



*Celebrating 50 years
1974-2024*

ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives, Huntingdonshire PE27 5AL
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Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

TWINNED WITH STADTALLENDORF

Issued: 16th May 2024

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

You are hereby summoned to attend the **Property Committee Meeting of St Ives Town Council** for the purpose of transacting the business as set out below. Any member not able to attend should send their apologies before the meeting.

Meeting to be held on **Wednesday 22nd May 2024** in the **Council Chamber, Town Hall at 8.30pm**.

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
Town Clerk

AGENDA

PR01.00 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

PR02.00 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.

PR03.00 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 Chair. Limited to three minutes per person, fifteen minutes in total.



PR04.00 MINUTES

To confirm as a correct record the minutes of the Property Committee held on 24th April 2024 (copy herewith).

PR05.00 MAINTENANCE UPDATES

PR05.01 General Property and Maintenance Update

To receive an update report (copy herewith).

PR05.02 Property Maintenance Schedules

To receive the maintenance schedule (copy herewith).

PR06.00 BUDGET

To receive the budget report for the Committee (to follow).

PR07.00 CLEANING CONTRACT

To approve tendering of the cleaning contract for the Town Council properties (copy herewith).

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 24th April 2024 at 9.15pm**

Present:

Chair: Councillor M Burke
Vice Chair: Councillor P Hussain

Councillors: J Tiddy, M Gleadow, M King

In attendance:

Locum Clerk: L White
Facilities Manager: T White
No members of the public

PR130.00 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Pope (Council matters), Cllr Valla and Cllr Spencer (personal).

PR131.00 DECLARATIONS OF INTEREST

None.

PR132.00 PUBLIC PARTICIPATION

None.

PR133.00 MINUTES

Members were in receipt of the minutes of the meeting of the Property Committee meeting held on 28th February 2024.

RESOLVED: that the Minutes of the Property Committee meeting held on 28th February 2024 were agreed and signed by the Chair following a spelling correction in agenda item PR117.

PR134.00 MAINTENANCE UPDATES

PR134.01 Members were in receipt of the general property maintenance update. Cllr Gleadow noted that a soap dispenser has been vandalised again in the bus station toilets. The Facilities Manager noted that there is continuous vandalism with two toilet seats having been replaced in the previous week.

PR134.02 Members were in receipt of the property maintenance schedule. It was noted by members that the Asbestos survey for the Corn Exchange is in progress.

PR135.00 BUDGET

Members were in receipt of the budget report. The budget was considered by members, several questions were raised about expenditure, which were answered by the Locum Clerk.

PR136.00 TOWN HALL MATTERS

P136.01 Members were in receipt of a report regarding painting of the Town Hall. After discussion it was proposed by Cllr Burke, seconded by Cllr King to appoint Ring Property to paint the ground floor (external) of the Town Hall for a cost of £1,800 + VAT and to implement a rolling three year programme of painting a floor each year.

P136.02 Members were in receipt of a report regarding roof repairs to the Town Hall, including quotations received. It was proposed by Cllr Burke, seconded by Cllr King and agreed by members, to recommend the quotation from Cambridge Roofers at a cost of £8,316 + VAT, to be taken to Full Council for approval.

P136.03 Members were in receipt of a report regarding insurance requirements for the Town Hall. It was noted that several external committees have historically had access to the Town Hall for meetings. Following discussion with the insurer, it is reported that the policy has been tightened and the Council are not covered if meetings are held

Chair's
Initials

without a Councillor or member of staff present.

RESOLVED: following proposal by Cllr Burke, seconded by Cllr Hussain and unanimous agreement from members, that external committees cannot hold meetings in the Chamber if there is not a Councillor or member of staff present.

PR137.00 GROUNDS MAINTENANCE DEPOT

PR137.01 The mezzanine deck report was received by members. The report noted that there are several structural issues with the deck.

RESOLVED: following proposal by Cllr Burke and seconded by Cllr King it was agreed that the deck be removed and the space reorganised with the welfare facilities moved to the portacabin. The Facilities Manager is to seek costs for a cage for storage of high value items.

