

11 February 2016

**To: The Town Mayor and
Members of the Property Committee**

Sir/Madam

You are hereby summoned to attend a Meeting of the **Property Committee** of the St Ives Town Council to be held on **Wednesday 17 February 2016** immediately following the Meeting of the Personnel Committee

**Alison Melnychuk BA (Hons) FILCM
TOWN CLERK**

AGENDA

PR34.0 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.

PR35.0 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

PR36.0 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.

PR37.0 MINUTES

To approve the Minutes of the Meeting held on 18 November 2015 (copy herewith).

PR38.0 BUDGET AND CAPITAL REPORTS

To receive Budget and Capital Reports for the Committee (copies herewith).

PR39.0 ROLLING PROGRAMME

To receive Rolling Programme of Works (copy herewith).

PR40.0 PROPERTY MAINTENANCE

PR40.1 To receive and note the Town Hall schedule of works (copy herewith)

PR40.2 To receive and note the Corn Exchange schedule of works (verbal report)

PR40.3 To receive and note the Burleigh Hill Community Centre schedule of works (verbal report)

PR40.4 To note there has been no forward movement on refurbishment of the Pavilion at the current time.

PR41.0 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND THE PUBLIC

To resolve 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.

PR42.0 DISPLAY ENERGY CERTIFICATES

To consider quotations received for providing Display Energy Certificates for the Corn Exchange and Burleigh Hill Community Centre (copy herewith).

PR43.0 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND THE PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

**MINUTES OF THE MEETING OF THE PROPERTY COMMITTEE
OF THE ST IVES TOWN COUNCIL**
held at the Town Hall, St Ives
on Wednesday 18 November 2015

Present:

Chairman: Councillor P M Pope

Vice Chairman: Councillor Mrs D Townsend

Councillors: N J Dibben
D Rowe
P A Smith
I N Jackson (ex officio)

Absent: Councillor I P Dobson

In Attendance:
Town Clerk: A Melnychuk

PR20.0 DECLARATIONS OF INTEREST

No declarations were made.

PR21.0 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor M M Collier (ill health).

RESOLVED: that the above apology be received and accepted.

PR22.0 PUBLIC PARTICIPATION

No persons present wished to address the Meeting.

PR23.0 MINUTES

The Minutes of the Meeting of the Property Committee held on 15 July 2015 were agreed as a correct record and signed by the Chairman.

PR24.0 BUDGET AND CAPITAL REPORTS

Members were in receipt of Budget and Capital reports for the Committee.

RESOLVED: that the reports be received and noted.

PR25.0 ROLLING PROGRAMME

Members received the Rolling Programme of Works.

RESOLVED: that the Programme be received and noted.

PR26.0 WARNER'S PARK PAVILION

The Town Clerk provided Members with a report on Warner's Park Pavilion.

It was noted that work on the roof and guttering had now been carried out.

RESOLVED: that the report be received and noted.

PR27.0 ASBESTOS SURVEY

An asbestos survey of the Norris Museum and York House storage areas had recently been conducted revealing minimal or no hazardous materials present.

RESOLVED: that the information be received and noted.

PR28.0 STRUCTURAL SURVEY

Members were in receipt of Structural Survey for the second floor of the Town Hall.

It was agreed that a policy be put in place for when staff relocate back to the Museum so that the second floor could be returned to use by future tenants taking into account the requirements highlighted in the structural report.

RESOLVED: that the report be received and noted.

**PE29.0 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.

PE30.0 DISPLAY ENERGY CERTIFICATES

Consideration was given to a report on the acquisition of Display Energy Certificates for the Corn Exchange and Burleigh Hill Community Centre.

Members considered that further quotations should be sought and advice requested from the District and County Councils.

RESOLVED: **PE30.1** that further quotations be sought
PE30.2 that advice be sought from the District and County Councils on provision of DEC's.

PE31.0 REPAIRS TO TOWN HALL

Consideration was given to a quotation received from SPS Property Maintenance Services for repairs to the Town Hall.

