



Issued: 12 October 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, 18 October 2017** in the **Town Hall**, St Ives at **8.00 pm**.

Steve Couper
Interim Town Clerk

AGENDA

- PR15.00 APOLOGIES FOR ABSENCE**
To receive and note apologies for absence.
- PR16.00 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.
- PR17.00 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.
- PR18.00 MINUTES**
To approve the Minutes of the Meeting of the Property Committee held on 19 July 2017 (copy herewith).
- PR19.00 PROPERTY MAINTENANCE**
- PR19.01 General Property & Maintenance Update**
To receive an update report (to follow).
 - PR19.02 Property Maintenance Schedule**
To receive Schedule (to follow).

Items to Note

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

- PR20.00 CLERK'S UPDATE REPORT**
To receive update report on Town Hall refurbishment and rentals (copy herewith).
- PR21.00 BUDGET**
To receive Budget Report for the Committee (copy herewith).

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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 July 2017.**

Present:

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

In attendance: Councillor D Rowe.
 A Witherick, Town Clerk

PR08.00 APOLOGIES FOR ABSENCE

All members were present.

PR09.00 DECLARATIONS OF INTEREST

PR13.00 - Councillor I Dobson - non pecuniary interest as a Director of the Corn Exchange.

PR10.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PR11.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Property Committee held on 31 May 2017 were agreed as a correct record and signed by the Chairman.

PR12.00 TOWN HALL TENANT SUBVENTIONS

The Town Clerk noted that after the previous meeting that Pinpoint had confirmed that they had approached Cambridgeshire County Council for support but that it had not lead anywhere (Minute PR07.00 refers).

Members were happy with the process that had been used and agreed that a similar position should be taken with regards to other tenants to ensure consistency.

RESOLVED: that the information be received and noted.

PR13.00 PROPERTY MAINTENANCE

PR13.01 General Property & Maintenance Update

Members discussed the proposal and were in agreement that the works should be undertaken.

However it was felt that the use of reserves should only be if the 410 Corn Exchange/7233 Repairs & Renewals budget line was exceeded and that this should come back to committee.

RESOLVED: PR13.01.01 that the report be received and noted.

RESOLVED: PR13.01.02 that up to £6,000, including contingency, from revenue be approved for the flooring in the Corn Exchange.

PR13.02 Property Maintenance Schedule 2016-2017

RESOLVED: that the Property Maintenance Schedule be received.

PR13.03 Property Maintenance Schedule 2017-2018

RESOLVED: that the report be received and noted.

PR14.00 BUDGET

RESOLVED: that the Budget Report be approved.

Chairman:

Date:

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PROPERTY COMMITTEE MEETING

DATE: 18 October 2017

SUBJECT: TOWN HALL LETTINGS AND REFURBISHMENT

LETTING SPARE OFFICES

Pinpoint moved into G6 and G7 offices on the ground floor of the Town Hall in August 2017. They have expressed their gratitude for the reduction in the rent that was approved.

Before further marketing takes place of the remaining space there is a need to:

- Complete the removal of the items temporarily stored by the Norris Museum and The Friends of the Norris during the Museum extension.
- Remove, or dispose of, the safe, now opened, left behind by HDC.
- Review the storage needs (predominantly old files) for the Town Council. Changes on Data Protection, operational from May 2018, may have a significant impact as they are likely to ban the storage of personal information about third parties for more than certain periods. Thus this may further reduce the need for storage. [There would be a commensurate need to invest resources in reviewing all files to meet the legislative requirements].
- Reach a conclusion on the cost effectiveness/practicality of tanking (damp proofing) the cellar so that it could be used for file storage. – see also below.

REFURBISHMENT

The elements that I have, so far, identified that need to be addressed are:

- General
 - Painting and Decorating
 - Electrics and IT points
 - Review of storage needs
- Council Chamber
 - Audio Visual
 - Seating (bench)
 - Hearing Loop
- Mayors Parlour
 - Replacement cupboard for robes

- Cellar
 - Grating – debris problem
 - Tanking (damp proofing)

- Shed and Lean to – replacement or damp proofing

There are both revenue and capital budgets to support this work.

Most of the items were not progressed, pending the Town Clerk completing proposals for the tanking of the cellar and determining the IT arrangements.

