

Issued: 12 April 2018

Councillors N Dibben, I Dobson, R Fuller, R Kuch, B Luter, J Pallant, P Pope and D Townsend.

You are hereby summoned to attend a **Meeting of the Property Committee of St Ives Town Council**, to be held on Wednesday 18 April 2018 in the **Town Hall St Ives at 8pm.**



Alison Benfield BA(Hons) FSLCC
Town Clerk

AGENDA

PR34.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

PR35.00 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.

PR36.00 PUBLIC PARTICIPATION

A maximum of 15 minutes is permitted for members of the public to address the Committee in accordance with the Town Council's approved Public Participation Policy.

PR37.00 MINUTES

To approve the Minutes of the Meeting of the Property Committee held on 17 January 2018 (copy herewith).

PR39.00 PROPERTY MAINTENANCE

PR39.01 General Property & Maintenance Update
To receive an update report (copy herewith).

PR39.02 Property Maintenance Schedule
To receive Schedule (copy herewith)

Items to Note

These items are for report only and do not require decision. They will only be discussed if requested.

PR40.00 BUDGET

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



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**Minutes of the Meeting of the Property Committee of St Ives Town Council
held at the Town Hall, St Ives, on Wednesday, 17 January 2018.**

Present:

Chairman: Councillor J Pallant
 Vice-Chairman: Councillor Mrs D Townsend
 Councillors: N Dibben, I Dobson, R Fuller, R Kuch, B Luter

In attendance: Mrs A Benfield, Town Clerk

PR22.00 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor P Pope (Personal).

PR23.00 DECLARATIONS OF INTEREST

Councillor I Dobson - Non Pecuniary Interests in Agenda Items **PR26.00** as a Director of the Corn Exchange CIC and **PR28.00** as a Member of the Burleigh Hill Centre Management Committee

Councillors R Kuch and Mrs D Townsend - Non Pecuniary Interest in Agenda Item **PR28.00** as Members of the Burleigh Hill Centre Management Committee.

PR24.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PR25.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Property Committee held on 18 October 2017 be agreed as a correct record and signed by the Chairman.

PR26.00 PROPERTY MAINTENANCE

PR26.01 General Property & Maintenance Update

Members were in receipt of Property and Maintenance Report.

RESOLVED: PR26.01 that the report be received and noted.

PR26.02 that the Town Clerk circulate a report of the meeting held with the Chairman and Vice Chairman by teleconference on 2 November 2017

PR26.02 Property Maintenance Schedule

RESOLVED: that the Property Maintenance Schedule be received and noted.

PR27.00 BUDGET

RESOLVED: that the Budget Report be received and noted.

PR28.00 BURLEIGH HILL COMMUNITY CENTRE

Members were in receipt of Minutes of the Management Meeting held on 28 November together with the annual accounts.

The meeting agreed to the request which had been received from the Committee for repairs to the windows and guttering at the Centre.

Chairman's
Initials

RESOLVED: PR28.01 that the Minutes and Accounts be received and noted
PR28.02 that the Town Clerk progress the necessary works to the Centre

PR29.00 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.

PR30.00 TOWN HALL FLOOR CLEANING

Consideration was given to the appointment of contractors to clean all communal floor areas of the Town Hall following redecoration works. Three companies had provided quotations.

RESOLVED: PR30.01 that the report be received and noted.
PR30.02 that the quotation from ACR Cleaning in the sum of £580 be accepted.

PR31.00 REPLACEMENT OF COUNCIL CHAMBER WALLPAPER

Consideration was given to replacement wallpaper for the Council Chamber. Four companies had provided quotations.

RESOLVED: PR31.01 that the report be received and noted.
PR31.02 that a decision on the wallpaper design be delegated to the Chairman, Vice Chairman and Town Clerk up to a maximum cost of £64 per roll.

PR32.00 INSTALLATION OF WHITEBOARD FOR COUNCIL CHAMBER

Consideration was given to the installation of an electronic whiteboard for the Council Chamber. Quotations had been received from two companies.

Members considered that an electronic whiteboard was possibly more sophisticated than the Council required and that a standard screen might be more appropriate.

RESOLVED: PR32.01 that the report be received and noted
PR32.02 that quotations for a standard tv screen be obtained from local electrical retailers

PR33.00 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: 18 April 2018

Chairman's
Initials

PROPERTY COMMITTEE MEETING

DATE: 18 April 2018

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.
2.2 That the property report be received and noted.

