



Issued: 25 May 2017

**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 Saint Ives Town Council**, to be held on Wednesday, 31 May 2017 in the **Town Hall**, St Ives **on the rise of the Amenities Committee which follows the Planning Committee which starts at 7pm.**

Allan Siao Ming Witherick  
**Town Clerk for St Ives Town Council**

## AGENDA

- PR01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2017/18**
- PR02.00 APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- PR03.00 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.
- PR04.00 APPOINTMENT OF VICE-CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2017/18**
- PR05.00 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.
- PR06.00 MINUTES**  
To approve the Minutes of the Meeting of the Property Committee held on 18 April 2017 (copy herewith).
- PR07.00 SUBVENTION REQUEST**  
To consider a request for inkind support to reduce the rent of space in the Town Hall from £8,500 per annum to £6,500 for the organisation Pinpoint (copy herewith).



**FARMERS' MARKET OF THE YEAR WINNER 2015**

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**Minutes of the Meeting of the Property Committee of Saint Ives Town Council  
held at the Town Hall, St Ives, on the Wednesday, 19 April 2017.**

**Present:**

Chairman: P Pope  
 Vice-Chairman: J Pallant  
 Councillors: T Drye, R Fuller, R Kuch and D Townsend.

**In attendance:** Councillors B Luter, D Rowe and J Tiddy.  
 A Witherick, Town Clerk

**PR18.00 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors N Dibben (Personal) and I Dobson (Personal).

**PR19.00 DECLARATIONS OF INTEREST**

No declarations were made.

**PR20.00 PUBLIC PARTICIPATION**

Item PR22.00 - Ms Luter, Corn Exchange - Noted that the Health & Safety issues related to the potential finger trap had been dealt with currently through keeping the doors open (ie pulled in the same direction and pinned back).

Item PR25.02 - Ms Luter, Corn Exchange - Whilst it was positive to see the information presented there was a concern that the system did not specify when an issue had first been notified. Failing to deal with issues promptly in the past had led to potential cost increases.

**PR21.00 MINUTES**

**RESOLVED: PR21.00** that the Minutes of the Meeting of the Property Committee held on 18 January 2017 were agreed as a correct record and signed by the Chairman.

**PR22.00 CORN EXCHANGE: DOOR MECHANISM**

Members discussed the application and the Town Clerk highlighted that responsibility for the physical door itself would still fall to the Town Council as it was only the opening mechanism which was being varied.

It was noted that the Health & Safety issue raised had been clarified during the Public Participation section of the meeting and reassurances provided that suitable mitigation was in place.

**RESOLVED: PR22.01** that the report is received and noted.

**RESOLVED: PR22.02** that permission in principle is given for the works subject to any other legal requirements being met to be undertaken at the expense of the Corn Exchange Community Interest Company and a variation to the lease agreed for the ongoing associated costs to be their sole responsibility

**PR23.00 YORK HOUSE RENTAL INCOME**

The Town Clerk informed members that the Norris Library and Museum Trust Group had met prior to the Property Committee and were in receipt of the same report. They had recommended that:

**NT30.2** - that a sum equivalent to one month's income be set aside annually into a reserve fund to cover maintenance work to York House.

**NT30.3** - that cover for loss of income would be met from reserves.

Members were in broad agreement with these recommendations and felt that this was an appropriate level of risk.

**RESOLVED: PR23.01** that the report is received and noted.

**RESOLVED: PR23.02** that following the recommendation from the Norris Library and Museum Trust Group a provision of one month's rent each year is put in

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to an ear marked reserve towards major works to the property. Where possible this would be done when the property was empty between tenants.

**RESOLVED: PR23.03** that following the recommendation from the Norris Library and Museum Trust Group it was agreed that no further insurance would be purchased to cover loss of income at York House.

**PR24.00 PRINCIPLES FOR TOWN HALL TENANCIES**

Members asked what consideration had been undertaken with regards to how the building might be used and changes in the existing arrangements.

The Town Clerk responded that he had looked at all options, including relocating the staff team to the top floor as the ground floor offices might be more attractive, and of moving within the ground floor area. This had highlighted that the further away from the front reception, the harder it became to adequately support a front desk or walk in service. It would result either in a lone member of staff left where they could not be supported or using an impersonal remote solution such as a phone with time then being lost coming from their location, down to the reception area. This was before any consideration was given to lost time due to disruption and movement and having to redecorate both areas.

