



PROPERTY DEVELOPMENT COMMITTEE

Minutes of a meeting held on

Wednesday 26th September 2018 (rescheduled from 11th Sept),

7.30 pm at the Library@5-7 Church St, Stony Stratford

Present: Cllrs Cliff Brett, Simon Cherrill, Anne Cryer-Whitehead, Rob Gifford (Chairman) and Phillip Sarre (PS) (FoSSL), (5 Members)

In attendance: Lynne Compton (Clerk and RFO) (TC)

Absent: Robert de Grey (Architect), Helen Bowlit (HB) (MKC Libraries Service) See also Min PD014: Apologies

- PD010/18 **ELECTION OF CHAIR:** Following a vote, the Committee **RESOLVED** unanimously to elect Cllr Gifford as Property Development Committee Chairman.
- PD011/18 **QUESTIONS AND CONTRIBUTIONS FROM THE PUBLIC** (15 mins): There were no members of the press or public present.
- PD012/18 **DECLARATIONS OF INTEREST IN RESPECT OF RELEVANT ITEMS OF BUSINESS ON THE AGENDA:** There were none.
- PD013/18 **REQUESTS FOR DISPENSATION** in accordance with the Localism Act 2011 S33: There were none.
- PD014/18 **APOLOGIES FOR ABSENCE:** Committee **RESOLVED** to approve apologies from Robert de Grey and Helen Bowlit.
- PD015/18 **MINUTES OF THE MEETING HELD ON TUESDAY 13th March 2018:** It was **NOTED** that the June meeting had been cancelled. Committee **RESOLVED** to approve the minutes as an accurate record of the meeting. The minutes were subsequently signed by the Chairman.

5.1 Clerk update report: Committee **NOTED** the report.

Cllr Brett arrived: 7.45 pm

- PD016/18 **REDEVELOPMENT OF 5-7 CHURCH ST:** Committee **NOTED** the report and that MKC were embarking on a five-year plan for the future of the library service (the results of which might not be known until Mid-2019). After a lengthy discussion, Committee **AGREED** the following (as it had also been categorically confirmed that MKC could not commit provision of any contribution either from Tariff or elsewhere, towards the capital costs for the redevelopment) for **RECOMMENDATION** to the Full Council Meeting in November:
 - a) To make the most of the existing asset and look at a smaller scale recalibration of the internal space thereby future-proofing the building at an approx. cost of £100K (to the Council), to include (but not be restricted to)
 - i. relocating the staircase which would result in larger spaces downstairs (thereby enlarging the children's library) and upstairs (enabling larger groups to meet).
 - ii. Replacing the front doors/changing the porch area
 - iii. Internal and external painting
 Committee further **AGREED:**
 - b) To obtain quotations for an assessment of what improvements might be made to make the building more environmentally efficient. **Action: TC**
 - c) To Investigate grants identified by the TC. **Action: TC**
 - d) That RG, RdeG and TC to meet and determine the detail to put forward (as above) to the December Property Development Committee. **Action: TC to organise.**

PD017/18 **LIBRARY SERVICE PROVISION:** Committee **NOTED** the report received from HB and read out in her absence.

PD018/18 **FRIENDS OF STONY STRATFORD LIBRARY:** Committee **NOTED** the verbal report (*Phil Sarre*) and **AGREED** that the TC should discuss with the Librarian how best to encourage local nurseries to attend the Library.

Phil Sarre

Meeting Closed: 8.35 pm

Chairman Signature.....Dated 11/12/18

Date of next meeting: Tuesday 11th December 2018





Stony Stratford Town Council

5-7 Church Street Budget 2018/19 Property Development Committee: 11th December 2018 Agenda Item: 7

As you can see from the attached Budget Analysis 2017/18. The overall cost for the building increased by just over £3,000 in comparison with the previous year. This was due to a combination of increased maintenance costs and reduced income. So far this year, I estimate the general maintenance to be £1,500 (lighting repairs, drains etc.). I would recommend no change to the current Expenditure budget of £36,000, other than the PWLB loan of + £10,000, but the Committee may wish to consider adding £1,000 to the Earmarked Reserve in 2019/20 to cover any essential maintenance.

