



ST IVES TOWN COUNCIL

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TWINNED WITH STADTALLENDORF

Issued: 20 March 2024

Cllrs J Tiddy, M Gleadow, M King, M Burke, P Hussain, L Valla, J Spencer

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 March 2024 at 8:15 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

PR130.00 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

PR131.00 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.

PR132.00 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.



PR133.00 MINUTES

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

PR134.00 MAINTENANCE UPDATES

PR134.01 General Property and Maintenance Update

To receive an update report (copy herewith).

PR134.02 Property Maintenance Schedules

To receive Maintenance Schedule (copy herewith).

PR135.00 BUDGET

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

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 28 February 2024 at 9:30 pm**

Present:

Chairman: Cllr M Burke

Councillors: Cllrs J Tiddy, M Gleadow, M King, L Valla, J Spencer, P Pope (ex officio)

In attendance:

Locum Town Clerk: L White

Facilities Manager: T White

Three members of the public

AGENDA**PR115.00 APOLOGIES FOR ABSENCE**

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

PR116.00 DECLARATIONS OF INTEREST

None.

PR117.00 PUBLIC PARTICIPATION

Representatives of the Corn Exchange stated that they are happy with proposed addendum to the lease.

PR118.00 MINUTES

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

PR119.00 MAINTENANCE UPDATES

PR119.01 The general property maintenance update was reviewed and noted by members.

PR119.02 Members noted receipt of the property maintenance schedule. Also noted that the asbestos report is showing as out of date as once the Corn Exchange Roof is completed it will be asbestos free and the report will not be required.

PR120.00 BUDGET

The budget was received and reviewed briefly. No concerns or questions raised.

PR121.00 TOWN HALL MATTERS

PR121.01 It was noted that there are four leases which have expired for offices within the Town Hall. A report from the Facilities Manager detailing options for management of the leases was considered by members.

RESOLVED: following proposal by Cllr Pope, seconded by Cllr King and unanimously agreed, that the council continue to use Leeds Day.

Proposed by Councillors M Burke and P Pope: leases to be fixed term of three years with break clause.

PR121.02 Quotations have been received to replace the fire doors at the Town Hall. The quotations have been based on an original survey carried out by the report carried out by Jackson.

RESOLVED: following proposal from Cllr Gleadow, seconded by Cllr Tiddy and unanimously agreed that the Jackson Fire carry out the work.

Chairman's
Initials

PR121.03 Detailed condition reports about the cellar and balconies at the Town Hall were received by members. It was noted that the cellar has water when it rains.

RESOLVED: proposed by Cllr King, seconded by Cllr Spencer and unanimously agreed that the reports be taken to Listed Buildings and Building Control to find out what the Town Council can do and work on their recommendations for next steps.

PR122.00 GROUNDS MAINTENANCE DEPOT

PR122.01 The report regarding the inspection of the mezzanine deck at the Grounds maintenance depot was noted by members.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Tiddy and unanimously agreed to employ Jackson Fire to carry out a structural survey of the mezzanine deck at a cost of £1,490 + VAT.

PR122.02 The proposal to sell two pieces of redundant equipment was considered.

RESOLVED: to sell the pieces using Peacocks in St Neots for guidance and value, and to sell to them having researched the prices in house.

PR123.00 CORN EXCHANGE

The proposed letter of understanding was considered by members.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Valla and unanimously agreed that the letter of understanding be adopted with the addition of lifts.

PR124.00 YORK HOUSE

It was noted that the revenue from York House is taken by the Norris Museum.

RESOLVED: following proposal from Cllr Pope, seconded by Cllr King and unanimously agreed that a plan to review York House be considered in November.

PR125.00 WARNERS PARK PAVILION

Councillors noted that a working party has been set up for the project but since the pandemic, money had been allocated elsewhere.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr King to get the working party back together to look at what is needed and to consider looking for office support to help seek grants.

PR126.00 BURLEIGH HILL COMMUNITY CENTRE

This item was deferred to next meeting.

PR127.00 BUS STATION TOILETS

The report from the Facilities Manager about additional cleaning of the toilets was considered by members.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Valla and unanimously agreed that the additional clean be carried out once a month on a Friday and to review in a few months time.

PR128.00 THE OLD MORTUARY

The report from the Facilities Manager about tree work required at the Old Mortuary was considered by members.

RESOLVED: following proposal from Cllr Burke, seconded by Cllr Valla and unanimously agreed that Eden Trees be engaged to carry out the work required.