Members considered that further quotations should be sought for comparison purposes. It was noted also that not all necessary repairs were included in the quotation.

RESOLVED: **PE31.1** that the outstanding items be added to the specification and further quotations be sought
PE31.2 that authority be delegated to the Chairman and Vice Chairman, in conjunction with the Town Clerk, to commission the works which should not exceed the total of the original quotation submitted by SPS.

PE32.0 5-YEARLY ELECTRICAL INSPECTION

Consideration was given to quotations received from three electrical contractors for conducting the 5-yearly electrical inspections on Council-owned properties.

RESOLVED: that the quotation from M S Electrical in the sum of £2447.00 be accepted.

**PE33.0 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.

RETURN TO AGENDA

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	10,000	9,768	10,000	0	0	10,000	418	0	10,000	10,000	0
5021	Health & Safety	500	0	500	0	0	500	149	0	400	500	0
5033	Business Rates	8,756	8,666	8,925	0	0	8,925	8,832	0	8,832	9,008	0
5160	Legal Fees	1,000	1,173	1,000	0	0	1,000	0	0	0	1,000	0
6934	Water Rates	450	431	450	0	0	450	175	0	445	450	0
7032	Heating & Lighting	7,000	8,569	9,000	0	0	9,000	3,922	0	7,000	9,000	0
7035	Cleaning	5,320	5,759	9,000	0	0	9,000	7,344	0	9,000	9,000	0
7037	Maintenance	2,000	1,742	2,000	0	0	2,000	1,700	0	2,000	2,000	0
7044	Trade Refuse	1,238	1,281	1,350	0	0	1,350	1,153	0	1,335	1,350	0
	OverHead Expenditure	36,264	37,389	42,225	0	0	42,225	23,693	0	39,012	42,308	0
4201	Tenants' Rent	22,300	30,420	20,843	0	0	20,843	22,298	0	21,015	18,665	0
4202	Tentants' Rechargeable Exps	8,199	14,034	8,199	0	0	8,199	8,800	0	9,400	5,387	0
4203	Hire of Council Chamber	180	185	100	0	0	100	110	0	80	100	0
	Total Income	30,679	44,639	29,142	0	0	29,142	31,208	0	30,495	24,152	0
400	Net Expenditure	5,585	-7,250	13,083	0	0	13,083	-7,515	0	8,517	18,156	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
410	<u>Corn Exchange</u>											
7232	Maintenance Contracts	2,550	3,388	2,550	0	0	2,550	1,425	0	2,550	2,550	0
7233	Repairs & Renewals	0	306	5,000	0	0	5,000	3,526	0	5,000	5,000	0
	OverHead Expenditure	2,550	3,694	7,550	0	0	7,550	4,951	0	7,550	7,550	0
	410 Net Expenditure	2,550	3,694	7,550	0	0	7,550	4,951	0	7,550	7,550	0
430	<u>Warners Park Pavilion</u>											
5019	Repairs & Renewals	500	0	0	0	0	0	0	0	0	6,500	0
	OverHead Expenditure	500	0	0	0	0	0	0	0	0	6,500	0
4110	Warner's Park Pavilion	66	120	120	0	0	120	120	0	120	120	0
	Total Income	66	120	120	0	0	120	120	0	120	120	0
	430 Net Expenditure	434	-120	-120	0	0	-120	-120	0	-120	6,380	0
440	<u>Ground Maintenance Depot</u>											
5033	Business Rates	985	966	4,000	0	0	4,000	3,960	0	3,960	4,040	0
6289	Storage	2,150	8,959	1,600	0	0	1,600	5,643	0	6,000	1,000	0
	OverHead Expenditure	3,135	9,925	5,600	0	0	5,600	9,603	0	9,960	5,040	0
4400	Rental of Old Depot	2,000	2,788	2,700	0	0	2,700	3,050	0	3,050	3,050	0
	Total Income	2,000	2,788	2,700	0	0	2,700	3,050	0	3,050	3,050	0
	440 Net Expenditure	1,135	7,137	2,900	0	0	2,900	6,553	0	6,910	1,990	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	1,000	766	1,000	0	0	1,000	240	0	500	1,000	0
	OverHead Expenditure	1,000	766	1,000	0	0	1,000	240	0	500	1,000	0
450	Net Expenditure	1,000	766	1,000	0	0	1,000	240	0	500	1,000	0
451	Norris											
	OverHead Expenditure	0	0	0	0	0	0	0	0	0	0	0
4211	Development Project	210	0	0	0	0	0	0	0	0	0	0
	Total Income	210	0	0	0	0	0	0	0	0	0	0
451	Net Expenditure	-210	0	0	0	0	0	0	0	0	0	0
	Property - Expenditure	43,449	51,774	56,375	0	0	56,375	38,487	0	57,022	62,398	0
	Income	32,955	47,547	31,962	0	0	31,962	34,378	0	33,665	27,322	0
	Net Expenditure	10,494	4,227	24,413	0	0	24,413	4,109	0	23,357	35,076	0
	Total Budget Expenditure	43,449	51,774	56,375	0	0	56,375	38,487	0	57,022	62,398	0
	Income	32,955	47,547	31,962	0	0	31,962	34,378	0	33,665	27,322	0
	Net Expenditure	10,494	4,227	24,413	0	0	24,413	4,109	0	23,357	35,076	0

