

**Minutes of the Meeting of the Property Committee of St Ives Town Council
held at the Town Hall St Ives, on Wednesday, 18 April 2018.**

Present:

Chairman: Councillor J Pallant
Vice-Chairman: Councillor Mrs D Townsend
Councillors: N Dibben, I Dobson, R Kuch, B Luter

In attendance:

Town Clerk: A Benfield

PR34.00 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor R Fuller (Personal).

PR35.00 DECLARATIONS OF INTEREST

Councillor B Luter - Non Pecuniary Interest in Agenda Item PR39.01 - as his wife is a Director of the CIC and he is a volunteer at the Corn Exchange.

Councillor I Dobson - Non Pecuniary Interest in Item PR39.01 as a Director of the CIC.

PR36.00 PUBLIC PARTICIPATION

A Corn Exchange CIC Director referred to her email that was tabled for Members' consideration and reported that a finance meeting had been held the previous evening to calculate the financial impact of 9-day closure linked to the damp issue that had become apparent with the flooring in the main entrance hall and had been lifted for replacement. She indicated that she would be able to provide additional information should it be required when discussed by Members later on the agenda.

Comment was also made on other matters of maintenance and specifically the action taken by the Town Clerk to have the front door of the building repainted with reference made to information provided previously concerning re-stripping the current door and re-finishing. It was requested that this order is cancelled and that the proposed remedial action as provided is arranged.

Cllr Townsend commented that she was surprised that these matters had been raised in this manner following the 2-hour meeting that had been attended recently by the Director, CEX Manager, Town Clerk and herself at which a plan of action covering these and many other items had been agreed.

The Director indicated that she did not have the autonomy to make the decisions and Cllr Townsend suggested that perhaps this needed to be reviewed if meetings to discuss and agree the way forward were to be held in the future.

PR37.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Property Committee held on 17 January 2018 be agreed as a correct record and signed by the Chairman.

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PR38.00 PROPERTY MAINTENANCE

PR38.01 General Property & Maintenance Update

Members were in receipt of General Property and Maintenance Report. The Town Clerk and Cllr Townsend provided an update to Members on the CEX rolling program meeting that had been held with a member of the CIC Directors and CEX Manager.

The Town Clerk stated in relation to the points raised within the email from the CIC Director

- An order had been placed for the front doors to be re-finished not repainted and that samples would be provided before the work starts. The timeframe was 4-6 weeks for contact to be made to start the work and that the dates agreed would be in consultation with the CEX Manager. This arrangement was made as it had been agreed during the rolling program meeting as an outstanding action that could be progressed and completed.
- Initial contact had been made with companies able to locate the source of damp/leaking water and further information was awaited from these companies. Linked to this a drain survey had been completed in October 2017 and therefore, unless expressly requested to do so no further drain survey would be commissioned before October 2018.
- A Boiler Engineer had attended site to investigate the problem with the boiler tripping off and had been on site for some time with the CEX Manager looking at the system. Having considered options the Manager had agreed that the best option whilst his investigation was ongoing was to turn off the boiler and switch on the immersion heaters to provide hot water. A new pump has been ordered to replace one that is 'noisy' and this will be fitted on receipt. The Engineer indicated that due to limited maintenance in the past, fixing the fault is likely to be a process of elimination.
- Contact with KONE has been made in relation to the rear lift and a response is awaited
- At the current time no further communication had been held with the Conservation Officer at HDC regarding the repairs required to the front ground floor windows.

Following a question from Members the Town Clerk confirmed that liaison was held with the CEX Manager to arrange access for contractors.

Following discussion, it was agreed that prior to the front door of the building being re-finished agreement should be reached on the materials used and the finish expected.

RESOLVED: PR38.01.01 that the Property Maintenance Schedule be received and noted.

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PR38.01.02 that the order for the CEX front door refinishing should be deferred for agreement on the materials to be used and the finish to be achieved

PR38.01.03 that the Conservation Officer is contacted for agreement to repair the ground floor front windows

PR38.02 Property Maintenance Schedule

Members were in receipt of Property Maintenance Schedule.

RESOLVED: that the Schedule be received and noted.

PR40.00 BUDGET

Members received the Budget Report for the Committee

RESOLVED: that the Budget Report be received and noted.

Chairman:

Date: 25 July 2018

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