



# 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  
Telephone: 01480 388929 Email: clerk@stivestowncouncil.gov.uk

Issued: 18 July 2019

**Councillors R Bellamy, N Dibben, R Fuller, M King, B Luter, J Pallant, Dr C Pegoraro, J Tiddy**

You are hereby summoned to attend a **Meeting of the Property Committee of St Ives Town Council** to be held on Wednesday 24 July 2019 in the **Town Hall St Ives at 7.40 pm**

**Alison Benfield BA(Hons) FSLCC**  
Town Clerk

### AGENDA

The meeting will be opened by the Deputy Town Mayor

**PR01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20**

**PR02.00 APOLOGIES FOR ABSENCE**  
To receive and note apologies for absence.

**PR03.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20**

**PR04.00 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.

**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 24 April 2019 (copy herewith).

**PR07.00 PROPERTY MAINTENANCE**  
**PR07.01 General Property & Maintenance Update**  
To receive an update report (copy herewith).  
**PR07.02 Property Maintenance Schedule**  
To receive Schedule (copy herewith)

**PR08.00 BUDGET**  
To receive Budget Report for the Committee (copy herewith).

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**Minutes of the Meeting of the Property Committee of St Ives Town Council  
held at the Town Hall St Ives on Wednesday 24 April 2019**

**Present:**

Chairman: Councillor N Dibben

Vice-Chairman: Councillor B Luter

Councillors: T Drye, R Bellamy, M King, J Pallant, J Tiddy, R Fuller

**In attendance:**

Amenities Manager: C Allison

**PR36.00 APOLOGIES FOR ABSENCE**

All Members were in attendance.

**PR37.00 DECLARATIONS OF INTEREST**

No declarations were made.

**PR38.00 PUBLIC PARTICIPATION**

No persons present wished to address the meeting.

**PR39.00 MINUTES**

**RESOLVED:** that the Minutes of the Meeting of the Property Committee held on 23 January 2019 are agreed as a correct record and signed by the Chairman.

**PR40.00 PROPERTY MAINTENANCE**

**PR40.01 General Property & Maintenance Update**

Members were in receipt of General Property and Maintenance Report.

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

**PR40.02 Property Maintenance Schedule**

Members were in receipt of Property Maintenance Schedule.

**RESOLVED:** that the Property Maintenance Schedule is received and noted.

**PR41.00 BUDGET**

Members were pleased to note that rental income had risen to £7k over budget.

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

**PR42.00 SWORD AND SCROLL DISPLAY CASES FOR THE COUNCIL CHAMBER**

Members were in receipt of a report proposing the purchase and installation of a display case and display frame in the Council Chamber to house the presentation sword and scroll received from 42 Engineers (Geo) Regiment.

**RESOLVED: PR42.01** that the report is received and noted

Chairman's  
Initials

**PR42.02** that an order is placed with Lawrence Smith Joinery to supply and install one display case and one display frame at a total cost of £1,170.

**PR42.03** that a lock be added to the display case

Chairman:

Date: 24 July 2019

DRAFT

Chairman's  
Initials

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**Property Committee**

**DATE: 24 July 2019**

**SUBJECT: GENERAL PROPERTY & MAINTENANCE UPDATE**

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**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 existing tenancy runs until 27 September 2019 with an increased rent from £895 to £920 per month from 1 April 2019. Work on the external redecoration of the paintwork and replacement of the guttering commenced on 8 July 2019 and is expected to take approximately two weeks.

**3.3 CORN EXCHANGE**

Regular servicing and checks included the quarterly servicing of the lifts, the annual gas safety check and boiler service. A LOLER (The Lifting Operations and Lifting Equipment Regulations 1998) inspection took place on both lifts on 7 May 2019. A number of remedial works were undertaken to the emergency lighting, a leaking radiator in reception, uneven tiles in the ladies ground floor toilet, a broken tap in the gents ground floor toilet and the fitting of access panels to the air conditioning in the kitchen.

