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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at the Isambard House on Wednesday 24th August 2022 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock (Chairman), S Gillies, S Miller (Vice-Chairman), P Samuels and D Yates.

ALSO PRESENT: S Burrows (Town Clerk), A Primmer (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: Councillor J Peggs.

Councillor Bickford in the Chair.

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/22/23 TO ELECT A CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to appoint Councillor Bullock as Chairman of the Station Property Sub Committee.

Councillor Bullock in the Chair.

3/22/23 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to appoint Councillor Miller as Vice Chairman of the Station Property Sub Committee.

4/22/23 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.

5/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

6/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON THURSDAY 5TH AUGUST 2021 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bickford and seconded by Councillor Bullock and **RESOLVED** that the minutes of the Station Property Sub Committee held on Thursday 5th August 2021 were confirmed as a true and correct record.

7/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

None.

8/22/23 TO RECEIVE AND NOTE THE BUDGET STATEMENT.

The Town Clerk provided an overview of the current budget statement for the year 2022/23.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to note the Town Clerk's overview and to vire:

1. £1,500 from budget code 6822 Activities & Events and £500 from budget code 6821 IT & Office Costs;

TO:

2. Budget code 6818 Professional Costs to ensure a budget availability of £3,052 to cover procurement expenses for the proposed letting of Isambard House café.

9/22/23 TO SET THE SERVICES COMMITTEE - ISAMBARD HOUSE BUDGET FOR THE YEAR 2023/24 RECOMMENDING TO THE SERVICES COMMITTEE.

Members discussed the budget setting for the year 2023/24.

Due to the unknown increase in utility cost and where possible to avoid over budgeting, Members agreed the Finance Officer continues to review the inflation rate.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to give delegated authority to the Town Clerk and the Finance Officer to continue to review the inflation rate and update the budget statement for the Services Committee meeting to be held on 13th October 2022.

It was proposed by Councillor Bullock, seconded by Councillor Miller and resolved to **RECOMMEND** to the Services Committee – Isambard House Budget Statement for the year 2023-24 to the Services Committee meeting to be held on 13th October 2022.

The Chairman informed Members the next agenda item to be received will be agenda item 12.

10/22/23 TO RECEIVE AN UPDATE ON THE SNAGGING IDENTIFIED UNDER THE 12 MONTH RECTIFICATION PERIOD AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman paused the meeting at 20:05 to allow Members the opportunity to review the internal and external condition of Isambard House reporting back at 20:11.

Members discussed various proposals offered by Cormac Solutions to rectify snagging issues identified over the last 12 months such as the stained chimney slates, cracked flooring and tarnished door furniture.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to give delegated authority to the Town Clerk and Councillor Bickford, who led the project, to formally request an explanation from Cormac Solutions and the Architects Bailey Partnership as to why these issues have accrued.

11/22/23 **TO RECEIVE QUOTES FOR THE TENDER PROCESS FOR ISAMBARD HOUSE CAFE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk briefed Members on the three quotes received.

Councillor Bickford reminded Members of the requirement to comply with the funding agreement to provide a waiting room within Isambard House.

Councillor Bickford provided background information as to why a formal tender process must be followed to ensure the Town Council's Financial Regulations are adhered when appointing a tenant to provide café provisions, manage the waiting room, and work in partnership with hirers of the main space.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED:**

1. To appoint Company A to work up the procurement documents, up to appointment stage on behalf of the Town Council, subject to the Town Clerk seeking a reference from St Austell Town Council reporting back to Members via email;
2. At a cost of £1,800 + VAT (2-3 days' work);
3. Allocated to budget code 6818 Professional Cost.

12/22/23

TO REVIEW THE EXISTING STORAGE AND CONSIDER FUTURE STORAGE/EXTENSION OPTIONS AND ANY ASSOCIATED EXPENDITURE.

The Chairman informed Members that agenda items 13 and 14 are to be taken together under agenda item 13.

Councillor Bickford informed Members one quote had been received for the resurfacing of the car park. Following a meeting with the Chairman and Service Delivery Manager it had been determined provisions for a storage building be complete prior to the car park resurfacing.

Councillor Bickford provided a brief verbal update following the Services Committee meeting (minute number 47/22/23) in which Members acknowledged limited storage solutions across numerous Town Council premises.