RETURN TO AGENDA

PROPERTY COMMITTEE : ROLLING PROGRAMME OF WORK

Updated: 10 February 2016

DATE	COMMITTEE	RESOLUTION/REQUEST	CURRENT STATUS/DATE OR ANTICIPATED DATE OF COMPLETION
15/7/15	Property	<i>2nd Floor Structural Survey</i>	10/11 – Survey conducted. Report to this Meeting. Action complete
18/2/15	Property	<i>Electrical Condition Survey</i> Quotations sought for Condition Report to all Council owned properties.	10/11 – Report to this Meeting. Action complete
16/7/15	Property	<i>Energy Performance Requirements</i> PR9.4 that quotations be sought for obtaining Display Energy Certificates for all council-owned buildings	10/11 – Report to this Meeting 10/02 – Report to this Meeting
19/11/14	Property	<i>Warner's Park Pavilion</i> Chairman and Grounds Maint. Supervisor to inspect the building to see what improvements could be made.	15/7 – Contact to be made with Friends of Warners to determine their involvement in the project Schedule of Works to be prepared Grant funding to be investigated 10/02 – No forward movement at the current time. Anticipate full update at the next meeting

RETURN TO AGENDA

Building Name	Survey Area	Sub Section	Building Element	Priority	Work Scheduled	Work Allocated	Quote	Invoice Number	Work Comp'd	Final (+VAT)	Notes
Town Hall (TH)	Roof & Exterior	Roof	Pointing to the Ridge Tiles		Yes	Point Builders	900.00	001066	yes		
Town Hall (TH)	Roof & Exterior	Roof	Coping - re-bedding /re-pointing		Yes	Point Builders	620.00	001066	yes	3655.00	
Town Hall (TH)	Roof & Exterior	Roof	Pointing and Render to parapet and inside parapet wall		Yes	Point Builders	2050.00	001066, '001298	yes	1050.00	balance from inv 001066
Town Hall (TH)	Roof & Exterior	Roof	Flat Roof - loose Mortal Joints		No - To be undertaken as part of Solar Panel works	n/a					
Town Hall (TH)	Roof & Exterior	Roof	Lead Flashing - repointing		No - review next inspection	Point Builders	180.00	001066			
Town Hall (TH)	Roof & Exterior	Roof	Flagpole		No - review next inspection	Point Builders			yes		
Town Hall (TH)	Roof & Exterior	Roof	Chimney / Flue		Yes - Urgent	Point Builders	3150.00	001298, '001383, '001439	yes	3150.00	interim 1k invoice 001298, final bill for chimney, additional £295
Town Hall (TH)	Roof & Exterior	Roof	Scaffolding licence		Additional	Point Builders		001439	yes	100.00	
Town Hall (TH)	Roof & Exterior	North Elevation (Front E	Bowling		No - review next inspection	n/a					
Town Hall (TH)	Roof & Exterior	North Elevation (Front E	Stone quions and corbels decoration however, are suffering from deterioration / erosion		Yes	Point Builders	1080.00	001439	yes	1080.00	
Town Hall (TH)	Roof & Exterior	North Elevation (Front E	The door leading to the store to the left hand side requires redecoration		???	Point Builders		001439			
Town Hall (TH)	Roof & Exterior	North Elevation (Front E	The door leading to the store to the left hand side's step needs mortar repair		???	Point Builders		001439			
Town Hall (TH)	Roof & Exterior	North Elevation (Front E	The door leading to the store to the left hand side frame needs re-pointing		Yes	Point Builders		001439			
Town Hall (TH)	Roof & Exterior	North Elevation (Front E	The junction between the building and the vacant shop to the left re-pointed		Yes	Point Builders		001439			
Town Hall (TH)	Roof & Exterior	North Elevation (Front E	Entrance Steps nosings contrast painting (H&S)		???	Point Builders		001439			

