



# 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](mailto:clerk@stivestowncouncil.gov.uk)

TWINNED WITH STADTALLENDORF

Issued: 16 February 2023

**Councillors J Tiddy, C Smith, M Gleadow, M Mallol Wright, M King, M Burke**

You are hereby summoned to attend a Meeting of the **Property Committee** of St Ives Town Council to be held in the **Town Hall, St Ives on Wednesday 22 February 2023 at 7.40 pm.**

**Matthew Price**  
**TOWN CLERK**

### AGENDA

- PR46.00 APOLOGIES FOR ABSENCE**  
To receive and note apologies for absence.
- PR47.00 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.
- PR48.00 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.
- PR49.00 MINUTES**  
To approve the Minutes of the Meeting of the Property Committee held on 25 January 2023 (copy herewith).



**PR50.00 MAINTENANCE UPDATES**

**PR50.01 General Property and Maintenance Update**  
To receive an update report (to follow).

**PR50.02 Property Maintenance Schedules**  
To receive Maintenance Schedule (to follow).

**PR51.00 BUDGET**  
To receive Budget Report for the Committee (copy herewith).

**PR52.00 DAMP PROOFING REPORT – TOWN HALL**  
To receive and consider report (to follow).

**PR53.00 CORN EXCHANGE – SOLAR PANELS**  
To discuss the possible installation of solar panels on the Corn Exchange.

**PR54.00 WARNER’S PARK PAVILION**  
To receive an update on progress.

**PR55.00 SAFETY ISSUES**  
To receive updates on remedial electrical works and the grounds maintenance generator.

**Minutes of the Meeting of the Property Committee of St Ives Town Council  
held in the Town Hall on Wednesday 25 January 2023**

**Present:**

Chairman: Councillor C Smith

Councillors: J Tiddy, M Gleadow, M Mallool Wright, M Burke

**In attendance:**

Councillor: R Chapman

Locum Clerk: M Price

Democratic Officer: S Rawlinson

**PR35.00 APOLOGIES FOR ABSENCE**

An apology was received from Councillor M King (Personal).

**PR36.00 DECLARATIONS OF INTEREST**

**Councillor M Burke – Agenda Items PR39.00** - non pecuniary interest as a Trustee of the Burleigh Hill Centre.

**Councillor C Smith – Agenda Items PR39.00** - non pecuniary interest as a member of the Burleigh Hill Centre committee.

**PR37.00 PUBLIC PARTICIPATION**

No members of the public were in attendance.

**PR38.00 MINUTES**

**RESOLVED:** that the Minutes of the Property Committee meeting held on 30 November 2023 are agreed as a correct record and signed by the Chairman.

**PR39.00 MAINTENANCE UPDATES**

**PR39.01 General Property and Maintenance Update**

The Town Clerk confirmed that he had spoken to the letting agents about the broken window at York House and that they would be organizing repairs.

**RESOLVED:** that the report be received and noted.

**PR39.02 Property Maintenance Schedule**

**RESOLVED:** that the Schedule be received and noted.

**PR40.00 BUDGET**

**RESOLVED:** that the budget report be received and noted.

Chairman's  
Initials

**PR41.00 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.

**PR42.00 ELECTRICAL INSTALLATION CONDITION REPORT – REMEDIAL WORKS**

Consideration was given to quotations for remedial works following receipt of EICR reports.

**RESOLVED: PR42.01** that the report is received and noted.

**PR42.02** that the works for C2's be undertaken by St Ives Electrical at a cost of £5,145.00.

**PR42.03** that the works for C3's be undertaken by St Ives Electrical at a cost of £685.00.

**PR43.00 WARNER'S PARK PAVILION – ELECTRICAL WORKS AND EMERGENCY LIGHTS**

Consideration was given to quotations received for electrical works and the installation of emergency lighting at Warner's Park Pavilion.

**RESOLVED: PR43.01** that the report is received and noted.

**PR43.02** that St Ives Electrical Limited be appointed to undertake the remedial works to the Pavilion at a cost of £1080.00.

**PR44.00 DAMP REPORT – TOWN HALL**

Consideration was given to quotations received for remedial works following the discovery of black mould in the Council's Reception office.