**3.4 BUS STATION AND GLOBE TOILETS**

The Bus Station toilets and sinks have required unblocking.

**3.5 NORRIS MUSEUM**

The automatic doors were serviced and a new battery fitted. A further call out was needed in July to repair a fault. A professional fire risk assessment was undertaken. The quarterly servicing of the fire alarm and emergency lighting resulted in the replacement of 7 emergency light fittings. Remedial works were undertaken on flickering lights, a blocked drain and a jammed bolt.

**3.6 TOWN HALL**

Regular servicing and checks included the six-monthly service of the lift, the annual gas safety check and boiler service, the annual car park barrier service and the quarterly servicing of the fire alarm and emergency lighting which resulted in the replacement of 5 emergency light fittings. A LOLER (The Lifting Operations and Lifting Equipment Regulations 1998) inspection took place on 7 May 2019. A professional fire risk assessment was also undertaken. A leaking radiator was replaced with more robust type to reduce instances of this nature in the future. The remedial works identified in year one of the building condition survey were also undertaken, together with minor works on various internal locks and handles.

**3.7 DEPOT**

Emergency light servicing was 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

## Maintenance Schedule 2019/20 as at 16/07/2019

Scheduled					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Corn Exchange	Decorating	Front doors to be repainted	06/04/2018	TBA	£340 in 2019/20 budget. Awaiting decision from Corn Exchange CIC.

Annual/Required this year					
Building	Works Category	Main Desc	Booked	Works Date	Works Notes
Norris/Curators House	Fire	Fire Risk Assessment (Professional)	01/11/2018	20/05/2019	Every 5 years
Curators House	Gas	Safety Check			Annual - due 10/09/19
Corn Exchange	Gas	Safety Check	23/05/2019	08/06/2019	Annual
Town Hall	Gas	Safety Check	23/05/2019	08/06/2019	Annual
York House	Gas	Safety Check			Annual - due 12/03/20
Town Hall	Lift	Maintenance	04/04/2019	04/04/2019	2 services per year - next visit due 4 Oct 19
Corn Exchange	Lifts	Maintenance	17/06/2019	17/06/2019	4 services per year - next visit due 17 Sept
Town Hall	Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)	24/04/2019	07/05/2019	2 inspections per year - due 7 Nov 19
Corn Exchange	Lifts	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)	24/04/2019	07/05/2019	2 inspections per year - due 7 Nov 19
Town Hall	Car Park Barrier	Annual Service	04/07/2019	04/07/2019	1 service per year - each July
Norris/Curators House	Automatic Doors	Service	11/03/2019	03/04/2019	2 services per year - next visit due 3 Oct 19
Norris/Curators House	De-humidifier	Annual service	26/04/2019	03/07/2019	1 service per year- each July

