



Saltash Town Council

Konsel An Dre Essa



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

29 June 2023

Dear Councillor

I write to summon you to the meeting of the **Property Maintenance Sub Committee** to be held at the Guildhall on **Wednesday 5th July 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,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Town Clerk

To Councillors:

R Bickford J Brady R Bullock J Dent S Miller J Peggs B Stoyel 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 Property Maintenance Sub Committee held on 4th April 2023 as a true and correct record. (Pages 4 - 7)
8. To receive and review the Town Council Five-Year Repair and Maintenance Plan and consider any actions and associated expenditure. (Pages 8 - 10)
9. To receive an update on the Guildhall Tender and consider any actions and associated expenditure.
10. 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.
11. To consider any items referred from the main part of the agenda.
12. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
13. To consider urgent non-financial items at the discretion of the Chairman.
14. 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 the Property Maintenance Sub Committee held at the Guildhall on Tuesday 4th April 2023 at 6.30 pm

PRESENT: Councillors: R Bullock, J Dent (Chairman), S Miller (Vice-Chairman), B Stoyel and D Yates.

ALSO PRESENT: S Burrows (Town Clerk) and D Joyce (Administration Officer).

APOLOGIES: R Bickford, J Peggs and P Samuels.

1/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/23/24 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.

3/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

4/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 11TH OCTOBER 2022 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 11th October 2022 were confirmed as a true and correct record.

5/23/24 **TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk advised Members the only changes to the five-year repair and maintenance plan are the budget figures having now been input in the relevant column for the year 2023/24.

It was **RESOLVED** to note.

6/23/24 **TO RECEIVE A REPORT ON THE GUILDHALL MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed Barron Surveying Scope of Works for External Repair and Redecoration Works at the Guildhall.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED:**

1. To approve the specification of works for external repairs and decoration at the Guildhall;
2. To appoint Barron Surveying to submit a Tender for all works in line with the Town Council's Financial Regulations;
3. To revisit the draft priority list upon receipt of the bids (as attached);
4. To appoint Councillors Dent and Stoyel, with Councillor Bullock as reserve, to open Tenders received;
5. Barron Surveying to analyze the tenders reporting back at a future Property Maintenance Sub Committee meeting.

7/23/24 **TO RECEIVE AN UPDATE ON THE ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that the report required is yet to be complete.

Members requested that the report detail must be the unit amount of gas and electricity shown in kwh.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to delegate to the Finance Department to work up a report relating to the Town Council's energy usage to understand individually and collectively the Town Council's energy consumption reporting back at a future Property Maintenance meeting.

8/23/24 **TO RECEIVE QUOTES TO REDUCE THE TOWN COUNCIL ENERGY COSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the three quotes received.

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to request Company C to clarify that the quote received is in line with the Town Council vision to firstly improve energy efficiencies across all Town Council premises/rentals.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND (subject to confirmation of the above):**

1. To the Policy and Finance Committee meeting to be held on Tuesday 10th May 2023 to appoint Company C to undertake an energy efficiency report to understand the Town Council's energy usage;
2. The report to include all Town Council properties/rentals – The Guildhall, Longstone Garage and Store, Maurice Huggins Room, Isambard House, Saltash Library Hub and Saltash Heritage Centre;
3. At a cost of £1,900+vat allocated to budget code 6224 PF Professional Costs.

9/23/24 **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.

