

**Minutes of the Meeting of the Property Committee of St Ives Town Council  
held in the Town Hall on Wednesday 26 July 2023**

**Present:**

Vice Chairman: P Hussain  
Councillors: J Tiddy, M Gleadow, M King, M Mallol Wright, A Riddell, P Pope (ex officio)

**In attendance:**

Democratic Officer: A Childs  
Facilities Manager: T White

**PR31.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor C Smith (personal).

Due to the Chairman's absence, Councillor P Hussain led the meeting as the Vice Chairman.

**PR32.00 DECLARATIONS OF INTEREST**

None.

**PR33.00 PUBLIC PARTICIPATION**

None.

**PR34.00 MINUTES**

**RESOLVED:** that the Minutes of the Property Committee meeting held on 26 June 2023 and the Emergency Property meeting held on 18 July 2023 are agreed as a correct record and signed by the Vice Chairman.

**PR35.00 MAINTENANCE UPDATES**

**PR35.01 General Property and Maintenance Update**

Councillor P Pope thanked the Facilities Manager for this valuable update; he stated it was positive to see the stages of the various items listed in the update.

Councillor M Gleadow stated it was positive that the bus station toilets are functioning well now and open to the public. He queried the status of the floor maintenance works.

The Facilities Manager replied that HDC are discussing potential toilet cleaning chemicals; and have conducted a trial chemical testing on the floors. The tested chemical will bring the colour back to the floors whilst also cleaning the floor surface. The Town Council now needs to know much much that chemical will cost to maintain use of it in regular cleaning as an onward cost.

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

**PR 35.02 Property Maintenance Schedules**

Councillor A Riddell queried the amber category on the asbestos item. The Facilities Manager stated that once the removal of the Corn Exchange roof is completed, there will be an inspection report and this category will then be categorised as green. He confirmed the roof area is fully contained, and once the works are completed the Corn Exchange will be completely asbestos-free.

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

Chairman's  
Initials

**PR36.00****BUDGET**

Members were in receipt of the budget documents and no queries were raised.

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

**PR37.00****GROUNDS MAINTENANCE SITE VISIT**

The Facilities Manager stated that a site visit was held at the Grounds Maintenance Depot on 19 July 2023. The Mayor and Councillor M King attended with the Facilities Manager. They looked at the aforementioned issues with the mezzanine flooring and intruder alarm system. The rest of the building was shown and how the different elements will progress in terms of insurance requirements. It was a very positive outcome to the site visit.

Councillor P Pope stated it was his first visit to the depot, and that it was an insightful visit and positive to hear that the building will be fully compliant in terms of insurance coverage. He commended the Facilities Manager on his diligence in ensuring the property would be up to code.

**RESOLVED:** that the verbal report be received.

**PR38.00****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.

**PR39.00****INTRUDER ALARMS****PR39.01****Ground Maintenance Building**

Councillor A Riddell discussed the difference between the monitored and unmonitored systems; whilst the latter option would be more affordable initially, the monitored option could be more suitable if it led to a decrease in the Council's insurance premiums.

Councillor P Pope queried if the monitored systems contained any ongoing costs. The Facilities Manager stated that the monitored systems require inspection twice a year; if various systems were installed by Jackson Fire and Security Ltd there could be a bundled cost option which would reduce overall costs by having all inspections carried out at the same time.

Councillor A Riddell proposed that the fully installed and monitored system be provided by Jackson Fire and Security Ltd. This was seconded by Councillor M Gleadow and the vote was unanimous.

**RESOLVED:** that Jackson Fire and Security Ltd provide the intruder alarm installation and monitoring services at the Ground Maintenance Building for a cost of £2,486.

**PR 39.02****Town Hall**

Councillor P Pope queried if there were sufficient funds in the budget to cover the installation of intruder alarms in the Town Hall. This was verbally confirmed by the Facilities Manager, having verified this previously with the Town Clerk.

Councillor A Riddell clarified a typo on the first quote of Agenda Item PR39.02; it was resolved the figure should state £4,040.

Chairman's  
Initials

He proposed that the first quote should be selected and that Jackson Fire and Security Ltd be hired to complete the work. This was seconded by Councillor M MalloI Wright; there was a unanimous vote.

**RESOLVED:** that Jackson Fire and Security Ltd complete the intruder alarm installation at the Town Hall for a cost of £4,040.

