item PR27.02 - non pecuniary interest as a member of the Burleigh Hill Centre committee.

Councillor M Mallol Wright – Agenda Item PR30.00 – pecuniary interest as an employee of the Corn Exchange [*the Councillor remained in the meeting but did not participate in discussion on this item*]

PR26.00 PUBLIC PARTICIPATION

No members of the public were in attendance.

PR27.00 UPDATE REPORTS

PR27.01 Warner’s Park Pavilion

The Administration Officer reported that quotations had been received for electrical works and security improvements to the site. Also for improvements to the windows and roof. No asbestos was present in the building.

Loss adjusters had visited and information was awaited from them. Fields in Trust had been informed of the proposed refurbishment and had granted consent to it.

Future funding schemes were being looked into as well as provision of CCTV coverage, feedback from HDC was awaited.

The Police were aware of damage and the current spate of anti-social behaviour in the park.

The Locum Clerk confirmed that a review date should be forthcoming from the Loss Adjuster during the coming week.

PR27.02**Burleigh Hill Community Centre**

The Admin Officer reported that a fire alarm system had now been installed and the building was now fully compliant with regulations.

An asbestos survey had been carried out and, although some was found to be present, it was stable and of no immediate risk. Visitors and contractors would be informed prior to visiting the site. An air quality test was carried out also with the result that levels were found to be appropriate for the building.

Quotations for a fire risk assessment was awaited.

RESOLVED: **PR27.02.01** that the information is received and noted.

PR27.02.02 that the transfer of funds from the previous year's budget be placed on the next agenda for discussion.

PR28.00**HEALTH AND SAFETY****PR28.01****Audit**

The Chairman reported that a mini-audit recently conducted on the GM Depot had identified several areas where improvements needed to be made. It was considered that the best way forward would be to engage a building management company to oversee safety issues on the Depot and other Council-owned properties.

RESOLVED: that quotations be sought from suitable companies.

PR28.02**Legionella Testing**

Members agreed that testing needed to be conducted at all Council owned Properties.

RESOLVED: that legionella testing come under the remit of the building management company and should form part of the tender issued.

PR28.03**Electrical Testing**

Consideration was given to seeking quotations for remedial works following electrical testing.

The priority for works should be firstly to the Corn Exchange, followed by the Town Hall and the GM Depot.

RESOLVED: **PR28.03.01** that two separate quotations be sought – one for issues identified classed as C1 or C2 on the schedule and one for the other less pressing works.

PR28.03.02 that the power to Warner's Park Pavilion be disconnected.

PR29.00**ESTIMATES OF EXPENDITURE**

Consideration was given to the level of future expenditure.

The following was agreed and would form part of a recommendation to Council when budgets were finalised:

- **Warner's Pavilion** – figure from insurers still awaited – recommended budget £20k.
- **Burleigh Hill Centre** – replacement of fire doors throughout, new windows - £40k.
- **Corn Exchange** – secondary glazing, electrics - £30k.
- **Norris Museum** – replacement of dehumidifier, damp-proofing, roof space leaks - £10K subject to condition of roof.
- **York House** – repainting £1k.
- **GM Depot** – investigate fitting of solar panels, urgent works required to generator - £20k.
- **Town Hall** – replacement boiler, improvements to access and security - £100k.
- **Mortuary** – general maintenance - £1k.

RESOLVED: that authority is delegated to the Chairman, Vice Chairman and the Locum Clerk to commission urgent improvements to the GM Depot generator.

PR30.00**CARBON NEUTRAL PROPOSALS**

Members considered that becoming carbon neutral by 2030 was not achievable. It was unlikely that the Town Hall, as a listed building, would achieve that status.

RESOLVED: **PR30.01** that attempts be made to reduce carbon by 50% by 2030 with the aim of achieving carbon neutrality by 2040.

PR30.02 investigate what surrounding towns and parishes were doing to achieve carbon neutrality

PR30.03 commission an updated Eco Audit, in conjunction with the Amenities Committee, and make recommendations to a future Council meeting in this regard.

PR31.00**REMEDIAL WORK ON BOILERS – CORN EXCHANGE**

Work was needed on both boilers in the Corn Exchange.

RESOLVED: that repair works to the boilers be commissioned.

PR32.00**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.