3 Background

- 3.1 The Council maintains a number of buildings in the community. This report covers the schedule of maintenance which has been agreed.

3.2 YORK HOUSE

New tenants took up residency on 28 March 2018 under a six-month agreement. The agreed rent was increased from the 2016/17 rate of £810 per calendar month to £895 per calendar month.

3.3 CORN EXCHANGE

The floor in the entrance hall was lifting and showing signs of wear. The carpet contractor attended on 3 April 2018 to fit a new dementia friendly carpet. The old flooring has been removed, but a problem with damp has necessitated additional attention which is currently being rectified before the new carpet can be installed. The heat has been tripping off and a specialist report on the problem is awaited. The rear lift has not been aligning and has been designated unusable. The motor/brake needs attention and specialist engineers have been appointed to rectify the fault at a cost of £1995. Approval of the Conservation Officer is awaited for the repairs needed to the outside front window frames. The front doors are due to be repainted in the next 4-6 weeks. A sample of the materials to be used will be provided in advance.

3.4 TOWN HALL

The internal re-decoration of the Town Hall was completed on 5 April 2018 and the opportunity was taken to undertake a number of other minor outstanding works. A date for the floor cleaning is currently being arranged. The vacant office space on the second floor is being marketed by a property agent.

3.7 TREES

A survey has been undertaken on the condition of the trees in All Saints churchyard and tenders have been requested for the carrying out of the remedial work recommended in the report. A condition survey is also being undertaken during the week beginning 16 April 2018 for the other areas falling under the responsibility of the Town Council, namely: Warners Park, Slepe Hall Field, The Waites and the cemeteries.

4 Proposal

4.1 The maintenance report of work completed for 2017/18 and completed/planned for 2018/19 be noted.

5. Financial Implications

5.1 See above

6. Policy Implications

6.1 There are no new policy implications anticipated from this report.

7. Health and Safety Implications

7.1 Health & Safety issues mitigated by planned maintenance.

Christine Allison
Assistant to the Town Clerk

Maintenance Schedule 2017/18 as at 11/04/2018

Scheduled					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Corn Exchange	Carpentry	Floor repair	22/03/2016	TBA	Schedule after Stone works period
Corn Exchange	Carpeting	Front entrance - damp problems prior to carpet laying	01/02/2018	TBA	Works started 03/04 but completion delayed o/a damp
Corn Exchange	Electrical	Heat tripping off	26/03/2018	TBA	Awaiting specialist report
Corn Exchange	Lift	Rear lift call out 11971123 - not aligning - Rear lift - fault with motor and brake	02/03/2018	TBA	Kone attended 7/2 and 7/3 needs further works
Corn Exchange	Decorating	Front doors to be repainted	06/04/2018	TBA	Work to start in 4-6 weeks
Corn Exchange	Carpentry	Window Repair		TBA	Awaiting Conservation Officer

Annual/Required this year		
Building	Works Category	Main Desc
Town Hall	Fire	Fire Risk Assessment (Internal)
Pavilion	Fire	Fire Risk Assessment (Internal)
Norris/Curators House	Fire	Fire Risk Assessment (Internal)
Old Mortuary	Fire	Fire Risk Assessment (Internal)
Depot	Fire	Fire Risk Assessment (Internal)
Curators House	Gas	Safety Check
Corn Exchange	Gas	Safety Check
Town Hall	Gas	Safety Check
Corn Exchange	Lifts	Maintenance
Town Hall	Lifts	Maintenance
Town Hall	Electrical	PAT Testing
Norris/Curators House	Electrical	PAT Testing
Pavilion	Electrical	PAT Testing
Depot (inc FM Distribution)	Electrical	PAT Testing
Town Hall	Inspection	Asbestos
Corn Exchange	Plumbing	Drains flushed
Corn Exchange	Inspection	Asbestos
Norris/Curators House	Inspection	Asbestos

