



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
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[www.saltash.gov.uk](http://www.saltash.gov.uk)

8 July 2021

Dear Councillor

I write to summon you to the **Extraordinary meeting of Saltash Town Council** to be held at the Guildhall on **Wednesday 14th July 2021 at 6.00 pm.**

The meeting is open to members of the public and press, however, **please note** due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We ask that members of the public and press attending Council meetings **arrive no earlier than 15 minutes prior to the start of the meeting** and consider their own unique circumstances before attending. Please review and adhere to the [Guildhall Risk Assessment together with the Councils Protocol](#) and note that it is not likely to cover all scenarios.

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

PP R Lane  
Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford (Vice-Chairman)	L Challen	S Miller
R Bullock	J Dent	B Samuels
G Challen	S Gillies	G Taylor
M Griffiths	S Martin	D Yates
A Pinckney	J Peggs	
Vacancy	P Samuels (Chairman)	

## Agenda

1. Health and Safety Announcements
2. Apologies.
3. Declarations of Interest
  - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
  - b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. To receive and note the minutes of the Extraordinary Personnel Committee held on 30th June 2021 and consider any recommendations. (Pages 3 - 7)
5. To consider quotations for building works at Isambard House (Saltash station building). (Page 8)
6. Date of next meeting: Thursday 5th August 2021 at 7:00 p.m.
7. Common Seal:  
To Order that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Extraordinary Personnel Committee held at the Guildhall on Wednesday 30th June 2021 at 6.30 pm

**PRESENT:** Councillors: G Challen, S Miller, J Peggs and G Taylor (Chairman).

**ALSO PRESENT:** S Burrows (Assistant Town Clerk).

**APOLOGIES:** B Samuels.

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#### **40/21/22 HEALTH AND SAFETY ANNOUNCEMENTS**

Councillor Taylor Vice Chairman in the Chair.

The Chairman informed those present of the actions required in the event of a fire or emergency.

#### **41/21/22 TO ELECT A CHAIRMAN.**

The Chairman proposed agenda item 2 be deferred to a future Personnel meeting, seconded by Councillor Miller. The motion was defeated.

It was proposed by Councillor Peggs, seconded by Councillor Miller and following a vote it was **RESOLVED** to appoint Councillor Taylor as Chairman.

Councillor Taylor remained in the Chair.

#### **42/21/22 DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

None.

b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**43/21/22**      **TO RECEIVE AND APPROVE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 25TH MAY 2021 AS A TRUE AND CORRECT RECORD.**

Please see a copy of the minutes on the STC website.

It was proposed by Councillor Taylor, seconded by Councillor G Challen and **RESOLVED** that the minutes of the Personnel Meeting held on Tuesday 25<sup>th</sup> May 2021 were confirmed as a true and correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**44/21/22**      **TO APPROVE THE PART TIME ADMIN ASSISTANT JOB DESCRIPTION AND PERSON SPECIFICATION.**

Subject to amendments to both the Job Description and Person Specification, it was proposed by Councillor Taylor seconded by Councillor Peggs and **RESOLVED** to approve the Part Time Administration Job Description and Person Specification.

**45/21/22**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted and in accordance with Saltash Town Council Standing Orders and Terms of Reference.

The Chairman informed Members that the meeting is now in Part Two.

**46/21/22**      **TO RECEIVE THE NOTES OF THE INFORMAL MEETING WITH THE PERSONNEL MEMBERS HELD ON MONDAY 7TH JUNE 2021 AND FRIDAY 18TH JUNE 2021 AND CONSIDER ANY RECOMMENDATIONS.**

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that the notes of the informal Personnel Meeting held on 7<sup>th</sup> June 2021 were confirmed as a true and correct record.

It was proposed by Councillor Miller to appoint a Locum Assistant Town Clerk, a seconder was not sought. The proposal did not carry.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** not to appoint a Locum Town Clerk.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** that due to staffing levels a Receptionist had been appointed within budget, on a fixed term contract, expiry date 13<sup>th</sup> August 2021, to assist with administration works.

It was proposed by Councillor Taylor, seconded by Councillor Peggs and **RESOLVED** to offer the temporary Receptionist extra hours within budget during w/c 5<sup>th</sup> July 2021 to cover annual leave.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** that the notes of the informal Personnel Meeting held on 18<sup>th</sup> June 2021 were confirmed as a true and correct record.

It was proposed by Councillor Taylor, seconded by Councillor Miller and **RESOLVED** to form a sub group comprising of Councillors Martin, Miller and Peggs:

1. To work up an Officer Safeguarding policy.
2. Review the existing Staff / Members Relations Policy.
3. Where required seek advice from CALC.
4. Report back to a future Personnel meeting.

