

**Minutes of the meeting of the Estates Committee of St Ives Town Council
held in the Town Hall on Wednesday 24th July 2024 at 7.45pm**

Present:

Chair: Cllr Spencer

Councillors: Cllrs A Thompson, J King, L Valla, R Chapman, P Hussain

In attendance:

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

Facilities Manager: Mr Trevor White

Democratic Officer: Mrs Emma Bleazard

Three members of the public

E14.00 APOLOGIES FOR ABSENCE

Apologies were received and approved from Cllr Tiddy (personal) and Cllr Burke (personal).
Absent: Cllr Mokbul.

E15.00 DECLARATIONS OF INTEREST

None.

E16.00 PUBLIC PARTICIPATION

A resident expressed concerns regarding damage that he perceives was caused to his property during the roof works at the Corn Exchange. The Town Clerk explained that this is due to be discussed later in the meeting during the closed section.

E17.00 MINUTES

Members were in receipt of the minutes of the Estates Committee meeting held on 26th June 2024.

RESOLVED: that the minutes be accepted and signed by the Chair.

E18.00 ROLLING PROGRAMME

The rolling programme was received by members.

Following a question about why an item is on the rolling programme twice, it was clarified that work is entered each and every time work is completed.

The Chair commented that a further noticeboard may be needed at the Burleigh Hill Community Centre. The Town Clerk advised that this would need to be brought to a future meeting as an agenda item.

The Mayor commented that the rolling programme was much improved and beneficial.

E19.00 FINANCE MATTERS

The Town Clerk provided budget and income/expenditure information to Councillors. She commented that the grants were paid in April and that some nominal codes are incorrect due to the budgeting process in January when there was not enough information regarding current expenditure for the year. The Town Clerk commented that some budgeted items may be redistributed to different budget areas and that she will be bringing this to future Council meetings for approval.

The Chair requested an update regarding the purchase of a new vehicle. The Town

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Clerk stated that this is in progress and that a further signature for the lease is required prior to completion.

E20.00 MAINTENANCE UPDATES

E20.01 General Property and Maintenance Update

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

It was noted by Cllr Valla that the rolling programme for the Norris Museum has some outstanding items. The Facilities Manager stated that he has not been involved with the rolling programme for the Norris Museum. The Town Clerk advised that a meeting will be arranged with the Director of the Norris Museum to take this forward.

E20.02 Property Maintenance Schedules

Members were in receipt of the property maintenance schedule. Cllr Thompson requested clarification from the Facilities Manager regarding the items highlighted in red. It was clarified that these are items where work has been scheduled/in progress.

E21.00 WARNERS PARK

The Town Clerk discussed that there is potential funding available from Huntingdonshire District Council for the Warner's Park Pavilion, therefore she would like to reinstate the working party that was initially set up to look at the refurbishment of the facility.

RESOLVED: that the working party be reinstated with the following members as a minimum: Cllrs Kerr, Tiddy, Hussain, Chapman and King.

E22.00 GENERAL MAINTENANCE DEPOT MATTERS

E22.01 Members were in receipt of and considered a report from the Facilities Manager regarding the proposed purchase of a secure cage for the Grounds Maintenance building.

RESOLVED: that the cage be purchased from and installed by A and B Service for £2,548 +VAT. Proposed by Cllr Thompson, seconded by Cllr King. Unanimous. (Open Spaces Act 1906, ss.9 and 10)

E22.02 Members were in receipt of a report from the Facilities Manager regarding the proposed purchase of a portable pump to water the flowers in the town. The Facilities Manager discussed that the older current pump will then be used as a reserve to ensure that the ability to water plants is not interrupted

RESOLVED: to purchase the Honda pump at a cost of £680 + VAT. Proposed by Cllr Hussain, seconded by Cllr Thompson. Unanimous. (Local Government Act 1972, s.137)

E23.00 ALLOTMENT MATTERS

Members were in receipt of a report regarding the proposed changes to the allotment invoicing period.

The Facilities Manager discussed that the allotment payment period currently covers two financial years, which causes additional work at year end and can cause some other issues. The proposal is to provide an invoice at 1st October 2024 for the period 1st Oct 2025 to 31st March 2025 and going forward to invoice for each year from 1st April to 31st March.

RESOLVED: that a letter be sent to allotment holders explaining the changes to the allotment payment period. Proposed by Cllr Chapman, seconded by Cllr King. Unanimous. (Small Holdings & Allotments Act 1908, s.23)

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E24.00 TOWN HALL MATTERS

The Town Clerk discussed that permits for parking at the Town Hall need to be reviewed to ensure that there is something in writing in place and that the costs are standardised. It was noted that when leases are renewed for the Town Hall offices in 2025, parking will be removed from the lease.

The Mayor commented that the white lines in the car park need repainting. The Town Clerk advised that this would need to be added to the next agenda.

Following discussion it was agreed that the cost of leasing a space in the Town Hall car park will be £63 per month and that this will take effect from 1st September 2024.

RESOLVED: that tenants who already hold a car parking space be sent a letter to inform them that the cost of the space will be £63 per month from 1st September 2024. Proposed by The Mayor, seconded by Cllr Valla. Unanimous. (Road Traffic Regulation Act 1984, ss.57)

E25.00 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.

Meeting closed at 20.33 pm

E26.00 PROPERTY MATTERS

E26.01 Councillors discussed the concerns raised about a leak caused to a neighbouring property during roof works at the Corn Exchange. Following a lengthy discussion, Councillors are confident that considering confidential reports from the Quantity Surveyor and Contractors, that the Town Council is not responsible for the leak as described.

RESOLVED: that following a lengthy discussion, a without prejudice letter be sent to the landlord of the building offering to pay £500 to settle the matter. Proposed by The Mayor, seconded by Cllr Chapman. Unanimous. (Local Government Act 1972, s.111)

E26.02 To consider the current situation with the HVC lease.

Councillors considered a confidential verbal report provided by the Town Clerk noting that the charity was concerned about the sudden increase in rent following the publication of their new lease. It was noted that historically the rent of £1,200 for HVC has been absorbed by the council from the grant provided to the charity or in addition to the grant provided. Following a lengthy discussion it was proposed by Cllr Valla, seconded by Cllr King that rent for 2024-25 be £2,000 with rent in line with everyone else from 1st April 2025. Unanimous

RESOLVED: increase be made to the HVC lease to £2,000 for the year 1st April 2024 to 31st March 2025, with the lease cost increasing in line with other tenants from 1st April 2025 including a service charge. (Local Government Act 1972, s.111)

E27.00 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.

Meeting reopened at 21.33pm

The meeting concluded at 21.33pm

Chair:.....

Dated: 28th August 2024

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