10/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

11/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

12/23/24 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

13/23/24 **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: 7.00 pm

Signed: _____
Chairman

Dated: _____

Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only

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<u>Item</u>	<u>Budget</u>	<u>2023/2024</u>	<u>2024/2025</u>	<u>2025/2026</u>	<u>2026/2027</u>	<u>2027/2028</u>	<u>comments</u>
Guildhall - Major works	EMF						All major works completed in 17/18
External & Internal repairs and decorations	6470 GH EMF Guildhall Maintenace	£20,000.00	£0.00	£0.00	£0.00	£0.00	6470 EMF Guildhall Maintenance balance as at the end of 2022-23 is £66,973. £20,000 was budgeted for the year 2023-24. Total EMF balance for the year 2023-24 is £86,973
Refit of kitchen area	6470 GH EMF Guildhall Maintenace	£0.00					Completed Dec 2020 at cost of £3,563.59
Programme of carpet renewal and replacement	6470 GH EMF Guildhall Maintenace	£0.00	£0.00	£0.00	£0.00	£0.00	Completed 2013-2018, to be reviewed for 2024/25
Internal guildhall decorations works	6470 GH EMF Guildhall Maintenace	£0.00					Completed June 2018
Painting works to Guildhall	6470 GH EMF Guildhall Maintenace	£0.00					Completed June 2018
Replace Guildhall Kitchen	6470 GH EMF Guildhall Maintenace	£0.00					Completed December 2020
Passenger Lift (Six Month Check insurance requirement) Emergency EMF	6412 Lift Service & Maintenance (operational code not EMF)	£0.00	£0.00	£0.00	£0.00	£0.00	OTIS - Building Surveyor to go through report produced by OTIS £16,000 quote received most of the items are recommendations. Building Surveyor and Town Council insurance company reviewed Otis recommendations and advised the works are not required
	TOTAL	£20,000.00	£0.00	£0.00	£0.00	£0.00	
Maurice Huggins Room	EMF						
External & Internal repairs and decorations	6472 EMF Maurice Huggins Room	£0.00					£12,985 expended in financial year 2019/20 (May-Nov) on improvements works
	TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	
Longstone Park Depot	EMF						
Installation of 300mm Loft insulation and loft hatch/ladder							Total cost £880 -works completed January 2020
External & Internal repairs and decorations	7170 Longstone Depot Capital Works	£2,000.00	£0.00	£0.00	£0.00	£0.00	budgeted £2,000 for the year 2023-24 7170 EMF Longstone Depot Capital Works available budget for the year 2023-24 £2,500
	TOTAL	£2,000.00	£0.00	£0.00	£0.00	£0.00	
Library	EMF						
Roof replacement and repair							£54,760.40 spent on Roof replacement and repair in year 2019/20
Replace curtain walling and windows including Mezzanine Windows	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00					£199,930 loan received 1st April 2022 (£200,000 less fee paid £70) - repayment cost approx £25,000 (£20,000 + interest £4,477 YE 2024) Annual Balance at 5th July 2023 £175,211
Refurbishment Works to include:	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00					
Professional Fees for the above	Public Works Loan Board & 6971 EMF Library Property Maintenance	£14,950.00					Total Spent to 05-07-23 £16,278.24 (£8,228.24 Geoff Pegg and £8,050.00 Bailey Partnership). Total quote for Bailey Partnership £23,000 less already invoice £8,050 = balance remaining £14,950
Other Costs	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00					Total £2,922.16 (including planning application fees, asbestos survey & heritagage impact assessment)

Renew housings to extraction units	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
Repairs to rainwater goods	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00						
TOTAL		£14,950.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only								
Item	Budget	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	comments	
Planting areas to west elevation	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00					Original Estimate £2500	
Additional office Space and staff toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00					Original Estimate £34950	
Internal and External decorations (making good from replacement of curtain walling)	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00					Original Estimate £5000	
Café Area	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00					Original Estimate £12000	
Mechanical Extract Fan to Kitchen and Toilets	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00					Original Estimate £1500	
Public disabled toilet	Public Works Loan Board & 6971 EMF Library Property Maintenance	£0.00					Original Estimate £8000	
Refurbishment Works Shortfall Increase in Materials	6971 LI EMF Saltash Library Property Maintenance	£0.00						
TOTAL		£0.00	£0.00	£0.00	£0.00	£0.00		
Isambard House		EMF						
Station refurbishment	6473 Station Building (Purchase and Capital Works)	£0.00					Completed March 2020 - snags including crack across floor, stained chimney slates and tarnished door furniture still to be addressed. Available balance £57,745	
External & Internal repairs and decorations	6870 Isambard House	£0.00					Available balance £18,492 (retention fund)	
TOTAL		£0.00	£0.00	£0.00	£0.00	£0.00		
Public Toilets		EMF						
Waterside								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						
Alexander Square								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						
Longstone								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						
Belle Vue								
External and internal repairs and decs	6580 SE Public Toilets (Capital Works)	£0.00						

		TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Heritage Building		EMF						
External & Internal repairs and decorations as per lease agreement	6471 Hertiage Centre		£0.00					Available budget 2023-24 - £7,889
		TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	
Cemeteries		EMF						
Joint Burial Board - St Stephens	6170 EMF Repairs to Cemetery Wall		£0.00					Work to cemetery wall complete £50k. Available budget £0.00
		TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	
Burial Authority - Churchtown	6070 Churchtown Cemetery Capital Works		0.00					Available budget £7,688
		TOTAL	£0.00	£0.00	£0.00	£0.00	£0.00	
Saltash Town Council -Services Property Maintenance 5 Year Plan - Major Works/Projects Only								
Item	Budget	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	comments	
Outdoor Land and Fences		EMF						
Victoria Gardens	6588 Victoria Gardens		£0.00					Devoultion works
Pillmere land			£0.00					
Playparks	6571 Saltash Recreation Areas		£20,000.00					EMF 6571 Saltash Recreation Areas 2023-24 budget availability £59,560
Waterside development			£0.00					on hold
		TOTAL	£20,000.00	£0.00	£0.00	£0.00	£0.00	
Waterfront Pontoon		EMF						
Pontoon Management	6584 Pontoon Maintenance Cost		£6,058	£10,000.00	£10,000.00	£10,000.00	£10,000.00	Budgeted £10k for future years to cover possible pontoon maintenance at 10 year life span.
Water supply to pontoon								on hold
New toilet toilet/shower block								on hold
		TOTAL	£6,058	£10,000.00	£10,000.00	£10,000.00	£10,000.00	