Building Name	Survey Area	Sub Section	Building Element	Priority	Work Scheduled	Work Allocated	Quote	Invoice Number	Work Comp'd	Final (+VAT)	Notes
Town Hall (TH)	Roof & Exterior	West Elevation	An outlet from the roof has become displaced and the brickwork beneath has eroded and needs repair	???	Point Builders	6048.00	001298, 001439	yes	295.00	interim 3.5k invoice 001298, heli rods 001439	
Town Hall (TH)	Roof & Exterior	West Elevation	The outlet does not have a downpipe and therefore the water and more recently thawing snow is staining the brickwork.	Yes	Point Builders		001357	yes	2548.00	?included as one figure	
Town Hall (TH)	Roof & Exterior	West Elevation	To the front corner near the main street the render has broken from the brick plinth with further erosion to the stone plinth. Re-pointing is required to the brickwork below the brick plinth and to various areas of the brickwork to this façade.	Yes	Point Builders		001439		355.00		
Town Hall (TH)	Roof & Exterior	West Elevation	The air bricks are virtually blocked therefore not providing cross ventilation to the void beneath the floor and should be cleared.	Yes	Point Builders		001357	yes		included as one figure	
Town Hall (TH)	Roof & Exterior	West Elevation	Fascias and soffits require redecoration.	Yes	G&W Plastics		02164	yes	580.00	inc in east elevation work	
Town Hall (TH)	Roof & Exterior	West Elevation	Cracks are evident below both of the windows and above the furthest window to the rear	No - review next inspection	n/a						
Town Hall (TH)	Roof & Exterior	Rear Elevation.	The fascias and soffits require redecoration.	Yes	G&W Plastics		01871	yes	1060.00	also include upvc downpipe	
Town Hall (TH)	Roof & Exterior	Rear Elevation.	The upvc downpipe at the corner of the Kelo Office has a hole at the base.	Yes	G&W Plastics		01871	yes		see fascia rear elevation	
Town Hall (TH)	Roof & Exterior	East elevation.	Metal downpipe from the roof is badly rusted and there is staining to the wall and dampness suggesting the hopper is blocked or the downpipe is leaking.	Yes	G&W Plastics		02164	yes		inc in west elevation work	
Town Hall (TH)	Roof & Exterior	East elevation.	The upvc gutter has been previously repaired but is leaking and requires replacing	Yes	G&W Plastics		02164	yes		inc in west elevation work	