Committee to **CONSIDER** report and **AGREE** 2019/20 Budget and Earmarked Reserves recommendation to Full Council

Lynne Compton, Clerk and RFO to the Council

11th December 2018

STONY STRATFORD TOWN COUNCIL

5-7 Church Street
 Detailed Budget Analysis
 Cost Centre 112, Account Code 4350

Item	Actual													
	2016/17	2017/18	04/17	05/17	06/17	07/17	08/17	09/17	10/17	11/17	12/17	01/18	02/18	03/18
NINDR	14811	16660	1666	1666	1666	1666	1666	1666	1666	1666	1666	1666	1666	1666
Insurance	1079	827							827					
Electricity	8502	7987	834	513	397.18	313	309	304	367	557	1010	871	1286	1226
Water	308	310	310		93		81			90			46	
Cleaning Cover	215	168				168								
Window Cleaning	215	168												
Fire Alarm Maintenance	282	251	16	31	16	31	16	31	16	31	16	31	16	229
Burglar Alarm Maintenance	750	909	680											
Refuse Collection	45	656	197				414							45
Keyholding Service	84	70	70											
Lift Maintenance (contract & repairs)	0	0												
Fire Extinguishers	148	606	318				141							148
Sanitary Disposal	191	191	191											
Cleaning Supplies	26	26	26											
General Supplies	207	207		27		20			27		55		24	60
General Repairs	63	63	2			2					83		4	
Furniture/Equipment	766	766					3	676						
Health and Safety	16	16				16								
5 Year Electrical Test	1812	1812	1812											
Re-development Costs	0	0												
To Earmarked Reserve	0	0												
Total Expenditure	29305	31526	5812	2237	2192	2251	2630	2677	2904	2344	2830	2568	1665	1418
From Earmarked Reserve	3611	2389												
Total Expenditure	32916	33915												
<i>Italics reflect annual contract payments</i>														
Salaries (code 4000 Expenditure)														
Cleaning	4265	3492	285	285	285	312	285	285	285	285	285	307	296	296

STONY STRATFORD TOWN COUNCIL

Detailed Budget Analysis

Library Budget - Cost Centre 112, Account Code 1080

Item	Actual													
	2016/17	2017/18	04/17	05/17	06/17	07/17	08/17	09/17	10/17	11/17	12/17	01/18	02/18	03/18
Management Fee - MKC	£6,397.76	£6,564.10								£6,564.10				
Annual Fee - Fossil	£2,945.00	£1,933.00	£21.00	£352.00	£0.00	£0.00	£0.00	£45.00	£900.00				£525.00	£90.00
Room Hire														
Total Income	£9,342.76	£8,497.10	£21.00	£352.00	£0.00	£0.00	£0.00	£45.00	£900.00	£6,564.10	£0.00	£0.00	£525.00	£90.00
Total Net Expenditure	£19,962.24	£23,029.04	£5,790.86	£1,884.98	£2,191.86	£2,250.84	£2,629.58	£2,632.11	£2,003.61	-£4,220.23	£2,829.58	£2,567.64	£1,139.99	£1,328.22

