



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

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TWINNED WITH STADTALLENDORF

Issued: 20 April 2023

Councillors J Tiddy, C Smith, M Gleadow, 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 **THURSDAY 27 April 2023 at 7.45 pm.**

Matthew Price
TOWN CLERK

AGENDA

- PR56.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- PR57.00 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.
- PR58.00 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.
- PR59.00 MINUTES**
To approve the Minutes of the Meeting of the Property Committee held on 22 February 2023 (copy herewith).



PR60.00 MAINTENANCE UPDATES

PR60.01 General Property and Maintenance Update
To receive an update report (copy herewith).

PR60.02 Property Maintenance Schedules
To receive Maintenance Schedule (copy herewith).

PR61.00 BUDGET
To receive Budget Report for the Committee (copy herewith).

PR62.00 SAFETY ISSUES
To receive updates on remedial electrical works and Grounds Maintenance Depot.

PR63.00 CORN EXCHANGE ROOF
To receive a verbal report from the Town Clerk.

PR64.00 TOWN HALL FLOOR
To receive a verbal report from the Town Clerk.

PR65.00 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.

PR66.00 YORK HOUSE: REMEDIAL WORKS
To consider a verbal report from the Town Clerk.

PR67.00 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 the 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 22 February 2023**

Present:

Chairman: Councillor C Smith

Councillors: J Tiddy, M Gleadow, M Mallol Wright

In attendance:

Town Clerk: M Price

Democratic Officer: S Rawlinson

PR46.00 APOLOGIES FOR ABSENCE

An apology was received from Councillors M King and P Pope (Personal) and Councillor M Burke (HDC commitment).

PR47.00 DECLARATIONS OF INTEREST

None.

PR48.00 PUBLIC PARTICIPATION

Agenda Item PR53.00 – The Chairman of ACE Friends of the Corn Exchange and the organizer of Screen St Ives/member of St Ives Eco Action group addressed the Committee.

They wished to see solar panels fitted to the Corn Exchange during the construction of the new roof which, they believed, would be more cost effective.

The Eco Action Group were 100 percent in support of fitting solar panels which would reduce the use of fossil fuels, greatly reduce the energy costs of the Corn Exchange and possibly contribute surplus energy back to the national grid. Panels could be fitted sensitively on listed buildings and the agreement to their installation on Kings College was encouraging.

Agenda Item PR53.00 – Several representatives of the Corn Exchange Community Interest Company also addressed the Committee.

The Corn Exchange's utility bills had shown a 97 percent increase since September, primarily for electricity. It had been necessary to seek additional hirings in order that the increase could be met while still retaining subsidized rates for community groups.

The CIC board would be happy to delay the roof replacement if the installation of solar panels could be part of the refurbishment. The Board would offer its support and work with the Council to put forward a planning application.

The Chairman thanked all those addressing the meeting for their comments.

PR49.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 25 January 2023 are agreed as a correct record and signed by the Chairman.

Chairman's
Initials

PR50.00 MAINTENANCE UPDATES**PR50.01 General Property and Maintenance Update**

The Town Clerk provided Members with a verbal update.

There was no change so far on Globe Place toilets. The ongoing problem with the Bus Station toilets was being progressed.

RESOLVED: that the report be received and noted.

PR50.02 Property Maintenance Schedule

The Town Clerk reported that all matters were up to date apart from the health and safety audit which would take place on 31 March.

RESOLVED: that the report be received and noted.

PR51.00 BUDGET

RESOLVED: that the budget report be received and noted.

PR52.00 DAMP PROOFING – TOWN HALL

The Town Clerk reported that quotations were still being received for the works. Out of five invitations to quote only one response had been received. He would continue to progress the matter. Dampbusters were scheduled to begin work in the last week of March.

RESOLVED: that the information is received and noted.

PR53.00 CORN EXCHANGE – SOLAR PANELS

Members were keen to progress the installation of solar panels on the roof and would be happy to work with the CIC, Ace, Eco Action, Civic Society and any other concerned groups on this.

The Town Clerk had received an update from Stockton Bradley which would go to Council. He would request a report from Councillor Kerr who had held initial discussions with HDC Conservation Officers.

RESOLVED: that a Recommendation be made to Council that consideration be given to the installation of solar panels on the Corn Exchange roof.

PR54.00 WARNER'S PARK PAVILION

The Town Clerk informed Members that the steel cage to the rear of the building had now been completed in order that the lean-to could be removed. It was expected that this would be carried out during the following week together with the installation of emergency lighting.

RESOLVED: that the information is received and noted.

PR55.00 SAFETY ISSUES

The urgent electrical works to the Corn Exchange had been started during the previous week and were continuing. A date would be set to commence works to the other buildings. He would report back on progress to the next meeting.