PR137.02 Members were in receipt of a report regarding the selling of redundant equipment. Previous items are going to auction.

RESOLVED: following proposal by Cllr Burke and seconded by Cllr Hussain that the more recent items be added to the auction.

PR138.00 CORN EXCHANGE

PR138.01 Members were in receipt of a report regarding the roof works. The report was noted by members.

PR138.02 Members were in receipt of a report regarding the fire risk assessment. The report was considered by members, it was agreed to seek quotations for items recommended in the report.

PR139.00 BURLEIGH HILL COMMUNITY CENTRE

PR139.01 Members were in receipt of a report regarding the fire doors.

RESOLVED: following proposal by Cllr King and seconded by Cllr Tiddy, that the quote from Jackson Fire be accepted at a cost of £2,475 + VAT.

PR139.02 Members were in receipt of a report regarding CCTV and mag lock installation. It was noted that CCTV has not been budgeted for this year, therefore it was agreed to keep it on file should there be a need.

PR140.00 OLD MORTUARY

Members were in receipt of a report from the Facilities Manager. It was noted that the potential new tenant discussed earlier in the year was no longer interested in renting the building. A further enquiry had been received from St Ives Electrical who are prepared to make repairs to the building to then lease from the Town Council.

RESOLVED: that St Ives Electrical be leased the building.

Meeting closed at 10.23pm.

Chair: _____

Dated: 22nd May 2024

Chair's
Initials

PROPERTY COMMITTEE

DATE: 13th May 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 April 2024, the last report to members.

3.2 CORN EXCHANGE

The Air conditioning was serviced on the 12th of April
The TM44 Airconditioning Inspection is being carried out on the 15th of May

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.

A toilet seat has been broken off the same cubical twice this month – Both times replaced.

Globe Place

One flush unit has been reported as broken and awaiting an engineer to attend.

Remove smashed mirror.

Replace vandalised toilet roll holder

3.4 NORRIS MUSEUM

No major works have been completed in the last month.

3.5 TOWN HALL

The fire door repairs/replacement have started

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: PR05.02

Inspection Schedule as of 13th May 2024

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-24	Jan-23	Sep-23	Jan-23	N/A	Leaders	N/A	N/A	N/A	N/A
Fire Extinguishers	1 Yr	Jul-23	May-23	Feb-24	N/A	Nov-23	Jul-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	1 Yr		N/A		N/A	N/A	Apr-24	N/A	N/A	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
Air conditioning service	1 Yr	N/A	N/A	Apr-24	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Fuel Tank Inspection	1 Yr	N/A	N/A	N/A	N/A	N/A	Apr-24	N/A	N/A	N/A	N/A	N/A	N/A
Lift Serice	6 Months	Mar-24	N/A	Mar-24	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LOLER Inspection	1 Yr	May-24	N/A	Mar-24	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-24	May-24	May-24	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	Mar-24	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-24	N/A	N/A	N/A	N/A	N/A	N/A
TM44 Air Conditioning Survey	5 Yr	N/A	N/A	May-24	N/A	N/A	N/A	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

FACILITIES COMMITTEE

DATE: 13th May 2024

SUBJECT: Tender for Cleaning Contract

1 Introduction and Purpose of Report

1.1 The Facilities committee to approve the cleaning contract to go out for tender

2 Recommendations

2.1 That the report is received and noted.

2.2 To tender the cleaning contract for the town Hall, Toilets (including the bus station waiting room), Burleigh Hill and the Norris Museum

3.1 Currently the cleaning contract with Atkins George is up for renewal in April 2025.

The current spend is £42,518 per annum

4. Proposal

4.1 To go out to 3no suppliers to provide quotes per building over a 3 year period to give the Town Council budget certainty for this period.

5. Financial Implications

5.1 2025/26/27 Budget

6. Policy Implications

6.1 There are no current policy implications.

7. Health and Safety Implications

7.1 There are no current Health and Safety implications at this time.

8. Reporting Officer – Trevor White – Facilities Manager