PR33.00**WARNER'S PARK PAVILION – ELECTRICAL WORKS**

Members were in receipt of quotations for electrical works and the installation of emergency lighting at the Pavilion.

The external electric meter needed to be moved inside the building once the lean-to had been demolished. The electricity board needed to disconnect the supply before work could commence.

- RESOLVED:**
- PR33.01** that the information is received and noted.
 - PR33.02** that cost estimates be obtained for the disconnection and re-siting of the electric meter
 - PR33.03** that quotations for reconnection be obtained from the suppliers who provided quotations for the electrical work
 - PR33.04** that a decision be deferred until quotations were received.

PR34.00 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: 25 January 2023

Chairman's
Initials

PROPERTY COMMITTEE

DATE: 25 January 2023

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 report below details works undertaken since December 2022, the last report to members.

3.2 CORN EXCHANGE

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, there have been no further reports of leaks or persistent issues with the facilities.

As per schedule the Roof working party will now start to meet monthly as we gear up to the roof project, further updates will be given and as a result the Property committee will meet monthly.

Miramar have completed all outstanding work on the boiler and the management team at the CEX are happy with the outcome and the boiler is now compliant

3.3 BUS STATION AND GLOBE TOILETS

The bus station toilets are still cause for concern and Cllrs are ensuring that HDC are in continual feedback with SITC as to the issues, the main one that is staling the sign off is still the floor tiles, they are from Porcelanosa in Spain which is delaying communication, a completion and sign off of the lease will be expected in Q2 of 2023.

Globe place toilets require some remedial electrical lighting work, a report on the action will be addressed in amenities.

3.4 NORRIS MUSEUM

Munters have serviced the De Humidifier and all is well on the service and schedule plan, , the Director of the NM and Clerk will be meeting in in January to discuss additional heating and damp improvements that the museum may need in the future to ensure the building is safe and secure, these meetings will take place monthly and this will also ensure any issues or ideas can be brought to the relevant meetings in time.

3.5 **TOWN HALL**

The Town Hall continues to cause issues due to its age and state of past repairs, the Clerk is ensuring that all compliance detail is addressed as priority and will then focus on repairs to general areas.

The TH staff office area has seen a re work due to the new members of staff and the office has been de cluttered and all staff will ensure the working areas are tidy.

The Security will be addressed in February as many people have come and gone and will still have the codes for both doors, this need renewing and comms to everyone will be sent when this happens.

There is a report in the main body of the meeting to address the damp issues in the front and side elevation of the downstairs office, this issue will need to be addressed by members, again to future proof the building.

3.6 **DEPOT /OLD MORTUARY**

No works took place at the Old Mortuary. The Depot roller door had its annual service in December 2022, parts required were Oils and runners, The Bunded Diesel tank continues to be a great asset to the team and purchasing diesel at 15-17p per litre below pump prices will be a great saving over the coming year.

The Depot will be requiring a full H&S audit, the town clerk will head this project up as disruption to services may happen but they will be limited and worked closely with the GM schedule.

3.7 **YORK HOUSE**

Leaders will be meeting with the Clerk in Feb 2023 to ensure they are working hard as they can on the property, it has been reported that the upstairs window has still not been replaced, this will be actioned by the Clerk now

3.8 **BURLEIGH HILL**

The Main Fire and general safety work on the Hall have now been completed and the last detail was the inclusion of the Carbon Monoxide meter,

All documents are now on the TH computer system and the Clerk and Chair of the BH communicate regularly on matters arising.

The property committee will need to look at windows and doors in Q2 as these are requiring replacement, a report will follow.

3.9 **TOWN CLOCKS**

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

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 – Matthew Price – Town Clerk

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	Dec-22	N/A	N/A	N/A	N/A
Asbestos	1 Yr	Oct-22	All removed	Apr-20	Oct-22	Dec-22	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