Members discussed whether discounted rent should sit with Full Council or be delegated to the Property Committee. It was identified that there were two forms of discount:

- Commercial discounts - Such as those used to secure commercial tenants for example through reductions based on the amount of space leased where it would make sense to be delegated.
- Community discounts - Where it was being offered to a community group over and above any commercial discount.

**RESOLVED: PR24.01** that the report is received and noted.

**RESOLVED: PR24.02** that future tenancies are moved to a flat rate which includes basic utility costs to provide certainty and consistency.

**RESOLVED: PR24.03** that Commercial discounts should sit with the Property Committee and Town Clerk as they represented agreements used to secure normal tenants. Where the council are minded to provide a community discount in the rent of more than £1000 or 20% that this should be remitted to Full Council and dealt with in a similar manner to a grant. Discounts should be subject to renewal and tied to the period of any tenancy.

**RESOLVED: PR24.04** that subject to any discussions with existing and potential tenants the remainder of the Town Hall is advertised for let.

**RESOLVED: PR24.05** that options to provide space for staff and others to eat away from their desks is investigated, in particular through the use of the kitchens and flag room rather than through a dedicated rest room.

**PR25.00 PROPERTY MAINTENANCE**

**PR25.01.01 General Property & Maintenance Update**

The Town Clerk noted that the main area of concern currently was the basement as potential works had been identified, regardless of whether it was renovated to a usable standard.

**RESOLVED: PR25.01.01** that the report be received and noted.

**RESOLVED: PR25.01.02** that the change to the locks at the Corn Exchange and responsibility for ongoing maintenance costs be ratified.

**PR25.02 Property Maintenance Schedule**

**RESOLVED: PR25.02** that the Property Maintenance Schedule be received.

**PR26.00 BUDGET**

**RESOLVED: PR26.00** that the Budget Report be approved.

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Initials

**Property Committee meeting of St Ives Town Council**

**DATE: 31 May 2017**

**SUBJECT: GRANT ASSESSMENT – [NAME OF GROUP]**

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**1 What type of grant is being applied for?**

Property subvention of £2,000 per annum.

*“Discounted rent for two rooms at St Ives Town Council (from £8500 to £6500)”*

**2 Does the Council have the power to provide a grant for the project outline?**

The grant can be given under the General Power of Competence.

Their Constitution states: *“To develop the capacity and skills of parents and carers of children and young people aged between 0-25 of the socially and economically disadvantaged community of Cambridgeshire in such a way that they are better able to identify and help meet their needs and participate more fully in society.”*

This is further clarified in their application as:

*“Pinpoint provides information and support to families of children with disabilities and additional needs in Cambridgeshire. We also work with parents to make local services better.”*

**3 How well does the grant meet the Councils vision as set out in the Strategic Plan and meet the needs of the community in providing positive benefits to residents?**

**Direct**

C10 – Support for voluntary groups in need.

C43 – Consider support where a service might otherwise be withdrawn or reduced.

**Indirect**

E2/E8 – Economic in keeping businesses local and reasons for coming in to St Ives Town Centre.

HL4 – Access to facilities for young people.

**4 How effectively will the group use the grant?**

*“Pinpoint is the parent carer forum for Cambridgeshire, working with parents, the local authority and health to improve local services for families since 2008. We have a team of six part-time staff of which four are parents of children with additional needs. We rely on 50+ volunteers to help represent the voice of families at meetings, events, workshops, etc. We also have volunteers who come into the office to help with administrative tasks. We have 1100 parents on our mailing list and over 700 Likes on our Facebook page.*

*We don't have a membership fee and all our events are free to parents. We run events, workshops, and groups for families, pay parents' expenses to attend meetings to represent parents' views, provide information to parents via our monthly newsletter, website, social media and events, raise issues around services with commissioners and providers, and network with and support local parent groups.*

*Every year we run a free conference at the Burgess Hall in St Ives which brings together service providers and parents to share information, and celebrate parent participation – working together to improve services and support each other. We usually have around 180 - 200 attendees.”*

i) Try to be specific about what you will do and how you will do it.

