



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.

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Station Property Sub Committee held on the virtual Zoom platform on Tuesday 3rd November 2020 at 4.00 p.m.

PRESENT: Councillors: R Bickford – Chairman, J Dent, J Peggs, W Phillips – Vice Chairman, P Samuels, D Yates.

ALSO PRESENT: R Lane - Town Clerk, S Burrows – Assistant Town Clerk, S Emmett – Finance Officer, N Symons – Receptionist/Mayor's Secretary.

APOLOGIES: Councillor: G Challen.

ANNOUNCEMENTS

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

1/20/21 TO APPOINT A CHAIRMAN

Councillor Dent proposed Councillor Bickford, Councillor Phillips seconded Cllr Dent's proposal.

Following a vote, it was **RESOLVED** to appoint Councillor Bickford as Chairman of Station Property Sub Committee.

2/20/21 TO APPONT A VICE CHAIRMAN

Councillor Bickford proposed Councillor Phillips, Councillor P Samuels seconded Councillor Bickford's proposal.

Following a vote, it was **RESOLVED** to appoint Councillor Phillips as Vice Chairman of the Station Property Sub Committee.

3/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

None.

4/20/21 **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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

None.

- c. To consider dispensations required.

None.

5/20/21 **QUESTIONS FROM THE PUBLIC**

None.

6/20/21 **FINANCE**

- a. Budget Update

It was **RESOLVED** to note

- b. To review and accept funding offers:

- i. Community Rail Development Fund (CRDF)

The Chairman proposed to accept the grant application subject to approval at Full Council, Councillor Phillips seconded the proposal.

It was resolved to **RECOMMEND** to Full Town Council to accept and approve the funding offer.

- ii. Railway Heritage Trust (RHT)

The Chairman proposed to accept the grant application subject to approval at Full Council, Councillor Phillips seconded the proposal.

It was resolved to **RECOMMEND** to Full Town Council to accept and approve the funding offer.

7/20/21 **TO CONSIDER NETWORK RAIL AGREEMENT FOR FENCING WORKS**

The Chairman proposed to accept Network Rail agreement subject to STC Solicitor approval, Councillor Dent seconded the proposal.

It was resolved to **RECOMMEND** to Full Council to approve and accept Network Rail agreement subject to STC Solicitor approval.

8/20/21 **BUILDING WORKS UPDATE**

The Chairman and Vice Chairman updated Members on the building works to date.

It was **RESOLVED** to note.

9/20/21 **TO CONSIDER EXTENSION WORKS FUNDING AND FUTURE FIT OUT**

The Chairman updated Members on the extension works funding and future fit out.

It was **RESOLVED** to note.

10/20/21 **BUILDING USAGE**

a. Library

It was **RESOLVED** to await completion of the public consultation phase 2 and that the Community Hub Team Leader to liaise with the Chairman and Vice Chairman.

b. Waiting Space

It was **RESOLVED** to note no further movement at present.

c. Other Options

It was **RESOLVED** that Members are to provide other options to the Chairman and Vice Chairman for consideration.

11/20/21 **TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

None.

12/20/21 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED

None.

13/20/21 TO REVIEW THE SUB COMMITTEE TERMS OF REFERENCE (pursuant to P&F held of 25.02.2020 minute no. 157/19/20)

It was **RESOLVED** to delegate the Terms of Reference to the Administration Office to work up and submit to Members for their input and approval at a future Station Property meeting.

14/20/21 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.

15/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

16/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

17/20/21 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN

None.

18/20/21 PRESS AND SOCIAL MEDIA RELEASES

None

19/20/21 DATE OF NEXT MEETING

To be confirmed.

