



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: 16 January 2020

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 22 January 2020** in the Town Hall St Ives at **7.45 pm**.

Alison Benfield BA(Hons) FSLCC
Town Clerk

AGENDA

PR20.00 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

PR21.00 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.

PR22.00 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.

PR23.00 MINUTES

To approve the Minutes of the Meeting of the Property Committee held on 23 October 2019 (copy herewith).

PR25.00 PROPERTY MAINTENANCE

PR25.01 General Property & Maintenance Update

To receive an update report (copy herewith).

PR25.02 Property Maintenance Schedule

To receive Schedule (copy herewith)

PR26.00 BUDGET

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

PR27.00 TOWN HALL LIFT

To receive update report (copy herewith).

PR28.00 CORN EXCHANGE ROOF

To receive update report (copy herewith)

PR29.00 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.

PR30.00 TOWN HALL - LED LIGHTING

To consider quotations for replacement LED lighting at the Town Hall (copy herewith).

PR31.00 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 23 October 2019**

Present:

Chairman: Councillor J Pallant

Vice-Chairman: Councillor B Luter

Councillors: R Bellamy, N Dibben, R Fuller, M King, J Tiddy

In attendance:

Town Clerk: A Benfield

PR09.00 APOLOGIES FOR ABSENCE

An apology was received from Councillor Dr C Pegoraro (Personal).

PR10.00 DECLARATIONS OF INTEREST

Agenda Item PR18.00 - Councillor B Luter - Non pecuniary interest as a neighbour of the developer and also that his wife is a director of the CIC.

PR11.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PR12.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Property Committee held on 24 July 2019 were agreed as a correct record and signed by the Chairman.

PR13.00 STRATEGIC PLAN

Consideration was given to the action plan and how to proceed with the areas relating to the Property Committee.

Members agreed that looking at energy savings in the Council's properties was one way forward. Also reducing water usage.

RESOLVED: that the plan be received and noted.

PR14.00 TOWN HALL: LED LIGHTING

Members gave consideration to the replacement of the existing lighting at the Town Hall with LED lighting which would result in energy savings and a reduced carbon footprint. One quotation had been received.

Members approved of the proposal to replace lighting but preferred to look at purchase rather than leasing.

It was considered that further suppliers should be investigated. Councillor Dibben agreed to assist by drawing up a spec.

RESOLVED: PR14.01 that the report is received and noted.

PR14.02 that other suppliers are investigated

Chairman's
Initials

PR14.03 that a specification is drawn up to ensure the correct level of lighting that the lights be purchased and not leased

PR14.04 that a grant is applied for

PR15.00 PROPERTY MAINTENANCE

PR15.01 General Property & Maintenance Update

Members were in receipt of General Property and Maintenance Report.

RESOLVED: that the report be received and noted.

PR15.02 Property Maintenance Schedule

Members were in receipt of Property Maintenance Schedule.
The problem with the Norris Fire Alarms was noted.

RESOLVED: that the Property Maintenance Schedule be received.

PR16.00 BUDGET

RESOLVED: that the Budget Report be received and noted.

PR17.00 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.

PR18.00 CORN EXCHANGE: AMENDMENT TO DEED OF MUTUAL GRANT

Members were in receipt of information concerning proposed changes to access rights over land to the rear of the Corn Exchange.

It was noted that the developer had visited the site and there was a right of access across the back of 7 East Street.

RESOLVED: PR18.01 that the report is received and noted

PR18.02 that an agreement, in principle, to the proposed changes is given at the current time

PR18.03 that the views of the Corn Exchange CIC is taken into account before any formal agreement is reached

PR18.04 that Leeds Day be appointed to act on the Council's behalf in this Matter

PR19.00 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: 22 January 2020

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PROPERTY COMMITTEE

DATE: 22 January 2020

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

Final internal redecoration works and the laying of new carpet were completed in October. The property has now been re-let to a new tenant on a 12-month lease from 31 October 2019 – 30 October 2020 at a monthly rental of £1100 (increased from £920). A cracked soil pipe has been replaced and carbon alarms were fitted before the tenancy commenced.

3.3 CORN EXCHANGE

The six-month LOLER inspection on the lifts took place in November and small remedial works were undertaken to rectify overflowing toilets.