The Town Clerk confirmed that there were signs of encroaching damp in other rooms at the Town Hall although no black mould was, so far, present. He confirmed that quotations were currently being sought for damp inspections to be carried out at all Council-owned properties.

**RESOLVED: PR44.01** that the report is received and noted.

**PR44.02** that the remedial works be undertaken by Thompson Property Preservation at a cost of £1460.00.

**PR45.00 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: 22 February 2023

Chairman's  
Initials

Annual Budget - By Committee (Actual YTD Month 11)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projects</u>	<u>Committ</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
<b><u>Property</u></b>										
<b>400</b>	<b><u>Town Hall</u></b>									
4201	Tenants' Rent	31,600	40,851	35,000	44,790	0	0	35,000	0	0
4202	Tenants' Rechargeable Exps	7,500	2,129	3,000	-563	0	0	3,000	0	0
4203	Hire of Council Chamber	0	10	0	0	0	0	0	0	0
	<b>Total Income</b>	<u>39,100</u>	<u>42,989</u>	<u>38,000</u>	<u>44,228</u>	<u>0</u>	<u>0</u>	<u>38,000</u>	<u>0</u>	<u>0</u>
5019	Repairs & Renewals	10,000	12,695	10,000	-9,071	0	0	24,755	0	10,000
5021	Health & Safety	0	0	0	168	60	0	1,000	0	0
5033	Business Rates	8,000	7,722	8,320	6,487	6,487	0	8,320	0	0
6934	Water Rates	400	406	400	212	400	0	400	0	0
7032	Heating & Lighting	4,500	5,839	4,500	5,268	6,000	0	6,000	0	0
7035	Cleaning	9,500	8,766	9,500	6,004	9,000	0	9,000	0	0
7037	Maintenance - Contracts	2,000	1,062	2,000	1,543	2,000	0	2,000	0	0
7043	Eco Action	10,000	35,000	0	0	0	0	0	0	0
7044	Trade Refuse	2,000	1,574	2,000	1,452	2,000	0	2,000	0	0
7057	Property Survey	6,000	3,250	3,750	3,569	3,750	0	3,500	0	0
9246	TH Refurbishments (EMR)	10,000	0	10,000	0	0	0	5,000	0	0
	<b>Overhead Expenditure</b>	<u>62,400</u>	<u>76,315</u>	<u>50,470</u>	<u>15,632</u>	<u>29,697</u>	<u>0</u>	<u>61,975</u>	<u>0</u>	<u>10,000</u>
	<b>Movement to/(from) Gen Reserve</b>	<u>(23,300)</u>	<u>(33,326)</u>	<u>(12,470)</u>	<u>28,595</u>	<u>(29,697)</u>		<u>(23,975)</u>		
<b>410</b>	<b><u>Corn Exchange</u></b>									
7237	CIC Grant	10,000	12,906	10,000	4,752	10,000	0	10,000	0	0
9336	Corn Exchange Refurb. (EMR)	5,000	9,968	5,000	0	0	0	5,000	0	0
9337	Corn Exchange Roof (EMR)	5,000	31,550	5,000	6,073	0	0	5,000	0	0

## Annual Budget - By Committee (Actual YTD Month 11)

		<u>Last Year</u>		<u>Current Year</u>			<u>Next Year</u>			
		Budget	Actual	Total	Actual	Projecte	Committ	Agreed	EMR	Carried
	<b>Overhead Expenditure</b>	20,000	54,424	20,000	10,824	10,000	0	20,000	0	0
6000	plus Transfer from EMR	0	31,518	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(20,000)</u>	<u>(22,906)</u>	<u>(20,000)</u>	<u>(10,824)</u>	<u>(10,000)</u>		<u>(20,000)</u>		
<b>430</b>	<b><u>Warners Park Pavilion</u></b>									
5019	Repairs & Renewals	22,041	0	0	0	0	0	1,000	0	0
7046	Warners Pavillon Restoration	2,530	0	2,530	300	300	0	5,000	0	0
	<b>Overhead Expenditure</b>	24,571	0	2,530	300	300	0	6,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(24,571)</u>	<u>0</u>	<u>(2,530)</u>	<u>(300)</u>	<u>(300)</u>		<u>(6,000)</u>		
<b>440</b>	<b><u>Ground Maintenance Depot</u></b>									
4400	Rental of Old Depot	700	700	700	700	700	0	700	0	0
	<b>Total Income</b>	700	700	700	700	700	0	700	0	0
5033	Business Rates	0	0	0	1,235	1,235	0	1,235	0	0
	<b>Overhead Expenditure</b>	0	0	0	1,235	1,235	0	1,235	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>700</u>	<u>700</u>	<u>700</u>	<u>(535)</u>	<u>(535)</u>		<u>(535)</u>		
<b>450</b>	<b><u>Community Centre</u></b>									
5019	Repairs & Renewals	1,000	0	1,000	3,425	1,000	0	2,000	0	0
	<b>Overhead Expenditure</b>	1,000	0	1,000	3,425	1,000	0	2,000	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>(3,425)</u>	<u>(1,000)</u>		<u>(2,000)</u>		

