



Saltash Town Council

Konsel An Dre Essa



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

27 July 2022

Dear Councillor

I write to summon you to the meeting of the **Property Maintenance Sub Committee** to be held at the Guildhall on **Tuesday 2nd August 2022 at 6.30 pm.**

The meeting is open to the public and press. 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,

S Burrows
Town Clerk

To Councillors:

R Bickford R Bullock J Dent (Chairman) S Miller J Peggs P Samuels B Stoyel 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. The 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: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.
7. To receive and approve the minutes of the Property Maintenance Sub Committee held on Wednesday 6th October 2021 as a true and correct record. (Pages 4 - 10)
8. To receive and consider recommending the Property Maintenance Sub Committee Terms of Reference to Full Council. (Pages 11 - 12)
9. To receive and review the Town Council five-year repair and maintenance plan together with the Services Committee budget statements and consider any actions and associated expenditure.
10. To receive a report on Guildhall maintenance works and consider any actions and associated expenditure.
11. To consider reviewing the Town Council premises to reduce energy costs and move towards a Net Zero position.
12. To receive quotes on access control systems and consider any actions and associated expenditure. (Pages 13 - 28)
13. To receive quotes on key holding for all Town Council premises and consider any actions and associated expenditure. (Pages 29 - 31)

14. 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. To consider any items referred from the main part of the agenda

16. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

17. To consider urgent non-financial items at the discretion of the Chairman.

18. 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.