3.4 BUS STATION AND GLOBE TOILETS

Remedial works were required to address blockages, overflowing, dryers not working and flooding. A new toilet roll holder was fitted in the bus station disabled toilet.

3.5 NORRIS MUSEUM

Servicing of the automatic doors and further preventative maintenance were undertaken. A fault on the gas boiler was rectified and seven broken panes of glass were replaced along the Waites side of the building.

3.6 TOWN HALL

The regular six-month service and the six-month LOLER inspection both took place on the lift in October and November respectively. Three leaking radiators were replaced.

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 2019/20 as at 14 January 2020

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.
Town Hall	Fire	3 fire doors requiring attention to gapping	20/12/2019	TBA	

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
Norris/Curators House	Gas	Safety Check	02/09/2019	10/09/2019	Annual
Corn Exchange	Gas	Safety Check	23/05/2019	07/06/2019	Annual
Town Hall	Gas	Safety Check	23/05/2019	07/06/2019	Annual
York House	Gas	Safety Check			Annual - due 12/03/20
Town Hall	Lift	Maintenance	04/10/2019	15/10/2019	2 services per year - next visit due 15 Apr 20
Corn Exchange	Lifts	Maintenance	28/11/2019	28/11/2019	4 services per year - next visit due 28 Feb 20
Town Hall	Lift	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)	06/11/2019	06/11/2019	2 inspections per year - due 6 May 20
Corn Exchange	Lifts	LOLER inspection (Lift Ops & Lift Equipt Regs 1998)	06/11/2019	06/11/2019	2 inspections per year - due 6 May 20
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	14/10/2019	14/10/2019	2 services per year - next visit due 14 Apr 20
Norris/Curators House	De-humidifier	Annual service	26/04/2019	03/07/2019	1 service per year- each July
Depot	Roller shutter	Annual service	16/09/2019	30/09/2019	Annual
All Saints/Free Church	Clock	Annual service	03/06/2019	03/09/2019	Annual

Completed					
Building	Works Category	Main Desc	Date Booked	Works Date	Works Notes
All Saints Church	Clock maintenance	Chain replaced	03/09/2019	02/10/2019	
Burleigh Hill Community	Year 1 condition	External redecoration etc.	01/02/2019	06/08/2019	
Bus station toilet	Electrical	Two lights out in ladies toilet	17/09/2019	17/09/2019	
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	
Bus station toilets	Maintenance	Light out in gents toilet	13/08/2019	13/08/2019	
Bus Station toilets	Plumbing	Gents urinal blocked	16/09/2019	16/09/2019	
Bus station toilets	Maintenance	Gents urinal overflowing	14/10/2019	14/10/2019	
Bus Station toilets	Drainage	Drain blocked	25/11/2019	25/11/2019	
Bus Station Toilets	maintenance	Gents toilet flooded	25/11/2019	25/11/2019	
Bus Station toilets	Maintenance	Broken dryer - ladies toilet	19/11/2019	09/12/2019	
Bus station toilets	Maintenance	Broken toilet roll holder - disabled toilet	26/11/2019	09/12/2019	
Bus station toilets	Plumbing	Blocked toilet	24/12/2019	24/12/2019	
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	24/04/2019	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	No charge
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	
Corn Exchange	Maintenance	Year 1 condition survey works	01/02/2019	05/07/2019	
Corn Exchange	Air Conditioning	leaking onto charter hall floor	08/07/2019	08/07/2019	
Corn Exchange	Plumbing	Broken tap in ground floor ladies toilet	22/07/2019	23/07/2019	
Corn Exchange	Maintenance	Year 1 condition survey matters	01/02/2019	02/08/2019	
Corn Exchange	Lift	Quarterly Service of rear lift	28/08/2019	28/08/2019	
Corn Exchange	Lift	Damaged safety bar front lift	28/08/2019	28/08/2019	

