

**Minutes of the Meeting of the Property Committee of Saint Ives Town Council
held at the Town Hall, St Ives, on the Wednesday, 19 April 2017.**

Present:

Chairman: P Pope
Vice-Chairman: J Pallant
Councillors: T Drye, R Fuller, R Kuch and D Townsend.

In attendance: Councillors B Luter, D Rowe and J Tiddy.
A Witherick, Town Clerk

PR18.00 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N Dibben (Personal) and I Dobson (Personal).

PR19.00 DECLARATIONS OF INTEREST

No declarations were made.

PR20.00 PUBLIC PARTICIPATION

Item PR22.00 - Ms Luter, Corn Exchange - Noted that the Health & Safety issues related to the potential finger trap had been dealt with currently through keeping the doors open (ie pulled in the same direction and pinned back).

Item PR25.02 - Ms Luter, Corn Exchange - Whilst it was positive to see the information presented there was a concern that the system did not specify when an issue had first been notified. Failing to deal with issues promptly in the past had led to potential cost increases.

PR21.00 MINUTES

RESOLVED: PR21.00 that the Minutes of the Meeting of the Property Committee held on 18 January 2017 were agreed as a correct record and signed by the Chairman.

PR22.00 CORN EXCHANGE: DOOR MECHANISM

Members discussed the application and the Town Clerk highlighted that responsibility for the physical door itself would still fall to the Town Council as it was only the opening mechanism which was being varied.

It was noted that the Health & Safety issue raised had been clarified during the Public Participation section of the meeting and reassurances provided that suitable mitigation was in place.

RESOLVED: PR22.01 that the report is received and noted.

RESOLVED: PR22.02 that permission in principle is given for the works subject to any other legal requirements being met to be undertaken at the expense of the Corn Exchange Community Interest Company and a variation to the lease agreed for the ongoing associated costs to be their sole responsibility

PR23.00 YORK HOUSE RENTAL INCOME

The Town Clerk informed members that the Norris Library and Museum Trust Group had met prior to the Property Committee and were in receipt of the same report. They had recommended that:

NT30.2 - that a sum equivalent to one month's income be set aside annually into a reserve fund to cover maintenance work to York House.

NT30.3 - that cover for loss of income would be met from reserves.

Members were in broad agreement with these recommendations and felt that this was an appropriate level of risk.

RESOLVED: PR23.01 that the report is received and noted.

RESOLVED: PR23.02 that following the recommendation from the Norris Library and Museum Trust Group a provision of one month's rent each year is put in

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to an ear marked reserve towards major works to the property. Where possible this would be done when the property was empty between tenants.

RESOLVED: PR23.03 that following the recommendation from the Norris Library and Museum Trust Group it was agreed that no further insurance would be purchased to cover loss of income at York House.

PR24.00 PRINCIPLES FOR TOWN HALL TENANCIES

Members asked what consideration had been undertaken with regards to how the building might be used and changes in the existing arrangements.

The Town Clerk responded that he had looked at all options, including relocating the staff team to the top floor as the ground floor offices might be more attractive, and of moving within the ground floor area. This had highlighted that the further away from the front reception, the harder it became to adequately support a front desk or walk in service. It would result either in a lone member of staff left where they could not be supported or using an impersonal remote solution such as a phone with time then being lost coming from their location, down to the reception area. This was before any consideration was given to lost time due to disruption and movement and having to redecorate both areas.

Members discussed whether discounted rent should sit with Full Council or be delegated to the Property Committee. It was identified that there were two forms of discount:

- Commercial discounts - Such as those used to secure commercial tenants for example through reductions based on the amount of space leased where it would make sense to be delegated.
- Community discounts - Where it was being offered to a community group over and above any commercial discount.

RESOLVED: PR24.01 that the report is received and noted.

RESOLVED: PR24.02 that future tenancies are moved to a flat rate which includes basic utility costs to provide certainty and consistency.

RESOLVED: PR24.03 that Commercial discounts should sit with the Property Committee and Town Clerk as they represented agreements used to secure normal tenants. Where the council are minded to provide a community discount in the rent of more than £1000 or 20% that this should be remitted to Full Council and dealt with in a similar manner to a grant. Discounts should be subject to renewal and tied to the period of any tenancy.

RESOLVED: PR24.04 that subject to any discussions with existing and potential tenants the remainder of the Town Hall is advertised for let.

RESOLVED: PR24.05 that options to provide space for staff and others to eat away from their desks is investigated, in particular through the use of the kitchens and flag room rather than through a dedicated rest room.

PR25.00 PROPERTY MAINTENANCE

PR25.01.01 General Property & Maintenance Update

The Town Clerk noted that the main area of concern currently was the basement as potential works had been identified, regardless of whether it was renovated to a usable standard.

RESOLVED: PR25.01.01 that the report be received and noted.

RESOLVED: PR25.01.02 that the change to the locks at the Corn Exchange and responsibility for ongoing maintenance costs be ratified.

PR25.02 Property Maintenance Schedule

RESOLVED: PR25.02 that the Property Maintenance Schedule be received.

PR26.00 BUDGET

RESOLVED: PR26.00 that the Budget Report be approved.

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