



ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives,
Huntingdonshire PE27 5AL
Tel: 01480 388929
e-mail: clerk@stivestowncouncil.gov.uk

TWINNED WITH STADTALLENDORF

Issued: 20 March 2024

Cllrs R Chapman, M King, M Burke, J Tiddy, N Wells, S Mokbul, P Hussain, J Spencer

You are hereby summoned to attend a Meeting of the **Facilities Committee** of St Ives Town Council to be held in the **Town Hall** on **Wednesday 27 March 2024 at 7:45 pm**.

The meeting is open to members of the public (including the press), but is not a public meeting.

Libby White

Mrs Libby White BEM BA(Hons) FSLCC
Locum Clerk

AGENDA

F112.00 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

F113.00 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.

F114.00 PUBLIC PARTICIPATION (15 MINUTES)

Open Forum to provide an opportunity for members of the public to raise questions for future agendas or on items that are on the current agenda.

To allow any members of the public and Councillors declaring an interest to address the meeting in relation to the business to be transacted at that meeting.

At the close of this item, members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. Limited to 3 minutes per person, 15 minutes in total.



F115.00 MINUTES

To confirm as a correct record the Minutes of the Facilities Committee held on 28 February 2024 (copy herewith).

F116.00 ROLLING PROGRAMME

To receive the Rolling Programme (copy herewith).

F117.00 BUDGET

To receive the budget for the Committee (copy herewith).

**Minutes of the Meeting of the Facilities Committee of St Ives Town Council
held in the Town Hall on 28 February 2024 at 8.03pm**

Present:

Chair: Cllr M King
Vice Chair: Cllr S Mokbul

Councillors: Cllrs J Tiddy, P Hussain, M Burke, R Chapman, N Wells, J Spencer, P Pope (ex officio)

In attendance:

Locum Clerk: L White
Facilities Manager: T White
Ten members of the public

F100.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Hussain (personal).

F101.00 DECLARATIONS OF INTEREST

Cllr Pope noted a personal interest in **Agenda Item F110.00** regarding The Broadway.
Cllr Wells noted a personal interest in **Agenda Item F110.00** regarding The Broadway – resident.
Cllr Mokbul noted a personal interest in **Agenda Item F110.00** regarding The Broadway and that she had been involved in the discussion about the scheme about the proposals.

F102.00 PUBLIC PARTICIPATION

Residents were permitted to speak under this item. Various areas were raised including the allotment gate, confusion over the proposals for the Broadway, Warners Park Pavilion gate and flooding on the Broadway plans.

F103.00 MINUTES

RESOLVED: that the minutes of the Facilities Committee held on 24th January 2024 be signed as a true record.

F104.00 ROLLING PROGRAMME

Councillors were in receipt of the rolling programme. It was requested that it be investigated whether there is an option to turf the water filled holes at the football wall.

F105.00 BUDGET

The budget was reviewed briefly. Work continues to tidy up incorrectly allocated monies on the accounts.

F106.00 ALLOTMENT MATTERS

F106.01 The Facilities Manager noted that some allotment holders were interested in a cleaning roster for the allotment toilets.

RESOLVED: Proposed by Cllr Chapman, seconded by Cllr Burke and unanimously agreed to send a letter to ask for volunteers with a deadline two weeks from the date of the letter .

Chairman's
Initials

F106.02 A report from the Facilities Manager about the lock at the allotments was considered by members.

RESOLVED: to change the code for the current allotment lock and to look at a prospective replacement lock due to the difficulties in locking the lock.

F107.00 FARMERS' MARKET

F107.01 It was noted that the market rules and regulations are fairly out of date. It was agreed that the rules be taken away and a marked up copy, showing the changes, be brought back after detailed review and amendment where it is felt necessary. Particular areas to be reviewed are alcohol, parking and charity stalls.

F107.02 The proposed Farmers' Market Inclement Weather Policy was considered by members. It was agreed for this document to be reviewed further and bring back to a future meeting.

F108.00 RELOCATION OF SPEEDING AWARENESS SIGN AND INSTALLATION OF DOUBLE YELLOW LINES

The initial request to relocate the SID to Ramsey Road was unanimously agreed. After a brief discussion it was proposed by Cllr Burke, seconded by Cllr Tiddy and unanimously agreed to speak to County Council to see if the double yellows are possible and bring back to the committee.

F109.00 CROCUS SIGN

It was noted that the sign will be made from 5mm UPVC.

F110.00 THE BROADWAY SCHEME PROPOSAL

It was noted that this item will be taken back to full council and to look at a possible Town Meeting. It was noted that this item is not for Facilities Committee consideration.

F111.00 WARNERS PARK PAVILION

The Locum Clerk noted that Terms of Reference showed that this subject should be covered by the Property Committee. It was noted that Terms of Reference across the board need to be reviewed and updated.

Meeting closed at 9:26 pm.

