



Saltash Town Council

Konsel An Dre Essa



*The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk*

16 July 2021

Dear Councillor

I write to summon you to the meeting of the **Station Property Sub Committee** to be held at the Guildhall on **Thursday 22nd 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 fifteen minutes before** 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

Yours sincerely,

PP R Lane
Town Clerk

To Councillors:

R Bickford (Chairman) R Bullock S Miller J Peggs P Samuels G Taylor D Yates J Dent	All other Councillors for information
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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. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Questions must be submitted in writing to the Guildhall 24 hours before the meeting and that responses may be in writing at a later date.
5. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on Tuesday 3rd November 2020 as a true and correct record (Pages 4 - 7)
6. Finance:
 - a. To receive the current Committee budget statement (Page 8)
7. To consider Risk Management reports as may be received
8. To receive the Station Sub Committee Terms of Reference (Pages 9 - 14)
9. To consider and approve initial rental charges
10. To consider a programme of events
11. To receive an update on the extension and fence works
12. To receive an update on the snagging and 12 month rectification period
13. To consider managing and opening the Waiting Room and refreshment facilities
14. To consider furniture options
15. 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.

16. To consider any items referred from the main part of the agenda
17. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
18. To consider any items for information purposes only at the discretion of the Chairman
19. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting

Date of next meeting: To be confirmed.