



YAXLEY PARISH COUNCIL

Amenity Centre, Main Street, Yaxley Peterborough PE7 3LU

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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 16th November 2021 at 7.00pm in Queens Park Hall, Daimler Avenue, Yaxley, PE7 3LX** followed by a meeting of the **Personnel Committee**.

H. Taylor

Helen Taylor
On behalf of Yaxley Parish Council

9th November 2021

THE PUBLIC AND PRESS ARE ALWAYS WELCOME

AGENDA

- PR19. APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PR20. 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.
- PR21. MINUTES**
To approve as a correct record the Minutes of the meeting of the Property Committee held on 21st September 2021 - attached.
- PR22. PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the Council.
- PR23. REPAIRS AND MAINTENANCE**
To note the work carried out on the buildings since the last meeting – attached.
- PR24. BUDGET 2021/22**
To receive and note the actual spend to September 2021, the predicted against 2021/22 and the Budget for 2022/23 prior to its submission to full Council - report attached.

Cut off time for the meeting is 7.30pm

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**Minutes of the Meeting of the Property Committee held in the Austin Hall,
the Amenity Centre, Main Street, Yaxley on 21st September 2021 at 7.00pm .**

Present:- Councillor G Needham – Vice Chairman in the Chair;

Councillors R Butcher, D Chapman, B Doncaster, K Gulson, D Hitchcock, S Sanderson and S Wayland.

In attendance – H Taylor and Councillor A Wood.

PR11. APOLOGIES

None.

PR12. DECLARATION OF INTERESTS

No declarations were received.

PR13. MINUTES

Councillor R Butcher proposed approval of the Minutes of the Committee held on 27th July 2021. This was seconded by Councillor K Gulson and **RESOLVED** unanimously.

PR14. PUBLIC PARTICIPATION

No Member of the Public wished to speak.

PR15. 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.

PR16. HIRERS CLEANING FEE

Further to Minute No. PR9 the Clerk reported that Stretton Pre School had agreed to pay the covid cleaning charge until the end of January 2022. Having been advised that all hirers who use the facilities for free have understood and agreed to pay the £6.00 cleaning fee, Members were advised that some flexibility should be built in for the weekly hirers who only use the halls for a few hours. Whereupon, it was proposed by Councillor R Butcher, seconded by Councillor B Doncaster and unanimously **RESOLVED** that the Clerk be given delegated powers to review and revise, as appropriate, the covid cleaning charge for hirers.

PR17. 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.

PR18. STORAGE ROOM QUEENS PARK - UPDATE

The Committee received and noted a plan of the proposed storage room for Queens Park hall which forms part of a planning application to Huntingdonshire District Council (a copy of the plan is appended in the Minute Book).

Meeting closed at 7.20pm

Signed

Chairman.

YAXLEY PARISH COUNCIL PROPERTY COMMITTEE

DATE: 16th NOVEMBER 2021

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

The kitchen at Queens Park has been painted.

Owen Pooley continues to suffer from areas of damp coming through the wall to the courtyard, the reason why this is happening isn't clear. The guttering in the courtyard has been replaced, the join between the leadwork and the back of the chimney has been resealed and any gaps found in the brickwork mortar have been filled. The slates on the roof are in a very good condition and an inspection of the roof from inside reveals that the area is dry. The walls will continue to be monitored and update will be given at the meeting.

A section of St Peter's Church wall over looking the field has come away and 4m will require rebuilding given the levels of the banks and the curvature of the wall it has been recommended that the wall be supported by buttresses. Quotes are being obtained for the work and the owner of the field has been approached for their approval and to organise access. Any updates will be reported to the meeting.

Looking forward and given the issues with the Owen Pooley Hall, the Clerk would like the Committee's approval to investigate getting secondary glazing for the Owen Pooley hall. The window pane glass is only 4mm thick which would give the hall a very low energy efficiency rating. The installation of secondary glazing would be small steps in reducing the building's carbon emissions.

RECOMMENDATION

- That the report be received and approval be given to the Clerk to investigate installing secondary glazing in the Owen Pooley Hall.

Helen Taylor Clerk to Yaxley Parish Council

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Yaxley Parish Council
Budget Detail - By Committe as at the 30th September 2021

Property

<u>Property</u>	<u>Last year 2020/21</u>		<u>Current Year 2021/22</u>			<u>2022/23</u>	
	<u>Budget</u>	<u>Actual March 21</u>	<u>Budget</u>	<u>Actual 30th Sept</u>	<u>Projected</u>	<u>Next Year Budget</u>	
<u>300 Amenity Centre Hall</u>							
1116 Owen Pooley Hall Income	18,500	9,388	10,300	6,696	15,469	14,000	Pre School, assuming schools stay open
1117 Chambers Hall Income	350	44	-	13	13	-	
1118 Austin Hall Income	23,500	2,902	2,675	3,838	7,208	7,500	Based on the regular bookings we currently have
1130 Solar Panel FIT income	950	1,115	1,100	-	1,100	1,100	
1900 Grant Received Covid Rates	-	4,006	-	-	-	-	
Total Income	43,300	17,455	14,075	10,547	23,790	22,600	
4270 Rates	4,451	4,391	4,523	4,391	4,391	4,550	Plus Est 3% on this years cost
4280 Electricity	2,750	2,517	2,200	666	2,466	2,775	Based on a 10% increase on this years costs
4282 Gas	3,500	2,911	3,500	825	3,315	3,650	Based on a 10% increase on this years costs
4285 Water Rates	1,800	809	1,500	407	968	1,100	
4290 Legionella Testing	100	-	100	-	100	100	
4300 Maintenance	6,000	7,098	6,000	1,635	6,000	6,000	*Any balances transferred to a Property Maintenance in Earmarked Res.
4301 Capital property maintenance	-	3,991	-	-	-	-	
4370 Pest Control	600	480	550	200	480	520	
4420 Cleaning	1,000	1,312	1,000	805	1,610	1,725	Increased cleaning costs due to covid
Overhead Expenditure	20,201	23,510	19,373	8,929	19,330	20,420	
Net Expenditure / (Surplus)	(23,099)	6,055	5,298	(1,618)	(4,460)	(2,180)	
<u>305 Workshop Amenity Centre</u>							
4300 Maintenance	2,000	98	1,000	286	1,000	1,000	*Any balances transferred to a Property Maintenance in Earmarked Res.
Net Expenditure / (Surplus)	2,000	98	1,000	286	1,000	1,000	

