



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

Town Hall, Market Hill, St Ives,
Huntingdonshire PE27 5AL

Tel: 01480 388929

e-mail: clerk@stivestowncouncil.gov.uk

TWINNED WITH STADTALLENDORF

Issued: 20 September 2023

Town Mayor and Cllrs 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 27 September 2023 at 8:30 pm**.

Matthew Price
TOWN CLERK

AGENDA

The Town Mayor will open the meeting.

PR55.00 APPOINTMENT OF CHAIRMAN

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

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. Comments will be summarised in the minutes.



- PR59.00 MINUTES**
To confirm as a correct record the Minutes of the Property Committee held on 23 August 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 BURLEIGH HILL COMMUNITY CENTRE CLEANING ATTENDANCE**
To receive a report from the Facilities Manager regarding increased cleaning frequency at the Burleigh Hill Community Centre (copy herewith).
- PR63.00 BURLEIGH HILL COMMUNITY CENTRE IMPROVEMENTS**
To receive a list of suggested improvements to the Burleigh Hill Community Centre as provided by Councillor M King (copy herewith).
- PR64.00 BUILDING CONDITION REPORT**
To receive an update on the building condition reports (copy herewith).
- 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 INSTALLATION OF ALARM SYSTEM TO TOWN HALL LIFT**
To consider the recommendations and included quote from the lift report, as provided by the Facilities Manager (copy herewith).
- PR67.00 FIRE DOORS REPORT**
To receive a report on the status of the fire door repair at the Town Hall (copy herewith).
- PR68.00 BURLEIGH HILL COMMUNITY CENTRE DOOR SECURITY**
To receive a report on the security of the Burleigh Hill Community Centre (copy herewith).
- PR69.00 LEGIONELLA REPAIR REPORT**
To receive a report on the repairs required as a result of the Legionella report (copy herewith).

PR70.00 TOWN HALL CELLAR

To receive a report on the status of the cellar repairs at the Town Hall (copy herewith).

PR71.00 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 Wednesday 23 August 2023**

Present:

Chairman: C Smith
Vice Chairman: P Hussain
Councillors: J Tiddy, M Gleadow, M King

In attendance:

Democratic Officer: A Childs
Facilities Manager: T White

PR46.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Burke, Councillor P Pope (ex officio), Councillor A Riddell and the Town Clerk (all personal).

PR47.00 DECLARATIONS OF INTEREST

None.

PR48.00 PUBLIC PARTICIPATION

None.

PR49.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 26 July 2023 were agreed as a correct record and signed by the Chairman.

PR50.00 MAINTENANCE UPDATES

PR50.01 General Property and Maintenance Update

Members were in receipt of the general property and maintenance update.

Councillor M Gleadow queried the details of the floor cleaning process for the bus station toilets. The Facilities Manager stated that HDC originally planned to replace the toilet floors which has now changed to a regular cleaning schedule. The Town Clerk will contact HDC and determine the reason behind the cleaning and lack of replacement.

Councillor M Gleadow stated that some of the floor is broken and it is not solely a cleaning issue. The Facilities Manager agreed that some of the floor is not built for purpose. Councillor M Gleadow was under the impression that HDC had gathered some funds for this repair. The Facilities Manager confirmed that the district council had gathered funds for the work that has been completed, but was unable to confirm whether this was specifically for the floor repair. He mentioned that the semi-disabled flush is suffering due to members of the public pushing the lever down with their foot – which is breaking the lever. This is an example of misuse. All other flushes are electric. He stated the drainage system is operating well to date.

Councillor M Gleadow stated that he would check with his contact at HDC about funding and specifications.

The Vice Chairman queried the status of the Burleigh Hill Community Centre's floor. The Facilities Manager was unable to comment; stating that the building is being managed by the Town Clerk the Facilities Manager's role is to maintain it ensuring all compliance measures are met and cleaning services are provided.

Chairman's
Initials

RESOLVED: that the report be received and noted.

that the Town Clerk will query the lack of replacement flooring in the public toilets with HDC.