Chairman's
Initials

The grounds maintenance depot generator was currently safe with fumes dissipating outside the building. A Health & Safety audit was to be conducted at the end of March and the advice had been not to make any changes until the report and advice on how to proceed had been received.

RESOLVED: that the information is received and noted.

Chairman:

Dated: 27 April 2023

Chairman's
Initials

PROPERTY COMMITTEE

DATE: 27 April 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 March 2023, the last report to members.

3.2 CORN EXCHANGE

A meeting was held with the Corn Exchange and the adjacent tenants. The location of the scaffolding was covered and more details to follow also confirmation of access and internal covers was confirmed.

Preconstruction meeting to be held before the project start date

The project is currently running to schedule with work planned to start around the 24th of June.

3.3 BUS STATION AND GLOBE TOILETS

The bus station toilets are closed due to ongoing issue with the drains. A meeting was held with HDC around the drains and confirmation was received that work will start on the 24th of April on the drains to correct the internal flow of the drains. On the day that the drains have been repaired HDC will have the drain contractor onsite to check on the condition of the drains and to make sure the flow is correct.

Further meetings are required around the flooring to the toilets.

Globe Place – No issues to report.

3.4 NORRIS MUSEUM

No major works have been completed in the last month. Town Clark will have meetings with the Norris Museum directors to build in a future proofing project for the Mayoral year.

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 health and Safety audit highlighted issue around fire doors, Lights and fire evacuation process. Currently the upstairs is still out of bounds following the loss adjusters report and a full report is to follow.

3.6 **DEPOT /OLD MORTUARY**
Old Mortuary Nothing to report.

The Depot will be having a full H&S audit, the Facilities Manager will head this project up as disruption to services may happen, but they will be limited and worked closely with the GM schedule ongoing and reports to follow

3.7 **YORK HOUSE**
New tenants have been secured for the 31st of May with a small increase in rent. Leaders working closely with SITC office staff to manage the property. Small works will be required before the new tenant take occupation.

3.8 **BURLEIGH HILL**
CIL have released funds to replace the fire doors and windows due to the failure of the fire report. Work to commence Q3.

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 – Trevor White – Facilities Manager

Inspection Schedule

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	Mar-23	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	Jan-23	Jan-23	CEX	Jan-23	Aug-22	Jan-23	N/A	Leaders	N/A
Fire Extinguishers	1 Yr	Jul-22	Jul-22	CEX	N/A	Aug-22	Jan-23	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

H&S Report completed and action points being carried
 Corn Exchange to be carried out after roof work

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	31,600	40,851	35,000	38,712	0	0	35,000	0	0
4202	Tentants' Rechargeable Exps	7,500	2,129	3,000	-1,264	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	37,448	0	0	38,000	0	0
5019	Repairs & Renewals	10,000	12,695	10,000	-6,825	0	0	24,755	0	10,000
5021	Health & Safety	0	0	0	336	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	333	400	0	400	0	0
7032	Heating & Lighting	4,500	5,839	4,500	6,930	6,000	0	6,000	0	0
7035	Cleaning	9,500	8,766	9,500	7,400	9,000	0	9,000	0	0
7037	Maintenance - Contracts	2,000	1,062	2,000	1,543	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	1,822	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	21,594	29,697	0	61,975	0	10,000
	Movement to/(from) Gen Reserve	(23,300)	(33,326)	(12,470)	15,854	(29,697)		(23,975)		
410	Corn Exchange									
7237	CIC Grant	10,000	12,906	10,000	6,909	10,000	0	10,000	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	9,968	5,000	2,900	0	0	5,000	0	0

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

14:42

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
9337	Corn Exchange Roof (EMR)	5,000	31,550	5,000	6,073	0	0	5,000	0	0
	Overhead Expenditure	20,000	54,424	20,000	15,882	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>(15,882)</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	2,230	690	0	5,000	0	0
	Overhead Expenditure	24,571	0	2,530	2,230	690	0	6,000	0	0
	Movement to/(from) Gen Reserve	<u>(24,571)</u>	<u>0</u>	<u>(2,530)</u>	<u>(2,230)</u>	<u>(690)</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	3,425	3,425	0	2,000	0	0
	Overhead Expenditure	1,000	0	1,000	3,425	3,425	0	2,000	0	0
	Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>(3,425)</u>	<u>(3,425)</u>		<u>(2,000)</u>		

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

14:42

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Property - Income	39,800	43,689	38,700	38,148	700	0	38,700	0	0
Expenditure	107,971	130,739	74,000	44,366	45,047	0	91,210	0	10,000
Net Income over Expenditure	<u>-68,171</u>	<u>-87,050</u>	<u>-35,300</u>	<u>-6,217</u>	<u>-44,347</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>(6,217)</u>	<u>(44,347)</u>		<u>(52,510)</u>		