Completed					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Bus Station Toilets	Electrics	Service contract renewal	01/01/2018	01/01/2018	Renewed
Town Hall	Maintenance	Remove shades from chamber light fittings		10/04/2018	
Town Hall	Plumbing	Replacement radiator in primary care office	27/03/2018	05/04/2018	
Waits	Electrics	5 year Fixed Wire Test	07/06/2017	28/03/2018	HDC - contracted
Corn Exchange	Plumbing	Mens front toilets blocked		26/03/2018	
Bus Station Toilets	Plumbing	Blockage		23/03/2018	
Town Hall	Carpentry	New board and bench for chamber		23/03/2018	
Corn Exchange	Electrical	Front light fitting faulty	06/03/2018	21/03/2018	
Corn Exchange	Lift	Front lift call out 11971122	02/03/2018	07/03/2018	freezing. No fault found
Corn Exchange	Electrical	Emergency light fitting in front entrance not working	07/02/2018	07/03/2018	
Town Hall	Decorating	Internal building redecoration		01/03/2018	
Bus Station Toilets	Plumbing	Service		14/02/2018	
Globe Toilets	Plumbing	Service		14/02/2018	
Corn Exchange	Electrical	Wall fitting light (behind servery bar)	25/01/2018	31/01/2018	
Corn Exchange	Electrical	Replace bulbs in charter hall	25/01/2018	31/01/2018	
Corn Exchange	Electrical	Wall light on balcony	25/01/2018	31/01/2018	
Corn Exchange	Electrical	Lamp fitting in ladies toilet to be replaced	10/01/2018	31/01/2018	
Corn Exchange	Electrical	Fix emergency light in reception	10/01/2018	31/01/2018	
Corn Exchange	Electrical	Kitchen lights upgraded to LED	10/01/2018	31/01/2018	
Town Hall	Intercom	Replacement of transformer	23/01/2018	24/01/2018	
Corn Exchange	Lift	Service- front lift		22/01/2018	
Corn Exchange	Lift	Service- back lift		22/01/2018	
Town Hall	Fire Alarm	Quarterly Service/ Testing		19/01/2018	
Town Hall	Windows	Windows cleaned inside and out	02/01/2018	09/01/2018	
Town Hall	Electrical	Lighting in Chamber	04/12/2017	19/12/2017	Changing dimmer switch in Chamber
Playgrounds	Safety work	Swing replacement parts	28/09/2017	14/12/2017	
Town Hall	Plumbing	Radiator blown	27/11/2017	01/12/2017	
Town Hall	Lift	Service		30/11/2017	
Corn Exchange	Lift	Emergency call out		26/11/2017	jammed between floors - over loading of lift
Corn Exchange	Air Conditioning	Cooling system	11/09/2017	24/11/2017	
Globe Toilets	Lighting	Sensor not working	23/08/2017	23/11/2017	Light replacement