PR 50.02 Property Maintenance Schedules

Members were in receipt of the property maintenance schedule and no queries were raised.

RESOLVED: that the report be received and noted.

PR51.00 BUDGET

Members were in receipt of the budget documents and no queries were raised.

Councillor M Gleadow suggested it would be beneficial to Councillors to be provided with training on the reading of various financial reports.

RESOLVED: that the budget report be received and noted.

that the Town Clerk be informed of Councillor M Gleadow's request and potential budget training be offered to members.

PR52.00 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.

PR53.00 STRONGBOYS REPORT

Members were in receipt of a strongboys report, as provided by the Facilities Manager.

Following his verbal report at the last Property Committee meeting, a temporary set of acroprops were obtained for the cellar, while the Facilities Manager continue to gather quotes for a permanent repair.

The Facilities Manager stated these acroprops would support a maximum of six beams on a temporary three month basis. He did not yet have three quotes due to the nature of specialised repair. He asked whether the Town Clerk would agree to proceed with a permanent repair with less than three quotes obtained if the situation was hazardous. The Mayor stated that three quotes should be followed to adhere to proper procurement procedures.

Councillor M Gleadow asked if the acroprops were not in place, would the joists be unsupported; the Facilities Manager stated they were not safely engaged. The Chairman asked if three quotes had not yet been received, if the recommendations would not be able to be carried out until the subsequent meeting. The temporary repair was absolutely imperative to the safety of the office staff and tenants.

Councillor J Tiddy proposed that the temporary measure be implemented, which was seconded by Councillor M King. The vote was unanimous.

Councillor P Hussain proposed that, subject to three quotes, the permanent repair of the cellar be completed upon grounds of a Delegated Authority request, which was seconded by Councillor M King. The vote was unanimous.

Chairman's
Initials

RESOLVED: that the report be received and noted.

that the strongboys be installed in the Town Hall Cellar by Jackson Fire and Security at a cost of £450.00 and limited to three months.

that subject to three quotes, and a request for Delegation of Authority, the permanent repair of the cellar be completed as a matter of priority.

PR54.00 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.

The meeting concluded at 8:27 pm.

Chairman:

Dated: 27 September 2023

Chairman's
Initials

PROPERTY COMMITTEE

DATE: 19th September 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 August 2023, the last report to members.

3.2 CORN EXCHANGE

The Roof project is currently running to schedule.

There has been an issue around the high scaffolding hinging points but this has not affected the project dates and is still planned to be finished by the end of December.

3.3 BUS STATION AND GLOBE TOILETS

HDC have provided the details of the product to trial on the floor to see if this will clean the tiles better.

They have advised currently that there is no plan to change the floor tiles to a different product.

We also have an issue around the second from last toilet where the manual flush keeps being vandalised.

We are currently repairing this flush system every week and a half.

This toilet has now broken again, and the toilet is now closed.

We have advised HDC of this issue and asked for a solution due to the expense of the repairs to just this particular toilet.

Globe Place – Nothing to report.

3.4 NORRIS MUSEUM

No major works have been completed in the last month.

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 repairs are now underway with the first-floor office being started first.

The ceiling tiles have now been replaced and the lights are due to be installed on the 19th of September.

The second floor will start shortly after this and during this time there will be no access to this floor until the repairs are completed.

The Intruder alarm and Fire Alarm have been installed and training is due to start shortly.

There is currently a check being carried out on the network points for the CCTV and once this is completed the CCTV will be installed.

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

The pads for the new portacabin have been installed and we are waiting the delivery of the new portacabin.

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

3.7 **YORK HOUSE**
No major works have been completed in the last month.

3.8 **BURLEIGH HILL**
The access control phone has now been installed and an adjustment to a cabinet is required for the connection to be made.

The emergency light test has been completed this month and nothing to report.

The Fire Alarm and extinguisher service will be carried out shortly.