Corn Exchange	Lift	Quarterly Service front lift	28/08/2019	28/08/2019	
Corn Exchange	Maintenance	Remove pigeon guano by air conditioning unit	26/09/2019	01/10/2019	
Corn Exchange	Lift	LOLER inspection	04/11/2019	06/11/2019	
Corn Exchange	Plumbing	Gd floor ladies and gent toilets overflowing	04/12/2019	04/12/2019	
Depot	Emergency Lighting	Service	17/04/2019	30/04/2019	
Depot	Roller Shutter	Annual Service	16/09/2019	30/09/2019	
Free Church	Clock	Service	03/06/2019	03/09/2019	
Globe Place	Plumbing	Ladies toilet not flushing	17/09/2019	18/09/2019	
Norris Museum	Plumbing	Blocked drain	03/04/2019	03/04/2019	
Norris Museum	Automatic Doors	Service	03/04/2019	03/04/2019	Annual contract 2 service visits pa
Norris Museum	Emergency Lighting/ Fire Alarm	Quarterly Service	17/04/2019	30/04/2019	
Norris Museum	Automatic Doors	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	
Norris Museum	De-humidifier	Maintenance service	26/04/2019	03/07/2019	
Norris Museum	Automatic door	Not closing	15/07/2019	18/07/2019	
Norris Museum	Maintenance	Broken glass in window	05/08/2019	06/08/2019	
Norris Museum	Gas	Boiler service x 2	02/09/2019	09/09/2019	
Norris Museum	Fire	quarterly service, alarm, emergency lighting and extinguishers	12/08/2019	17/09/2019	
Norris Museum	Maintenance	door lock not working	20/09/2019	20/09/2019	
Norris Museum	Plumbing	Leaking pipe in loft	23/09/2019	27/09/2019	
Norris Museum	Automatic doors	6 monthly service	03/10/2019	14/10/2019	
Norris Museum	Gas	Fault on boiler gas guard	28/10/2019	29/10/2019	
Norris Museum	Windows	Windows cleaned	30/10/2019	30/10/2019	
Norris Museum	Automatic Doors	Additional work following service	16/12/2019	03/01/2020	
Norris Museum	Maintenance	Light tube dropped from casing	03/01/2020	06/01/2020	
Norris Museum	Glazier	Replace 7 broken panes of glass to windows	08/01/2020	08/01/2020	
Town Hall	Lift	Service	04/04/2019	04/04/2019	
Town Hall	Fire	Fire Risk Assessment	01/11/2018	11/04/2019	
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/ Fire Alarm	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	24/04/2019	07/05/2019	
Town Hall	Maintenance 2nd floor	condition survey year 1 works	01/02/2019	16/05/2019	
Town Hall	Maintenance first floor	Conditon survey year 1 works	01/02/2019	16/05/2019	
Town Hall	Maintenance - cellar	Condition survey year 1 works	01/02/2019	16/05/2019	
Town Hall	Maintenance ground floor	Conditon survey year 1 works	01/02/2019	17/05/2019	
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	Maintenance	Leaking velux window 2nd floor	01/02/2019	14/06/2019	
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	
Town Hall	Plumbing	Full radiator flush, inhibitor added	15/07/2019	07/08/2019	
Town Hall	Heating	Thermostat and boiler not talking	11/09/2019	11/09/2019	
Town Hall	Heating	Leaking radiator isolated	13/09/2019	13/09/2019	
Town Hall	Heating	Air lock in radiators	12/09/2019	13/09/2019	
Town Hall	Maintenance	Broken toilet seat. Ground floor ladies	16/09/2019	16/09/2019	
Town Hall	Fire	quarterly service, emergency lights, alarm and extinguishers	12/08/2019	17/09/2019	
Town Hall	Maintenance	Fixtures and fittings installed	18/09/2019	18/09/2019	
Town Hall	Carpentry	Sword and scroll display cases.	03/06/2019	18/09/2019	
Town Hall	Lift	6 month service	15/10/2019	15/10/2019	
Town Hall	Heating	Replacement of 3 leaking radiators	03/10/2019	29/10/2019	CPRE room, 1st floor landing by CPRE, 2nd floor front left room
Town Hall	Lift	LOLER inspection	04/11/2019	06/11/2019	
Town Hall	Windows	Window cleaning	30/10/2019	20/11/2019	

York House	External redecoration	Exterior paintwork and guttering	15/05/2019	07/08/2019	
York House	Plumbing	Loft header tank overflowing	19/08/2019	19/08/2019	Paid by Leaders, deducted from rental income
York House	Maintenance	Internal painting	04/09/2019	11/10/2019	
York House	Maintenance	works to bathroom	04/09/2019	11/10/2019	
York House	Maintenance	works to cloakroom	04/09/2019	11/10/2019	
York House	Maintenance	works to entrances and kitchen	04/09/2019	11/10/2019	
York House	Maintenance	New carpeting to stairs, landing and 3 x bedrooms	04/09/2019	28/10/2019	
York House	Maintenance	Cracked soil pipe	30/10/2019	30/10/2019	