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## Annual Budget - By Committee (Actual YTD Month 11)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual</u>	<u>Projecte</u>	<u>Committ</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried</u>
<b>Property - Income</b>	39,800	43,689	38,700	44,928	700	0	38,700	0	0
<b>Expenditure</b>	107,971	130,739	74,000	31,416	42,232	0	91,210	0	10,000
<b>Net Income over Expenditure</b>	<u>-68,171</u>	<u>-87,050</u>	<u>-35,300</u>	<u>13,511</u>	<u>-41,532</u>	<u>0</u>	<u>-52,510</u>	<u>0</u>	<u>-10,000</u>
plus Transfer from EMR	0	31,518	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(68,171)</u>	<u>(55,531)</u>	<u>(35,300)</u>	<u>13,511</u>	<u>(41,532)</u>		<u>(52,510)</u>		
<b>Total Budget Income</b>	39,800	43,689	38,700	44,928	700	0	38,700	0	0
<b>Expenditure</b>	107,971	130,739	74,000	31,416	42,232	0	91,210	0	10,000
<b>Net Income over Expenditure</b>	<u>-68,171</u>	<u>-87,050</u>	<u>-35,300</u>	<u>13,511</u>	<u>-41,532</u>	<u>0</u>	<u>-52,510</u>	<u>0</u>	<u>-10,000</u>
plus Transfer from EMR	0	31,518	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(68,171)</u>	<u>(55,531)</u>	<u>(35,300)</u>	<u>13,511</u>	<u>(41,532)</u>		<u>(52,510)</u>		

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
3210 Earmarked Reserves	0.00		0.00
3211 EMR - Election Costs	7,834.75		7,834.75
3212 EMR - Provision for PC	0.00		0.00
3213 EMR - Town Celebrations	22,106.94		22,106.94
3215 EMR - Jointly Funded Imp Schem	13,989.34		13,989.34
3216 EMR - Toilet Provision	22,346.00		22,346.00
3217 EMR - Jubilee Memorial Ren.	1,830.00		1,830.00
3218 EMR - New Vehicle	7,705.00	-646.21	7,058.79
3219 EMR - Parish Church Wall	19,300.00		19,300.00
3220 Norris Museum & Library Fund	0.00		0.00
3221 EMR - Play Equipment	2,650.00		2,650.00
3222 EMR - Equipment & Tools	6,302.00		6,302.00
3223 EMR - War Memorial Ren.	2,600.00		2,600.00
3224 EMR - Westwood Rd Memorial	6,875.00		6,875.00
3225 EMR - York House Refurbishment	0.00		0.00
3226 EMR - Town Hall Refurbishment	24,920.00		24,920.00
3227 EMR - Corn Exchange Refurb	20,366.83		20,366.83
3228 EMR - Corn Exchange Roof	123,449.84		123,449.84
3229 EMR - CIL	148,912.05	-570.22	148,341.83
3230 EMR - Tourist Information	22,486.00		22,486.00
3231 EMR - Neighbourhood Plan	23,443.62		23,443.62
3232 EMR Warners Park Pavilion	24,821.00		24,821.00
	<u>501,938.37</u>	<u>-1,216.43</u>	<u>500,721.94</u>