Building Name	Survey Area	Sub Section	Building Element	Pr	Work Scheduled	Work Allocated	Quote	Invoice Number	Work Comp'd	Final (+VAT)	Notes
Town Hall (TH)	Roof & Exterior	East elevation.	Re-pointing is required to the brickwork and there is spalled brickwork evident		yes	Point Builders		001298	yes		included as one figure
Town Hall (TH)	Roof & Exterior	Exterior Walls	Waterseal		yes	Point Builders		001439	yes	325.00	
Town Hall (TH)	Roof & Exterior	East elevation.	minor movement of the soldier arch above the window which should be monitored		No - review next inspection	n/a					
Town Hall (TH)	Roof & Exterior	East elevation.	To the front of the building there are two store areas leading to the street and the first door frame is split and suffering from wet rot to lower sections.		??						no quote given by point
Town Hall (TH)	Roof & Exterior	East elevation.	To the front of the building there are two store areas the brickwork within the store is flaking.		??						no quote given by point
Town Hall (TH)	Roof & Exterior	Windows & Doors	redcoration of the external joinery and metal windows		??						no quote given by point
Town Hall (TH)	Roof & Exterior	Car Park	The car park is in good condition with only small areas of ponding evident.		No - not required	n/a					
Town Hall (TH)	Interior Survey - Ground Floor	Entrance Lobby & Hall	High damp levels were recorded in the front wall and lobby, however this may have been due to a recent burst pipe therefore should be monitored.		No - monitoring	n/a					
Town Hall (TH)	Interior Survey - Ground Floor	Entrance Lobby & Hall	The radiator in lobby is still leaking and should be repaired / replaced as soon as possible.		?????				yes		
Town Hall (TH)	Interior Survey - Ground Floor	Entrance Lobby & Hall	The transom lights above the front doors should be replaced with safety glazing or at the minimum safety film.		Yes	Point Builders	430.00	001439	Yes	430.00	
Town Hall (TH)	Interior Survey - Ground Floor	Entrance Lobby & Hall	Spindles to the staircase balustrade are loose.		Yes	Point Builders	300.00	001439	Yes	300.00	see also inv 001244
Town Hall (TH)	Interior Survey - Ground Floor	Entrance Lobby & Hall	Spindles to the staircase balustrade loose		Yes	Point Builders	360.00	001244	yes		see also inv 001439
Town Hall (TH)	Interior Survey - Ground Floor	Entrance Lobby & Hall	There are loose and deflecting floorboards in the Hall particularly at the entrance to the Main Office. This requires further investigation as there may be defective joists.		Yes	Point Builders		001244	yes	1590	

ST IVES TOWN COUNCIL SCHEDULE OF WORKS 2014/15

IN DEVELOPMENT

Building Name	Survey Area	Sub Section	Building Element	Pr	Work Scheduled	Work Allocated	Quote	Invoice Number	Work Comp'd	Final (+VAT)	Notes
Town Hall (TH)	Interior Survey - Ground Floor	Entrance Lobby & Hall	Cracking to lath and plaster ceiling and above the double doors to the Hall.	???		Point Builders	780.00				
Town Hall (TH)	Interior Survey - Ground Floor	Customer Service Centre Office	Monitor damp detected in the front wall.	n/a		n/a					
Town Hall (TH)	Interior Survey - Ground Floor	Customer Service Centre Office	Cracking to the lath and plaster ceiling.	???		Point Builders	780.00				
Town Hall (TH)	Interior Survey - Ground Floor	Customer Service Centre	The central sash window is in working order however the one to the right is missing a clasp and the left is stuck in the closed position.	Yes		Point Builders	95.00	001439	yes	90.00	
Town Hall (TH)	Interior Survey - Ground Floor	Customer Service Centre	The Crittall metal window is in working order however difficult to access.	??							
Town Hall (TH)	Interior Survey - Ground Floor	Customer Service Centre	This room has recently had a flood due to a failed radiator. There are currently dehumidifiers and warm air blowers aiding drying out. Some carpet tiles and hardboard have been removed from the timber floor, however it is recommended that all are removed to aid the drying out process. A visual inspection of the sub floor shows a high level of debris which could be obstructing the ventilation of the floor void. It would be advisable, if prior to a new floor finish being laid, a number of floorboards are lifted to allow access to clear the area.	Yes		Point Builders	780.00	001244	yes		
Town Hall (TH)	Interior Survey - Ground Floor	Customer Service Centre	Cracking to ceiling plaster.	Yes		Point Builders	95.00				
Town Hall (TH)	Interior Survey - Ground Floor	Customer Service Centre	The central sash window opens however the two either side are painted shut.	Yes		Point Builders		001439		90.00	
Town Hall (TH)	Interior Survey - Ground Floor	Customer Service Centre	The redundant flue is not vented.	Yes		Point Builders	120.00		yes		SPS completed works
Town Hall (TH)	Interior Survey - Ground Floor	Main Office (Side)	Windows in both offices are working.	n/a							