The quantity and location of file storage will also have an impact for any decorating of the staff offices and the Mayor's Parlour.

Before progressing the other items it would be logical to:

- Make a decision about the practicality and cost effectiveness of tanking the basement,
- Determine the need for IT connection points and power points.
- Make a preliminary estimate of the space needed for filing, post Data Protection changes.

I am not currently in a position to identify a time scale for this but will formally report progress back to the Committee at its next meeting and, informally, to your Chairman and Vice-Chairman between meetings.

Steve Couper
Interim Town Clerk

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	1,508	0	0	10,000	0
5021	Health & Safety	500	0	500	0	0	500	0	0	0	500	0
5033	Business Rates	9,008	7,688	9,008	0	0	9,008	8,515	0	0	9,395	0
5160	Legal Fees	1,000	0	1,000	0	0	1,000	0	0	0	1,000	0
6934	Water Rates	450	222	473	0	0	473	638	0	0	473	0
7032	Heating & Lighting	9,000	5,718	7,000	0	0	7,000	3,107	0	0	9,475	0
7035	Cleaning	9,000	8,101	9,000	0	0	9,000	4,529	0	0	6,000	0
7037	Maintenance	2,000	2,136	2,000	0	0	2,000	150	0	0	2,000	0
7044	Trade Refuse	1,350	921	1,000	0	0	1,000	478	0	0	1,380	0
	OverHead Expenditure	51,441	32,751	33,481	11,169	0	44,650	18,925	0	0	40,223	0
4201	Tenants' Rent	18,665	18,263	15,950	0	0	15,950	16,145	0	0	20,843	0
4202	Tentants' Rechargeable Exps	5,387	6,198	5,520	0	0	5,520	6,081	0	0	8,630	0
4203	Hire of Council Chamber	100	225	100	0	0	100	125	0	0	100	0
	Total Income	24,152	24,685	21,570	0	0	21,570	22,351	0	0	29,573	0
400	Net Expenditure	27,289	8,066	11,911	11,169	0	23,080	-3,426	0	0	10,650	0

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St Ives Town Council
Budget Detail - By Committee

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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	1,277	0	0	2,688	0
7233	Repairs & Renewals	5,190	5,279	10,000	0	0	10,000	880	0	0	0	0
	OverHead Expenditure	8,865	7,817	14,350	0	0	14,350	2,157	0	0	2,688	0
	410 Net Expenditure	8,865	7,817	14,350	0	0	14,350	2,157	0	0	2,688	0
430	<u>Warners Park Pavilion</u>											
5019	Repairs & Renewals	6,500	79	500	6,421	0	6,921	0	0	0	0	0
	OverHead Expenditure	6,500	79	500	6,421	0	6,921	0	0	0	0	0
4110	Warner's Park Pavilion	120	70	70	0	0	70	40	0	0	120	0
	Total Income	120	70	70	0	0	70	40	0	0	120	0
	430 Net Expenditure	6,380	9	430	6,421	0	6,851	-40	0	0	-120	0
440	<u>Ground Maintenance Depot</u>											
5033	Business Rates	4,040	3,993	5,000	0	0	5,000	3,672	0	0	0	0
6289	Storage	1,000	6,435	1,800	0	0	1,800	569	0	0	0	0
	OverHead Expenditure	5,040	10,428	6,800	0	0	6,800	4,241	0	0	0	0
4400	Rental of Old Depot	3,050	3,050	4,351	0	0	4,351	0	0	0	2,350	0
	Total Income	3,050	3,050	4,351	0	0	4,351	0	0	0	2,350	0
	440 Net Expenditure	1,990	7,378	2,449	0	0	2,449	4,241	0	0	-2,350	0

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St Ives Town Council
Budget Detail - By Committee

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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	25,323	0	0	43,911	0
	Income	27,322	27,805	25,991	0	0	25,991	22,391	0	0	32,043	0
	Net Expenditure	46,284	27,927	30,140	17,590	0	47,730	2,932	0	0	11,868	0
	Total Budget Expenditure	73,606	55,732	56,131	17,590	0	73,721	25,323	0	0	43,911	0
	Income	27,322	27,805	25,991	0	0	25,991	22,391	0	0	32,043	0
	Net Expenditure	46,284	27,927	30,140	17,590	0	47,730	2,932	0	0	11,868	0

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