

St Ives Town Council



TWINNED WITH STADTALLENDORF

TOWN CLERK: Alison Benfield BA (Hons) FILCM

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19 October 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 19 October 2016** immediately following the Meeting of the Personnel Committee.

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

AGENDA

PR10.0 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.

PR11.0 APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

PR12.0 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.

PR13.0 MINUTES

To approve the Minutes of the Meeting held on 20 July 2016 (copy herewith).

PR14.0 BUDGET

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

PR15.0 PROPERTY MAINTENANCE

PR15.1 Property Maintenance Schedule

To receive Schedule (copy herewith)

PR15.2 Property Maintenance Update

To receive update report (copy herewith).

PR16.0 YORK HOUSE

To note renewal of the tenancy agreement for York House until 23 July 2017 at a rental of £810 pcm.

PR17.0 TENANTS RENT – NORRIS MUSEUM

To agree the cancellation of the rent invoice for the Norris Museum (copy herewith)

**MINUTES OF THE MEETING OF THE PROPERTY COMMITTEE
OF THE ST IVES TOWN COUNCIL**
held at the Town Hall, St Ives on Wednesday 20 July 2016

Present:

Town Mayor: Councillor Mrs D Townsend [in the Chair for Item PR1.0]

Councillors: N J Dibben
I P Dobson
R Kuch
J Pallant
P M Pope

In Attendance:
Town Clerk: A Melnychuk

PR1.0 APPOINTMENT OF CHAIRMAN

RESOLVED: that Councillor P Pope be appointed as Chairman for the ensuing year.

PR2.0 DECLARATIONS OF INTEREST

No declarations were made.

PR3.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors T Drye (Personal) and R Fuller (HDC commitment).

RESOLVED: that the above apologies be received and accepted.

PR4.0 APPOINTMENT OF VICE CHAIRMAN

RESOLVED: that Councillor J Pallant be appointed as Vice Chairman for the ensuing year.

PR5.0 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PR6.0 MINUTES

The Minutes of the Meeting of the Property Committee held on 17 February 2016 were agreed as a correct record and signed by the Chairman.

PR7.0 BUDGET AND CAPITAL REPORTS

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

RESOLVED: that the reports be received and noted.

PR8.0 PROPERTY MAINTENANCE SCHEDULE

Members received the Property Maintenance Schedule.

The new format was a great improvement but it was considered that the schedule would be more useful put into chronological order with page numbers and headings repeated on subsequent pages.

It was agreed that internal redecoration works be progressed. Light bulbs in the Chamber ought to be replaced with LEDs and quotations should be sought for replacement of the curtains and light fittings.

RESOLVED: PR8.1 that the report be received and noted.

PR8.2 that the appointment of Property Consultants to undertake the valuation reports which are now due be approved up to a £500 cost limit beyond which delegated authority was given to the Chairman, Vice Chairman and Town Clerk to appoint a consultant.

PR8.3 that quotations be sought for internal redecoration works

PR8.4 that lightbulbs in the Chamber be replaced with LEDs and that quotations be sought for replacement of the light fittings and curtains.

PR8.5 that the requested changes be made to the Maintenance Schedule.

PR9.0 ADDITIONAL NAME BOARDS IN COUNCIL CHAMBER

Members received a report informing them that new name boards in the Council Chamber would be required within the next few years.

Members agreed that quotations should be sought for two new replacement boards. The Macebearer's board would be re-sited and replaced with a new Town Clerk's board.

It was agreed also that quotations be sought for some new chairs and/or benches for use by members of the public attending meetings.

RESOLVED: PR9.1 that the report be received and noted.

PR9.2 that quotations be sought for two new replacement boards.

PR9.3 that quotations be sought for new chairs and/or benches for the public seating areas

RETURN TO AGENDA

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	10,000	867	10,000	9,133	0	19,133	1,719	0	10,000	10,000	9,133
5021	Health & Safety	500	149	500	0	0	500	0	0	0	500	0
5033	Business Rates	8,925	8,832	9,008	0	0	9,008	8,906	0	8,906	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	328	450	0	0	450	174	0	348	473	0
7032	Heating & Lighting	9,000	5,312	9,000	0	0	9,000	2,261	0	6,400	9,475	0
7035	Cleaning	9,000	8,062	9,000	0	0	9,000	3,653	0	8,660	6,000	0
7037	Maintenance	2,000	1,700	2,000	0	0	2,000	1,882	0	2,000	2,000	0
7044	Trade Refuse	1,350	1,448	1,350	0	0	1,350	446	0	866	1,000	0
7237	Fire Extinguisher/Alarm	0	166	0	0	0	0	0	0	0	0	0
	OverHead Expenditure	42,225	26,864	42,308	9,133	0	51,441	19,040	0	37,180	39,843	9,133
4201	Tenants' Rent	20,843	27,524	18,665	0	0	18,665	28,471	0	34,745	20,843	0
4202	Tentants' Rechargeable Exps	8,199	8,800	5,387	0	0	5,387	10,108	0	10,108	8,630	0
4203	Hire of Council Chamber	100	110	100	0	0	100	50	0	100	100	0
	Total Income	29,142	36,434	24,152	0	0	24,152	38,628	0	44,953	29,573	0
400	Net Expenditure	13,083	-9,569	18,156	9,133	0	27,289	-19,588	0	-7,773	10,270	9,133

