



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

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TWINNED WITH STADTALLENDORF

Issued: 17 May 2023

Town Mayor and Members of the Property Committee (Cllrs C Smith, J Tiddy, M Gleadow, M Mallol Wright, M King, M Burke, P Hussain, A Riddell):

You are hereby summoned to attend a Meeting of the **Property Committee** of St Ives Town Council to be held in the **Town Hall** on **Wednesday 24 May 2023 at 8.45 pm.**

Matthew Price
TOWN CLERK

AGENDA

The Town Mayor will open the meeting.

PR01.00 APPOINTMENT OF CHAIRMAN

To appoint a Chairman for the municipal year 2023/24.

PR02.00 APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice Chairman for the municipal year 2023/24.

PR03.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

PR04.00 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.

PR05.00 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. Comments will be summarised in the minutes.

PR06.00 MINUTES

To confirm as a correct record the Minutes of the Property Committee held on 27 April 2023 (copy herewith).

PR07.00 MAINTENANCE UPDATES

PR07.01 General Property and Maintenance Update

To receive an update report (copy herewith).

PR07.02 Property Maintenance Schedules

To receive Maintenance Schedule (copy herewith).

PR08.00 BUDGET

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

PR09.00 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.

PR10.00 REMEDIAL REPAIRS TO THE TOWN HALL

To receive a verbal report from the Town Clerk regarding remedial repairs to the Town Hall.

PR11.00 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 readmitted to the meeting.

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Thursday 27 April 2023**

Present:

Chairman: Councillor C Smith

Councillors: J Tiddy, M Gleadow, M Mallol Wright, M Burke, P Pope (ex officio)

In attendance:

Town Clerk: M Price

Administration Officer: A Childs

Facilities Manager: T White

PR56.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor M King (HDC commitment).

PR57.00 DECLARATIONS OF INTEREST

None.

PR58.00 PUBLIC PARTICIPATION

None.

PR59.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 22 February 2023 are agreed as a correct record and signed by the Chairman.

PR60.00 MAINTENANCE UPDATES

PR60.01 General Property and Maintenance Update

The Town Clerk and Facilities Manager provided Members with a verbal update in addition to the report.

The Bus Station toilets have experienced vandalism and a misuse of facilities (eg. flushing of improper materials). A sign for flushable items will be issued.

HDC are addressing the issue with sewage and drainage; their team will reposition the drainage system during the first week of May 2023. The flooring is currently in Stage 2 and they will come back with a solution for the bathroom floor finishing.

RESOLVED: that the report be received and noted.

PR60.02 Property Maintenance Schedule

The Chairman asked if a RCR test certificate was available in Warner's Pavilion.

A suggestion was made to add Legionella to the list.

Chairman's
Initials

RESOLVED: that the report be received and noted.

the Facilities Manager to send RCR test certificate to Members.

the Facilities Manager to add Legionella to the schedule.

PR61.00 BUDGET

A query regarding the categorisation of the one of the budget codes '5019 Repairs on Community Centre' arose, whether this was in the right place or if it needs to be moved to a general repairs/renewals line.

RESOLVED: that the budget report be received and noted.

the Finance Officer has signed off the codes for 2023/24.

PR62.00 SAFETY ISSUES

Concerns have arisen over the safety of the mezzanine constructed at the St Ives Ground Maintenance depot. The Town Clerk and Facilities Manager are in discussion over the repair measures; the Facilities Manager will report back to the committee with a proposed plan.

RESOLVED: that the information is received and noted.

the Facilities Manager will provide a report to the next meeting

PR63.00 CORN EXCHANGE ROOF

The Town Clerk reported that he met with Stockton Bradley two weeks ago on site. Scaffolding is currently being erected; the main hall will contain internal scaffolding for a twelve week period during ongoing works.

The asbestos removal will take approximately ten weeks of this period, and one of the crew will be on site to provide daily updates to the Corn Exchange team. The café will be closed but the other parts of the building will remain in operation.

Works are running on schedule for a 24th June commencement which will run until the second or third week of November 2023.

RESOLVED: that the information be received.

PR64.00 TOWN HALL FLOOR

The Town Clerk informed Members that the second floor leak has spread across and down the area. The floor above and below is significantly damaged, and the joists in the middle will be inspected to confirm if sound. The second floor is still restricted access as is the room under the second floor toilet.

In the next few weeks the loss adjusters' reports will come back to the Town Council. At that point a timescale on repairs can be made. The KICK team have been relocated to the first

floor offices, and no flags are currently being flown. Notices have been posted about the flag protocol and health and safety issues that prevent the protocol from being followed. Further updates will be made to the Committee as the situation develops.

RESOLVED: that the information is received and noted.

PR65.00 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.

PR66.00 YORK HOUSE: REMEDIAL WORKS

The site is currently being renovated and new tenants will come in once renovations are completed. The Grounds Maintenance Team is working to update the space (eg. painting walls).

RESOLVED: the information was received and noted.

the Facilities Manager to arrange a tour for committee members of various properties owned by the Town Council, including York House.