It was proposed by Councillor Taylor, seconded by Councillor Martin and **RESOLVED** to approve:

1. The Assistant Town Clerk works from home Friday mornings as of 16<sup>th</sup> July 2021.
2. The Assistant Town Clerk to take study leave Friday afternoons.
3. The Personnel Committee to review the study leave upon sufficient administrative support being put in place.

**47/21/22**     **TO REVIEW THE STAFFING STRUCTURE.**

**Library:**

It was proposed by Councillor Peggs, seconded by Councillor Taylor and resolved to **RECOMMEND** to Full Council:

1. To appoint a permanent Library and Information Assistant at 20 hours per week.
2. NJC 7-9, commencing on point 7.
3. Total costs for the period of employment from 1<sup>st</sup> August 2021 to 31<sup>st</sup> March 2022 an amount of £8,594.31.
4. Allocated to General Reserves.
5. Community Hub Team Leader to work up the job description and person specification to be received at the next Personnel meeting.

It was proposed by Councillor G Challen, seconded by Councillor Taylor and **RESOLVED** to review the appointment of a Community Hub Assistant at a future date.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to Full Council to:

1. Reflect the duties and responsibilities of the post of Community Hub Team Leader at NJC scale 10-12 and to receive an uplift to NJC scale 18-23.
2. Commence on point 18 back dated to 1<sup>st</sup> July 2021 in recognition of work undertaken to date.
3. Vire from the Library Staffing Contingency budget to the Library Staffing budget an amount of £2,096.80 within budget.

**Administration:**

The Assistant Town Clerk updated Members on the number of Receptionist / Mayors Secretary applications received to date (18).

It was **NOTED** that shortlisting, interviews and the appointment of a Receptionist / Mayors Secretary is a priority due to staffing levels.

Human Resources:

It was proposed by Councillor Taylor, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to seek outsourcing the Human Resources back log of work on a three month fixed term contract within budget.

**DATE OF NEXT MEETING**

Tuesday 27 July 2021 at 6.30 pm

Rising at: 8.55 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## Further works at Isambard House (Saltash station building)

### Background

Because of a lack of certainty regarding the overall main project budget, some finishing works were omitted from the original project. Now that the main contract costs have been finally agreed, and knowing that there is still budget remaining, we can move on to approve some works to fit out the extension for office use, as well as carrying out some other works within the passenger waiting facilities.

Service Delivery Manager obtained a number of quotes to ensure we could be confident of obtaining best value. These quotes were obtained in April, but we remain confident that they are still accurate.

description of works / contractor	Intruder & Fire Alarm - separate zone form main space	Electrical Installation - 10 x double sockets and 2 x double data points and 2 x wall heaters	install small kitchen unit with small sink	box in stack pipe	install MDF window sills	dot & dab playtster borad on wall	decorating	supply and install flooring	Kitchen Counter extension	Coffe bar in the Station Waiting Room
Contractor A	£617.92	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works
Contractor B	Contractor does not undertake these works	£2,676.00	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works
Contractor C	Contractor does not undertake these works	£1850.00 (final connection of Data Points to be made by others)			£2,950.00		£695.00	£395.00 (install flooring only - STC will provide the flooring)	Contractor was not asked to quote on this	£850.00
Contractor D	Contractor does not undertake these works	Contractor does not undertake these works			£4,509.00		Contractor does not undertake these works	Contractor does not undertake these works	Contractor was not asked to quote on this	Contractor does not undertake these works
Contractor E	Contractor does not undertake these works	Contractor does not undertake these works	£1,485.00		£3,624.80		£1,534.40	£1,922.75	£342.30	Contractor has not resubmitted this quotation as requested
Contractor F	<i>Contractor decided not to provide a quotation</i>	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works	Contractor does not undertake these works

**NB: all prices are subject to VAT**

orange highlighted cells are all included in the price stated

SDM recommends that Contractor A is appointed for the Fire and Security Alarm modifications.

SDM recommends that Contractor C is appointed for the electrical & building works. SDM recommends that all of the submitted proposals, except the Internal decoration which will be undertaken by the SDD, be accepted.

The reason for the recommendations is that the prices provided are representing best Value from reputable contractors, with Contractor C being able to undertake all of the works (except Fire & Security modifications) in house.

**There is a proposed commencement date of the 24th May by Contractor C, as long as they are appointed by the 12th May 2021**

Contractor A will be undertaking works on the 10th & 11th May 2021

### Proposal

- a. To propose that we approve spend of up to £15,000 from within the Station Budget to carry out 'fit-out' works to the extension at the station, and other station building works. The primary contractor to be Contractor C, but other contractors will be appointed as necessary.
- b. Further, to give delegated authority to make decisions on the detail of the additional works (within the approved £15,000) to Councillor Richard Bickford and the Service Delivery Manager, but with due consultation with members of the Station Property Sub Committee.