



St Ives Town Council

Twinned with Stadtallendorf

Town Clerk: Alison Benfield BA (Hons) FSLCC

Town Hall, Market Hill, The Old Riverport, St Ives, Cambridgeshire, PE27 5AL
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Issued: 17 January 2019

Councillors R Bellamy, N Dibben, T Drye, R Fuller, M King, B Luter, J Pallant, J Tiddy

You are hereby summoned to attend a **Meeting of the Property Committee of St Ives Town Council**, to be held on Wednesday 23 January 2019 in the **Town Hall** St Ives on the rise of the Planning Committee which begins at 7.00 pm.

Alison Benfield BA(Hons) FSLCC
Town Clerk

AGENDA

PR25.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

PR26.00 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.

PR27.00 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.

PR28.00 MINUTES

To approve the Minutes of the Meeting of the Property Committee held on 24 October 2018 (copy herewith).

PR29.00 PROPERTY MAINTENANCE

PR29.01 General Property & Maintenance Update

To receive an update report (copy herewith).

PR29.02 Property Maintenance Schedule

To receive Schedule (copy herewith)

PR30.00 BUDGET

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

PR31.00 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.

PR32.00 FIRE RISK ASSESSMENTS

To consider quotations received from professional fire risk assessors (copy herewith).

PR33.00 PORTABLE APPLIANCE TESTING

To consider quotations received for portable appliance testing (copy herewith).

PR34.00 CONDITION SURVEY REMEDIAL WORKS

To consider the remedial works identified in the Condition Survey of all Council-owned properties conducted on 18/19 September 2018 (to follow).

PR35.00 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 the Public be re-admitted to the Meeting.



**Minutes of the Meeting of the Property Committee of St Ives Town Council
held at the Town Hall St Ives on Wednesday 24 October 2018**

Present:

Chairman: Councillor N Dibben
Vice-Chairman: Councillor B Luter
Councillors: R Bellamy, M King, J Tiddy, R Fuller

In attendance:

Amenities Manager: C Allison

PR14.00 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Pallant and T Drye (both Personal).

PR15.00 DECLARATIONS OF INTEREST

No declarations were made.

PR16.00 PUBLIC PARTICIPATION

Mr C Lewis attended on behalf of the CIC. He clarified that the proposed works would not cover service hatches. He requested that the Committee support the proposals.

PR17.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Property Committee held on 25 July 2018 be agreed as a correct record and signed by the Chairman.

PR18.00 PROPERTY MAINTENANCE

PR18.01 General Property & Maintenance Update

Members were in receipt of General Property and Maintenance Report.

The Amenities Manager informed members that a wall at the rear of the Corn Exchange car park had recently been damaged. Ownership of the wall was being investigated prior to repairs being undertaken.

RESOLVED: that the report be received and noted.

PR18.02 Property Maintenance Schedule

Members were in receipt of Property Maintenance Schedule.

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

PR19.00 CORN EXCHANGE

PR19.01 Consideration was given to a request from the CIC for improvements to the Corn Exchange acoustics.

Chairman's
Initials

The Amenities Manager advised that she had received a Risk Assessment and Method statement on 25 October which was made available to members. Members considered that confirmation should be obtained to ensure the services above the plasterboard ceiling would be unaffected and queried the weight of the panels and use of the scaffolding tower. It was noted to be mindful of the duties of landlord and tenant and that the building should be closed whilst works take place.

RESOLVED: that the request be granted subject to:

- Confirmation from HDC that there are no listed building or building control issues relating to the project
- The satisfaction of the Town Clerk

PR19.02 Consideration was given to a request from the CIC for the installation of a film screen.

RESOLVED: that the request be granted subject to:

- Confirmation from HDC that there are no listed building or building control issues relating to the project
- The satisfaction of the Town Clerk.

PR20.00 BUDGET

Members were in receipt of Budget Report for the Committee.

It was considered that the variances in individual budgets ought to be explained within the report.

RESOLVED: PR20.01 that the Budget Report be received and noted.

Consideration was given to budget requirements for 2019/20.

improvements to Warner's Park Pavilion were discussed, possibly the provision of an outside toilet.

RESOLVED: PR20.02 that members give consideration to ideas for development of Warner's Park Pavilion before the next meeting

PR20.03 that consideration to the 2019/20 budget be given at the next meeting

PR20.04 that a discussion meeting be arranged between the Chairman and the Finance Officer to discuss budgets

PR21.00 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.