PR129.00 SOLAR PANELS

It was noted that this idea been in pipeline for a while. It was proposed by Cllr Burke, seconded by Cllr Spencer and unanimously agreed that this start to be researched for future consideration.

Meeting closed at 10:53 pm.

Chairman:

Dated: 27 March 2024

Chairman's
Initials

PROPERTY COMMITTEE

DATE: 18th March 2024

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 February 2024, the last report to members.

3.2 CORN EXCHANGE

An updated project report was distributed on Wednesday the 21st of February (see following document).

3.3 BUS STATION AND GLOBE TOILETS

Bus Station.

No major works have been completed in the last month.

One flush unit has been reported again as broken. - HDC are investigating turning this flush unit to an electronic one

Globe Place

Report of the Toilets blocked – Engineer in attendance – large obstruction found to be wet wipes

3.4 NORRIS MUSEUM

No major works have been completed in the last month.

3.5 TOWN HALL

No major works have been completed in the last month.

3.6 DEPOT /OLD MORTUARY

No major works have been completed in the last month.

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

3.8 BURLEIGH HILL

No major works have been completed in the last month.

3.9 TOWN CLOCKS

No major works have been completed in the last month.

3.10 **Warners Pavilion**

No major works have been completed in the last month.

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

AGENDA ITEM NO: PR134.02

Inspection Schedule as of 19th March 2023

Service Certification	Freq.	Town Hall	Norris Museum	Corn Exchange	Warners Pavillion	Burleigh Hill	GM Depot	Old Mortuary	York House	Town Centre	Corn Exchange	Police Station	Mosque
Electrical	3 Yrs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Leaders	N/A	N/A	N/A	N/A
EICR	5 Yrs	Aug-22	Aug-22	Sep-22	N/A	Dec-22	Sep-22	Aug-23	Leaders	N/A	N/A	N/A	N/A
PAT Test	2 Yrs	Aug-23	Aug-23	Internal testing	N/A	Aug-23	Aug-23	N/A	N/A	N/A	N/A	N/A	N/A
Gas	1 Yr	Oct-23	Oct-23	Jan-24	N/A	Feb-24	N/A	N/A	Leaders	N/A	N/A	N/A	N/A
Boiler	1 Yr	Sep-23	Oct-22	Jan-24	N/A	Feb-24	N/A	N/A	Leaders	N/A	N/A	N/A	N/A
Fire Assesment	3 Yrs	Jan-23	Jan-23	Mar-23	Jan-23	Sep-23	Jan-23	N/A	Leaders	N/A	N/A	N/A	N/A
Fire Extinguishers	1 Yr	May-23	May-23	Feb-24	N/A	Nov-23	May-23	N/A	Leaders	N/A	N/A	N/A	N/A
Fire Alarm system	1 Yr	May-23	May-23	Feb-24	N/A	Nov-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Asbestos	1 Yr	Aug-23	All removed	Apr-20	Sep-23	Aug-23	N/A	N/A	N/A	N/A	N/A	N/A	N/A
H&S Report										N/A	N/A	N/A	N/A
Condition Survey	5 Yrs	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	Aug-23	N/A	N/A	N/A	N/A
Lift Serice	6 Months	Sep-23	N/A	Feb-24	N/A	N/A	N/A	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	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	N/A	N/A	N/A	N/A
De Humidifier	1 Yr	N/A	Oct-23	N/A	N/A	N/A	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	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	TBC	TBC	TBC
Lights	1 Yr	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Toilets Fire Alarm	Monthly	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Generator	1 Yr	N/A	N/A	N/A	N/A	N/A	Jun-23	N/A	N/A	N/A	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	N/A	N/A	N/A
Legonella	2 Yr	Jun-23	N/A	Jun-22	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
Internal testing