Rising at 4.45 pm

Signed: _____
Chairman

Dated: _____

Agenda Item: 6a

Services Committee - Station Budget
Saltash Town Council
As at 16th July 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spended YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Station Operating Income											
Station Income											
4301 SA Station - Bookings	0	0	0	1,250	0	1,250		2,550	2,565	2,581	2,596
4302 SA Station - Refreshment Income	0	0	0	2,500	0	2,500		5,000	5,030	5,060	5,091
Total Station Income	0	0	0	3,750	0	3,750		7,550	7,595	7,641	7,687
Total Station Operating Income	0	0	0	3,750	0	3,750		7,550	7,595	7,641	7,687
Station Operating Expenditure											
Station Expenditure											
6800 SA Rates - Station	3,583	0	0	3,659	3,543	116		3,681	3,703	3,725	3,747
6801 SA Water Rates - Station	53	0	0	572	(53)	625		576	579	583	586
6802 SA Gas - Station	159	0	0	1,869	(159)	2,028		1,880	1,892	1,903	1,914
6803 SA Electricity - Station	159	0	0	2,775	(159)	2,934		2,791	2,808	2,825	2,842
6804 SA Fire & Security Alarm - Station	77	0	0	954	1,288	(334)		959	965	971	976
6805 SA Fire Extinguishers - Station	184	0	0	0	0	0		0	0	0	0
6808 SA Cleaning Materials & Equipment - Station	0	0	0	1,500	145	1,355		1,509	1,518	1,527	1,536
6810 SA General Repairs & Maintenance	300	0	0	500	470	30		503	506	509	512
6811 SA TV License & PRS - Station	0	0	0	2,080	0	2,080		2,093	2,105	2,118	2,131
6813 SA Refreshments Costs - Station	0	0	0	105	0	105		210	211	213	214
6814 SA Replace Equipment - Station	81	0	0	965	11	954		971	976	982	988
6818 SA Professional Costs - Station	250	0	0	1,026	0	1,026		1,032	1,038	1,045	1,051
Total Station Expenditure	4,846	0	0	16,005	5,086	10,919		16,205	16,301	16,401	16,497
Station Staffing Expenditure											
6671 Staff Expenses (Station)	0	0	0	250	0	250		252	253	255	256
6672 ST SA Staff Training (Station)	0	0	0	1,000	0	1,000		1,006	1,012	1,018	1,024
6627 ST SA Caretaking & Cleaning Staff - Gross Pay (Station)	0	0	7,000	0	0	7,000		14,000	14,420	14,853	15,298
Total Station Staffing Expenditure	0	0	7,000	1,250	0	8,250		15,258	15,685	16,126	16,578
Total Operating & EMF Expenditure	4,846	0	7,000	17,255	5,086	19,169		31,463	31,986	32,527	33,075
Total Station Operating Expenditure	4,846	0	7,000	17,255	5,086	19,169		31,463	31,986	32,527	33,075
Total Station Operating Surplus/ (Deficit)	(4,846)	0	(7,000)	(13,505)	(5,086)	(15,419)		(23,913)	(24,391)	(24,886)	(25,388)
Station EMF Expenditure											
6473 SA EMF Station Building (Purchase & Capital Works)	143,272	82,273	16,439	0	33,989	64,723		0	0	0	0
6870 SA EMF Station Building	0	5,000	0	20,000	0	25,000		0	0	0	0
6695 ST SA EMF Staff Contingency (Station)	0	9,000	(7,000)	0	0	2,000		0	0	0	0
Total Station EMF Expenditure	143,272	96,273	9,439	20,000	33,989	91,723		0	0	0	0
Total Station Expenditure (Operational & EMF)	148,118	96,273	16,439	37,255	39,075	110,892		31,463	31,986	32,527	33,075
Total Station Budget Surplus/ (Deficit)	(148,118)	(96,273)	(16,439)	(33,505)	(39,075)	(107,142)		(23,913)	(24,391)	(24,886)	(25,388)

Notes

To/From Reserves & Budget Virements 2021/22

- £7,000 vired from 6695 EMF Station Staff Contingency to Station Staffing Costs
- £16,439 EMF Income received from S106 External Funding for Refurbishment Works



Saltash Town Council

Policy/Procedure:

Terms of Reference – Sub Committees

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version		Approved by	
Date		Date of approval	
Responsible Officer	AJT	Minute reference	
Responsible Committee	P&F	Review date	

Version History			
Date	Version	Author/Editor	Comments

Review Record				
Date	Type of Review	Minute number	Summary of actions	Completed by

Document Retention	
Document retention period	Until superseded



Saltash Town Council

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Sub Committees

Terms of Reference

Introduction

Saltash Town Council has appointed a number of Sub Committees to undertake work for and on behalf of the Council. The specific responsibilities of each Sub Committee is confirmed by Terms of Reference.

This policy sets out the Terms of Reference of each Sub Committee of the Council and confirms the following:

- Membership and number of seats
- Role of the Mayor
- Frequency of meetings
- Remit of the Sub Committee and reporting structure
- Delegated Authority.

In the absence of any policy, a Sub Committee of the Council will abide by the criteria established for Full Council as prescribed by the Council's Standing Orders.

These terms of reference apply to Sub Committees.

Saltash Town Council has the General Power of Competence as a power of first resort. Where the Council becomes ineligible, it will refer to the Powers quoted in these Terms of Reference for the conduct of its business.

General Terms of Reference Applicable to all Sub Committees:

The Terms of Reference of all Sub Committees are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council.
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between Sub Committees shall be referred to Full Council for determination.
4. That any proposal which involves any change in the existing policies already approved by the Council shall be submitted to the Council for approval.
5. Day to day management of Council matters rests with the Town Clerk.
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of Sub Committee (or in his/her absence the Vice Chairman) and Mayor and reported to the next appropriate Committee or Full Council meeting, whichever is first.
7. Sub Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Saltash.
8. Guest speakers should normally be limited to one per meeting with the permission of the Council and shall not exceed 10 minutes unless directed by the Chairman of the meeting in accordance with Standing Order 6(6.iii.f).
9. Public participation:
 - a. There will be, during each Committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions concerning the business of the Committee in accordance with the Standing Orders.
 - b. During Planning Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee.
 - c. The period of time designated for public participation at a meeting in accordance with standing order 2(d) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
 - d. Subject to Standing Order 2(e) above, a member of the public shall not speak for more than 3 minutes.
 - e. There will be no public participation at meetings of the Personnel Committee.

10. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Council's attention by the Town Clerk/individual Councillors or member of the public which may have an adverse or beneficial effect on the area of Saltash.
11. From time to time a Committee may appoint up to two (2) members of the public to serve on a Council Committee or Sub Committee as non-voting members. Appointed members will be required to abide by the Council's Code of Conduct.
12. All members of the Personnel and Planning and Licensing Committee will attend training relevant to the work of the Committee as identified and provided by the Council.

Delegation of Authority to Sub Committees:

Where a function within the Terms of Reference of a Committee has been further delegated to a Sub Committee that Sub Committee will report its findings and any recommendations back to the appropriate Committee or direct to the Council, as per the remit.

Station Property Sub Committee

Composition: Eight members

Chairmanship: Chair and Vice Chair to be elected from the members of the Committee at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions.

Quorum: Five

Meetings: As required

Timing: TBA

Venue: Guildhall or by a virtual platform under Covid 19 legislation

Reports to: Policy and Finance Committee

Remit:

Terms of Reference & Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget