

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held in the Town Hall on Wednesday 23 August 2023**

Present:

Chairman: C Smith
Vice Chairman: P Hussain
Councillors: J Tiddy, M Gleadow, M King

In attendance:

Democratic Officer: A Childs
Facilities Manager: T White

PR46.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Burke, Councillor P Pope (ex officio), Councillor A Riddell and the Town Clerk (all personal).

PR47.00 DECLARATIONS OF INTEREST

None.

PR48.00 PUBLIC PARTICIPATION

None.

PR49.00 MINUTES

RESOLVED: that the Minutes of the Property Committee meeting held on 26 July 2023 were agreed as a correct record and signed by the Chairman.

PR50.00 MAINTENANCE UPDATES

PR50.01 General Property and Maintenance Update

Members were in receipt of the general property and maintenance update.

Councillor M Gleadow queried the details of the floor cleaning process for the bus station toilets. The Facilities Manager stated that HDC originally planned to replace the toilet floors which has now changed to a regular cleaning schedule. The Town Clerk will contact HDC and determine the reason behind the cleaning and lack of replacement.

Councillor M Gleadow stated that some of the floor is broken and it is not solely a cleaning issue. The Facilities Manager agreed that some of the floor is not built for purpose. Councillor M Gleadow was under the impression that HDC had gathered some funds for this repair. The Facilities Manager confirmed that the district council had gathered funds for the work that has been completed, but was unable to confirm whether this was specifically for the floor repair. He mentioned that the semi-disabled flush is suffering due to members of the public pushing the lever down with their foot – which is breaking the lever. This is an example of misuse. All other flushes are electric. He stated the drainage system is operating well to date.

Councillor M Gleadow stated that he would check with his contact at HDC about funding and specifications.

The Vice Chairman queried the status of the Burleigh Hill Community Centre's floor. The Facilities Manager was unable to comment; stating that the building is being managed by the Town Clerk the Facilities Manager's role is to maintain it ensuring all compliance measures are met and cleaning services are provided.

Chairman's
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RESOLVED: that the report be received and noted.

that the Town Clerk will query the lack of replacement flooring in the public toilets with HDC.

PR 50.02 Property Maintenance Schedules

Members were in receipt of the property maintenance schedule and no queries were raised.

RESOLVED: that the report be received and noted.

PR51.00 BUDGET

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

Councillor M Gleadow suggested it would be beneficial to Councillors to be provided with training on the reading of various financial reports.

RESOLVED: that the budget report be received and noted.

that the Town Clerk be informed of Councillor M Gleadow's request and potential budget training be offered to members.

PR52.00 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.

PR53.00 STRONGBOYS REPORT

Members were in receipt of a strongboys report, as provided by the Facilities Manager.

Following his verbal report at the last Property Committee meeting, a temporary set of acroprops were obtained for the cellar, while the Facilities Manager continue to gather quotes for a permanent repair.

The Facilities Manager stated these acroprops would support a maximum of six beams on a temporary three month basis. He did not yet have three quotes due to the nature of specialised repair. He asked whether the Town Clerk would agree to proceed with a permanent repair with less than three quotes obtained if the situation was hazardous. The Mayor stated that three quotes should be followed to adhere to proper procurement procedures.

Councillor M Gleadow asked if the acroprops were not in place, would the joists be unsupported; the Facilities Manager stated they were not safely engaged. The Chairman asked if three quotes had not yet been received, if the recommendations would not be able to be carried out until the subsequent meeting. The temporary repair was absolutely imperative to the safety of the office staff and tenants.

Councillor J Tiddy proposed that the temporary measure be implemented, which was seconded by Councillor M King. The vote was unanimous.

Councillor P Hussain proposed that, subject to three quotes, the permanent repair of the cellar be completed upon grounds of a Delegated Authority request, which was seconded by Councillor M King. The vote was unanimous.

Chairman's
Initials

RESOLVED: that the report be received and noted.

that the strongboys be installed in the Town Hall Cellar by Jackson Fire and Security at a cost of £450.00 and limited to three months.

that subject to three quotes, and a request for Delegation of Authority, the permanent repair of the cellar be completed as a matter of priority.

PR54.00 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 8:27 pm.

Chairman:

Dated: 27 September 2023

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