3.9 **TOWN CLOCKS**
Free Church and Parish Clocks have now been serviced and a quote is being raised for some minor works to the Free church clock

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 19th Sept 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	N/A	N/A	CEX	N/A	N/A	N/A	N/A	Leaders	N/A
EICR	5 Yrs	Aug-22	Aug-22	Sep-22	N/A	Dec-22	Sep-22	Aug-23	Leaders	N/A
PAT Test	2 Yrs	Aug-23	Aug-23	CEX	N/A	Aug-23	Aug-23	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	Sep-23	Jan-23	N/A	Leaders	N/A
Fire Extinguishers	1 Yr	May-23	May-23	CEX	N/A	Oct-22	May-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	Aug-23	All removed	Apr-20	Oct-22	Aug-23	N/A	N/A	N/A	N/A
H&S Report										
Condition Survey	5 Yrs	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	N/A
Lift Serice	6 Months	Sep-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	Aug-23
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	Jul-23	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	May-23
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	Jun-23	N/A	N/A	N/A
Roller Shutter	1 Yr	N/A	N/A	N/A	N/A	N/A	May-23	N/A	N/A	N/A
Legonella	2 Yr	Jun-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

In Progress
Completed
Out of date
Tenant

Town clerk will address condition reports in July 2023

H&S Report completed and action points being carried

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

20/09/2023

St Ives Town Council Current Year

09:32

Annual Budget - By Committee (Actual YTD Month 6)

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Property												
400	Town Hall											
4201	Tenants' Rent	35,000	30,606	0	0	35,000	0	35,000	29,891	0	0	0
4202	Tenants' Rechargeable Exps	3,000	-1,264	0	0	3,000	0	3,000	1,831	0	0	0
	Total Income	38,000	29,342	0	0	38,000	0	38,000	31,723	0	0	0
5019	Repairs & Renewals	10,000	-4,354	10,000	0	24,755	0	34,755	11,887	0	0	0
5021	Health & Safety	0	336	0	0	1,000	0	1,000	177	0	0	0
5033	Business Rates	8,320	6,487	0	0	8,320	0	8,320	7,560	0	0	0
6934	Water Rates	400	333	0	0	400	0	400	112	0	0	0
7032	Heating & Lighting	4,500	8,728	0	0	6,000	0	6,000	1,798	0	0	0
7035	Cleaning	9,500	8,098	0	0	9,000	0	9,000	4,315	0	0	0
7037	Maintenance - Contracts	2,000	1,543	0	0	2,000	0	2,000	985	0	0	0
7044	Trade Refuse	2,000	1,822	0	0	2,000	0	2,000	552	0	0	0
7057	Property Survey	3,750	3,569	0	0	3,500	0	3,500	0	0	0	0
9094	Town Celebrations (EMR)	0	0	0	0	0	0	0	122	0	0	0
9246	TH Refurbishments (EMR)	10,000	0	0	0	5,000	0	5,000	0	0	0	0
	Overhead Expenditure	50,470	26,561	10,000	0	61,975	0	71,975	27,508	0	0	0
	Movement to/(from) Gen Reserve	(12,470)	2,781			(23,975)		(33,975)	4,214	0		
410	Corn Exchange											
7237	CIC Grant	10,000	6,909	0	0	10,000	0	10,000	4,963	0	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	2,900	0	0	5,000	0	5,000	0	0	0	0
9337	Corn Exchange Roof (EMR)	5,000	6,073	0	0	5,000	0	5,000	167,581	0	0	0