Corn Exchange	Carpentry	Door repair	11/11/2017	17/11/2017	
Chapel and Bridge	Lighting	Lights out on the Town Hall bridge		03/11/2017	
Corn Exchange	Carpentry	Back panel replacement - part 2 of 2		31/10/2017	
Corn Exchange	Plumbing	Annual Drain Servicing		19/10/2017	
Town Hall	Gas	Heating system repair	18/10/2017	19/10/2017	
Corn Exchange	Masonry	Stone repair - Front	23/03/2017	18/10/2017	Original Aug dates canc by contractor, issue raised re stone delay by Conservation officer
Town Hall	Electrical	Lighting in Lobby	12/10/2017	13/10/2017	H&S Lobby dark - part of light bulb imbedded in fitting
Town Hall	Intercom	Installation - Pinpoint inc new unit	11/09/2017	12/10/2017	
York House	Inspection	EPC (Elhurst Energy)		01/10/2017	Expires Oct 2018
Chapel and Bridge	Electrical	Bridge Light - Last 2 on right going out of Town		22/09/2017	
Town Hall	Plumbing	Radiator blown	19/09/2017	22/09/2017	New radiator installed
Corn Exchange	Lift	Servicing - Front Lift		21/09/2017	
Corn Exchange	Lift	Servicing - Back Lift		21/09/2017	
York House	H&S	Dampwork		18/09/2017	Leaders to schedule and complete
Globe Toilets	Plumbing	Sensor repair		15/09/2017	
Town Hall	Gas	Heating system repair	13/09/2017	15/09/2017	
Town Hall	Gas	Safety Check - Annual		15/09/2017	
Bus Station Toilets	Plumbing	Service - Handwashing		14/09/2017	
Globe Toilets	Plumbing	Service - Handwashing		14/09/2017	
Town Hall	Lighting	Emergency Lighting		11/09/2017	Reparis finished
Bus Station Toilets	Electrics	Sensor - Mother baby unit	05/09/2017	07/09/2017	
Bus Station Toilets	Electrics	Replace faulty sensor	30/08/2017	31/08/2017	
Globe Toilets	Electrics	Replace faulty sensor		27/08/2017	
Town Hall	Carpentry	Floor repair top floor corridor - emergency repair	26/07/2017	26/08/2017	
Corn Exchange	Electrical	New lighting following removal of street lighting		19/08/2017	
Corn Exchange	Electrical	Additional lighting to rear of building	26/06/2017	18/08/2017	
Town Hall	Fire	Emergency Lighting Repairs		18/08/2017	
Corn Exchange	Air Conditioning	Maintenance and repairs		14/08/2017	external condenser - emergency will affect hires.
Town Hall	Lighting	Emergency Lighting	27/07/2017	14/08/2017	Lights failure repair
Town Hall	Windows	Windows Cleaned inside and Out		02/08/2017	
Corn Exchange	Plumbing	Drain blockage		21/07/2017	
Corn Exchange	Drain	Drain blocked		19/07/2017	
Corn Exchange	Plumbing	Gents Toilets Blocked	17/07/2017	19/07/2017	
Bus Station Toilets	Plumbing	System Failure - parts required	03/07/2017	14/07/2017	
Bus Station Toilets	Plumbing	Blockage	11/07/2017	11/07/2017	
Town Hall	Security	Barrier damaged - not reported		11/07/2017	
Corn Exchange	Electrical	C2 reconnection	10/07/2017	10/07/2017	
Globe Toilets	Plumbing	Replacement part required	21/06/2017	03/07/2017	
Free Church & Parish Church	Clocks	Maintenance - Clock Towers		01/07/2017	
Town Hall	Fire Alarm	Quarterly Service/Testing		28/06/2017	Failure - lights, fire Ext replaced
Bus Station Toilets	Plumbing	Ladies Not flushing	21/06/2017	23/06/2017	
Town Hall	Security	Barrier Service		23/06/2017	
Bus Station Toilets	Plumbing	Blockage - women's		21/06/2017	
Globe Toilets	Plumbing	Blockage		20/06/2017	
Corn Exchange	Lift	Front lift - not returned to floor	14/06/2017	16/06/2017	Reference 11842127 - Damage caused by visitor to the CE
Pavillion - Warner's Park	Carpentry	Door repairs		12/06/2017	
Pavillion - Warner's Park	Lighting	Replacement Bulbs		12/06/2017	
Corn Exchange	Air Conditioning	Service/Maintenance	25/05/2017	09/06/2017	
Burleigh Hill	Maintenance	Supply and fitting of 5 grab rails including pull down toilet rail, low wall basin and lever taps		08/06/2017	
Burleigh Hill	Maintenance	Apply dark woodstain to all exterior woodwork including widdow frames and cladding		08/06/2017	
Burleigh Hill	Maintenance	Replace handle, lock and catch to side gate		08/06/2017	
Burleigh Hill	Maintenance	Replace/repair gutter/eaves joints where needed, remove flash band , repair and replace with new		08/06/2017	
Town Hall	Electrics	Replace light fitting in lift		31/05/2017	
Town Hall	Security	Barrier Service	25/05/2017	25/05/2017	
Playgrounds	Inspection	Safety Inspection - play areas		09/05/2017	
Corn Exchange	Other	Locks changed at Corn Exchange expense	01/04/2017	01/04/2017	
Town Hall	Windows	Windows Cleaned inside and Out		09/12/2016	
Town Hall	Security	Barrier Service	01/06/2016	01/06/2016	
Corn Exchange	Maintenance	Supply and fit fire seal to two sets of internal doors	08/02/2018		