Building Name	Survey Area	Sub Section	Building Element	Pr	Work Scheduled	Work Allocated	Quote	Invoice Number	Work Comp'd	Final (+VAT)	Notes
Town Hall (TH)	Interior Survey - Ground Floor	Main Office (Side)	No vent to redundant flue		Yes	Point Builders	120.00		yes		SPS completed works
Town Hall (TH)	Interior Survey - Ground Floor	Main Office (Side)	Cracks to ceiling plaster		????	Point Builders	780.00		No		
Town Hall (TH)	Interior Survey - Ground Floor	Lobby 2 & Rear Stairs	Door off fire exit corridor should have safety glazing		Yes	Point Builders	80.00		Film added		
Town Hall (TH)	Interior Survey - Ground Floor	Ground Floor - Lobby 2	Fire exit door should have a single action operation.		???	Point Builders	780.00		yes		
Town Hall (TH)	Interior Survey - Ground Floor	Ground Floor - Lobby 2	Crack in wall plaster		???	Point Builders			No		
Town Hall (TH)	Interior Survey - Ground Floor	Ground Floor - Lobby 2	Monitor damp levels		n/a	n/a					
Town Hall (TH)	Interior Survey - Ground Floor	Ground Floor - WC's	Recently refurbishment. Minor plaster cracks at joints.		???	Point Builders			No		
Town Hall (TH)	Interior Survey - Ground Floor	Ground Floor - Offices 1	The majority of the windows were locked however where not they operated correctly.		? Checked and scheduled						
Town Hall (TH)	Interior Survey - Ground Floor	Ground Floor - Offices 1	Office 1 had a missing ceiling tile.		??				No		
Town Hall (TH)	Interior Survey - Ground Floor	Cellar	Limited inspection was undertaken with a torch as no lighting.		Yes	Point Builders		001383		295.00	
Town Hall (TH)	Interior Survey - Ground Floor	Cellar	Timber steps at the bottom of the staircase are subject to wet rot.		Yes	Point Builders		001244	yes		need simon to check
Town Hall (TH)	Interior Survey - Ground Floor	Cellar	The ceilings are a mixture of lath and plaster and un-skimmed plasterboard. To some areas the ceilings are defective and joists / plates are exposed reducing fire resistance. Some joists are subject to wet rot and require repair		Yes	Point Builders		001244	yes		need simon to check
Town Hall (TH)	Interior Survey - Ground Floor	Cellar	There is a water pipe that is corroding and has no insulation. This should be cleaned, painted and insulated to avoid potential fractures and leaks.		Yes	Point Builders		001439	yes	495.00	need simon to check
Town Hall (TH)	Interior Survey - Ground Floor	Ground Floor - Rear Lift	The fire exit door is faulty and requires attention		Yes	Point Builders	95.00		no		not specified in any invoice