Continued on next page

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

09:32

		<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	20,000	15,882	0	0	20,000	0	20,000	172,544	0	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	162,188	0	0	0
	Movement to/(from) Gen Reserve	<u>(20,000)</u>	<u>(15,882)</u>			<u>(20,000)</u>		<u>(20,000)</u>	<u>(10,356)</u>	<u>0</u>		
430	<u>Warners Park Pavilion</u>											
5019	Repairs & Renewals	0	0	0	0	1,000	0	1,000	0	0	0	0
7046	Warners Pavillon Restoration	2,530	2,230	0	0	5,000	0	5,000	0	0	0	0
	Overhead Expenditure	2,530	2,230	0	0	6,000	0	6,000	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(2,530)</u>	<u>(2,230)</u>			<u>(6,000)</u>		<u>(6,000)</u>	<u>0</u>	<u>0</u>		
440	<u>Ground Maintenance Depot</u>											
4400	Rental of Old Depot	700	700	0	0	700	0	700	700	0	0	0
	Total Income	700	700	0	0	700	0	700	700	0	0	0
5033	Business Rates	0	1,235	0	0	1,235	0	1,235	0	0	0	0
	Overhead Expenditure	0	1,235	0	0	1,235	0	1,235	0	0	0	0
	Movement to/(from) Gen Reserve	<u>700</u>	<u>(535)</u>			<u>(535)</u>		<u>(535)</u>	<u>700</u>	<u>0</u>		
450	<u>Community Centre</u>											
5019	Repairs & Renewals	1,000	3,425	0	0	2,000	0	2,000	427	0	0	0
	Overhead Expenditure	1,000	3,425	0	0	2,000	0	2,000	427	0	0	0
	Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>(3,425)</u>			<u>(2,000)</u>		<u>(2,000)</u>	<u>(427)</u>	<u>0</u>		

Continued on next page

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

09:32

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Property - Income	38,700	30,042	0	0	38,700	0	38,700	32,423	0	0	0
Expenditure	74,000	49,333	10,000	0	91,210	0	101,210	200,479	0	0	0
Net Income over Expenditure	<u>-35,300</u>	<u>-19,291</u>	<u>-10,000</u>	<u>0</u>	<u>-52,510</u>	<u>0</u>	<u>-62,510</u>	<u>-168,057</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	0	0	0	0	162,188	0	0	0
Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>			<u>(52,510)</u>		<u>(62,510)</u>	<u>(5,869)</u>	<u>0</u>		
Total Budget Income	38,700	30,042	0	0	38,700	0	38,700	32,423	0	0	0
Expenditure	74,000	49,333	10,000	0	91,210	0	101,210	200,479	0	0	0
Net Income over Expenditure	<u>-35,300</u>	<u>-19,291</u>	<u>-10,000</u>	<u>0</u>	<u>-52,510</u>	<u>0</u>	<u>-62,510</u>	<u>-168,057</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	0	0	0	0	162,188	0	0	0
Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>			<u>(52,510)</u>		<u>(62,510)</u>	<u>(5,869)</u>	<u>0</u>		

PROPERTY COMMITTEE

DATE: 19th September 2023

SUBJECT: Report on Burleigh Hill Cleaner

1 Introduction and Purpose of Report

1.1 To report on the cleaner at the Burleigh Hill.

1.2 This report is to present to Members details of the current cleaning at Burleigh Hill.

2 Recommendations

2.1 That the report is received and noted.

3 Background

3.1 The cleaner at the Burleigh Hill was cleaning on a Friday and Monday and cleaning the reception area, toilets, office, and kitchen.

Due to several observations around the main Hall the cleaner is now cleaning the main Hall and increasing the cleaning to cover an extra day.

These days are now Monday Wednesday and a Friday.

4. Financial Implications

4.1 2023/24 Cleaning budget would be used for these works

5. Policy Implications

5.1 There are no current policy implications.

6. Health and Safety Implications

6.1 There are no current no Health and Safety implications

7. Reporting Officer – Trevor White – Facilities Manager

I visited the Burleigh Hill Centre Friday evening 15th September. Here are some notes.