Completed					
Building	Works Category	Main Desc	Date Booked	Works Date	Works Notes
Bus Station toilets	Maintenance	Alarm cover removed from blocked disabled toilet	08/04/2019	08/04/2019	
Bus Station toilets	Plumbing	Ladies toilet sink blocked	15/07/2019	15/07/2019	
Corn Exchange	Tiling	Tiles lifting in ground floor ladies toilet	27/03/2019	09/04/2019	
Corn Exchange	Air Conditioning	Fit 5 access panels in kitchen	08/03/2019	16/04/2019	
Corn Exchange	Emergency Lighting	Recify 6 light failures	01/04/2019	02/05/2019	
Corn Exchange	Lift	LOLER inspection	01/05/2019	07/05/2019	
Corn Exchange	Plumbing	Toilet cistern constantly running	16/05/2019	16/05/2019	
Corn Exchange	Emergency Lighting	Light fell from balcony	16/05/2019	16/05/2019	
Corn Exchange	Plumbing	Broken tap - gents toilet	16/04/2019	23/05/2019	
Corn Exchange	Emergency lighting	Ongoing problems - 6 issues	30/05/2019	04/06/2019	
Corn Exchange	Gas	Boiler service and gas safety check	23/05/2019	07/06/2019	
Corn Exchange	Gas Boiler	Boiler repairs identified at service	11/06/2019	12/06/2019	
Corn Exchange	Lifts	Quarterly Service front lift	17/06/2019	17/06/2019	
Corn Exchange	Lifts	Quarterly Service rear lift	17/06/2019	17/06/2019	
Corn Exchange	Heating	Radiator leak in reception	03/07/2019	03/07/2019	
Depot	Emergency Lighting	Service	17/04/2019	30/04/2019	
Norris Museum	Electrical	automatic door service	03/04/2019	03/04/2019	
Norris Museum	Plumbing	Blocked drain	03/04/2019	03/04/2019	
Norris Museum	Emergency Lighting/	Quarterly Service	17/04/2019	30/04/2019	
Norris Museum	Automatic Doors	Service/ fit new battery	18/04/2019	01/05/2019	
Norris Museum	Maintenance	Flickering light	08/05/2019	08/05/2019	
Norris Museum	Fire	Professional fire risk assessment	01/11/2018	20/05/2019	
Norris Museum	Emergency Lighting	Replace 7 failed lights	03/05/2019	11/06/2019	
Norris Museum	Maintenance	Bolt jammed on fire door	18/06/2019	18/06/2019	
Town Hall	Lift	Service	04/04/2019	04/04/2019	
Town Hall	Maintenance	Broken door handle	25/04/2019	29/04/2019	
Town Hall	Maintenance	Door plate loose	29/04/2019	29/04/2019	
Town Hall	Emergency Lighting/	Quarterly Service	17/04/2019	30/04/2019	
Town Hall	Maintenance	Loose toilet seat	03/05/2019	03/05/2019	
Town Hall	Lift	LOLER inspection	01/05/2019	07/05/2019	
Town Hall	Maintenance	New handle fitted to gd floor NHS room	14/05/2019	17/05/2019	
Town Hall	Radiators	New radiator in 1st floor NHS room	16/04/2019	24/05/2019	



Town Hall	Window cleaning	Windows cleaned	30/05/2019	05/06/2019	
Town Hall	Gas	Boiler service and gas safety check	23/05/2019	07/06/2019	
Town Hall	Maintenance	Broken door handle CPRE room	07/06/2019	07/06/2019	
Town Hall	Emergency lighting	Replace 5 light fittings	03/05/2019	11/06/2019	
Town Hall	Security	Car Park Barrier Service	04/07/2019	04/07/2019	
Town Hall	Heating	Replacement of leaking radiator	10/05/2019	12/07/2019	

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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
<b><u>Property</u></b>										
<b><u>400</u></b>	<b><u>Town Hall</u></b>									
4201	Tenants' Rent	20,245	24,967	18,000	26,583	28,000	0	0	0	0
4202	Tentants' Rechargeable Exps	6,081	8,413	7,400	6,241	7,400	0	0	0	0
4203	Hire of Council Chamber	125	188	100	25	100	0	0	0	0
	<b>Total Income</b>	<b>26,451</b>	<b>33,567</b>	<b>25,500</b>	<b>32,850</b>	<b>35,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
5019	Repairs & Renewals	10,000	10,995	10,000	1,677	10,000	0	0	0	0
5033	Business Rates	14,300	4,228	8,000	7,598	7,598	0	0	0	0
6934	Water Rates	700	200	400	25	400	0	0	0	0
7032	Heating & Lighting	7,500	2,761	7,000	978	7,000	0	0	0	0
7035	Cleaning	10,500	6,809	9,500	2,208	9,500	0	0	0	0
7037	Maintenance - Contracts	2,000	846	2,000	264	2,000	0	0	0	0
7044	Trade Refuse	1,000	1,899	2,000	218	1,900	0	0	0	0
9095	York House Refurbishment (EMR)	6,659	0	0	0	0	0	0	0	0
9246	TH Refurbishments (EMR)	14,607	7,779	5,000	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>67,266</b>	<b>35,516</b>	<b>43,900</b>	<b>12,968</b>	<b>38,398</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>400 Net Income over Expenditure</b>	<b>-40,815</b>	<b>-1,949</b>	<b>-18,400</b>	<b>19,882</b>	<b>-2,898</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	6,441	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(40,815)</b>	<b>4,492</b>	<b>(18,400)</b>	<b>19,882</b>	<b>(2,898)</b>		<b>0</b>		
<b><u>410</u></b>	<b><u>Corn Exchange</u></b>									
7232	Maintenance Contracts	7,032	715	2,000	-37	0	0	0	0	0
7233	Repairs & Renewals	12,873	13,260	10,000	1,261	10,000	27	0	0	0