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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	1,425	2,550	1,125	0	3,675	2,245	0	3,675	2,688	1,125
7233	Repairs & Renewals	5,000	4,810	5,000	190	0	5,190	3,285	0	5,190	0	190
	OverHead Expenditure	7,550	6,235	7,550	1,315	0	8,865	5,530	0	8,865	2,688	1,315
	410 Net Expenditure	7,550	6,235	7,550	1,315	0	8,865	5,530	0	8,865	2,688	1,315
430	<u>Warners Park Pavilion</u>											
5019	Repairs & Renewals	0	0	6,500	0	0	6,500	0	0	0	0	0
	OverHead Expenditure	0	0	6,500	0	0	6,500	0	0	0	0	0
4110	Warner's Park Pavilion	120	120	120	0	0	120	70	0	70	120	0
	Total Income	120	120	120	0	0	120	70	0	70	120	0
	430 Net Expenditure	-120	-120	6,380	0	0	6,380	-70	0	-70	-120	0
440	<u>Ground Maintenance Depot</u>											
5021	Health & Safety	0	55	0	0	0	0	0	0	0	0	0
5033	Business Rates	4,000	3,960	4,040	0	0	4,040	3,993	0	3,993	0	0
6289	Storage	1,600	6,143	1,000	0	0	1,000	3,682	0	6,386	0	0
	OverHead Expenditure	5,600	10,158	5,040	0	0	5,040	7,675	0	10,379	0	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
4400	Rental of Old Depot	2,700	3,050	3,050	0	0	3,050	3,250	0	3,250	2,350	0
	Total Income	2,700	3,050	3,050	0	0	3,050	3,250	0	3,250	2,350	0
	440 Net Expenditure	2,900	7,108	1,990	0	0	1,990	4,425	0	7,129	-2,350	0
450	Community Centre											
5019	Repairs & Renewals	1,000	240	1,000	760	0	1,760	1,032	0	1,760	1,000	0
	OverHead Expenditure	1,000	240	1,000	760	0	1,760	1,032	0	1,760	1,000	0
	450 Net Expenditure	1,000	240	1,000	760	0	1,760	1,032	0	1,760	1,000	0
	Property - Expenditure	56,375	43,497	62,398	11,208	0	73,606	33,277	0	58,184	43,531	10,448
	Income	31,962	39,604	27,322	0	0	27,322	41,948	0	48,273	32,043	0
	Net Expenditure	24,413	3,893	35,076	11,208	0	46,284	-8,672	0	9,911	11,488	10,448
	Total Budget Expenditure	56,375	43,497	62,398	11,208	0	73,606	33,277	0	58,184	43,531	10,448
	Income	31,962	39,604	27,322	0	0	27,322	41,948	0	48,273	32,043	0
	Net Expenditure	24,413	3,893	35,076	11,208	0	46,284	-8,672	0	9,911	11,488	10,448

