



YAXLEY PARISH COUNCIL

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To: All Members of the Property Committee

Sir/Madam

You are hereby summoned to attend a Meeting of the **Property Committee** of the Yaxley Parish Council to be held **on Tuesday 17th November 2020 at 7.00pm by Zoom app – anyone wishing to join the meeting should email the clerk@yaxleypc.org.uk prior to the meeting for joining instructions.**

Meeting ID: 831 0114 5947 Passcode: 433256

H. Taylor

**Helen Taylor
On behalf of Yaxley Parish Council**

10th November 2020

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PR25. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PR26. DECLARATIONS OF INTERESTS IN AGENDA ITEMS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.
- PR27. MINUTES**
To approve as a correct record the Minutes of the meeting of the Property Committee held on Tuesday 22nd September 2020 - attached.
- PR28. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PR29. REPAIRS AND MAINTENANCE**
To note the work carried out on the buildings since the last meeting and that planned – report by the Clerk
- PR30. BUDGET 2020/21**
To receive and note the actual spend to September 2020, the predicted against 2020/21 and the Budget for 2021/22 prior to its submission to full Council - report attached.

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**Minutes of the Meeting of the Property Committee
held by Zoom on 22nd September 2020.**

Present:- Councillors R Butcher, B Doncaster K Gulson, G Needham and M Oliver.

In attendance – H Taylor.

PR13. APOLOGIES

No apologies were received.

PR14. ELECTION OF CHAIRMAN

On the proposition of Councillor K Gulson seconded by Councillor G Needham, it was RESOLVED that Councillor M Oliver be elected Chairman of the Committee for the ensuing Municipal Year.

Councillor M Oliver in the Chair.

PR15. ELECTION OF VICE CHAIRMAN

On the proposition of Councillor R Butcher, seconded by Councillor M Oliver, it was RESOLVED that Councillor G Needham be elected Vice Chairman of the Committee for the ensuing year.

PR16. DECLARATION OF INTERESTS

No declarations were received.

PR17. MINUTES

Councillor R Butcher proposed approval of the Minutes of the Committee held on 30th June 2020. This was seconded by Councillor G Needham and **RESOLVED**.

PR18. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR19. REPAIRS AND MAINTENANCE

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members were informed of the repairs and maintenance carried out on the facilities since the last meeting, along with that planned. Mention was made of the planned repairs to the guttering on the Austin Hall and various options were given to sort the problem of the leaking gutter joints.

PR20. USE OF BUILDINGS BY REGULAR HIRERS

In receiving a list of regular hirers for the Council's halls (a copy of which is appended in the Minute Book), Members thanked all those involved in getting the halls open again and covid secure for the various community and support groups hiring out the facilities.

PR21. ACTION PLAN

Members received and noted a schedule of the Committee’s projects included within the Council’s Action Plan, the schedule would be used as a basis for the budget setting in November.

PR22. EXCLUSION THE PRESS AND PUBLIC

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 Public be excluded from the meeting.

It was proposed by Councillor R Butcher and seconded by Councillor G Needham that the meeting should be closed to the press and public at 7.30pm.

PR23. REPLACEMENT OF STRIP LIGHTS IN THE AUSTIN HALL WITH LEDs

With the assistance of a report by the Clerk (a copy of which is appended in the Annex to the Minute Book), Members discussed replacing 18 strip lights in the Austin Hall and adjacent sluice room which were becoming obsolete and harder to source and replace.

Members were presented with two quotes and were advised that the third company had not responded. In agreeing that the lights needed replacing and given the greener credentials of the replacement LED lights, it was suggested that Full Council be asked to fund the cost of the work from the £2,000 set aside for energy efficiencies under the budget title of Carbon Neutral Project. Subsequently, Councillor R Butcher proposed that the lowest quote received from P & J Massingham be approved and Full Council requested to fund the overall cost from the Carbon Neutral budget. This was seconded by Councillor G Needham and unanimously **RESOLVED**.

PR24. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC.

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 being concluded, the Press and Public be re-admitted to the meeting.

It was proposed by Councillor R Butcher and seconded by Councillor K Gulson that the press and public should be readmitted to the meeting.

Meeting closed at 7.45pm

Signed

Chairman.