PR67.00 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: 24 May 2023

Chairman's
Initials

PROPERTY COMMITTEE

DATE: 24 May 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 several buildings in the community, The report below details works undertaken since April 2023, the last report to members.

3.2 CORN EXCHANGE

Pre-construction meeting to be held on the 19th of June.

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 currently closed due to a new set of drains being installed in the service area.

At the same time repairs to the toilet furniture will be carried out
Globe Place – No issues to report.

3.4 NORRIS MUSEUM

No major works have been completed in the last month.

Town Clerk will have meeting with the Norris Museum directors on the 18th May to discuss the year ahead.

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.

The top floor has now been inspected by the insurance company and deemed safe to access in the meantime there are some more inspections to follow, and the area is still not available for reoccupation.

On the 18th of May a Fire door inspection will be carried out throughout the building.

3.6 DEPOT /OLD MORTUARY

Old Mortuary Nothing to report.

The Depot mezzanine deck is currently being reviewed and options are being sourced.

3.7 YORK HOUSE

New tenants have been secured for the 31st of May.

Leaders working closely with SITC office staff to manage the property.

Small works being carried out before the new tenant take occupation.

3.8 **BURLEIGH HILL**

The following are being replaced in June 2023:

4 No of Doors

13 No windows

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 as of 24 May 2023

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	May-23	May-23	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	May-23	N/A	May-23	N/A	N/A	N/A	N/A	N/A	N/A
LOLER Inspection	1 Yr	May-23	N/A	May-23	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	May-23
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
Legonella	2 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

In Progress
Completed
Out of date
Tenant

H&S Report completed and action points being carried

Asbestos- Corn Exchange to be carried out after roof work - Legonella - Currently reviewing requirements

16/05/2023

**St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 2)**

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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
<u>Property</u>										
<u>400</u>	<u>Town Hall</u>									
4201	Tenants' Rent	35,000	30,606	35,000	8,928	0	0	0	0	0
4202	Tentants' Rechargeable Exps	3,000	-1,264	3,000	0	0	0	0	0	0
	Total Income	38,000	29,342	38,000	8,928	0	0	0	0	0
5019	Repairs & Renewals	10,000	-4,354	34,755	116	0	0	0	0	0
5021	Health & Safety	0	336	1,000	177	0	0	0	0	0
5033	Business Rates	8,320	6,487	8,320	7,560	0	0	0	0	0
6934	Water Rates	400	333	400	0	0	0	0	0	0
7032	Heating & Lighting	4,500	8,728	6,000	444	0	0	0	0	0
7035	Cleaning	9,500	8,098	9,000	1,592	0	0	0	0	0
7037	Maintenance - Contracts	2,000	1,543	2,000	0	0	0	0	0	0
7044	Trade Refuse	2,000	1,822	2,000	449	0	0	0	0	0
7057	Property Survey	3,750	3,569	3,500	0	0	0	0	0	0
9246	TH Refurbishments (EMR)	10,000	0	5,000	0	0	0	0	0	0
	Overhead Expenditure	50,470	26,561	71,975	10,339	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,470)	2,781	(33,975)	(1,410)	0		0		
<u>410</u>	<u>Corn Exchange</u>									
7237	CIC Grant	10,000	6,909	10,000	0	0	0	0	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	2,900	5,000	0	0	0	0	0	0
9337	Corn Exchange Roof (EMR)	5,000	6,073	5,000	3,825	0	0	0	0	0

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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	20,000	15,882	20,000	3,825	0	0	0	0	0
	Movement to/(from) Gen Reserve	(20,000)	(15,882)	(20,000)	(3,825)	0		0		
430	<u>Warners Park Pavilion</u>									
5019	Repairs & Renewals	0	0	1,000	0	0	0	0	0	0
7046	Warners Pavillon Restoration	2,530	2,230	5,000	0	0	0	0	0	0
	Overhead Expenditure	2,530	2,230	6,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,530)	(2,230)	(6,000)	0	0		0		
440	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	700	700	700	0	0	0	0	0	0
	Total Income	700	700	700	0	0	0	0	0	0
5033	Business Rates	0	1,235	1,235	0	0	0	0	0	0
	Overhead Expenditure	0	1,235	1,235	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	700	(535)	(535)	0	0		0		
450	<u>Community Centre</u>									
5019	Repairs & Renewals	1,000	3,425	2,000	45	0	0	0	0	0
	Overhead Expenditure	1,000	3,425	2,000	45	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,000)	(3,425)	(2,000)	(45)	0		0		

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St Ives Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 2)

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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
Property - Income	38,700	30,042	38,700	8,928	0	0	0	0	0
Expenditure	74,000	49,333	101,210	14,209	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>	<u>(62,510)</u>	<u>(5,280)</u>	<u>0</u>		<u>0</u>		
Total Budget Income	38,700	30,042	38,700	8,928	0	0	0	0	0
Expenditure	74,000	49,333	101,210	14,209	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>	<u>(62,510)</u>	<u>(5,280)</u>	<u>0</u>		<u>0</u>		