1. Where are the smaller tables, the long ones in the hall are not suitable for my purpose. I did not have keys for the rear storeroom or the committee room opposite the kitchen, perhaps they are in there.
2. The mens' toilet cistern is still leaking though needing repair for a very long time now. Money that could have been spent on a repair or replacement seems to have been spent on unnecessary cosmetic changes.
3. There are two new notice boards inside the entrance hall though only one is required there. However, there is a need for one on the front outside wall mainly to advertise events and a contact for the BHC. I wanted to put a poster on at least one board but the key(s) were not available so I blu-tacked one to the outside door facing outwards. There is a similar poster on the council notice board but it might only be seen by people walking around that end of the building.
4. In the kitchen, are the cooker and grill usable?
5. The nappy bin in the disabled toilet has disappeared and should be replaced.
6. The Centre should be checked regularly for mail. The envelope I found will be taken to the Town Hall.
7. Has anybody yet looked at the very heavy equipment in the loft.

Margaret King

PROPERTY COMMITTEE

DATE: 19th September 2023

SUBJECT: Report on Building Condition Report

1 Introduction and Purpose of Report

1.1 To report on the Building Condition report.

1.2 This report is to present to Members an overview of the findings from the buildings condition report.

2 Recommendations

2.1 That the report is received and noted.

3 Background

3.1 Every 5 years a building condition report is generated for all the managed Town Council buildings.

The previous supplier was engaged to carry out the 2023 report.

4 Proposal

The results of the report to be used for budgeting of the repairs to the buildings for the period of 2024/25

5. Financial Implications

5.1 2024/25 repair and renewals budget would be used for these works.

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 There are no current no Health and Safety implications

8. Reporting Officer – Trevor White – Facilities Manager

PROPERTY COMMITTEE

DATE: 27th September 2023

SUBJECT: Installation of Alarm System To the Town Hall Lift

1 Introduction and Purpose of Report

1.1 This report is to agree that the Installation of the Lift Alarm carried out by Genesis.

2 Recommendations

2.1 That the report is received and noted.

2.2 That the Lift Alarm are installed in the Town Hall Lift by Genises.

Background

3

3.1 In August 2023 an inspection was carried out on lift at the Town Hall due to the Alarm system not working.

4. Costs

4.1 The installation of a monitored Alarm. The cost for this will be [REDACTED]

5. Proposal

5.1 That a monitored Alarm system is installed within the lift at the Town Hall.

5. Financial Implications

5.1 The 2023/24 budget from repairs and renewals for Town Hall will be used.

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 Any immediate H&S implications will be mitigated by undertaking these works. Contractor risk assessments, method statements and evidence of sufficient insurance were obtained in advance of the works taking place. The contractor must confirm they can meet the requirements of Health and Safety policy in place that complies with legislative requirements for installation, electrical and delivery.

8. Reporting Officer – Trevor White – Facilities manager

[Redacted]

17th August 2023.

Town Hall.
St Ives,
Cambridgeshire.

For the attention of Trevor White.

Dear Trevor,

Re: New Auto-Dialler/SIM/GSM – Quotation No: QR14942.

Further to our service visit and your request, please find our quotation as detailed.

- To attend site with an engineer.
- To dismantle the equipment as required.
- To supply and install:
 - 1 x surface mounted auto-dialler unit with built in alarm button.
 - 1 x battery backed 4G VoLTE unit to replace the existing telephone line.
- To wire and connect as required.
- To supply and install 1 x 4GSIM2 two-year contract SIM card.

Our cost to carry out the above work as detailed is: [Redacted]

We will await your instruction on this matter.

Kind Regards,

[Redacted signature block]

[Redacted]

17th August 2023.

Town Hall.
St Ives,
Cambridgeshire.

For the attention of Trevor White.

Dear Trevor,

Re: New Alarm Sounder and Reposition – Quotation No: QR14943.

Further to our visit and your request, please find our quotation as detailed.

- To attend site with an engineer.
- To supply and install a new alarm sounder remotely from the lift control cabinet.
- To supply new flexible cable and wall mount fixings.
- To wire and connect to the alarm system.
- To test on completion.

Our cost to carry out the above work as detailed is: [Redacted]

Please Note:
Our quotation is based on using the existing power supply within the lift equipment.