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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
9336	Corn Exchange Refurb. (EMR)	20,479	9,094	5,000	0	0	144	0	0	0
9337	Corn Exchange Roof (EMR)	145,000	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	185,384	23,069	17,000	1,224	10,000	171	0	0	0
6000	plus Transfer from EMR	0	900	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(185,384)</u>	<u>(22,169)</u>	<u>(17,000)</u>	<u>(1,224)</u>	<u>(10,000)</u>		<u>0</u>		
<b>430</b>	<b><u>Warners Park Pavilion</u></b>									
4110	Warner's Park Pavilion	70	0	70	0	0	0	0	0	0
	<b>Total Income</b>	70	0	70	0	0	0	0	0	0
5019	Repairs & Renewals	7,421	0	17,421	39	17,421	0	0	0	0
	<b>Overhead Expenditure</b>	7,421	0	17,421	39	17,421	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(7,351)</u>	<u>0</u>	<u>(17,351)</u>	<u>(39)</u>	<u>(17,421)</u>		<u>0</u>		
<b>440</b>	<b><u>Ground Maintenance Depot</u></b>									
4400	Rental of Old Depot	3,050	3,050	3,050	0	0	0	0	0	0
	<b>Total Income</b>	3,050	3,050	3,050	0	0	0	0	0	0
5033	Business Rates	5,000	1,177	4,000	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	5,000	1,177	4,000	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(1,950)</u>	<u>1,873</u>	<u>(950)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>450</b>	<b><u>Community Centre</u></b>									
5019	Repairs & Renewals	1,000	0	1,000	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	1,000	0	1,000	0	0	0	0	0	0

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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
<b>Movement to/(from) Gen Reserve</b>	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>0</u>	<u>0</u>		<u>0</u>		
<b>Property - Income</b>	29,571	36,617	28,620	32,850	35,500	0	0	0	0
<b>Expenditure</b>	266,071	59,762	83,321	14,230	65,819	171	0	0	0
<b>Net Income over Expenditure</b>	<u>-236,500</u>	<u>-23,145</u>	<u>-54,701</u>	<u>18,619</u>	<u>-30,319</u>	<u>-171</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	7,341	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(236,500)</u>	<u>(15,804)</u>	<u>(54,701)</u>	<u>18,619</u>	<u>(30,319)</u>		<u>0</u>		
<b>Total Budget Income</b>	29,571	36,617	28,620	32,850	35,500	0	0	0	0
<b>Expenditure</b>	266,071	59,762	83,321	14,230	65,819	171	0	0	0
<b>Net Income over Expenditure</b>	<u>-236,500</u>	<u>-23,145</u>	<u>-54,701</u>	<u>18,619</u>	<u>-30,319</u>	<u>-171</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	7,341	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(236,500)</u>	<u>(15,804)</u>	<u>(54,701)</u>	<u>18,619</u>	<u>(30,319)</u>		<u>0</u>		

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