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 17th November 2020

SUBJECT: REPAIRS AND MAINTENANCE

PURPOSE OF REPORT

To inform Members of the repairs and maintenance carried out on the facilities since last reported and that planned.

MAINTENANCE AND REPAIRS CARRIED OUT

October was a busy month for repairs, the joints in the guttering on the roof of the Austin Hall have been sealed, at the time of writing this report do further water leaks in the hall have been found. Having the scaffolding up allowed for the whole of the roof area to be checked and gutters were cleaned out and repairs made including the replacement of 10 tiles on the Council Chamber's roof.

PLANNED WORK

The single pane wooden windows to the side of the stage in the Austin Hall are being replaced, hopefully this side of Christmas.

At the end of November the old strip lights in the Austin Hall are being replaced with LEDs this is necessary as the old style tubes have become obsolete and the stock pile of old tubes we have kept is coming to an end. Both the Owen Pooley hall and the pavilion have the old style tubes and they will need replacing in the near future.

Over the years the velux windows in the changing rooms at Queens Park have leaked on and off. The problem has been investigated in the past but no reason has previously been given for the leak. This summer the leak in one of the changing rooms became persistent and the views of the roofer who did the office extension roof was sought. It appears that the nails used on the roof tiles has pierced the flashing including the underfelt collars. An order has been issued to the flashing kits on all 8 velux windows replaced.

There will be some minor work to be completed to the entrance doors on the Austin Hall and in the corridor of the Owen Pooley following a fire risk assessment of the facilities.

With the shutters now installed on the windows of the pavilion, the Committee need to consider if and when they want the fencing around the building removed.

RECOMMENDATION

- That the report be received

Helen Taylor Clerk to Yaxley Parish Council

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Yaxley Parish Council
Budget Detail - By Committee as at the 30th September 2020

Property

<u>Property</u>	<u>Last year 2019/20</u>		<u>Current Year 2020/21</u>			<u>Budget</u>	
	<u>Actual</u> <u>March 20</u>	<u>Budget</u>	<u>Actual</u> <u>30th Sept</u>	<u>Budget</u>	<u>Projected</u>	<u>Next Year</u> <u>2021/22</u>	
<u>300 Amenity Centre Hall</u>							
1116 Owen Pooley Hall Income	19,293	16,000	1,769	18,500	10,277	10,300	Pre School, assuming schools stay open
1117 Chambers Hall Income	246	200	25	350	44	-	
1118 Austin Hall Income	23,039	23,500	1,591	23,500	2,559	2,575	
1130 Solar Panel FIT income	1,079	750	493	950	1,096	1,100	
Total Income	43,657	40,450	3,878	43,300	13,976	13,975	
4270 Rates	4,321	4,500	4,391	4,451	4,391	4,523	Plus est 3% on this years cost
4280 Electricity	1,687	2,750	794	2,750	2,125	2,200	
4282 Gas	3,309	3,500	649	3,500	3,310	3,375	
4285 Water Rates	1,372	1,400	299	1,800	1,470	1,500	
4290 Legionella Testing	30	550	-	100	100	100	
4300 Maintenance	5,467	6,000	4,088	6,000	7,250	6,000	
4301 Capital property maintenance	-	-	2,250	-	2,250	-	£2,250 car park from General Reserves
4370 Pest Control	440	600	200	600	500	550	
4420 Cleaning	900	1,000	465	1,000	1,104	1,000	This covers all the properties cleaning requirements
Overhead Expenditure	17,526	20,300	13,136	20,201	22,500	19,248	
Net Expenditure / (Surplus)	(26,131)	(20,150)	9,258	(23,099)	8,524	5,273	
<u>305 Workshop Amenity Centre</u>							
4300 Maintenance	952	2,000	-	2,000	2,000	750	*Any balances transferred to a Property Maintenance in Earmarked Res.
Net Expenditure / (Surplus)	952	2,000	-	2,000	2,000	750	