Chairman's
Initials

PR22.00 GROUNDS MAINTENANCE DEPOT

Members were in receipt of a report detailing required improvements to the Grounds Maintenance Depot.

RESOLVED: PR22.01 that the report be received and noted.

PR22.02 that approval be given to AGI Limited to carry out the required improvements to the Depot at a cost of £4016.46 subject to checking whether the District Council could provide a service within the current budget.

PR22.03 that delegated authority be given to the Chairman, Vice Chairman and Town Clerk to commission the works subject to receipt of the above information

PR23.00 CONDITION SURVEY

Quotations had been sought for a full Condition Survey on all Council-owned properties. In order to have the survey conducted promptly to enable effective budget-setting, the Chairman and Vice Chairman, in conjunction with the town Clerk agreed to appoint PCM Property Care and Maintenance Services Limited to conduct the survey.

RESOLVED: PR23.01 that the report be received and noted

PR23.02 that the decision of the Chairman, Vice Chairman and Town Clerk to appoint PCM Property Care and Maintenance Services Limited to undertake the Survey at a cost of £2,500 be ratified.

PR24.00 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:

Date: 23 January 2019

Chairman's
Initials

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Chairman's
Initials

Property Committee

DATE: 23 January 2019

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.

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

The current six-month tenancy period ends on 27 March 2019. At this stage we are not aware whether the current tenants will be extending the tenancy for a further period. Repairs to the sink, radiators and toilet have recently been made and the drains jetted.

3.3 CORN EXCHANGE

A wall at the rear of the Corn Exchange was damaged and repairs undertaken in December by LBS Property Services. The Air Conditioning was fully serviced in November 2018 and other minor works undertaken including the removal of pigeon guano in the air conditioning housing. The lifts continue to receive their quarterly servicing, the last service being on the 5 December 2018.

3.4 BUS STATION AND GLOBE TOILETS

Both the gents urinal at the Bus Station and the disabled toilet at Globe Place have required unblocking.

3.5 NORRIS MUSEUM

The toilets have required unblocking and a new regular window cleaning arrangement has been set up.

3.6 TOWN HALL

A service of the lift was undertaken on 5 December 2018 and a number of smaller minor repairs undertaken.

4 Proposal

4.1 The maintenance report of work undertaken be noted.

5. Financial Implications

5.1 None.

6. Policy Implications

6.1 There are no policy implications

7. Health and Safety Implications

7.1 Health & Safety issues mitigated by planned maintenance.

8. Reporting Officer - Christine Allison – Amenities Manager

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Maintenance Schedule 2018/19 as at 15/01/2019

Scheduled					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Corn Exchange	Decorating	Front doors to be repainted	06/04/2018	TBA	On hold pending funds in 2019/20 budget.

Annual/Required this year					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Town Hall	Fire	Fire Risk Assessment (Internal)			External Jan/Feb 2019
Pavilion	Fire	Fire Risk Assessment (Internal)			External Jan/Feb 2019
Norris/Curators House	Fire	Fire Risk Assessment (Internal)			External Jan/Feb 2019
Old Mortuary	Fire	Fire Risk Assessment (Internal)			External Jan/Feb 2019
Depot	Fire	Fire Risk Assessment (Internal)	30/10/2018	30/10/2018	
Curators House	Gas	Safety Check	20/08/2018	10/09/2018	
Corn Exchange	Gas	Safety Check	15/06/2018	22/06/2018	
Town Hall	Gas	Safety Check	15/06/2018	22/06/2018	
Corn Exchange	Lifts	Maintenance	05/12/2018	05/12/2018	4 visits per year
Town Hall	Lifts	Maintenance	05/12/2018	05/12/2018	2 visits per year
Town Hall	Electrical	PAT Testing			Being undertaken 8.2.19
Norris/Curators House	Electrical	PAT Testing			Being undertaken 8.2.19
Pavilion	Electrical	PAT Testing			Being undertaken 8.2.19
Depot (inc FM Distribution)	Electrical	PAT Testing			Being undertaken 8.2.19
Town Hall	Inspection	Asbestos	02/08/2018	13/08/2018	
Corn Exchange	Plumbing	Drains flushed	08/05/2018	08/05/2018	
Corn Exchange	Inspection	Asbestos	02/08/2018	09/08/2018	
Norris/Curators House	Inspection	Asbestos			Enquiry in process whether needed