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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
<u>Property</u>										
400	<u>Town Hall</u>									
4201	Tenants' Rent	20,245	24,967	18,000	31,075	31,300	0	26,000	0	0
4202	Tentants' Rechargeable Exps	6,081	8,413	7,400	6,241	6,241	0	7,500	0	0
4203	Hire of Council Chamber	125	188	100	142	142	0	100	0	0
	Total Income	26,451	33,567	25,500	37,459	37,683	0	33,600	0	0
5019	Repairs & Renewals	10,000	10,995	10,000	6,358	7,000	0	10,000	0	0
5033	Business Rates	14,300	4,228	8,000	7,598	7,598	0	8,000	0	0
6934	Water Rates	700	200	400	180	400	0	400	0	0
7032	Heating & Lighting	7,500	2,761	7,000	3,780	5,000	0	5,000	0	0
7035	Cleaning	10,500	6,809	9,500	7,008	9,350	0	9,500	0	0
7037	Maintenance - Contracts	2,000	846	2,000	1,078	2,000	0	2,000	0	0
7044	Trade Refuse	1,000	1,899	2,000	1,593	1,978	0	2,050	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	11,000	0	0
	Overhead Expenditure	67,266	35,516	43,900	27,595	33,326	0	47,950	0	0
	400 Net Income over Expenditure	-40,815	-1,949	-18,400	9,864	4,357	0	-14,350	0	0
6000	plus Transfer from EMR	0	6,441	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(40,815)	4,492	(18,400)	9,864	4,357		(14,350)		
410	<u>Corn Exchange</u>									
7232	Maintenance Contracts	7,032	715	2,000	1,633	2,000	0	0	0	0
7233	Repairs & Renewals	12,873	13,260	10,000	2,977	10,000	27	0	0	0

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		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
7237	CIC Grant	0	0	0	0	0	0	10,000	0	0
9336	Corn Exchange Refurb. (EMR)	20,479	9,094	5,000	144	144	0	0	0	0
9337	Corn Exchange Roof (EMR)	145,000	0	0	0	0	0	5,000	0	0
	Overhead Expenditure	185,384	23,069	17,000	4,754	12,144	27	15,000	0	0
6000	plus Transfer from EMR	0	900	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(185,384)</u>	<u>(22,169)</u>	<u>(17,000)</u>	<u>(4,754)</u>	<u>(12,144)</u>		<u>(15,000)</u>		
430	<u>Warners Park Pavilion</u>									
4110	Warner's Park Pavilion	70	0	70	0	70	0	0	0	0
	Total Income	70	0	70	0	70	0	0	0	0
5019	Repairs & Renewals	7,421	0	17,421	130	130	0	0	0	17,291
	Overhead Expenditure	7,421	0	17,421	130	130	0	0	0	17,291
	Movement to/(from) Gen Reserve	<u>(7,351)</u>	<u>0</u>	<u>(17,351)</u>	<u>(130)</u>	<u>(60)</u>		<u>0</u>		
440	<u>Ground Maintenance Depot</u>									
4400	Rental of Old Depot	3,050	3,050	3,050	0	0	0	1,050	0	0
	Total Income	3,050	3,050	3,050	0	0	0	1,050	0	0
5033	Business Rates	5,000	1,177	4,000	0	0	0	2,000	0	0
	Overhead Expenditure	5,000	1,177	4,000	0	0	0	2,000	0	0
	Movement to/(from) Gen Reserve	<u>(1,950)</u>	<u>1,873</u>	<u>(950)</u>	<u>0</u>	<u>0</u>		<u>(950)</u>		
450	<u>Community Centre</u>									
5019	Repairs & Renewals	1,000	0	1,000	1,584	0	0	1,000	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
Overhead Expenditure	1,000	0	1,000	1,584	0	0	1,000	0	0
Movement to/(from) Gen Reserve	(1,000)	0	(1,000)	(1,584)	0		(1,000)		
Property - Income	29,571	36,617	28,620	37,459	37,753	0	34,650	0	0
Expenditure	266,071	59,762	83,321	34,063	45,600	27	65,950	0	17,291
Net Income over Expenditure	<u>-236,500</u>	<u>-23,145</u>	<u>-54,701</u>	<u>3,395</u>	<u>-7,847</u>	<u>-27</u>	<u>-31,300</u>	<u>0</u>	<u>-17,291</u>
plus Transfer from EMR	0	7,341	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(236,500)</u>	<u>(15,804)</u>	<u>(54,701)</u>	<u>3,395</u>	<u>(7,847)</u>		<u>(31,300)</u>		
Total Budget Income	29,571	36,617	28,620	37,459	37,753	0	34,650	0	0
Expenditure	266,071	59,762	83,321	34,063	45,600	27	65,950	0	17,291
Net Income over Expenditure	<u>-236,500</u>	<u>-23,145</u>	<u>-54,701</u>	<u>3,395</u>	<u>-7,847</u>	<u>-27</u>	<u>-31,300</u>	<u>0</u>	<u>-17,291</u>
plus Transfer from EMR	0	7,341	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(236,500)</u>	<u>(15,804)</u>	<u>(54,701)</u>	<u>3,395</u>	<u>(7,847)</u>		<u>(31,300)</u>		