	Last year 2019/20		Current Year 2020/21			Budget	
	Actual	Budget	Actual	Budget	Projected	Next Year	
	March 20		30th Sept			2021/22	
310 Pavilion (Inc. Changing Rooms)							
1119 Pavilion Income	415	-	7	-	7	-	
Total Income	415	-	7	-	7	-	
4270 Rates	1,191	1,210	1,210	1,227	1,210	1,246	Plus est 3% on this years cost
4280 Electricity	637	500	340	450	861	880	
4282 Gas	422	450	148	450	430	450	
4285 Water Rates	407	600	41	600	300	400	
4290 Legionella Testing	30	550	-	100	100	100	
4300 Maintenance	1,522	2,000	851	2,000	2,000	1,000	
4301 Capital Property Maintenance	4,050	-	-	-	6,360	-	£6,630 New Shutter to come from General reserves
4370 Pest Control	275	350	125	350	275	350	
Overhead Expenditure	8,534	5,660	2,715	5,177	11,536	4,426	
Net Expenditure / (Surplus)	8,119	5,660	2,708	5,177	11,529	4,426	
320 Queens Park Hall (Inc. C. Room)							
1120 Queens Park Hall Income	16,091	11,000	1,068	13,000	1,842	1,875	
1121 Refreshments sold	53	550	-	-	-	-	
Total Income	16,144	11,550	1,068	13,000	1,842	1,875	
4270 Rates	3,044	3,095	3,094	3,166	3,094	3,187	Plus est 3% on this years cost
4280 Electricity	4,154	3,250	756	4,100	3,220	3,285	Agreed lesser standing charges
4285 Water Rates	399	380	29	380	380	380	
4290 Legionella Testing	30	550	-	100	100	100	
4300 Maintenance	4,214	4,000	678	4,000	4,000	2,000	*Any balances transferred to a Property Maintenance in Earmarked Res.
4301 Capital Property Maintenance	5,050	-	-	-	-	-	
4370 Pest Control	335	360	150	375	375	385	
Overhead Expenditure	17,226	11,635	4,707	12,121	11,169	9,337	
Net Expenditure / (Surplus)	1,082	85	3,639	(879)	9,327	7,462	

	Last year 2019/20		Current Year 2020/21			Budget		
	Actual	Budget	Actual	Budget	Projected	Next Year		
	March 20		30th Sept			2021/22		
330 Chapel								
4280 Electricity	498	300	205	300	610	625		
4300 Maintenance	55	500	120	500	500	250	*Any balances transferred to a Property Maintenance in Earmarked Reserves	
4370 Pest Control	-	200	-	100	100	100		
Net Expenditure / (Surplus)	553	1,000	325	900	1,210	975		
340 50 Main Street								
1340 50 Main Street Income	5,400	5,400	2,700	5,400	5,400	5,400	Rent Revived in June 2020, next review September 2021	
Total Income	5,400	5,400	2,700	5,400	5,400	5,400		
4300 Maintenance	768	2,500	75	2,500	2,500	1,500	*Any balances transferred to a Property Maintenance in Earmarked Reserves	
4370 Pest Control	-	100	50	100	100	100		
Overhead Expenditure	768	2,600	125	2,600	2,600	1,600		
Net Expenditure / (Surplus)	(4,632)	2,800	2,575	2,800	2,800	3,800	1,000	
350 Scout Garage								
4300 Maintenance	-	250	-	250	250	-	*Any balances transferred to a Property Maintenance in Earmarked Reserves	
Net Expenditure / (Surplus)	-	250	-	250	250	-		
360 Old Cricket Garage							Demolished in 2019/20	
4300 Maintenance	1,563	-	-	1,500	1,500	-	*Any balances transferred to a Property Maintenance in Earmarked Reserves	
Net Expenditure / (Surplus)	1,563	-	-	1,500	1,500	-		
500 Capital Projects								
5005 Building Reserve	10,245	-	-	-	-	-	2019/20 Funded by the Earmarked Reserve	
Net Expenditure / (Surplus)	10,245	-	-	-	-	-		
Property	Income	65,615	57,400	7,653	61,700	21,225	21,250	
	Less Expenditure	57,367	43,445	21,008	44,749	52,765	36,336	
Net Expenditure / (Surplus)	(8,249)	(13,955)	13,355	(16,951)	31,540	15,086	48,988	

Note *Any balances to start a Property Maintenance in Earmarked Reserves

The Predicted balance has been shown as the full amount, as any underspend will be placed in the Earmarked Reserves, for future use.