

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Wednesday 5th July 2023 at 6.30 pm

**PRESENT:** Councillors: R Bickford, J Brady, R Bullock, J Dent, S Miller, B Stoyel and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk)

**APOLOGIES:** J Peggs.

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#### **14/23/24 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor Miller to nominate Councillor Dent.

There were no further nominations.

Following a vote it was **RESOLVED** to appoint Councillor Dent as Chairman.

Councillor Dent in the Chair.

#### **15/23/24 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor Bullock to nominate Councillor Miller.

There were no further nominations.

Following a vote it was **RESOLVED** to appoint Councillor Miller as Vice Chairman.

#### **16/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**17/23/24      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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

**18/23/24      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**19/23/24      TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 4TH APRIL 2023 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 Miller, seconded by Councillor Dent and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 4<sup>th</sup> April 2023 were confirmed as a true and correct record.

**20/23/24      TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman spoke on the five-year plan explaining the reason for little budgeting due to covid-19 and to be mindful to keep the Precept low for the year 2023-24. The Chairman advised Members to better budget for future years to come to ensure the assets of the town are taken care of and required works can be achieved.

The Chairman informed Members that the tender figures for the Guildhall and Library will be inserted upon a contractor being appointed.

Members discussed the need to improve the Waterside public toilets.

It was **RESOLVED** to note.

**21/23/24**      **TO RECEIVE AN UPDATE ON THE GUILDHALL TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members the tender closing date is Friday 7<sup>th</sup> July. No bids received as yet, however, many visits to the Guildhall have taken place and Barron Surveying mentioned to three of their known contractors who might be interested in pricing.

The Property Maintenance Sub Committee agreed for Cllrs Dent and Stoyel to open the received bids in the presence of the Town Clerk on 10<sup>th</sup> July. The Town Clerk will send the bids to Barron Surveying to analyse and provide a tender report and recommendation to the Property Maintenance Sub Committee.

The Chairman reminded Members that the Guildhall building is Grade II Listed therefore should Members wish to change the exterior colour, Planning and Listed Building consent would be required. Planning at a cost and Listed exempt from any fee.

It was **RESOLVED** to note the above updates.

It was proposed by Councillor Brady, seconded by Councillor Dent and resolved to **RECOMMEND** to the next Policy and Finance Committee to appoint Barron Surveying at a cost of £100 + VAT per hour up to a maximum of five hours allocated to budget code 6224 Professional Fees.

**22/23/24**      **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.

**23/23/24**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**24/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**25/23/24** TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

**26/23/24** TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 6.55 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_