Annual Budget - By Committee (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projects</u>	<u>Committ</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
<u>Property</u>										
400	<u>Town Hall</u>									
4201	Tenants' Rent	31,600	40,851	35,000	41,020	0	0	35,000	0	0
4202	Tenants' Rechargeable Exps	7,500	2,129	3,000	-563	0	0	3,000	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	38,000	0	0
5019	Repairs & Renewals	10,000	12,695	10,000	-9,198	0	0	24,755	0	10,000
5021	Health & Safety	0	0	0	108	60	0	1,000	0	0
5033	Business Rates	8,000	7,722	8,320	6,487	6,487	0	8,320	0	0
6934	Water Rates	400	406	400	212	400	0	400	0	0
7032	Heating & Lighting	4,500	5,839	4,500	4,352	6,000	0	6,000	0	0
7035	Cleaning	9,500	8,766	9,500	5,990	9,000	0	9,000	0	0
7037	Maintenance - Contracts	2,000	1,062	2,000	1,056	2,000	0	2,000	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	1,559	2,000	0	2,000	0	0
7057	Property Survey	6,000	3,250	3,750	3,569	3,750	0	3,500	0	0
9246	TH Refurbishments (EMR)	10,000	0	10,000	0	0	0	5,000	0	0
	Overhead Expenditure	62,400	76,315	50,470	14,133	29,697	0	61,975	0	10,000
	Movement to/(from) Gen Reserve	(23,300)	(33,326)	(12,470)	26,324	(29,697)		(23,975)		
410	<u>Corn Exchange</u>									
7237	CIC Grant	10,000	12,906	10,000	4,272	10,000	0	10,000	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	9,968	5,000	0	0	0	5,000	0	0
9337	Corn Exchange Roof (EMR)	5,000	31,550	5,000	6,073	0	0	5,000	0	0

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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	Projecte	Committ	Agreed	EMR	Carried
	Overhead Expenditure	20,000	54,424	20,000	10,344	10,000	0	20,000	0	0
6000	plus Transfer from EMR	0	31,518	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(20,000)</u>	<u>(22,906)</u>	<u>(20,000)</u>	<u>(10,344)</u>	<u>(10,000)</u>		<u>(20,000)</u>		
430	<u>Warners Park Pavilion</u>									
5019	Repairs & Renewals	22,041	0	0	0	0	0	1,000	0	0
7046	Warners Pavillon Restoration	2,530	0	2,530	300	300	0	5,000	0	0
	Overhead Expenditure	24,571	0	2,530	300	300	0	6,000	0	0
	Movement to/(from) Gen Reserve	<u>(24,571)</u>	<u>0</u>	<u>(2,530)</u>	<u>(300)</u>	<u>(300)</u>		<u>(6,000)</u>		
440	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	700	700	700	700	700	0	700	0	0
	Total Income	700	700	700	700	700	0	700	0	0
5033	Business Rates	0	0	0	1,235	1,235	0	1,235	0	0
	Overhead Expenditure	0	0	0	1,235	1,235	0	1,235	0	0
	Movement to/(from) Gen Reserve	<u>700</u>	<u>700</u>	<u>700</u>	<u>(535)</u>	<u>(535)</u>		<u>(535)</u>		
450	<u>Community Centre</u>									
5019	Repairs & Renewals	1,000	0	1,000	335	1,000	0	2,000	0	0
	Overhead Expenditure	1,000	0	1,000	335	1,000	0	2,000	0	0
	Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>(335)</u>	<u>(1,000)</u>		<u>(2,000)</u>		

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Annual Budget - By Committee (Actual YTD Month 10)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projecte</u>	<u>Committ</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
Property - Income	39,800	43,689	38,700	41,158	700	0	38,700	0	0
Expenditure	107,971	130,739	74,000	26,347	42,232	0	91,210	0	10,000
Net Income over Expenditure	<u>-68,171</u>	<u>-87,050</u>	<u>-35,300</u>	<u>14,810</u>	<u>-41,532</u>	<u>0</u>	<u>-52,510</u>	<u>0</u>	<u>-10,000</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>14,810</u>	<u>(41,532)</u>		<u>(52,510)</u>		
Total Budget Income	39,800	43,689	38,700	41,158	700	0	38,700	0	0
Expenditure	107,971	130,739	74,000	26,347	42,232	0	91,210	0	10,000
Net Income over Expenditure	<u>-68,171</u>	<u>-87,050</u>	<u>-35,300</u>	<u>14,810</u>	<u>-41,532</u>	<u>0</u>	<u>-52,510</u>	<u>0</u>	<u>-10,000</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>14,810</u>	<u>(41,532)</u>		<u>(52,510)</u>		