Chair:

Dated: 27th March 2024

Chairman's
Initials

FACILITIES ROLLING PROGRAMME - AS OF 18/03/2024

AGENDA ITEM F116.00

Index	Date	Agenda title	Agenda	Resolved	State	Narrative
F	28/2/2024	Town Hall	Maintenance		Completed	Office move for KICK
F	01/3/2024	Town Hall	Maintenance		Completed	Office move for the Mayor
F	12/03/2024	SITC Assets	Maintenance		In Progress	The Asset list for the GM building completed. A list of the Town benches is being completed and awaiting confirmation of the Bus Shelters responsibilities from CCC
F	6-7/3/2024	Training	Maintenance		Completed	RoSPA training
F	12/03/2024	Bench relocations	Maintenance		In Progress	New bench ordered and will take approximately 6-8 weeks for deliver – Delivery due by the 22/03/2024
F	4/3/2024	Ramsey Road Cemetery	Maintenance		Completed	Grass cutting
F	4/3/2024	Ramsey Road Cemetery	Maintenance		Completed	Measuring of grave areas
F	4/3/2023	Allotment	Maintenance		Completed	Allotment Inspection
F	4/3/2023	Allotment	Maintenance		Completed	Hedge cut
F	4/3/2023	Corn Exchange	Maintenance		Completed	Installation of Defib at the Corn Exchange
F	5/3/2023	Allotment	Maintenance		Completed	Collection of compost for HRAA
F	8/3/2024	Bin collections	Maintenance		Completed	Emptying of bins
F	8/3/2024	Sleep Playing Field	Maintenance		Completed	Grass cutting
F	8- 11/3/2024	Ramsey Road Cemetery	Maintenance		Completed	Preparation work for concreting
F	11/3/2024	Norris Museum	Maintenance		Completed	Inspection of ceiling – All clear
F	11/3/2024	Ramsey Road Cemetery	Maintenance		Completed	Seeding of Graves
F	11/3/2024	Street Lighting	Maintenance		In Progress	Report of faulty lights at the Waites – Reported to Subcontractor awaiting repair
F	12/3/2024	GM Building	Maintenance		Completed	Repairs to generator and engineer visit due to starting issue
F	12/3/2024	Globe Toilets	Maintenance		Completed	Repair to flush sensor possible blocked Toilet – Drain Engineer to attend

F	12/3/2024	GM Building	Flowers		Completed	Delivery of hanging baskets to nursery in preparation of the Summer Flowers
F	12/03/2024	Warners Park	Maintenance		In Progress	A report of water filled holes was received around the football wall – GM investigated and found a requirement for some Topsoil and reseeding – property request to quote for the area to be turfed
F	18/3/2024	Allotment	Maintenance		In Progress	Preparation work for concreting for access ramp to the toilets
F	11/3/2024	General	Maintenance		Completed	Grass cutting for the week
F	18/3/2024	Bin collections	Maintenance		Completed	Emptying of bins

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
Amenities										
300	Amenities General									
4100	Farmers' Markets	14,500	23,234	14,500	24,119	0	0	20,000	0	0
4101	Sale of equipment	0	2,100	0	20	0	0	0	0	0
	Total Income	14,500	25,334	14,500	24,139	0	0	20,000	0	0
5019	Repairs & Renewals	3,000	4,879	25,702	17,574	0	0	5,120	0	0
5021	Health & Safety	500	112	500	4,700	0	0	120	0	0
6136	Eco Action	4,250	0	4,250	220	0	0	0	0	0
6184	Town Signs/Noticeboards/Maint.	2,000	780	1,000	0	0	0	819	0	0
6456	Toilet Provision	35,000	35,143	30,000	27,712	0	0	30,000	0	0
6927	Street Cleaning	2,000	0	1,000	0	0	0	0	0	0
6932	Electricity	600	593	600	8,218	0	0	623	0	0
6934	Water Rates	1,000	773	1,000	545	0	0	812	0	0
6937	Fire Extinguishers	250	0	500	28	0	0	0	0	0
6945	Clock Maintenance	1,655	430	2,225	350	0	0	452	0	0
6983	Farmer's Markets	13,000	12,279	13,000	8,406	0	0	12,895	0	0
9157	New Vehicle (EMR)	1,000	6,864	2,000	2,023	0	0	0	0	0
9195	Play Equipment (EMR)	20,000	717	0	0	0	0	0	0	0
9286	Equip & Tools-Amenities (EMR)	25,000	26,245	5,000	1,121	0	0	5,000	0	0
	Overhead Expenditure	109,255	88,815	86,777	70,896	0	0	55,841	0	0
	300 Net Income over Expenditure	-94,755	-63,482	-72,277	-46,757	0	0	-35,841	0	0
6000	plus Transfer from EMR	0	5,344	0	316	0	0	0	0	0

