



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 15th November 2022 at 7.00pm in the Council Chambers, The Amenity Centre, 48 Main Street, Yaxley, PE7 3LU followed by a meeting of the Personnel Committee.**

H. Taylor

Helen Taylor

On behalf of Yaxley Parish Council

8th November 2022

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

PR26. APOLOGIES FOR ABSENCE

To receive and accept apologies for absence.

PR27. 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.

PR28. MINUTES

To approve as a correct record the Minutes of the meeting of the Property Committee held on 27th September 2022 - attached.

PR29. PUBLIC PARTICIPATION

A maximum of 15 minutes is permitted for members of the public to address the Council.

PR30. REPAIRS AND MAINTENANCE

To note the work carried out on the buildings since the last meeting – report by the Clerk – attached.

PR31. STORAGE ROOM EXTENSION QUEENS PARK HALL

To receive an update.

PR32. BUDGET 2022/23

To receive and note the actual spend to September 2022, the predicted against 2022/23 and the Budget for 2023/24 prior to its submission to full Council - report attached.

PR33. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 - EXCLUSION OF PRESS AND PUBLIC

To resolve 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.

PR34. SOUND ABSORBING MEASURES QUEENS PARK HALL

To consider the quotes received - attached.

PR35. REPLACEMENT FRONT AND BACK DOORS QUEENS PARK HALL

To consider a report by the Clerk – attached.

PR36. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – RE-ADMITTANCE OF PRESS AND PUBLIC

To resolve that the confidential business having been concluded, the Press and Public be re-admitted to the meeting.

Cut off time for the meeting is 8.00pm

**Minutes of the Meeting of the Property Committee held in the Council Chambers,
Main Street, Yaxley on 27th September 2022 at 8.30pm.**

Present:- Councillor M Oliver – Chairman

Councillors: R Butcher, D Chapman, B Doncaster, A Minns and S Sanderson.

In attendance – Mrs H Taylor – Clerk.

PR14. APOLOGIES

Apologies for absence were received and accepted from Councillor A Knight and K Gulson.

PR15. DECLARATION OF INTERESTS

No declarations were received.

PR16. MINUTES

Councillor R Butcher proposed approval of the Minutes of the Committee held on 21st June 2022. This was seconded by Councillor R Doncaster and **RESOLVED** unanimously.

PR17. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR18. REPAIRS AND MAINTENANCE

By way of a report by the Clerk (a copy of which is appended in the Minute Book), Members noted the repairs and maintenance carried out on the facilities since the last meeting, along with that planned. Special mention was made of the sanding and resealing of the Owen Pooley Hall and the painting of the changing rooms and main hall at Queens Park, all of which had been carried out over the summer.

Attention was drawn to the nominal ledger report for the buildings maintenance budget. It was explained that as of 31st August £4,000 of the £6,000 budget had already been spent, not including the cost of the work to the Owen Pooley Floor (£2,365). Members were advised that the Earmarked Reserves for Building Maintenance contained £7,000 and a proportion of this would be required to cover the additional spend. **Whereupon, it was proposed by Councillor M Oliver, seconded by Councillor R Butcher and unanimously RESOLVED that Full Council be requested to authorise a transfer of £3,000 from the Earmarked Reserves for Building Maintenance to the Maintenance Budget for the Austin Hall to cover the additional work carried out in the building over the summer.**

PR19. ASBESTOS SURVEY

Members noted the contents of Asbestos surveys for the Amenity Centre, Workshop, Pavilion and the Chapel (copies of all the surveys are appended in the Minute Book).

PL20. 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.

PR21. PROPOSAL TO INSTALL A NEW FENCE AROUND THE OWEN POOLEY GARDEN AREA

Further to discussions at their previous meeting regarding a proposal from Stretton Pre School to replace the wooden fence around the garden at the front of the Owen Pooley Hall with a green mesh perimeter fence, Members were advised that the Pre School had revised their original plans and would now like to replace the fence with a similar wooden fence a foot higher than that in situ. Whereupon, it was proposed by Councillor R Butcher, seconded by Councillor D Chapman and unanimously **RESOLVED** that the change in design be accepted.

PR22. REQUEST TO INSTALL A METAL SHED AT QUEENS PARK

Consideration was given to a request from Day Spring Christian Group to erect a metal storage container at Queens Park (a copy of the product details is appended in the Minute Book). Given that the floor type was on OSB board, Members stressed that the Group would need to sit the unit on concrete slabs in an area to be agreed with the Parish Council and that the Group would be responsible for its removal should they no longer require the hall. Having been advised that assurances have also been received that the Christian Group would take responsibility for the shed and its contents with their insurance, Councillor R Butcher proposed that approval be given for the shed subject to the conditions set out in the preamble above. This was seconded by Councillor S Sanderson and unanimously **RESOLVED**.

PR23. EXCLUSION 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, the Press and Public be excluded from the meeting.

It was proposed by Councillor R Butcher and seconded by Councillor A Minns that the meeting should be closed to the public and press at 8.40pm.

PR24. REPLACEMENT OF THE FLOORING IN THE KITCHEN AND TOILETS AREAS OFF THE AUSTIN HALL

Having considered two quotes received for the supply and fit of new safety flooring to the kitchen and toilets off the Austin Hall, it was proposed by R Butcher, seconded by S Sanderson and unanimously **RESOLVED** that the quote from Yaxley Carpets be accepted and **Full Council requested to approve the funding for the work (between £2,048 and £2,648) from the Earmarked Reserves for Building Maintenance.**

PR25. 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 A Minns and seconded by Councillor R Butcher that the press and public should be readmitted to the meeting.

Meeting closed at 8.55pm

Signed

Chairman.