H&S Report completed and action points being carried
 Asbestos- 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									
4120	Car Parking	0	0	0	-170	0	0	0	0	0
4201	Tenants' Rent	35,000	30,606	35,000	22,896	0	0	32,150	0	0
4202	Tenants' Rechargeable Exps	3,000	-1,264	3,000	1,831	0	0	3,000	0	0
4998	Other Income	0	0	0	813	0	0	0	0	0
	Total Income	38,000	29,342	38,000	25,371	0	0	35,150	0	0
7036	Toilet Provision	0	0	0	427	0	0	0	0	0
	Direct Expenditure	0	0	0	427	0	0	0	0	0
5019	Repairs & Renewals	10,000	-4,354	34,755	57,898	0	0	12,340	0	0
5021	Health & Safety	0	336	1,000	510	0	0	2,400	0	0
5033	Business Rates	8,320	6,487	8,320	11,167	0	0	6,800	0	0
6184	Town Signs/Noticeboards/Maint.	0	0	0	549	0	0	0	0	0
6934	Water Rates	400	333	400	310	0	0	350	0	0
7032	Heating & Lighting	4,500	8,728	6,000	6,298	0	0	9,150	0	0
7035	Cleaning	9,500	8,098	9,000	20,593	0	0	8,500	0	0
7037	Maintenance - Contracts	2,000	1,543	2,000	1,000	0	0	2,000	0	0
7039	Kitchen equipment	0	0	0	81	0	0	0	0	0
7044	Trade Refuse	2,000	1,822	2,000	1,473	0	0	2,300	0	0
7057	Property Survey	3,750	3,569	3,500	0	0	0	0	0	0
9094	Town Celebrations (EMR)	0	0	0	122	0	0	0	0	0
9246	TH Refurbishments (EMR)	10,000	0	5,000	0	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
	Overhead Expenditure	50,470	26,561	71,975	100,000	0	0	43,840	0	0
	Movement to/(from) Gen Reserve	(12,470)	2,781	(33,975)	(75,056)	0		(8,690)		
410	<u>Corn Exchange</u>									
4031	PWLB Loan	0	0	0	274,904	0	0	0	0	0
	Total Income	0	0	0	274,904	0	0	0	0	0
5019	Repairs & Renewals	0	0	0	903	0	0	0	0	0
7237	CIC Grant	10,000	6,909	10,000	4,963	0	0	0	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	2,900	5,000	8,166	0	0	16,000	0	0
9337	Corn Exchange Roof (EMR)	5,000	6,073	5,000	283,152	0	0	24,000	0	0
	Overhead Expenditure	20,000	15,882	20,000	297,185	0	0	40,000	0	0
	410 Net Income over Expenditure	-20,000	-15,882	-20,000	-22,281	0	0	-40,000	0	0
6000	plus Transfer from EMR	0	0	0	260,975	0	0	0	0	0
6001	less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
	Movement to/(from) Gen Reserve	(20,000)	(15,882)	(20,000)	(36,210)	0		(40,000)		
430	<u>Warners Park Pavilion</u>									
5019	Repairs & Renewals	0	0	1,000	0	0	0	6,000	0	0
7046	Warners Pavillon Restoration	2,530	2,230	5,000	6,000	0	0	0	0	0
	Overhead Expenditure	2,530	2,230	6,000	6,000	0	0	6,000	0	0
	Movement to/(from) Gen Reserve	(2,530)	(2,230)	(6,000)	(6,000)	0		(6,000)		
440	<u>Ground Maintenance Depot</u>									

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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
4400	Rental of Old Depot	700	700	700	700	0	0	2,500	0	0
	Total Income	700	700	700	700	0	0	2,500	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)	700	0		2,500		
450	<u>Community Centre (Burleigh Hil</u>									
5019	Repairs & Renewals	1,000	3,425	2,000	13,400	0	0	4,000	0	0
	Overhead Expenditure	1,000	3,425	2,000	13,400	0	0	4,000	0	0
	Movement to/(from) Gen Reserve	(1,000)	(3,425)	(2,000)	(13,400)	0		(4,000)		
	Property - Income	38,700	30,042	38,700	300,975	0	0	37,650	0	0
	Expenditure	74,000	49,333	101,210	417,012	0	0	93,840	0	0
	Net Income over Expenditure	-35,300	-19,291	-62,510	-116,037	0	0	-56,190	0	0
	plus Transfer from EMR	0	0	0	260,975	0	0	0	0	0
	less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
	Movement to/(from) Gen Reserve	(35,300)	(19,291)	(62,510)	(129,966)	0		(56,190)		
	Total Budget Income	38,700	30,042	38,700	300,975	0	0	37,650	0	0
	Expenditure	74,000	49,333	101,210	417,012	0	0	93,840	0	0
	Net Income over Expenditure	-35,300	-19,291	-62,510	-116,037	0	0	-56,190	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
plus Transfer from EMR	0	0	0	260,975	0	0	0	0	0
less Transfer to EMR	0	0	0	274,904	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(35,300)</u>	<u>(19,291)</u>	<u>(62,510)</u>	<u>(129,966)</u>	<u>0</u>		<u>(56,190)</u>		