Completed					
Building	Works Category	Main Desc	Date Booked	Works Date	Works Notes
Bus station toilets	Electrical	Handwashing in disabled toilet not working	11/07/2018	12/07/2018	
Bus station toilets	Electrical	Handwash facilities not working in gents toilets	08/08/2018	08/08/2018	
Bus Station toilets	Plumbing	Gents urinal blocked	13/11/2018	14/11/2018	
Corn Exchange	Plumbing	Gents toilet blocking	08/05/2018	08/05/2018	
Corn Exchange	Cleaning	Clean following fitting of reception carpet	10/05/2018	10/05/2018	
Corn Exchange	Maintenance	Fire doors - make good/ adjust. Re-fit push bar.	11/05/2018	11/05/2018	
Corn Exchange	Plumbing	New cistern in gents urinals	15/05/2018	17/05/2018	
Corn Exchange	Plumbing	CCTV of drains - crack found	10/05/2018	21/05/2018	
Corn Exchange	Plumbing	Replace manhole cover	16/05/2018	24/05/2018	
Corn Exchange	Plumbing	Ramp to cover exposed drain manhole at entrance	25/05/2018	25/05/2018	
Corn Exchange	Plumbing	Fit liner in cracked pipe	16/05/2018	31/05/2018	
Corn Exchange	Lift	Service - rear lift	07/06/2018	07/06/2018	Contract 40601162
Corn Exchange	Lift	Service - front lift	07/06/2018	07/06/2018	Contract 40601162
Corn Exchange	Electrical	Trip reset in kitchen not working	15/06/2018	15/06/2018	Fuse replaced
Corn Exchange	Maintenance	Dementia Friendly Carpet in front entrance	15/02/2018	20/06/2018	Fitting delayed o/a damp
Corn Exchange	Electrical	Hot water tripping off - fuse box problem	11/05/2018	22/06/2018	
Corn Exchange	Gas	Annual safety check	15/06/2018	22/06/2018	
Corn Exchange	Carpentry	Adjust Charter Hall fire doors following floor laying	26/06/2018	27/06/2018	Required following laying of new floor
Corn Exchange	Carpentry	Repairs to ground floor front windowsills	13/06/2018	05/07/2018	
Corn Exchange	Lighting	Lights x 4 not working	17/05/2018	11/07/2018	Balcony x 2, gents toilet, reception emergency light
Corn Exchange	Electrical	Faulty extractor fan in downstairs rear ladies toilet	14/06/2018	11/07/2018	
Corn Exchange	Maintenance	Cracked guttering	10/05/2018	12/07/2018	