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Yaxley Parish Council

Budget Detail - By Committee

as at the 30th September 2022

Property

		Last year 2021/22		Current Year 2022/23		2023/24	
		Budget	Actual March 22	This Year's Budget	Actual 30 September	Next Year Budget	
<u>Property</u>							
<u>300 Amenity Centre Hall</u>							
1116	Owen Pooley Hall Income	10,300	12,142	14,000	6,600	14,000	Pre School, assuming schools stay open
1117	Chambers Hall Income	-	85	-	544	4,500	
1118	Austin Hall Income	2,675	13,367	7,500	7,870	12,000	Based on the regular bookings we currently have
1130	Solar Panel FIT income	1,100	967	1,100	626	1,100	
Total Income		14,075	26,561	22,600	15,640	31,600	
4270	Rates	4,523	4,391	4,550	4,391	4,550	
4280	Electricity	2,200	2,967	3,272	529	6,000	
4282	Gas	3,500	2,304	4,310	462	5,000	
4285	Water Rates	1,500	896	1,100	625	1,100	
4290	Legionella Testing	100	95	100	-	100	
4300	Maintenance	6,000	6,031	6,000	4,735	6,000	*Any balances transferred to a Property Maintenance in Earmarked Res.
4301	Capital property maintenance	-	1,245	-	4,635	-	Replacement Doors from Earmarked Reserve
4302	Capital asset purchase	-	-	-	2,846	-	Tables & Chairs
4370	Pest Control	550	440	550	240	550	
4420	Cleaning	1,000	1,503	1,725	580	1,250	
Overhead Expenditure		19,373	19,873	21,607	19,043	24,550	
Net Expenditure / (Surplus)		5,298 (6,688)		(993)	3,403	(7,050)	
<u>305 Workshop Amenity Centre</u>							
4300	Maintenance	1,000	286	1,000	200	1,000	*Any balances transferred to a Property Maintenance in Earmarked Res.
Net Expenditure / (Surplus)		1,000	286	1,000	200	1,000	

		Last year 2021/22		Last year 2021/22		2023/24	
		Budget	Actual March 22	This Year's Budget	Actual 30 September	Next Year Budget	
310	Pavilion (Inc. Changing Rooms)						
1119	Pavilion Income	-	255	-	33	-	
	Total Income	-	255	-	33	-	
4270	Rates	1,246	1,210	1,246	1,210	1,246	Plus Est 3% on this years cost
4280	Electricity	880	720	959	376	1,450	Based on a 30% increase on last years costs
4282	Gas	450	169	437	125	437	Based on a 30% increase on last years costs
4285	Water Rates	450	326	350	173	350	
4290	Legionella Testing	100	96	100	-	100	
4300	Maintenance	1,000	925	1,000	599	1,000	
4301	Capital Property Maintenance	-	12,595	-	911	-	Tarmac Car Park and Yellow Markings- Funded from Reserves
4370	Pest Control	350	275	320	150	320	
	Overhead Expenditure	4,476	16,316	4,412	3,544	4,903	
	Net Expenditure / (Surplus)	4,476	16,061	4,412	3,511	4,903	
320	Queens Park Hall (Inc. C. Room						
1120	Queens Park Hall Income	1,875	12,038	10,000	5,890	10,000	Based on the regular bookings we currently have
1905	Insurance Claim	-	-	-	3,269	-	
	Total Income	1,875	12,038	10,000	9,159	10,000	
4015	Phone/Internet	-	-	-	-	300	New Broadband installation
4270	Rates	3,187	3,094	3,187	3,094	3,187	Plus Est 3% on this years cost
4280	Electricity	3,400	3,283	3,011	1,094	6,000	Based on a 30% increase on this years costs
4285	Water Rates	380	262	286	160	286	Based on a 30% increase on this years costs
4290	Legionella Testing	100	96	100	-	100	
4300	Maintenance	2,000	1,850	2,000	1,731	4,000	transfer £3k to this budget
4301	Capital Property Maintenance	-	-	-	6,445	-	
4302	Capital Asset Purchase	-	2,357	-	-	-	Tables and Chairs from reserves
4370	Pest Control	385	330	385	150	385	
	Overhead Expenditure	9,452	11,271	8,969	12,674	14,258	
	Net Expenditure / (Surplus)	7,577	(767)	(1,031)	3,515	4,258	

		Last year 2021/22		Last year 2021/22		2023/24	
		Budget	Actual March 22	This Year's Budget	Actual 30 September	Next Year Budget	
330	Chapel						
4280	Electricity	525	511	694	70	1,000	Based on a 30% increase on this years costs
4300	Maintenance	500	-	500	150	250	*Any balances transferred to a Property Maintenance in Earmarked Reserves
4370	Pest Control	100	-	100	-	50	
Net Expenditure / (Surplus)		1,125	511	1,294	220	1,300	
340	50 Main Street						
1340	50 Main Street Income	5,400	5,400	5,400	2,700	5,400	
Total Income		5,400	5,400	5,400	2,700	5,400	
4300	Maintenance	1,500	75	1,500	-	500	Earmarked Reserve Balance at £6.600 if required
4370	Pest Control	100	-	100	-	100	
Overhead Expenditure		1,600	75	1,600	-	600	
Net Expenditure / (Surplus)		(3,800)	(5,325)	(3,800)	(2,700)	(4,800)	
350	Scout Garage						
4300	Maintenance	-	-	-	-	-	
Net Expenditure / (Surplus)		-	-	-	-	-	
500	Capital Projects						
5005	Building Reserve	-	-	-	-	-	
Net Expenditure / (Surplus)		-	-	-	-	-	
Property							
Income		21,350	44,254	38,000	27,532	47,000	
Less Expenditure		37,026	48,332	38,882	35,681	46,611	
Net Expenditure / (Surplus)		15,676	4,078	882	8,149	(389)	

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.