RETURN TO AGENDA

Maintenance Schedule - IN DEVELOPMENT

Regular Mainenance Type	Frequency	Building Field	Contract Start	Next Inspection Due	Current/Last Contractor	Notes
Fire Risk Assessment (Internal)	Annual	Town Hall	02/11/2015	11/2016	Internal - Town Clerk	
Fire Risk Assessment (Internal)	Annual	Pavilion	02/11/2015	11/2016	Internal - Cllr Dibben	
Fire Risk Assessment (Internal)	Annual	Norris/Curators House	02/11/2015	11/2016		
Fire Risk Assessment (Internal)	Annual	Old Mortuary	02/11/2015	11/2016		
Fire Risk Assessment (Internal)	Annual	Depot	02/11/2015	11/2016		
Fire Risk Assessment (Professional)	3 Yearly	Town Hall	Not Contracted	03/2019	Internal - Town Clerk	
Fire Risk Assessment (Professional)	3 Yearly	Pavilion	Not Contracted	03/2019	Internal - Cllr Dibben	
Fire Risk Assessment (Professional)	3 Yearly	Norris/Curators House	Not Contracted	03/2019	Internal - Town Clerk	
Fire Risk Assessment (Professional)	3 Yearly	Old Mortuary	Not Contracted	03/2019	Internal - Town Clerk	
Fire Risk Assessment (Professional)	3 Yearly	Depot	Not Contracted	03/2019	Internal - Town Clerk	
Electrical Inspection	5 Yearly	Town Hall	Not Contracted	05/2021	MS Electrical	
Electrical Inspection	5 Yearly	Corn Exchange	Not Contracted	05/2021	MS Electrical	
Electrical Inspection	5 Yearly	`	Not Contracted	05/2021	MS Electrical	
Electrical Inspection	5 Yearly	Pavillion	Not Contracted	05/2021	MS Electrical	
Electrical Inspection	5 Yearly	Depot	Not Contracted	05/2021	MS Electrical	
Electrical Inspection	5 Yearly	York House	Not Contracted	05/2021	MS Electrical	
Safety Check	Annual	Curators House	Not Contracted	03/2017	MS Electrical	
Safety Check	Annual	Corn Exchange	Not Contracted	03/2017	MS Electrical	
Safety Check	Annual	Town Hall	Not Contracted	03/2017	MS Electrical	
Maintenance - Lift	6 months	Corn Exchange	01/08/2011	08/2016	Kone	2 lifts ie 4 visits per year
Maintenance - Lift	6 months	Town Hall	01/03/2010	08/2016	Kone	
Barrier	Annual	Town Hall	Not Contracted	06/2017	Climate Autogates	
PAT Testing	3 Yearly	Town Hall	Not Contracted	10/2016	Plugtest	
PAT Testing	3 Yearly	Norris/Curators House	Not Contracted	10/2016	Plugtest	
PAT Testing	3 Yearly	Pavilion	Not Contracted	10/2016	Plugtest	
PAT Testing	3 Yearly	Depot (inc FM Distribution Box)	Not Contracted	10/2016	Plugtest	
Asbestos	Annual	Town Hall	12/06/2014	06/2015	Pinpoint	Quotes received 2016
Asbestos	Annual	Corn Exchange	24/06/2015	06/2016	Pinpoint	Quotes received 2016
Asbestos	Annual	Norris/Curators House	12/06/2014	06/2015	Pinpoint	2016 Not being undertaken due to works
Full Condition Survey	5 Yearly	Town Hall	2014	2019	PCM	
Full Condition Survey	5 Yearly	Corn Exchange	2014	2019	PCM	
Full Condition Survey	5 Yearly	Norris/Curators House	2014	2019	PCM	

Full Condition Survey	5 Yearly	York House	2014	2019	PCM	
Full Condition Survey	5 Yearly	Pavilion	2014	2019	PCM	
Full Condition Survey	5 Yearly	Depot	2014	2019	PCM	
Full Condition Survey	5 Yearly	Burleigh Hill	2014	2019	PCM	
Full Condition Survey	5 Yearly	Old Mortuary	2014	2019	PCM	
Renewal	Annual	York House		2016	Leaders	
Painting & Decorating	Review 5 yearly	Town Hall	Not Contracted	2017	KMM	Planned following Norris relocation back to Museum
Identified future works	2017	Bus Station		2017		Sky light replacement
Property Valuation	5 Yearly	Town Hall		2016		Date to be agreed
Property Valuation	5 Yearly	Corn Exchange		2016		Date to be agreed
Property Valuation	5 Yearly	Norris/Curators House				2016 - not scheduled due to works
Property Valuation	5 Yearly	York House				2016 - not scheduled due to works
Property Valuation	5 Yearly	Pavilion		2016		Date to be agreed
Property Valuation	5 Yearly	Depot		2016		Date to be agreed
Property Valuation	5 Yearly	Burleigh Hill		2016		Date to be agreed
Property Valuation	5 Yearly	Old Mortuary		2016		Date to be agreed
Energy Certification	7 Yearly	Town Hall		2021	Compliance 365	
Energy Certification	7 Yearly	Corn Exchange		2021	Compliance 365	
Energy Certification	7 Yearly	Burleigh Hill	OVER DUE		Compliance 365	Chased again 22/6/2016, 30/09/2016

RETURN TO AGENDA

PROPERTY COMMITTEE MEETING

DATE: 19 October 2016

SUBJECT: PROPERTY & MAINTENANCE UPDATE

1 Purpose of Report

- 1.1 To provide Members with an update detailing the ongoing program of Council property maintenance

2 Recommendations

- 2.1 That the report is received and noted.
- 2.2 Delegation is considered for the progression of items where quotes are still being sort.

