

SALTASH TOWN COUNCIL

Minutes of the Meeting of Station Property Sub Committee held at the Guildhall on Thursday 22nd July 2021 at 6.00 pm

PRESENT: Councillors: R Bickford (Chairman), R Bullock, S Miller, J Peggs and D Yates.

ALSO PRESENT: S Burrows (Acting Town Clerk), D Joyce (Administration Officer) and R Enticknap (Service Delivery Manager)

APOLOGIES: Councillors: J Dent, P Samuels and G Taylor.

1/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

Councillor Bickford in the Chair.

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

2/21/22 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.

3/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

None.

4/21/22 **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**

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

It was proposed by Councillor Bickford and seconded by Councillor Yates and **RESOLVED** that the minutes of the Station Property Sub Committee held on Tuesday 3rd November 2020 were confirmed as a true and correct record.

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

5/21/22 **FINANCE:**

a. To receive the current Committee budget statement.

The Chairman informed Members there is £17,875 in fees outstanding for construction works and £2,000 outstanding for Architectural works under Phase 1.

It was **RESOLVED** to note.

6/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

7/21/22 **TO RECEIVE THE STATION SUB COMMITTEE TERMS OF REFERENCE**

It was proposed by Councillor Bickford, seconded by Councillor Yates and **RESOLVED** to delegate authority to Councillor Bickford and the Senior Policy and Data Compliance Monitoring Officer to work up and submit to Members for their input and approval at a future Station Sub Committee meeting.

8/21/22

TO CONSIDER AND APPROVE INITIAL RENTAL CHARGES

The Chairman informed Members of the proposed rates for hire charges of Isambard House which are listed below:

Weekday rates

Between 9 a.m. - 5 p.m. (Community Rate) £10.00 (per hour)

Between 9 a.m. – 5 p.m. (Commercial Rate) £15.00 (per hour)

Evening and weekend rates

Weekends & evenings (Community Rate) £15.00 (per hour)

Weekends & evenings (Commercial Rate) £30.00 (per hour)

Hourly rates all plus VAT

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to Full Council to approve and adopt the initial rental charges to commence as soon as feasible to form STC official fees and charges list.

9/21/22

TO CONSIDER A PROGRAMME OF EVENTS

It was proposed by Councillor Bickford, seconded by Councillor Yates and resolved to **RECOMMEND** to Full Council:

1. To give delegated authority to Councillors Bickford, Bullock and Yates to establish a programme of events.
2. To approve some free events throughout the initial marketing stage of the Station Building.
3. To report back at future Station Property Sub Committee Meetings.

10/21/22

TO RECEIVE AN UPDATE ON THE EXTENSION AND FENCE WORKS

The Chairman updated Members on the extension and fence works currently being undertaken.

The Service Delivery Manager confirmed that a Contractor had been appointed to complete the extension fit out with a firm start date awaiting confirmation.

It was **RESOLVED** to note.

11/21/22 **TO RECEIVE AN UPDATE ON THE SNAGGING AND 12 MONTH RECTIFICATION PERIOD**

The Chairman updated Members on the snagging list with the biggest issues being the discoloured chimneys due to chemicals used and the slates which require cleaning.

Councillor Miller agreed to visit the station building together with Councillor Bickford to review the building works reporting back at a future Station Property Sub Committee Meeting should further snagging issues be identified.

It was **RESOLVED** to note.

12/21/22 **TO CONSIDER MANAGING AND OPENING THE WAITING ROOM AND REFRESHMENT FACILITIES**

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

1. To give delegated authority to Councillors Bickford and Miller to review previous applications received from interested operators wishing to manage and open the waiting room and refreshment facilities.
2. To further negotiate with potential operators the use of the waiting room and refreshment facilities on a temporary rent free basis with a minimal cost of business rates and utility costs, to be reviewed within six months, to assist a startup business in Saltash.
3. Waiting room and refreshment facilities to include the cleaning of the waiting room to minimise impact on the Council and its Officers.

13/21/22 **TO CONSIDER FURNITURE OPTIONS**

It was proposed by Councillor Bickford, seconded by Councillor Peggs and **RESOLVED** to give delegated authority within budget to Councillors Bickford, Bullock, Peggs and the Acting Town Clerk up to £10,000 for the procurement of suitable multiuse furniture, accessories and a TV, allocated to budget EMF Station Building for the purpose of the main Station Building area for future hire.

14/21/22 **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.

15/21/22 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

16/21/22 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

17/21/22 **TO CONSIDER ANY ITEMS FOR INFORMATION PURPOSES ONLY AT THE DISCRETION OF THE CHAIRMAN**

Competition

The Chairman informed Members that the Station Building has been shortlisted for the Conservation and Regeneration Category of this year's Construction Excellence Awards, with an awards ceremony to be held in Bristol in September 2021.

Exhibition

The Chairman informed Members of the scheduled art exhibition - Drawn to the Valley with an opening ceremony to be held for Members to attend on Friday 27th August 2021. Further details to be circulated.

BT Phone Box

The Acting Town Clerk informed Members that the adoption of the BT Phone Box situated by the Station Building is currently being addressed with further information to follow upon a meeting with the Council's Solicitor to understand the legalities prior to the Council adopting the BT Phone Box.

18/21/22

**TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE
OF THE MEETING**

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to issue the following press and social media releases:

1. Art Exhibition – Drawn to the Valley.

DATE OF NEXT MEETING

Thursday 5 August 2021 at 6.30 pm

Rising at: 7.52 pm

Signed: _____
Chairman

Dated: _____