Councillor Bickford requested Members consideration to explore associated cost for the provision of a suitable building within the available space located in the car park. Councillor Bickford added that thought must be given to the location being within a Conservation Area, alongside the Town Council's beautifully restored Isambard House and in immediate proximity to a grade 1 listed structure, the Royal Albert Bridge.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to request the Town Council's Architect Bailey Partnership, lead on the project, to provide proposals and associated cost for a bespoke purpose built storage building.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to place the resurfacing of the car park on hold until the storage solution has been resolved.

Councillor Gillies gave her apologies and left the meeting.

The Town Clerk informed Members that the meeting is heading to exceed 2 ½ hours as per Standing Orders.

It was proposed by Councillor P Samuels, seconded by Councillor Bullock and **RESOLVED** to suspend Standing Order Section Two Item 2x and to continue with the remaining items of business to be conducted.

13/22/23 TO RECEIVE QUOTES TO RESURFACE ISAMBARD HOUSE CAR PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

This agenda item was taken under agenda item 13.

14/22/23 TO CONSIDER OPTIONS TO MANAGE ISAMBARD HOUSE CAR PARK AND ANY ASSOCIATED EXPENDITURE.

Councillor Bickford informed Members of the access issues arising with public use of the car park and dog fouling.

It was proposed by Councillor Bullock, seconded by Councillor Yates and **RESOLVED** to note the update and to instruct the Service Delivery Team with immediate effect to lock the existing car park barriers.

15/22/23 TO CONSIDER INSTALLING A WEBCAM ON THE NORTH EAST FACING EXTERNAL WALL OF ISAMBARD HOUSE AND ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford informed Members of a request to install a live webcam on the North East side of Isambard House external wall to offer views of the iconic Royal Albert Bridge and watch the trains enter and exit the station.

Members raised questions such as the image to be broadcasted and specification of internet provisions that may be required for the installation of a webcam.

The Town Clerk requested further clarification as to the idea behind the webcam and images displayed to ensure the Town Council's GDPR and data retention policies are adhered.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to defer the request to a future Station Property Sub Committee until further information is received.

16/22/23 TO CONSIDER A MURAL ON THE NORTH EAST FACING EXTERNAL WALL OF ISAMBARD HOUSE AND ANY ASSOCIATED EXPENDITURE.

Members considered a request following the Tresory's Kernow events to produce a mural on the North East facing external wall of Isambard House.

It was proposed by Councillor Miller, seconded by Councillor P Samuels and **RESOLVED** to refuse the request and thank the artists for their interest and proposal received.

17/22/23 TO RECEIVE A REPORT ON THE TRESORYS KERNOW FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised Members of the funding underspend (£1,216.67) from the £2,500 grant received.

The Town Clerk informed Members verbal confirmation had been received from FEAST that the Town Council are permitted to keep the underspend. However, the Town Clerk advised Members that the Terms of Reference for the funding states:

Any unused part of the grant will be repayable immediately on demand.

The Town Clerk advised Members the underspend must not be spent until official written confirmation is received from the funder - Cornwall Museums Partnership.

Councillor Bickford informed Members that a great series of events took place with the view that the Sub Committee should continue to look for similar funding opportunities in the future.

It was **RESOLVED** to note.

18/22/23 TO REVIEW ISAMBARD HOUSE PROGRAMME OF EVENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members agreed Isambard House bookings have been successful. Moving forward it is unlikely that a reduction in cost for room hire would be approved.

Members discussed the possibility of an Officer together with selected Members be given delegated authority to discount local charitable events.

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** to Full Council to give delegated authority to the Mayors Secretary / Receptionist in conjunction with Councillors Bickford, Bullock and Yates, to determine discounted / free of charge bookings for local charitable events.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to:

1. Give delegated authority to the Tresory's Kernow Working Group (Councillors Bickford, Bullock, Gillies and Peggs) to continue to promote Isambard House as a Town Council facility for hire;
2. Continue to seek funding opportunities;
3. Utilise budget code 6822 events and activities.

19/22/23 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.