3 Background

- 3.1 Property Committee resolved the following at its last meeting:
PR8.2 Appointment of Property Consultants
PR8.3 Quotations for Internal redecoration of Town Hall
PR8.4 Light bulbs in Chamber be replaced with LED and quotations for replacement light fittings and curtains
PR8.5 Maintenance Schedule be in chronological order
PR9.2 Additional Name Board quotes be obtained
PR9.3 Quotations be sought for new chairs and or benches for members of the public
- 3.2 Property Consultants quotes were all well in excess of the £500 limit set. Decision by those with delegated authority by email reached to go with the lowest quote.
- 3.3 Internal redecoration of Town Hall will be subject to the decision regarding the AV equipment which may give rise to electrical works within the Chamber and impact on the chimney. Quotes have been sort but at the time of writing the report several decorators have visited the Town Hall with a view to quoting but no quotes have actually been received. Also we have had decorators decline the work on the basis of possible weekend working and wallpapering.
- 3.4 Chamber Light fittings are controlled by dimmer switches. Low energy light fittings can cause the dimmer to be damaged. Advice regarding most appropriate bulbs being sort. The current light vogue is for silver light fittings. These would not be in keeping with the gold lettering on the Boards. Finding reasonably priced solution is proving challenging. Also depending on the solution for the AV equipment the positioning and style of light fitting may be impacted.
- 3.5 Quotes have been sort from local suppliers for the replacement of the curtains. The cost of cleaning, repairing and replacing blackout linings together with new poles would be approximately £1200.
- 3.6 Quotes were sort for the additional boards in the Chamber together with new chairs or benches for members of the public. Only two firms responded and only one was interested in undertaking the work. Following advice from the firm it was agreed that benching would provide the best solution. In light of this padding for the seating would be made in leatherette to tone/match the table. On review some of

the chairs used by Councillors need tightening and consideration should be given to this work being undertaken at the same time. Precise costing will depend on the state of the walls when moving and rehanging the existing boards. There will also be an additional cost for drawings if required.

- 3.7 Quotes are being sort for Corn Exchange stone work. Conservation officer has been notified.
- 3.8 The Town Hall does not currently have provision for Window Cleaning. Quotes have been taken and for regular internal and external cleaning of the windows a £300 per year budget is required.
- 3.9 Energy Certificate for Burleigh Hill remains outstanding due to the information provided being estimated usage – information required from Centre Manager.

4 Proposal

- 4.1 The developing report on the maintenance works undertaken be acknowledged.
- 4.2 Noted that the Property Consultants 'Bidwells' have been appointed at a cost of £4,875
- 4.3 Pending the decision by regarding AV equipment impacting on the redecoration of the Chamber it is proposed that this item either be delegated or carried forward to the next meeting.
- 4.4 Pending the decision by regarding AV equipment it is proposed that the lighting decision either be delegated or carried forward to the next meeting.
- 4.5 Chamber curtains be replaced at a cost of £2340
- 4.6 The benching solution be accepted and that the only company having responded be offered the contract at an estimated cost of £7750 for both the boards and the seating without the need for drawings. That the Councillor chairs be reviewed and tightened as necessary at additional cost.
- 4.7 Budget is agreed for regular window cleaning of Town Hall
- 4.7 Town Clerk to agree with Burleigh Hill Manager date by which information will be provided.

5. Financial Implications

- 5.1 Property and Maintenance (including refurbishment) budgets in remain in budget

6. Policy Implications

- 6.1 There are no policy implications

7. Health and Safety Implications

- 7.1 Health & Safety issues mitigated by planned maintenance.

Alison Benfield
Town Clerk

RETURN TO AGENDA

PROPERTY COMMITTEE

DATE: 19 October 2016

SUBJECT: TENANTS RENT – NORRIS MUSEUM

1 Introduction and Purpose of Report

- 1.1 To seek the view of Members on the cancellation of the rent invoice of the Norris Museum to assist with the funding deficit on the redevelopment

2 Recommendation

- 2.1 That the report is received and the content noted
- 2.2 That the rent invoice for the Norris Museum is cancelled and any underspend in the Museums revenue budget is vired to the Property Committee to offset the lack of rental income

3 Background

- 3.1 The refurbishment costs for the Norris Museum are much higher than anticipated which has left a funding deficit. The Norris Museum Trust has agreed to offset the deficit by selling shares and the Museum Director is applying for additional grants but any other savings that can be achieved are sought

4. Proposal

- 4.1 That the rent invoice for the Norris Museum is cancelled and any underspend at year end in the projected income for town hall rent and recharges is vired from the Norris Museum revenue budget.

5 Financial Implications

- 5.1 Rental income from the Town Hall tenants (including the Norris Museum) was predicted to be £18,665 with recharges income anticipated to be an additional £5,387. If the Norris invoice is cancelled it is anticipated that actual year end income will be £18,425 and recharge income will be £4603, an overall deficit of £1,024 will occur. This deficit can be met from underspend on the Norris revenue budget.

6. Policy Implications

- 6.1 None.

7. Health and Safety Implications

- 7.1 None.

8. Reporting Officer

- 8.1 Alison Benfield, Town Clerk