**PR40.00 CCTV SECURITY**

**PR40.01 Ground Maintenance Building**

The Facilities Manager stated that the CCTV would cover the interior of the building and the external parameters of the depot. He confirmed all quotes were of an equivalent specification.

Councillor A Riddell proposed that the first quotation be selected and that Jackson Fire and Security Ltd be hired to complete the work. This was seconded by Councillor J Tiddy; there was a unanimous vote.

**RESOLVED:** that Jackson Fire and Security Ltd complete the CCTV security installation at the Ground Maintenance Building for a cost of £3,386.

**PR 40.02 Town Hall**

Councillor P Pope proposed that the recommendations detailed in the report be adopted; that the CCTV equipment be purchased and installed by Jackson Fire and Security Ltd. This was seconded by Councillor J Tiddy and the vote was unanimous.

**RESOLVED:** that Jackson Fire and Security Ltd complete the CCTV security installation at the Town Hall for a cost of £3,683.

**PR41.00 FIRE ALARM – TOWN HALL**

The Facilities Manager stated that this agenda item was a follow-up from the discussions in previous Committee meetings and stressed the essential nature of the task.

Councillor P Pope agreed it was essential work but a very costly task, as the existing system did not meet insurance requirements. Councillor P Hussain agreed that the fire alarm system required updates for insurance purposes as well as the safety of the Town Council staff and the building's tenants.

Councillor M Gleadow queried if fire drills would follow after the installation and what type of training would be available to employees. The Facilities Manager replied that fire safety drills would be incorporated into the operating working hours, and be for the benefit of the office staff, tenants and Councillors. Fire warden training was being investigated and appropriate arrangements would be put in place to ensure staff were knowledgeable and prepared to handle emergency situations.

Councillor A Riddell proposed that the Committee follow the recommendations as set out in the report: to purchase the fire alarm system services from Jackson Fire and Security Ltd. This was seconded by Councillor M Gleadow; there was a unanimous vote.

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

that the fire alarm system be purchased, installed and monitored by Jackson Fire and Security Ltd for a cost of £23,305.

**PR42.00 TOWN HALL CELLAR**

The Facilities Manager provided a verbal report on the asbethos survey and the strongboy installation in the Town Hall cellar.

Chairman's  
Initials

He confirmed that a recent asbsethos survey was completed in July 2023 and there is no more asbestos in the cellar except on one side of the building.

Regarding the strongboys installation, a design report was completed by an engineer who has suggested installing a temporary measure for a maximum of three months for a fee of £450.

**RESOLVED:** that the report be received.

**PR43.00**

**BUILDING CONDITION REPORT**

Members were in receipt of the building condition report for the managed buildings within the Town Council. The report suggests that the property condition inspections be carried out by PCM Property Care and Maintenance Services Limited.

Councillor A Riddell queried if three quotes were required; the Facilities Manager stated as it was a specialty service and also for continuity purposes procuring the same contractor was desirable. His query would be presented to the Town Clerk to confirm.

Councillor A Riddell suggested that, subject to three quotes not being required, the services be provided by PCM Property Care and Maintenance Services Limited for a total cost of £3,500. This was seconded by Councillor M Gleadow; the vote was unanimous.

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

that, subject to three quotes not being required, the property condition inspections be delivered by Property Care and Maintenance (PCM) Services Ltd for a cost of £3,500.

**PR44.00**

**CORN EXCHANGE MAINTENANCE COSTS**

Members were in receipt of a document which detailed a cost breakdown of the various maintenance costs at the Corn Exchange for the last four financial years, which was originally requested by Councillor A Riddell.

Councillor A Riddell noted that in previous years the maintenance and repairs costs went over budget, and that budget was reduced to £5,000 in the current financial year despite previously exceeding its budget of £10,000. This £5,000 budget (Line 9336) related specifically to the Corn Exchange refurbishment. Clarification was needed on what expenditure comes from the CIC Grant (Line 7237), Corn Exchange Refurb (Line 9336) and Corn Exchange Roof (Line 9337). He suggested it may be useful for members to analyse the costs further and discuss at a future meeting.

Councillor P Pope thanked the Facilities Manager for his intensive effort in supporting the Property Committee, and for his numerous reports and quotations.

**RESOLVED:** that the cost breakdown documents be received and noted.

**PR45.00**

**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.

The meeting concluded at 9:57 pm.

Chairman's  
Initials

Chairman:

Dated: 23 August 2023