A/c Code		4350 5-7 Church St			Annual Budget	36,000
Centre		112 5-7 Church St			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
Opening Balance					0.00	
1	01/04/2018	186	Journal	Sundries ESPO for 5-7 Church S		58.62
1	01/04/2018	187	Journal	ADT chq 2319 Intruder alarm ma	204.21	
1	01/04/2018	187	Journal	PHS San Disp chq 2317	34.00	
1	01/04/2018	189	Journal	Swift F&S Dispute		229.00
1	03/04/2018	DD0020418	Cashbook	NDR 5-7 Chrch St 0418	1,716.00	
1	11/04/2018	PCP0030418	Cashbook	Masonry drill bit 5-7 Chrch st	1.94	
1	17/04/2018	2335	Cashbook	Health & Safety Y1of5 0418	1,200.00	
1	17/04/2018	2336	Cashbook	Lift Maint contract 2018/19	318.00	
1	17/04/2018	2337	Cashbook	Fire Maint & Monitor 2018/19	714.00	
1	27/04/2018	B7600418	Cashbook	Sundry h/keeping 5-7 Chrch st	58.63	
1	30/04/2018	DD0050418	Cashbook	Electric 5-7 ChrSt 0418	1,114.82	
2	01/05/2018	DD0020518	Cashbook	NDR 0518 5-7 Church St	1,716.00	
2	08/05/2018	PCP0010518	Cashbook	Cleaning & maint 5-7 ch st	11.56	
2	15/05/2018	2345	Cashbook	Windows 0318&0418	47.00	
2	15/05/2018	2347	Cashbook	5-7 Chrch St plans	10.50	
2	25/05/2018	B7600518	Cashbook	Sundry h/keep 5-7 chrch st	37.92	
2	31/05/2018	DD0050518	Cashbook	Electric 0518 5-7 Church St	674.38	
3	01/06/2018	DD0020618	Cashbook	NDR 5-7 Chrch St 0618	1,716.00	
3	12/06/2018	2355	Cashbook	Lighting repairs	557.00	
3	12/06/2018	PCP0010618	Cashbook	Lightbulb for stairwell	1.24	
3	12/06/2018	PCP0020618	Cashbook	Misc Cleaning	1.87	
3	19/06/2018	2352	Cashbook	Cleaning Holiday cover	204.00	
3	19/06/2018	2357	Cashbook	Window Clean 0518	31.00	
3	19/06/2018	2373	Cashbook	Intruder Alarm repair	229.00	
3	29/06/2018	B760618	Cashbook	Hkeep	28.65	
3	29/06/2018	DD0040618	Cashbook	Elect 5-7 Chrch St 0618	413.94	
4	02/07/2018	DD002A0718	Cashbook	NDR 5-7 Chrch St 0718	1,716.00	
4	03/07/2018	2379	Cashbook	New cost plan 5-7 Chrch St	400.00	
4	18/07/2018	2390	Cashbook	Ext Glass clean 0618	16.00	
4	25/07/2018	B7600718	Cashbook	Sundry cleaning 5-7 Chrch St	33.45	
4	31/07/2018	DD003A0718	Cashbook	Electric 5-7 Chr St 0718	325.62	
4	31/07/2018	2284A	Cashbook	unpresented cheque 2284		31.00
5	01/08/2018	DD0020818	Cashbook	NDR 5-7 Chrch St 0818	1,716.00	
5	13/08/2018	2402	Cashbook	Window Clean Int&Ext 0718	31.00	
5	15/08/2018	2406	Cashbook	Water bill 5-7 Chst 0718	173.82	
5	31/08/2018	B7600818	Cashbook	Sundry cleaning 5-7 Chrch St	40.25	
5	31/08/2018	DD0040818	Cashbook	Electricity 5-7 Chrch St 0818	391.98	
6	01/08/2018	DD0020818	Cashbook	NDR 5-7 Chrch St 0818	1,716.00	
6	01/08/2018	DD0020818	Cashbook	error should be mth 5		1,716.00
6	31/08/2018	DD0040818	Cashbook	Electricity 5-7 Chrch St 0818	391.98	
6	31/08/2018	DD0040818	Cashbook	error should be mth 5		391.98
6	01/09/2018	PCP0010918	Cashbook	bin bags 5-7 Chrch St	1.46	
6	03/09/2018	DD0020918	Cashbook	NDR 5-7 Chrch St 0918	1,716.00	

A/c Code 4350 5-7 Church St

Centre 112 5-7 Church St

Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
6	18/09/2018	2410	Cashbook	Window Clean Ext 0818	16.00		
6	19/09/2018	PCP0030918	Cashbook	Reimbursement for sound cable	10.00		
6	28/09/2018	DD0040918	Cashbook	Electricity 5-7 Chrch St	315.29		
7	01/10/2018	DD0021018	Cashbook	NDR 5-7 Chrch St 1018	1,716.00		
7	02/10/2018	2417	Cashbook	Guttering maint	180.00		
7	16/10/2018	2421	Cashbook	glass clean int&ext 0918	31.00		
7	26/10/2018	B7601018	Cashbook	Cleaning Items 5-7 Chch St	32.83		
7	31/10/2018	DD0041018	Cashbook	Electric 5-7 chrch St 1018	305.32		
8	19/11/2018	2434	Cashbook	Water 5-7 Chrch St	36.79		
8	20/11/2018	2436	Cashbook	Ext Glass Clean 1018	16.00		
8	20/11/2018	2436	Cashbook	incorrect chq no		16.00	
8	20/11/2018	2437	Cashbook	Ext Glass clean 5-7 Ch st 1018	16.00		
Account 5-7 Church St					Account Totals	22,386.45	2,442.60
Centre 5-7 Church St					Net Balance Month 9	19,943.85	

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					Annual Budget	0
					Committed	0
					Opening Balance	12,247.15
4	03/07/2018	2379	Cashbook	New cost plan 5-7 Chrch St	400.00	
Account 5-7 Church St Fund					Account Totals	400.00
Centre					Net Balance Month 9	11,847.15