Corn Exchange	Maintenance	Repair cracked plaster and firm rear door	13/07/2018	18/07/2018	
Corn Exchange	Maintenance	Light out in gents toilet	17/07/2018	18/07/2018	
Corn Exchange	Plumbing	Sink in ladies toilet blocking	17/07/2018	18/07/2018	
Corn Exchange	Compliance	2018 Asbestos survey	02/08/2018	09/08/2018	
Corn Exchange	Lift	quarterly service - front lift	29/08/2018	29/08/2018	
Corn Exchange	Lift	quarterly service- rear lift	29/08/2018	29/08/2018	
Corn Exchange	Maintenance	Broken flush on mens upstairs toilet	12/09/2018	12/09/2018	
Corn Exchange	Maintenance	Guttering over Lloyds roof leaking	06/09/2018	13/09/2018	
Corn Exchange	Lift	Rear lift - condition module maint visit	17/09/2018	17/09/2018	
Corn Exchange	Lift	Front lift condition module maint visit	17/09/2018	17/09/2018	
Corn Exchange	Plumbing	Flush broken on upstairs ladies toilet	11/10/2018	17/10/2018	
Corn Exchange	Plumbing	Ladies downstairs toilet constant trickle	17/07/2018	25/10/2018	
Corn Exchange	Plumbing	Ladies toilet blocked	06/11/2018	07/11/2018	
Corn Exchange	Maintenance	Removal of pigeon nests and guano	25/10/2018	08/11/2018	
Corn Exchange	Plumbing	Sticking hot water valve replaced	05/11/2018	13/11/2018	
Corn Exchange	Air Conditioning	Service/ Maintenance	31/10/2018	22/11/2018	
Corn Exchange	Maintenance	Air conditioning external housing replaced after service	22/11/2018	23/11/2018	
Corn Exchange	Lighting	Emergency lights supplied and fitted	01/11/2018	16/12/2018	
Globe Place toilets	Plumbing	Disabled toilet blocked	23/11/2018	23/11/2018	
Globe Toilets	Plumbing	Gents not flushing	22/05/2018	22/05/2018	
Globe Toilets	Plumbing	Gents not flushing	29/05/2018	29/05/2018	New sensor fitted
Norris	Maintenance	unblock sewers	25/04/2018	25/04/2018	
Norris	Maintenance	Broken bolt on main front door	13/08/2018	13/08/2018	
Norris	Maintenance	Wasp treatment	20/08/2018	20/08/2018	
Norris	Plumbing	Blocket toilet	19/11/2018	19/11/2018	
Norris Museum	Plumbing	Public toilet blocked	29/10/2018	30/10/2018	
Norris Museum	Windows Cleaned	Window Cleaning	07/11/2018	25/12/2018	
Playgrounds	Maintenance	Bolts tightened on toddlers climbing frame	09/08/2018	09/08/2018	
Town Hall	Maintenance	Carpet clean additional room and 9 upholstered chairs	17/04/2018	21/04/2018	
Town Hall	Maintenance	Carpet cleaning following redecoration	05/04/2018	21/04/2018	
Town Hall	General Maintenance	Replace handrail brackets x 8 in stairwell. Repair crackes to damp cours. Apply damp seal.	02/05/2018	10/05/2018	
Town Hall	Lift	Not aligned at first floor	18/05/2018	07/06/2018	
Town Hall	Lift	Service	07/06/2018	07/06/2018	Rolling contract 40539072 2 visits p.a.
Town Hall	Gas	Annual safety check	15/06/2018	22/06/2018	
Town Hall	Security	Barrier Service	15/06/2018	03/07/2018	Annual service
Town Hall	Window Cleaning	Windows cleaned	04/07/2018	24/07/2018	
Town Hall	Maintenance	Replace faulty lock to NHS room	08/08/2018	08/08/2018	
Town Hall	Compliance	2018 Asbestos Survey	02/08/2018	13/08/2018	
Town Hall	Fire Alarm	Quarterly Service/Testing	13/08/2018	17/08/2018	
Town Hall	Fire Extinguishers	Annual service	13/08/2018	17/08/2018	
Town Hall	Maintenance	Replace broken pane of glass	31/07/2018	28/08/2018	
Town Hall	Lift	Fault - lift grating	29/08/2018	29/08/2018	
Town Hall	Maintenance	Tightening of toilet seats - ground floor	07/09/2018	07/09/2018	
Town Hall	Lift	Light not working - worked loose	20/09/2018	20/09/2018	
Town Hall	Heating	Boiler not working	24/09/2018	24/09/2018	
Town Hall	Lift	Maintenance Visit	11/10/2018	11/10/2018	
Town Hall	Maintenance	Door hinge broken on CPRE door	22/10/2018	24/10/2018	
Town Hall	Maintenance	Primary care door handle broken	19/10/2018	24/10/2018	
Town Hall	Window Cleaning	Windows cleaned	24/10/2018	30/10/2018	
Town Hall	Maintenance	Exterior clean to front of building	08/11/2018	08/11/2018	
Town Hall	Maintenance	Door handle to switch room broken	17/12/2018	18/12/2018	
Town Hall	Maintenance	Light replaced at top of staircase	06/11/2018	20/12/2018	
York House	Plumbing	Toilet repair	06/04/2018	06/04/2018	
York House	Plumbing	Blocked drain. Fat build up jetted	18/12/2018	19/12/2018	
York House	Maintenance	repairs to sink, radiators and toilet	18/12/2018	29/12/2018	

Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Property</u>										
400	<u>Town Hall</u>									
4201	Tenants' Rent	15,950	21,200	20,245	18,315	18,500	0	18,000	0	0
4202	Tentants' Rechargeable Exps	5,520	6,081	6,081	8,413	8,413	0	7,400	0	0
4203	Hire of Council Chamber	100	200	125	163	200	0	100	0	0
	Total Income	21,570	27,481	26,451	26,891	27,113	0	25,500	0	0
5019	Repairs & Renewals	14,669	14,669	10,000	9,867	10,000	0	10,000	0	0
5021	Health & Safety	500	0	0	0	0	0	0	0	0
5033	Business Rates	9,008	5,927	14,300	4,228	4,228	0	8,000	0	0
5160	Legal Fees	1,000	0	0	0	0	0	0	0	0
6934	Water Rates	473	542	700	188	400	0	400	0	0
7032	Heating & Lighting	7,000	6,536	7,500	1,601	6,500	0	7,000	0	0
7035	Cleaning	9,000	8,596	10,500	4,971	9,000	0	9,500	0	0
7037	Maintenance - Contracts	2,000	1,029	2,000	369	1,100	0	2,000	0	0
7044	Trade Refuse	1,000	992	1,000	1,307	1,500	0	2,000	0	0
9095	York House Refurbishment (EMR)	0	0	6,659	0	0	0	0	0	0
9246	TH Refurbishments (EMR)	0	0	14,607	6,441	6,441	0	5,000	0	0
	Overhead Expenditure	44,650	38,292	67,266	28,971	39,169	0	43,900	0	0
	400 Net Income over Expenditure	-23,080	-10,811	-40,815	-2,080	-12,056	0	-18,400	0	0
6000	plus Transfer from EMR	0	0	0	6,441	0	0	0	0	0
	Movement to/(from) Gen Reserve	(23,080)	(10,811)	(40,815)	4,361	(12,056)		(18,400)		
410	<u>Corn Exchange</u>									

