



Saltash Town Council

Konsel An Dre Essa



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

11 May 2023

Dear Councillor

I write to summon you to the meeting of **Station Property Sub Committee** to be held at Isambard House on **Wednesday 17th May 2023 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 by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

S Burrows
Town Clerk

To Councillors:

R Bickford R Bullock J Foster S Gillies S Miller J Peggs P Samuels D Yates	All other Councillors for information
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Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
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 Town Council must do so by 12 noon the day before the meeting.
7. To receive and approve the Minutes of the Station Property Sub Committee Meeting held on 27th March 2023 as a true and correct record. (Pages 4 - 10)
8. To receive the Station Property budget statement and consider any actions and associated expenditure. (Page 11)
9. To consider Risk Management reports as may be received.
10. To receive an update on Isambard House Concessionaire and consider any actions and associated expenditure.
11. To receive an update on Isambard House building snags and Surveyor report and consider any actions and associated expenditure. (Pages 12 - 13)
(Pursuant to Station Property held on 23.03.23 minute nr. 49/22/23)
12. To review Isambard House Fees and Charges and consider any actions and associated expenditure.
13. To receive a booking request for Isambard House and consider any actions and associated expenditure.

14. To receive the following quotes and consider any actions and associated expenditure.
 - a. Car park resurfacing;
 - b. Internal meter supply;
 - c. Solar PV;
 - d. Kitchenette.
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 urgent non-financial items 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.