Building Name	Survey Area	Sub Section	Building Element	Priority	Work Scheduled	Work Allocated	Quote	Invoice Number	Work Comp'd	Final (+VAT)	Notes
Town Hall (TH)	Interior Survey - Ground Floor	Ground Floor - General	A programme of re-decoration and maintenance should be agreed.		n/a	n/a					
Town Hall (TH)	Interior Survey - First Floor	First Floor - Landing mai	Crack in plaster above arch.		Yes	Point Builders			no		not specified in any invoice
Town Hall (TH)	Interior Survey - First Floor	First Floor - Landing mai	Radiator leaking.		??				yes		not leaking
Town Hall (TH)	Interior Survey - First Floor	First Floor - Landing mai	Stairs 2 - balustrade is loose and requires attention.		Yes	Point Builders			Yes		baustrade invoice does not specify which
Town Hall (TH)	Interior Survey - First Floor	First Floor - Landing mai	The decoration to the wall and ceiling of Stair 2 is flaking and there is cracked / loose plaster t the wall at high level.		re-decoration				no		
Town Hall (TH)	Interior Survey - First Floor	First Floor - Landing mai	The seal to the double glazed unit of the Velux roof light has failed		Yes	Point Builders			??		need simon to check
Town Hall (TH)	Interior Survey - First Floor	First Floor - Council Cha	The balcony/Parapet drainage outlet requires cleaning out and one stone ball finial requires reinstating.		Yes	Point Builders	1650.00	001066	yes		this may have been done but is now filled with tree needles
Town Hall (TH)	Interior Survey - First Floor	First Floor - Council Cha	The balcony one stone ball finial requires reinstating.		Yes	Point Builders		001439	Yes	210.00	see also inv 001066
Town Hall (TH)	Interior Survey - First Floor	First Floor - Council Cha	Cracking to the lath and plaster ceiling.		????	Point Builders	780.00				not specified in any invoice
Town Hall (TH)	Interior Survey - First Floor	First Floor - Council Cha	The French doors are in working order however wet rot was noted at low level – scarf repairs required		Yes	Point Builders		001439	yes	450.00	need simon to check
Town Hall (TH)	Interior Survey - First Floor	First Floor - Mayors Parl	Cracking to lath and plaster ceiling.		???	Point Builders					not specified in any invoice
Town Hall (TH)	Interior Survey - First Floor	First Floor - Mayors Parl	Balustrade drainage outlet requires cleaning out.		Yes	Point Builders		001066	yes		this may have been done but is now filled with tree needles

ST IVES TOWN COUNCIL SCHEDULE OF WORKS 2014/15

IN DEVELOPMENT

Building Name	Survey Area	Sub Section	Building Element	Pr	Work Scheduled	Work Allocated	Quote	Invoice Number	Work Comp'd	Final (+VAT)	Notes
Town Hall (TH)	Interior Survey - First Floor	First Floor - Mayors Parl	Minor cracking above door.		????	Point Builders					not specified in any invoice
Town Hall (TH)	Interior Survey - First Floor	First Floor - Mayors Parl	Corrosion noted to heating pipe work in the cupboard.		no	n/a					not required
Town Hall (TH)	Interior Survey - First Floor	First Floor - Mayors Parl	The concrete fillet at the base of the front window has cracked and broken off – repair required		Yes	Point Builders	175.00	001066	yes		need simon to check
Town Hall (TH)	Interior Survey - First Floor	First Floor - Mayors Parl	Missing sash cord. To rear window required re-instating		Yes	Point Builders	95.00	001298	Yes	180.00	
Town Hall (TH)	Interior Survey - First Floor	First Floor - Server Room	Cracks to ceiling plaster and around the door frame require making good		Yes	Point Builders	780.00	001298	Yes	600.00	inc floor board fixing
Town Hall (TH)	Interior Survey - First Floor	First Floor - Server Room	Loose floorboards require re-fixing		Yes	Point Builders		001298	Yes		see other server
Town Hall (TH)	Interior Survey - First Floor	First Floor - Office (JDes	Unvented flue could lead to problems of condensation within flue		???	Point Builders					Simon to check - not specified in any invoice
Town Hall (TH)	Interior Survey - First Floor	First Floor - Office (Adda	Minor cracks to ceiling		???	Point Builders					not specified in any invoice
Town Hall (TH)	Interior Survey - First Floor	First Floor - WC's	Minor cracks to ceiling in male WC.		???	Point Builders					not specified in any invoice
Town Hall (TH)	Interior Survey - First Floor	First Floor - Lift Lobby	Staining to ceiling.		re-decoration						
Town Hall (TH)	Interior Survey - First Floor	First Floor - Kelo Group	The window reveals require re-sealing internally and re-pointing externally.		Yes	Point Builders		001439		595.00	need simon to check is seal done
Town Hall (TH)	Interior Survey - First Floor	First Floor - Kelo Group	Minor cracking of ceiling plaster at joints and to rear wall to the side and above the window.		Yes	Point Builders	220.00	001439	No		
Town Hall (TH)	Interior Survey - First Floor	First Floor - Kelo Group	The offices have had repairs undertaken to the plaster however the finish remains poor.		??						
Town Hall (TH)	Interior Survey - First Floor	First Floor - General Cor	A programme of re-decoration and maintenance should be agreed.		n/a	n/a					
Town Hall (TH)	Interior Survey - First Floor	First Floor - General Cor	Window sills are low and safety glazing / film should be considered.		??				No		