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Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7232	Maintenance Contracts	4,350	1,667	7,032	715	1,000	0	2,000	0	0
7233	Repairs & Renewals	10,000	7,126	12,873	12,873	12,873	0	10,000	0	0
9336	Corn Exchange Refurb. (EMR)	0	0	20,479	6,243	7,000	0	5,000	0	0
9337	Corn Exchange Roof (EMR)	0	0	145,000	0	0	0	0	0	0
	Overhead Expenditure	14,350	8,794	185,384	19,830	20,873	0	17,000	0	0
6000	plus Transfer from EMR	0	0	0	900	0	0	0	0	0
	Movement to/(from) Gen Reserve	(14,350)	(8,794)	(185,384)	(18,930)	(20,873)		(17,000)		
430	<u>Warners Park Pavilion</u>									
4110	Warner's Park Pavilion	70	40	70	0	70	0	70	0	0
	Total Income	70	40	70	0	70	0	70	0	0
5019	Repairs & Renewals	6,921	0	7,421	0	0	0	10,000	0	7,421
	Overhead Expenditure	6,921	0	7,421	0	0	0	10,000	0	7,421
	Movement to/(from) Gen Reserve	(6,851)	40	(7,351)	0	70		(9,930)		
440	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	4,351	3,050	3,050	3,050	3,050	0	3,050	0	0
	Total Income	4,351	3,050	3,050	3,050	3,050	0	3,050	0	0
5033	Business Rates	5,000	3,672	5,000	1,177	1,177	0	4,000	0	0
6289	Storage	1,800	569	0	0	0	0	0	0	0
	Overhead Expenditure	6,800	4,241	5,000	1,177	1,177	0	4,000	0	0
	Movement to/(from) Gen Reserve	(2,449)	(1,191)	(1,950)	1,873	1,873		(950)		
450	<u>Community Centre</u>									

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Annual Budget - By Committee

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5019	Repairs & Renewals	1,000	0	1,000	0	0	0	1,000	0	0
	Overhead Expenditure	1,000	0	1,000	0	0	0	1,000	0	0
	Movement to/(from) Gen Reserve	(1,000)	0	(1,000)	0	0		(1,000)		
	Property - Income	25,991	30,571	29,571	29,941	30,233	0	28,620	0	0
	Expenditure	73,721	51,327	266,071	49,978	61,219	0	75,900	0	7,421
	Net Income over Expenditure	<u>-47,730</u>	<u>-20,756</u>	<u>-236,500</u>	<u>-20,037</u>	<u>-30,986</u>	<u>0</u>	<u>-47,280</u>	<u>0</u>	<u>-7,421</u>
	plus Transfer from EMR	0	0	0	7,341	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(47,730)</u>	<u>(20,756)</u>	<u>(236,500)</u>	<u>(12,696)</u>	<u>(30,986)</u>		<u>(47,280)</u>		
	Total Budget Income	25,991	30,571	29,571	29,941	30,233	0	28,620	0	0
	Expenditure	73,721	51,327	266,071	49,978	61,219	0	75,900	0	7,421
	Net Income over Expenditure	<u>-47,730</u>	<u>-20,756</u>	<u>-236,500</u>	<u>-20,037</u>	<u>-30,986</u>	<u>0</u>	<u>-47,280</u>	<u>0</u>	<u>-7,421</u>
	plus Transfer from EMR	0	0	0	7,341	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(47,730)</u>	<u>(20,756)</u>	<u>(236,500)</u>	<u>(12,696)</u>	<u>(30,986)</u>		<u>(47,280)</u>		

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