St Ives Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

		<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
Property												
400	Town Hall											
5019	Repairs & Renewals	19,133	7,964	3,500	11,169	0	14,669	14,669	0	14,669	10,000	4,779
5021	Health & Safety	500	0	500	0	0	500	0	0	0	0	0
5033	Business Rates	9,008	7,688	9,008	0	0	9,008	5,927	0	5,927	14,300	0
5160	Legal Fees	1,000	0	1,000	0	0	1,000	0	0	0	0	0
6934	Water Rates	450	222	473	0	0	473	542	0	542	700	0
7032	Heating & Lighting	9,000	5,718	7,000	0	0	7,000	6,536	0	6,536	7,500	0
7035	Cleaning	9,000	8,101	9,000	0	0	9,000	8,596	0	8,596	10,500	0
7037	Maintenance - Contracts	2,000	2,136	2,000	0	0	2,000	1,029	0	587	2,000	0
7044	Trade Refuse	1,350	921	1,000	0	0	1,000	992	0	992	1,000	0
	OverHead Expenditure	51,441	32,751	33,481	11,169	0	44,650	38,292	0	37,849	46,000	4,779
4201	Tenants' Rent	18,665	18,263	15,950	0	0	15,950	21,200	0	21,200	20,245	0
4202	Tentants' Rechargeable Exps	5,387	6,198	5,520	0	0	5,520	6,081	0	6,081	6,081	0
4203	Hire of Council Chamber	100	225	100	0	0	100	200	0	200	125	0
	Total Income	24,152	24,685	21,570	0	0	21,570	27,481	0	27,481	26,451	0
400	Net Expenditure	27,289	8,066	11,911	11,169	0	23,080	10,811	0	10,368	19,549	4,779

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St Ives Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

		<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
410	<u>Corn Exchange</u>											
7232	Maintenance Contracts	3,675	2,539	4,350	0	0	4,350	1,667	0	2,109	4,350	0
7233	Repairs & Renewals	5,190	5,279	10,000	0	0	10,000	7,126	0	7,126	10,000	0
	OverHead Expenditure	8,865	7,817	14,350	0	0	14,350	8,794	0	9,235	14,350	0
	410 Net Expenditure	8,865	7,817	14,350	0	0	14,350	8,794	0	9,235	14,350	0
430	<u>Warners Park Pavilion</u>											
5019	Repairs & Renewals	6,500	79	500	6,421	0	6,921	0	0	0	500	6,921
	OverHead Expenditure	6,500	79	500	6,421	0	6,921	0	0	0	500	6,921
4110	Warner's Park Pavilion	120	70	70	0	0	70	40	0	40	70	0
	Total Income	120	70	70	0	0	70	40	0	40	70	0
	430 Net Expenditure	6,380	9	430	6,421	0	6,851	-40	0	-40	430	6,921
440	<u>Ground Maintenance Depot</u>											
5033	Business Rates	4,040	3,993	5,000	0	0	5,000	3,672	0	3,672	5,000	0
6289	Storage	1,000	6,435	1,800	0	0	1,800	569	0	569	0	0
	OverHead Expenditure	5,040	10,428	6,800	0	0	6,800	4,241	0	4,241	5,000	0
4400	Rental of Old Depot	3,050	3,050	4,351	0	0	4,351	3,050	0	3,050	3,050	0
	Total Income	3,050	3,050	4,351	0	0	4,351	3,050	0	3,050	3,050	0
	440 Net Expenditure	1,990	7,378	2,449	0	0	2,449	1,191	0	1,191	1,950	0

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St Ives Town Council
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note :

		<u>Last Year</u>		<u>Current Year</u>							<u>Next Year</u>	
		Budget	Actual	Agreed Budget	Fwd/Rev Budget	Net Virement	Revised Budget	Actual YTD	Committed Exp.	Projected Actual	Next Year Budget	C/Fwd Budget
450	Community Centre											
5019	Repairs & Renewals	1,760	4,657	1,000	0	0	1,000	0	0	0	1,000	0
	OverHead Expenditure	1,760	4,657	1,000	0	0	1,000	0	0	0	1,000	0
450	Net Expenditure	1,760	4,657	1,000	0	0	1,000	0	0	0	1,000	0
	Property - Expenditure	73,606	55,732	56,131	17,590	0	73,721	51,327	0	51,325	66,850	11,700
	Income	27,322	27,805	25,991	0	0	25,991	30,571	0	30,571	29,571	0
	Net Expenditure	46,284	27,927	30,140	17,590	0	47,730	20,756	0	20,754	37,279	11,700
	Total Budget Expenditure	73,606	55,732	56,131	17,590	0	73,721	51,327	0	51,325	66,850	11,700
	Income	27,322	27,805	25,991	0	0	25,991	30,571	0	30,571	29,571	0
	Net Expenditure	46,284	27,927	30,140	17,590	0	47,730	20,756	0	20,754	37,279	11,700

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