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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
Movement to/(from) Gen Reserve	<u>(94,755)</u>	<u>(58,138)</u>	<u>(72,277)</u>	<u>(46,441)</u>	<u>0</u>		<u>(35,841)</u>		
310 Street Lighting									
5019 Repairs & Renewals	2,000	499	2,000	499	0	0	0	0	0
6032 CCC Electric Energy	3,500	8,840	3,500	8,700	0	0	2,500	0	0
Overhead Expenditure	<u>5,500</u>	<u>9,339</u>	<u>5,500</u>	<u>9,199</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(5,500)</u>	<u>(9,339)</u>	<u>(5,500)</u>	<u>(9,199)</u>	<u>0</u>		<u>(2,500)</u>		
330 Machinery									
6255 Road Fund Licence & MOT	450	290	450	667	0	0	650	0	0
6256 Fuel	4,900	7,869	8,000	6,369	0	0	8,000	0	0
6257 Maintenance & Servicing	4,000	1,019	5,000	918	0	0	8,585	0	0
6258 Equip & Vehicle Costs	0	0	0	0	0	0	12,000	0	0
6259 Vehicle Leases (new & existing)	0	0	0	0	0	0	13,710	0	0
Overhead Expenditure	<u>9,350</u>	<u>9,177</u>	<u>13,450</u>	<u>7,953</u>	<u>0</u>	<u>0</u>	<u>42,945</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(9,350)</u>	<u>(9,177)</u>	<u>(13,450)</u>	<u>(7,953)</u>	<u>0</u>		<u>(42,945)</u>		
340 Playground/Open Spaces/Cem.									
4052 Ashes Plots Digging	1,000	1,122	500	444	0	0	1,180	0	0
4140 Mausoleum Income	0	6,000	0	0	0	0	6,300	0	0
4150 Burial Fees	22,000	22,591	13,000	18,906	0	0	22,750	0	0
Total Income	<u>23,000</u>	<u>29,713</u>	<u>13,500</u>	<u>19,350</u>	<u>0</u>	<u>0</u>	<u>30,230</u>	<u>0</u>	<u>0</u>
5019 Repairs & Renewals	0	0	0	283	0	0	0	0	0

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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
6289	Mausoleum Maintenance	0	0	1,500	0	0	0	1,500	0	0
6391	Inspections & Repair & Renewal	1,000	1,118	1,000	1,334	0	0	0	0	0
6488	Tree Work	6,050	7,830	10,000	1,100	0	0	22,000	0	0
6490	Annual Planting	9,730	9,226	9,730	9,318	0	0	0	0	0
6492	Christmas Tree & Decorations	1,000	2,451	1,000	-596	0	0	1,200	0	0
6593	Cemetery Maintenance	2,500	3,277	2,500	2,047	0	0	10,750	0	0
	Overhead Expenditure	20,280	23,902	25,730	13,486	0	0	35,450	0	0
	Movement to/(from) Gen Reserve	2,720	5,811	(12,230)	5,863	0		(5,220)		
350	Allotments									
4160	Allotment Rents	6,900	8,834	7,500	19,223	0	0	7,875	0	0
	Total Income	6,900	8,834	7,500	19,223	0	0	7,875	0	0
5026	Subscriptions	0	0	0	55	0	0	0	0	0
6636	Allotment Maintenance	1,000	1,691	1,000	3,326	0	0	4,850	0	0
6644	Rent for the Meadow	200	200	200	200	0	0	0	0	0
9157	New Vehicle (EMR)	0	0	0	1,579	0	0	0	0	0
	Overhead Expenditure	1,200	1,891	1,200	5,160	0	0	4,850	0	0
	350 Net Income over Expenditure	5,700	6,943	6,300	14,063	0	0	3,025	0	0
6000	plus Transfer from EMR	0	0	0	316	0	0	0	0	0
	Movement to/(from) Gen Reserve	5,700	6,943	6,300	14,379	0		3,025		

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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
Amenities - Income	44,400	63,880	35,500	62,711	0	0	58,105	0	0
Expenditure	145,585	133,124	132,657	106,695	0	0	141,586	0	0
Net Income over Expenditure	<u>-101,185</u>	<u>-69,244</u>	<u>-97,157</u>	<u>-43,983</u>	<u>0</u>	<u>0</u>	<u>-83,481</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	5,344	0	632	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(101,185)</u>	<u>(63,899)</u>	<u>(97,157)</u>	<u>(43,352)</u>	<u>0</u>		<u>(83,481)</u>		
Total Budget Income	44,400	63,880	35,500	62,711	0	0	58,105	0	0
Expenditure	145,585	133,124	132,657	106,695	0	0	141,586	0	0
Net Income over Expenditure	<u>-101,185</u>	<u>-69,244</u>	<u>-97,157</u>	<u>-43,983</u>	<u>0</u>	<u>0</u>	<u>-83,481</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	5,344	0	632	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(101,185)</u>	<u>(63,899)</u>	<u>(97,157)</u>	<u>(43,352)</u>	<u>0</u>		<u>(83,481)</u>		