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PROPERTY COMMITTEE

DATE: 22 January 2020

SUBJECT: Works to Town Hall Lift

1 Introduction and Purpose of Report

- 1.1 The purpose of this report is to note the requirement for works to be undertaken to the town hall lift and to approve the expenditure.

2 Recommendations

- 2.1 The report is received and content noted.
- 2.2 That the works be undertaken by Kone at a cost of £1,293.60.

3 Background

- 3.1 On 7 May and 6 November 2019, Zurich, our insurers, attended the town hall to undertake six-monthly inspections of the town hall platform lift, as required by The Lifting Operations and Lifting Equipment Regulation 1998 (LOLER).
- 3.2 The inspection process has revealed a defect to the floor stopping accuracy on the first floor and it is recommended that this be improved. Adjustments to the lift pit flooring will require two lift technicians to remove panels, make adjustments to both the first and second floors, then to test and make sure the area is safe upon completion of the works.
- 3.3 Our current contract for the lift servicing is with Kone, who have quoted £1,293.60 to undertake these works.

4. Proposal

- 4.1 It is proposed that the works be undertaken both to assist those persons using the lift with impaired mobility and to address the defect contained in the LOLER reports.

5. Financial Implications

- 5.1 The town hall repairs and renewals budget for 2019/20 stands at £10,000 of which £6,358 has already been spent, leaving a balance available of £3,642.

6. Policy Implications

- 6.1 There are no policy implications.

7. Health and Safety Implications

- 7.1 Kone has been vetted to ensure they are competent to undertake the works. Appropriate risk assessments, method statements, health and safety certificates and evidence of sufficient insurance have been supplied.

8.0 Reporting Officer – Christine Allison, Amenities Manager

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PROPERTY COMMITTEE

DATE: 22 January 2020

SUBJECT: Corn Exchange Roof Survey

1 Introduction and Purpose of Report

1.1 This report is to update members on the progress of the roof survey.

2 Recommendations

2.1 That the report is received and noted.

3 Background

3.1 At the meeting of the Town Council on 13 November 2019, it was agreed that a survey be undertaken on the Corn Exchange roof in order to obtain an expert opinion on when and what repair work may be required and to allow appropriate budgets to be allocated, going forward.

4. Specification

4.1 Companies are being asked to quote for the provision of a structural investigation, giving an opinion on:

- The condition of the roof
- How long the roof is likely to last
- When it is likely to need replacing
- Suggested replacement materials to be used, and
- An estimated cost to replace the roof

5. Quotes

5.1 Ten surveying companies/ building consultants were approached on 6 January 2020 to provide quotes, with responses requested by 10 February 2020.

6. Proposal

6.1 A report detailing the responses received will be presented to a future meeting of the Property Committee to enable a successful contractor to be appointed.

7. Financial Implications

7.1 Funds for the survey will be taken from the CEX Roof (EMR) 2020.

8. Policy Implications

8.1 There are no current policy implications

9. Health and Safety Implications

9.1 There are no current H&S implications

10. Reporting Officer – Christine Allison, Amenities Manager

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