*“We have a very small temporary office at Carers Trust but really need more space to involve and support parents. Carers Trust has also told us that they now need the space for their own staff. Having two rooms at St Ives Town Council would enable us to have more volunteers helping in the office and provide better support over the telephone. We’ll be able to meet with parents and service providers informally in our own space which we cannot do now. “*

ii) Please state how you have identified this need and how the project will benefit the people of St Ives, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

*“We would like to continue to be centrally located to serve the county better. We currently run meetings in local venues and work with local volunteers and support groups. We have looked for office space on the commercial market in St Ives but anything suitable is beyond our £6500 budget. We feel the St Ives Town Council is a perfect position for us to continue our good work and expand to reach more families in St Ives and beyond. We plan to continue to support families for at least 2 ¾ more years, but hope that it will be much longer than that.”*

iii) How many people from St Ives do you expect to benefit directly from your project or activity?

*It’s hard to estimate the number for St Ives but we know that there are 12,000 children in Cambridgeshire with special educational needs or disabilities and roughly estimate that around 300 of them will live in and around St Ives. By remaining in St Ives, we will continue to run events and meetings which are easily accessible for local parents in local venues such as St Ives Methodist Church, St Ives Library, Broad Leas Centre and Burgess Hall. We also currently support a St Ives parent group and have parent volunteers from St Ives. We have good contacts with the St Ivo, Thorndown and Burleigh Hill schools and will work to expand our relationship with more local schools. As our events are open to all parents in Cambridgeshire, the St Ives parents will be able to tap into a wider network of families.*

## **5 Are the expected outcomes realistic?**

*“Our work is monitored by Cambridgeshire County Council, local health services and the Department for Education. Through our monitoring reports we evidence how many parents we are involved with e.g. access us online and attend our events, and how we have made an impact on services. We have improved services for families around mental health, education transport, autism / ADHD, self-harm, wheelchairs, continence, dyslexia, and more. Any family in St Ives with a child with additional needs or a disability can contact us, attend one of our local events, or pop into our office for support and information*

*With a discount on rent we will be able to fundraise for our annual conference as well as continue to fund some hours for our very vital Communications Officer and Volunteer Co-ordinator. Our Communications Officer is vital for promoting our services and sharing information with parents. Our Volunteer Co-ordinator organises our volunteers and runs a support network for parent groups.”*

## **6 What level of contribution has been, or will be, raised locally?**

*“Our primary source of income is from Cambridgeshire County Council to engage parents across Cambridgeshire to shape and improve services for families. We’ve been funded by them since 2008 and are now on the second year of a two year contract ending in March 2018, with an option to extend for two more years. We also receive funding from health services to support parents of children with autism or ADHD, and an annual grant from the Department for Education to operate as*

*Cambridgeshire's parent carer forum to involve parents in improving local services. We fundraise to pay for our annual conference and any other additional costs."*

**7 Can the organisation or group be expected to obtain sufficient funding from another, perhaps more appropriate source?**

Currently the charity in its most recent Statement of Accounts at the end of 2015/16 in had a reserve of £18,000. This is against a turnover of £117,000. They have already identified a requirement to increase reserves.

If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

*"If the shortfall is less than £300 then we may be able to fundraise the difference but any more will make it impossible for us to run our conference and therefore we would not be able to rent the office space."*

**8 Has the organisation or group provided all required supporting documentation?**

- Constitution / rules / statement of aims and objectives – Yes from 6 February 2014
- Bank Statements – Natwest April 2017 provided
- Year End Accounts – Yes 2015/16 (still at Audit stage for 2016/17)
- Public Liability Insurance – Yes and Employers Liability (Provider Markel)
- Supporting evidence of the cost of the project – Through the accounts
- Minutes of AGM and last meeting – Yes AGM October 2016, last meeting 30 March 2017.

**9 Recommendation**

The council will be starting the process of budget planning later this year. At the moment, whilst there is no income from the space any subvention would reduce either the capacity of the council to support other groups, or require an increase in the council precept were the funds to be needed for another purpose.

The group meet the criteria for grants, however the support specifically for St Ives is low although there is a recognised benefit of encouraging organisations which bring people in to the town.

Fiscally it would make sense to link any grant made to the period of their funding as they may be unable to continue after that point.

**10 Reporting Officer - Allan Siao Ming Witherick, Town Clerk**

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