



Saltash Town Council

Konsel An Dre Essa



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

30 July 2021

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at the Guildhall on **Thursday 5th August 2021 at 6.30 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 encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, and to consider their own unique circumstances before attending.

Yours sincerely,

PP R Lane
Town Clerk

To Councillors:

R Bickford (Chairman) R Bullock J Dent S Miller J Peggs P Samuels G Taylor D Yates	All other Councillors for information
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Agenda

1. Health and Safety Announcements.
2. To elect a Chairman.
3. To elect a Vice Chairman.
4. Apologies.
5. 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.
6. 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.
7. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on Thursday 22nd July 2021 as a true and correct record. (Pages 4 - 9)
8. To receive and approve the Sub Committees Terms of Reference. (Page 10)
9. 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.
10. To consider any items referred from the main part of the agenda.
11. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
12. To consider urgent non-financial items at the discretion of the Chairman.
13. 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 the Meeting of Station Property Sub Committee held on 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: H Frank (Cornwall Council), S Burrows (Acting Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: 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 Peggs 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 that there is still £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 Data and Policy Compliance 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 accept the costs of the initial main hall charges and for them to commence as soon as feasible.

9/21/22 **TO CONSIDER A PROGRAMME OF EVENTS**

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to give delegated authority to Councillors Bickford, Bullock and Yates to establish a programme of events throughout the Autumn Season.

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 to look over the building works and advise the Committee if further snagging issues are 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 parties wishing to offer refreshment facilities.
2. Councillors to further negotiate with potential operators the use of the refreshment facilities on a temporary basis with a minimal cost of only Business Rates payable, to be reviewed after 6 months, to assist a startup business in Saltash.
3. Refreshment facilities to include the cleaning and maintaining of the waiting room to minimize impact on the Council and its staff.

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

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to give delegated authority to Councillors Bickford, Bullock and Peggs of expenditure of up to £10,000 for the procurement of suitable multiuse furniture, including TV, which is to be allocated from 6870 EMF Station Building budget.

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**

Competitions – Station Building

The Chairman informed Members of the Building being entered into various competitions and of a notification recently received informing the Chair that the Station Building has been shortlisted for an award with Heritage Construction.

Exhibition

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

Phone Box

The Acting Town Clerk informed the Committee the adoption of the Phone Box situated by the Station Building is being addressed with more information to follow once a meeting with the Solicitor is held to further agree legalities.

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 – Draw to the Valley

DATE OF NEXT MEETING

Thursday 5 August 2021 at 6.30 pm

Rising at: 7.52 pm

Signed: _____
Chairman

Dated: _____

Station 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

1. To oversee the station building development project.
2. To identify and apply for appropriate grant and funding opportunities.
3. To act as liaison with Network Rail and GWR and other agencies.
4. To manage the appointment of tenants to the building.
5. To encourage and develop uses and a programme of activities at Isambard House.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.