

**Minutes of the Meeting of the Property Committee of St Ives Town Council  
held in the Corn Exchange on Wednesday 28 July 2021**

**Present:**

Town Mayor: Councillor P Hussain

Councillors: N Dibben, M King, J Tiddy, R Fuller, J Pallant, C Smith, D Rowe

**In attendance:**

Councillor: J Kerr

Deputy Town Clerk: C Allison

Democratic Officer: S Rawlinson

*The meeting was opened by the Town Mayor.*

**PR01.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Dr C Pegoraro (Personal).

**PR02.00 APPOINTMENT OF CHAIRMAN**

**RESOLVED:** that Councillor J Pallant be appointed Chairman of the Committee for the ensuing municipal year.

*[Councillor Pallant in the Chair]*

**PR03.00 APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED:** that Councillor C Smith be appointed Vice Chairman of the Committee for the ensuing municipal year.

**PR04.00 DECLARATIONS OF INTEREST**

No declarations were made.

**PR05.00 PUBLIC PARTICIPATION**

No members of the public were in attendance.

**PR06.00 MINUTES**

**RESOLVED:** that the Minutes of the Property Committee meeting held on 28 April 2021 are agreed as a correct record and signed by the Chairman.

**PR07.00 TOWN HALL BOILER**

Consideration was given to a report on maintenance works required to the Town Hall boiler.

Contractors attended at the end of July when the boiler was repaired but it was identified that two vents were needed in the door and that the flue was unsupported in the ceiling. Both of these matters would need to be rectified before a gas safety certificate could be issued.

Safety certificates had been issued annually by a different contractor but none of the above works had ever been identified. The Deputy Clerk was awaiting a report from the new contractors to see if they could carry out the remedial works. Further expense would be incurred but there was sufficient funding in repairs and renewals.

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- RESOLVED:**    **PR07.01**    that the report is received and noted
- PR07.02**    that checks be carried out on boilers at the Museum, Corn Exchange, Burleigh Hill and any other premises where gas safety certificates had been issued by the previous contractors
- PR07.03**    that authority be delegated to the Chairman and Vice Chairman in conjunction with the Deputy Clerk to have the urgent remedial and inspection works carried out

**PR08.00            MAINTENANCE REPORTS**

**PR08.01            General Property and Maintenance Update**

**Toilets**

The Deputy Clerk advised Members that the lease, which ended in November 2020 had not been renewed. In part this was due to uncertainty about the outcome of the ongoing plan for town centre regeneration which might result in the relocation of the toilets. Maintenance was on a rolling contract until these plans were finalised.

Problems had been experienced with users defecating on toilet seats resulting in the extra costs for deep cleaning.

**Corn Exchange**

The Deputy Clerk reported that she had just been informed that the fire alarm system at the Corn Exchange had failed. Replacement of the motherboard and main control panel would be required as a matter of urgency. One quotation had been received in the sum of £3,982 and further quotations were being sought.

Similar problems to those experienced in the public toilets had been noted in the Corn Exchange toilets which were now open to the public and the Committee had been asked if assistance or funding would be available.

Whilst Members sympathised with the dilemma, and were appreciative of the additional public resource, cleaning was the responsibility of the CIC and the Council was not in a position to fund this.

- RESOLVED:**    **PR08.01.01**    that the report is received and noted
- PR08.01.02**    that further quotations be sought for the fire alarm system repairs
- PR08.01.03**    that authority be delegated to the Chairman and Vice Chairman in conjunction with the Deputy Clerk to commission repairs to the fire alarm system, provided financial regulations with regard to tendering were complied with

**PR08.01.04** that the Corn Exchange CIC be asked to look into a system of key pad control or issuing keys to café users for the toilets similar to that used by many establishments in the town.

**PAT Testing**

Members were appreciative of the testing undertaken voluntarily by Councillor Smith but had concerns about personal liability.

The Deputy Clerk indicated that the Committee had previously approved the engagement of Plugtest to undertake this work.

**RESOLVED: PR08.01.05** that Plugtest be engaged to carry out PAT testing.

**PR08.02 Property Maintenance Schedule**

**RESOLVED:** that the Schedule be received and noted.

**PR09.00 BUDGET**

Members noted that the yield from rental income seemed rather high for so early in the financial year. The Deputy Clerk agreed to check this with the Finance Officer and report back to members.

**RESOLVED: PR09.01** that the budget report be received and noted.

**PR09.02** that the Deputy Clerk confirm the level of rental income with the Finance Officer and report back to members

**PR10.00 PROPERTY COMMITTEE STRATEGIC PLAN**

The Deputy Clerk informed Members that she was working with Varsity on funding for the decarbonisation project which was moving forward.

**RESOLVED:** that the Plan be received and noted.

**PR11.00 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

**PR12.00 CORN EXCHANGE LIGHTING**

Consideration was given to a report on replacement of lighting in the Charter Hall.

**RESOLVED: PR12.01** that the report is received and noted

**PR12.02** that St Ives Electrical be engaged to carry out the works at a cost of £2,175.

**PR13.00 TOWN HALL TENANCY**

Consideration was given to a report and letter from a tenant of the Town Hall.

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Members agreed that as the letting was on a commercial basis with the income used to subsidise Council services, no change could be made to the original invoice issued to the tenant.

- RESOLVED:**
- PR13.01** that the Deputy Clerk write to explain the situation to the tenant
  - PR13.02** that delegated authority is given to the Chairman, Vice Chairman and Deputy Clerk for further actions/negotiations to be undertaken if required
  - PR13.03** that advice be sought from insurers and the Council's letting agents in this matter.
  - PR13.04** that the service charges for the period of the invoice be assessed.

**PR14.00 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:

Dated: 27 October 2021

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