Annual Budget - By Centre (Actual YTD Month 12)

		<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
<u>100</u>	<u>General</u>											
4080	Outreach Income	8,000	13,864	0	0	8,000	0	8,000	9,997	0	0	0
4081	Community Room Income	0	0	0	0	0	0	0	80	0	0	0
4211	Norris Development	0	3,051	0	0	0	0	0	0	0	0	0
4300	Museum Donations	3,000	863	0	0	3,000	0	3,000	2,841	0	0	0
4310	SITC Grant	34,500	34,500	0	0	34,000	0	34,000	34,000	0	0	0
4320	Retail Income	4,000	6,530	0	0	4,000	0	4,000	6,052	0	0	0
4330	Investments Interest	0	3,087	0	0	0	0	0	3,071	0	0	0
4360	York House rent	10,600	11,751	0	0	10,600	0	10,600	4,327	0	0	0
4370	Grant Income	0	10,132	0	0	14,500	0	14,500	5,069	0	0	0
4380	Bridge chapel Donations	100	320	0	0	100	0	100	590	0	0	0
4500	Investment Revaluation	0	-7,052	0	0	0	0	0	0	0	0	0
	Total Income	60,200	77,046	0	0	74,200	0	74,200	66,028	0	0	0
8008	Phone/Internet/Alarm	1,000	418	0	0	1,000	0	1,000	158	0	0	0
8010	Website Hosting/Updates	200	122	0	0	200	0	200	119	0	0	0
8011	Bank Charges	200	171	0	0	200	0	200	-525	0	0	0
8012	Stationery	1,500	3,757	0	0	2,000	0	2,000	3,450	0	0	0
8017	IT Support	4,000	0	0	0	4,000	0	4,000	0	0	0	0
8019	Repairs & Renewals	4,200	4,402	0	0	4,200	0	4,200	379	0	0	0
8025	Subscriptions	300	400	0	0	500	0	500	1,534	0	0	0
8028	Exhibitions	2,750	2,229	0	0	2,750	0	2,750	1,229	0	0	0
8032	Heating & Lighting	16,000	11,726	0	0	16,000	0	16,000	9,478	0	0	0
8033	Business Rates	2,000	1,664	0	0	2,000	0	2,000	1,972	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

	<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	
8034 Water Rates	1,000	229	0	0	300	0	300	267	0	0	0	
8035 Cleaning Requisites	4,500	4,267	0	0	4,500	0	4,500	5,092	0	0	0	
8036 Legal Fees	2,000	620	0	0	1,000	0	1,000	0	0	0	0	
8037 Maintenance	2,000	5,092	0	0	4,000	0	4,000	3,231	0	0	0	
8039 Conservation	1,500	591	0	0	1,500	0	1,500	835	0	0	0	
8040 Acquisition Fund	500	88	0	0	500	0	500	180	0	0	0	
8041 Expenses	900	254	0	0	500	0	500	1,144	0	0	0	
8042 Health & Safety	500	51	0	0	100	0	100	704	0	0	0	
8043 Retail Stock	2,000	2,337	0	0	2,000	0	2,000	4,948	0	0	0	
8045 Bridge Chapel	500	0	0	0	500	0	500	121	0	0	0	
8094 Outreach Activities	8,000	6,812	0	0	8,000	0	8,000	2,664	0	0	0	
8119 Staff costs	33,398	36,201	0	0	38,000	0	38,000	120	0	0	0	
8130 Marketing & Publicity	500	133	0	0	500	0	500	144	0	0	0	
8140 York House Maintenance	0	0	0	0	0	0	0	227	0	0	0	
8370 Grant Expenditure	0	1,590	0	0	0	0	0	2,684	0	0	0	
8381 Norris Development - Exp.	0	0	0	0	0	0	0	20	0	0	0	
Overhead Expenditure	89,448	83,153	0	0	94,250	0	94,250	40,173	0	0	0	
Movement to/(from) Gen Reserve	(29,248)	(6,106)			(20,050)		(20,050)	25,855	0			
Total Budget Income	60,200	77,046	0	0	74,200	0	74,200	66,028	0	0	0	
Expenditure	89,448	83,153	0	0	94,250	0	94,250	40,173	0	0	0	
Movement to/(from) Gen Reserve	(29,248)	(6,106)			(20,050)		(20,050)	25,855	0			