

**Minutes of the Meeting of the Property Committee of Saint Ives Town Council
held at the Town Hall St Ives on Wednesday 25 July 2018**

Present:

Deputy Town Mayor: Councillor D Rowe *[in the Chair for Item PR01.00]*

Councillors: N Dibben, M King, B Luter, J Pallant, J Tiddy

In attendance:

Amenities Manager: C Allison

PR01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2018/19

RESOLVED: that Councillor N Dibben be appointed Chairman for the ensuing municipal year.

PR02.00 APOLOGIES

Apologies for absence were received from the Town Mayor (Personal) and from Councillors R Bellamy and R Fuller (both HDC commitments)

PR03.00 APPOINTMENT OF VICE CHAIRMAN

RESOLVED: that Councillor B Luter be appointed Vice Chairman for the ensuing year.

PR04.00 DECLARATIONS OF INTEREST

No declarations were made.

PR05.00 PUBLIC PARTICIPATION

Councillor Rowe advised Members that he was no longer a Director of the Corn Exchange CIC.

PR06.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Property Committee held on 18 April 2018 be agreed as a correct record and signed by the Chairman.

PR07.00 PROPERTY MAINTENANCE

PR07.01 General Property & Maintenance Update

Members were in receipt of General Property and Maintenance Report.

The Amenities Manager informed Members that the tenancy on York House expired in September and that an extension for a further six months had been agreed.

RESOLVED: that the report be received and noted.

PR07.02 Property Maintenance Schedule

Members were in receipt of Property Maintenance Schedule.

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

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PR08.00 CORN EXCHANGE WORKS

Consideration was given to ratifying retrospective expenditure of £16,293 (increased from £15,168 as stated in the report) for works carried out to the Corn Exchange.

Following circulation of the report, the Amenities Manager advised that invoices had been received for the cracked guttering at £79 (ie an extra £44) and the flooring at £4870 (ie an extra £1081) bringing the works requiring ratification to £16,293 and not £15,168.

An explanation was given regarding the length of time taken to complete the rear lift works.

RESOLVED: PR08.01 that the report be received and noted.

PR08.02 that the decision to expend £16,293 (increased from £15,168 as stated in the report) for works to the Corn Exchange be ratified retrospectively.

PR09.00 CORN EXCHANGE FRONT DOORS

Members received a report detailing options for work to the Corn Exchange front doors.

Discussion took place about exceeding budget for cosmetic work and the history of the acquisition of the doors. It was agreed that no action be taken at the current time as the current condition is considered to be satisfactory.

The recommendation is that in next years' budget an allowance is made to rub down and re-varnish and not restore to original condition.

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

PR09.02 that £340 be put into the 2019/20 budget to rub down and re-varnish the doors

PR10.00 CORN EXCHANGE KITCHEN COOLING/VENTILATION IMPROVEMENTS

Members were in receipt of report providing costings for cooling/ventilation improvements to the Corn Exchange kitchen.

Although the existing cooling and ventilation system is in full working order, those using it consider it delivers an unsatisfactory result as the ceiling grilles make food on the preparation area cold. The report stated the importance of the Town Council being robust in only undertaking those matters for which it has clear responsibility.

During discussion, although not forming a part of the report, concern was expressed at possible safety issues arising from the vents being in close proximity to the gas burners and it was considered that this should be checked.

Members also noted that an electric heater had been installed and its operation was discussed. It was felt tht it was not always being used correctly and this was a training issue for Corn Exchange staff to address.

During discussions, it was also felt tht more detail on options available and costings for cooling/ventilation might be beneficial.

RESOLVED: PR10.01 that the report be received and noted

PR10.02 that no action be taken regarding expenditure at the present time due to budget constraints but that a meeting be arranged between the CIC and the Town Hall to determine the extent of the Council's obligations as a landlord for ventilation in the kitchen and any future action in this regard.

PR11.00 CORN EXCHANGE BUDGET IMPLICATIONS

Members were in receipt of a report advising of an overspend on the Corn Exchange repairs and renewals budget and consideration was given to the viring of funds to cover the projected overspend.

RESOLVED: PR11.01 that the report be received and noted

PR11.02 that a virement of £5127 be made from the long term capital repairs and renewals budget, currently standing at £20,479, increasing the repairs and renewals budget from £12,873 to £18,000 to cover the overspend of £3,420 and provide a contingency sum of £1,701 for the remainder of the financial year

PR12.00 BUDGET

Members were in receipt of budget report for the Committee.

RESOLVED: that the Budget Report be received and noted.

Chairman:

Date: 24 October 2018

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