	Last year 2020/21		Current Year 2021/22			2022/23	
	Budget	Actual March 21	Budget	Actual 30th Sept	Projected	Next Year Budget	
310 Pavilion (Inc. Changing Rooms)							
1119 Pavilion Income	-	32	-	120	120	-	
1900 Grant Received Covid Rates	-	1,105	-	-	-	-	
Total Income	-	1,137	-	120	120	-	
4270 Rates	1,227	1,210	1,246	1,210	1,210	1,246	Plus Est 3% on this years cost
4280 Electricity	450	738	880	(11)	429	780	Based on a 10% increase on this years costs
4282 Gas	450	336	450	41	248	400	Based on a 10% increase on this years costs
4285 Water Rates	600	268	450	147	268	350	
4290 Legionella Testing	100	-	100	-	100	100	
4300 Maintenance	2,000	1,623	1,000	596	1,000	1,000	
4301 Capital Property Maintenance	-	6,360	-	12,595	12,595	-	Tarmac Car Park and Yellow Markings- Funded from Reserves
4370 Pest Control	350	300	350	125	300	320	
Overhead Expenditure	5,177	10,835	4,476	14,703	16,150	4,196	
Net Expenditure / (Surplus)	5,177	9,698	4,476	14,583	16,030	4,196	
320 Queens Park Hall (Inc. C. Room)							
1120 Queens Park Hall Income	13,000	3,061	1,875	5,456	9,205	10,000	Based on the regular bookings we currently have
1900 Grant Received Covid Rates	-	2,820	-	-	-	-	
Total Income	13,000	5,881	1,875	5,456	9,205	10,000	
4270 Rates	3,166	3,094	3,187	3,094	3,094	3,187	Plus Est 3% on this years cost
4280 Electricity	4,100	2,070	3,400	1,154	2,316	2,550	Based on a 10% increase on this years costs
4285 Water Rates	380	119	380	112	220	280	Based on a 10% increase on this years costs
4290 Legionella Testing	100	-	100	-	100	100	
4300 Maintenance	4,000	3,685	2,000	995	2,000	2,000	*Any balances transferred to a Property Maintenance in Earmarked Res.
4302 Capital Asset Purchase	-	-	-	2,960	2,342	-	Tables and Chairs from reserves
4370 Pest Control	375	360	385	150	360	385	
Overhead Expenditure	12,121	9,328	9,452	8,465	10,432	8,502	
Net Expenditure / (Surplus)	(879)	3,447	7,577	3,009	1,227	(1,498)	

		Last year 2020/21		Current Year 2021/22			2022/23	
		Budget	Actual March 21	Budget	Actual 30th Sept	Projected	Next Year Budget	
330	Chapel							
4280	Electricity	300	471	525	204	534	590	Based on a 10% increase on this years costs
4300	Maintenance	500	120	500	-	500	500	*Any balances transferred to a Property Maintenance in Earmarked Reserves
4370	Pest Control	100	-	100	-	100	100	
	Net Expenditure / (Surplus)	900	591	1,125	204	1,134	1,190	
340	50 Main Street							
1340	50 Main Street Income	5,400	5,400	5,400	2,700	5,400	5,400	Rent Reviewed in June 2020, next review after September 2021
	Total Income	5,400	5,400	5,400	2,700	5,400	5,400	
4300	Maintenance	2,500	390	1,500	75	1,500	1,500	*Any balances transferred to a Property Maintenance in Earmarked Reserves
4370	Pest Control	100	50	100	-	100	100	Along with New Electrical requirements for 2021
	Overhead Expenditure	2,600	440	1,600	75	1,600	1,600	
	Net Expenditure / (Surplus)	2,800	(4,960)	3,800	2,625	3,800	3,800	
350	Scout Garage							
4300	Maintenance	250	-	-	-	-	-	
	Net Expenditure / (Surplus)	250	-	-	-	-	-	
360	Old Cricket Garage	Demolished in 2019/20						
4300	Maintenance	1,500	-	-	-	-	-	Demolished in 2019/20
	Net Expenditure / (Surplus)	1,500	-	-	-	-	-	
500	Capital Projects							
	Net Expenditure / (Surplus)	-	-	-	-	-	-	
Property								
	Income	61,700	29,872	21,350	18,823	38,515	38,000	
	Less Expenditure	44,749	44,802	37,026	32,662	49,646	36,908	
	Net Expenditure / (Surplus)	(16,951)	14,930	15,676	13,839	11,131	(1,092)	

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.