Kind Regards,

[Redacted signature block]

PROPERTY COMMITTEE

DATE: 19th September 2023

SUBJECT: Town Hall Fire Door Report

1 Introduction and Purpose of Report

- 1.1 To use the provide details for quotes.
- 1.2 This report is to present to Members details of the requirements for the repairs to the Town Hall fire Doors.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That 2no other suppliers are sourced to quote against the current report.

3 Back round

- 3.1 Currently a supplier has quoted for the repairs to the Fire Doors at the Town Hall.

Due to the nature of the repair's suppliers are advising that they charge for a survey.

2no suppliers are quoting [REDACTED] each due to the number of doors.

4 Proposal

- 4.1 The report from the first survey is used for quotes to be raised which will remove the costs for the surveys.

5. Financial Implications

- 5.1 2023/24 Repairs and Renewals budget would be used for these works

6. Policy Implications

- 6.1 There are no current policy implications.

7. Health and Safety Implications

- 7.1 An updated risk assessment will be carried out once the work has been completed.

8. Reporting Officer – Trevor White – Facilities Manager

PROPERTY COMMITTEE

DATE: 19th September 2023

SUBJECT: Report on Door Security for Burleigh Hill.

1 Introduction and Purpose of Report

1.1 To report on the Door Security at the Burleigh Hill.

1.2 This report is to present to Members details of the current Door Security at Burleigh Hill.

2 Recommendations

2.1 That the report is received and noted.

3



[Redacted]

[Redacted]

[Redacted]



[Redacted]



Financial Implications

4.1 Budget details to be confirmed once Quotes have been received and presented.

5. Policy Implications

5.1 There are no current policy implications.

6. Health and Safety Implications

6.1 There are no current no Health and Safety implications

7. Reporting Officer – Trevor White – Facilities Manager

PROPERTY COMMITTEE

DATE: 19th September 2023

SUBJECT: Repairs in Town Hall due to Legionella Report

1 Introduction and Purpose of Report

1.1 To carry out repairs to the water supply at the Town Hall

1.2 This report is to present to Members details of the requirements and results of the Legionella Report.

2 Recommendations

2.1 That the report is received and noted.

2.2 That DSS be appointed to carry out the required repairs at a cost of [REDACTED]

3 Background

3.1 A Legionella inspection was carried out at the Town Hall as a result of this a number of repairs where required to comply with the regulations.

Several supplies in the building require the flexible tap connectors to be removed and replaced with copper pipe.

Also, a dead leg in the system needs to be removed.

4. Specification

4.1 Removal of all flexible hoses and Dead LegS

5. Quote
5.1 DSS



6. Proposal

6.1 Based on the quote provided it is proposed that DSS are to remove the dead legs and install fixed pipework as required

7. Financial Implications

7.1 2023/24 Repair and renewals budget would be used for these works

8. Policy Implications

8.1 There are no current policy implications.

9. Health and Safety Implications

9.1 The report will be updated to reflect the repairs.

10. Reporting Officer – Trevor White – Facilities Manager

PROPERTY COMMITTEE

DATE: 19th September 2023

SUBJECT: Town Hall Cellar Report

1 Introduction and Purpose of Report

- 1.1 To use the provide details for quotes.
- 1.2 This report is to present to Members details of the requirements for the repairs to the Town Hall Cellar.

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 That 2no other suppliers are sourced to quote against the current report.

3 Back round

- 3.1 Currently a supplier has quoted for the repairs to the cellar at the Town Hall.

Due to the nature of the repair's suppliers are advising that they charge for a survey.

2no suppliers are quoting [REDACTED].

4 Proposal

- 4.1 The report from the first survey is used for quotes to be raised which will remove the costs for the surveys.

5. Financial Implications

- 5.1 2023/24 Repairs and Renewals budget would be used for these works

6. Policy Implications

- 6.1 There are no current policy implications.

7. Health and Safety Implications

- 7.1 An updated risk assessment will be carried out once the work has been completed.

8. Reporting Officer – Trevor White – Facilities Manager