Building Name	Survey Area	Sub Section	Building Element	Priority	Work Scheduled	Work Allocated	Quote	Invoice Number	Work Comp'd	Final (+VAT)	Notes
Town Hall (TH)	Interior Survey - Second Floor	Offices 1-4 (Homechoice)	Unvented flues to all fireplaces – could lead to condensation problems		Yes	Point Builders	120 each				need simon to check
Town Hall (TH)	Interior Survey - Second Floor	Offices 1-4 (Homechoice)	Ceiling marked due to repair below flag pole.		No	Point Builders			No		
Town Hall (TH)	Interior Survey - Second Floor	Offices 1-4 (Homechoice)	The carpets are soiled and replacement should be considered.		Yes				Yes		Tenant replaced
Town Hall (TH)	Interior Survey - Second Floor	Offices 1-4 (Homechoice)	Office 1 - Crack to wall to right hand side of window and hole in boxing.		re-decoration						Tenant replaced
Town Hall (TH)	Interior Survey - Second Floor	Offices 1-4 (Homechoice)	Office 2 – Adjustment to door required and re-decoration		re-decoration						Tenant replaced
Town Hall (TH)	Interior Survey - Second Floor	Offices 1-4 (Homechoice)	Office 3 – Cracks to ceiling plaster and window putty has broken away		re-decoration						Need Window putty checking
Town Hall (TH)	Interior Survey - Second Floor	Offices 1-4 (Homechoice)	Office 4 – Adjustment to door, window reveals require re-pointing externally and window putty has broken away		re-decoration			001439			Need Window putty checking
Town Hall (TH)	Interior Survey - Second Floor	Store Room	Minor cracking to the ceiling.		Yes	Point Builders					? Tenant
Town Hall (TH)	Interior Survey - Second Floor	Landing & Corridor	Minor cracking to ceiling board joints		???	Point Builders					not specified in any invoice
Town Hall (TH)	Interior Survey - Second Floor	Landing & Corridor	Floor finish stained and should be replaced		Yes	Point Builders		001439		950.00	
Town Hall (TH)	Interior Survey - Second Floor	Landing & Corridor	The Kitchenette flooring has lost adhesion to the wall.		Yes	Point Builders		001290 ?	No		
Town Hall (TH)	Interior Survey - Second Floor	Landing & Corridor	WC has cracking to ceiling joints		Yes	Point Builders			Yes		not specified in any invoice
Town Hall (TH)	Interior Survey - Second Floor	General Comments	A programme of re-decoration and maintenance should be agreed.		n/a	n/a					
Town Hall (TH)	Interior Survey - Second Floor	General Comments	Window sills are low and safety glazing / film should be considered.		????	Point Builders			No		
Town Hall (TH)			Floor replacement		Yes	Point Builders		001290	yes	4883.04	