20/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

21/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

22/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

23/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to issue the following Press and Social Media Releases:

1. Promotion of Town Council Facilities to hire.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 9.20 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Isambard House (Station Building) Budget 2023-24
Saltash Town Council
For the year ended 31 August 2022

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/Available to Date 2022/23	Precept 2023/24	Notes	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Isambard House Operating Income												
Isambard House Income												
4301 SA Isambard House - Bookings	1,962	0	0	5,000	3,477	1,523	10,000		11,010	12,122	13,346	14,694
4302 SA Isambard - Refreshment Income	22	0	0	1,000	0	1,000	500		551	606	667	735
4504 - SA Isambard - Café Rental (Propose New Code)							5,000	Based on full letting from 01/04/23 @£100PW	5,505	6,061	6,673	7,347
Total Isambard House Income	1,983	0	0	6,000	3,477	2,523	15,500		17066	18789	20687	22776
Total Isambard House Operating Income	1,983	0	0	6,000	3,477	2,523	15,500		17,066	18,789	20,687	22,776
Isambard House Operating Expenditure												
Isambard House Expenditure												
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207	4,129	Last Years Budget + 10.1% CPI added	4,546	5,005	5,510	6,067
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586	645	Last Years Budget + 10.1% CPI added	710	782	861	948
6802 SA Gas - Isambard House	902	0	0	2,430	(197)	2,627	6,075	Current Budget + 150% based on current expenditure and current economic factors	6,689	7,364	8,108	8,927
6803 SA Electricity - Isambard House	(159)	0	0	3,608	0	3,608	9,020	Current Budget + 150% based on current expenditure and current economic factors	9,931	10,934	12,038	13,254
6804 SA Fire & Security Alarm - Isambard House	774	0	0	978	644	334	1,000	Set by Station Sub Committee	1,101	1,212	1,335	1,469
6808 SA Cleaning Materials & Equipment - Isambard House	1,669	0	0	1,538	489	1,049	1,693	Last Years Budget + 10.1% CPI added	1,864	2,053	2,260	2,488
6810 SA General Repairs & Maintenance - Isambard House	445	0	0	750	181	569	1,000	Set by Station Sub Committee	1,101	1,212	1,335	1,469
6811 SA TV License & PRS - Isambard House	0	0	0	2,132	0	2,132	2,347	Last Years Budget + 10.1% CPI added	2,584	2,845	3,133	3,449
6813 SA Refreshments Costs - Isambard House	552	0	0	210	0	210	210	No increase	231	255	280	309
6814 SA Equipment - Isambard House	954	0	0	989	0	989	989	No increase	1,089	1,199	1,320	1,453
6818 SA Professional Costs - Isambard House	250	0	2,000	1,052	0	3,052	2,000	Virement from minute 8/22/23 as of 24/08/22	2,202	2,424	2,669	2,939
6821 SA IT & Office Costs - Isambard House	0	0	(500)	1,000	0	500	1,000	Virement from minute 8/22/23 as of 24/08/22	1,101	1,212	1,335	1,469
6822 SA Activities & Events	0	0	(1,500)	2,000	0	500	1,000	Virement from minute 8/22/23 as of 24/08/22	1,101	1,212	1,335	1,469
Total Isambard House Expenditure	8,877	0	0	21,023	4,660	16,363	31,109		34,251	37,710	41,519	45,712
Isambard House Staffing Expenditure												
6671 Staff Expenses - Isambard House	0	0	0	256	0	256	282	Last Years Budget + 10.1% CPI added - Merge with 6671	310	342	376	414
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025	1,129	Last Years Budget + 10.1% CPI added - Merge with 6672	1,243	1,368	1,506	1,658
Station Staffing Expenses	0	0	0	6,814	0	6,814	7,464	Based on NJC Scale 2021-2022 + 10%	8,218	9,048	9,962	10,968
Total Isambard House Staffing Expenditure	0	0	0	8,095	0	8,095	8,874		9,771	10,758	11,844	12,815
Total Operating Expenditure	8,877	0	0	29,118	4,660	24,458	39,983		44,021	48,467	53,363	57,738
Total Isambard House Operating Expenditure	8,877	0	0	29,118	4,660	24,458	39,983		44,021	48,467	53,363	58,527
Total Isambard House Operating Surplus/ (Deficit)	(6,893)	0	0	(23,118)	(1,183)	(21,935)	24,483		(26,956)	(29,678)	(32,676)	(35,751)
Isambard House EMF Expenditure												
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	35,000	57,745	0		0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492	0		0	0	0	0
6871 SA EMF Tresorys Kernow Funding	0	0	2,250	0	0	2,250	0		0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0		0	0	0	0
Total Isambard House EMF Expenditure	47,476	113,237	2,250	0	35,000	80,487	0		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	56,352	113,237	2,250	29,118	39,660	104,945	39,983		44,021	48,467	53,363	58,527
Total Isambard House Budget Surplus/ (Deficit)	(54,369)	(113,237)	(2,250)	(23,118)	(36,183)	(102,422)	(24,483)		(26,956)	(29,678)	(32,676)	(35,751)

Notes