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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Station Property Sub Committee held at Guildhall on Thursday 18th April 2024 at 6.30 pm

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

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

APOLOGIES: J Foster and S Gillies.

1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/24/25 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.

3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

4/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 8TH MARCH 2024 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 Bullock, seconded by Councillor Miller and **RESOLVED** that the minutes of the Station Property Sub Committee held on 8th March 2024 were confirmed as a true and correct record.

5/24/25 TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

6/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/24/25

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CONCESSIONAIRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of the journey taken to appoint a café concessionaire delegated at the last Station Property Sub Committee meeting.

The Town Clerk referred to the process that reflects tendering to ensure a fair, consistent and transparent procedure.

The Town Clerk informed Members of the appointment of Dawn Couch the operator of Poolside Café located at Saltash Leisure Centre.

Dawn comes with a wealth of business and café operator knowledge and experience and is keen to work with Saltash Town Council to help promote the use of the main space.

The Town Clerk informed Members of some minor alterations to the kitchen area to accommodate the café service at the expense of Dawn Couch.

Members discussed the appointment of Dawn Couch and the need for a café sign.

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

1. Ratify the appointment of Dawn Couch as the Café Concessionaire to commence at the earliest opportunity working with the Town Clerk;
2. Ratify a 12 month free trial period (rent and utilities) reflective of the details contained within the brief specification and licensee report;
3. Ratify the signed contract from both parties, qualification certificates, business licence and references;
4. Note Saltash Town Council await Dawn Couch lone working policy, risk assessments and public liability insurance;
5. Provide delegated authority to the Town Clerk working with the Chairman and Vice Chairman to agree a final design for a café sign with a spend of up to a maximum of £2,000 and allocated to budget code 6473 EMF Station Building (Purchase & Capital Works);
6. Delegate to the Service Delivery Manager working with the Chairman and Vice Chairman to further develop the extension kitchen and purchase of cupboards, work surfaces, fridges and any other items to make it a usable kitchen to serve the main space working within budget code 6473 EMF Station Building (Purchase & Capital Works);

7. **RECOMMEND** to Full Council to be held on 2 May 2024 that Track Side Café at Saltash Station be the name of the café located at Isambard House, with all rights to the name to remain the ownership of Saltash Town Council not the café concessionaire.

8/24/25

TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Bickford informed Members of the recent communication with Bailey Partnership.

Bailey Partnership declined the Town Council's offer of £17,250, the full amount of the final balance, and instead advises the Town Council to consider a smaller final payment.

Members discussed the potential cost to correct the flooring to the agreed original design specification and staining to the roof tiles. Members agreed it is evident that the total amount to fix the floor alone would exceed £17,250 and therefore did not require justification.

Members discussed additional financial impact to the Town Council due to associated cost to procure, install and maintain carpet or vinyl. This is without further financial consideration being given to the roof repairs.

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

1. That Saltash Town Council believe a counter offer of £15,000 is fair and would allow both parties to agree that a Certification of Completion could be issued and the final balance of £2,250 be paid;
2. To request Bailey Partnership to submit the counter offer to Cormac on behalf of Saltash Town Council.

9/24/25

TO RECEIVE FLOORING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

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

1. To defer to a future Station Property Sub Committee meeting upon the Town Council's final account being resolved with Cormac;
2. To obtain flooring product specification quotes for review at a future Station Property Sub Committee meeting.

10/24/25 **TO RECEIVE CCTV QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the requirement for CCTV at Isambard House and noted that the café operator is to install CCTV within the café area to comply with their lone working policy.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to withdraw the requirement of CCTV to be installed at Isambard House as it is deemed not necessary at this time.

11/24/25 **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.

12/24/25 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

13/24/25 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

14/24/25 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to issue a Press and Social Media Release on the appointment of the Café Concessionaire.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.08 pm

Signed: _____
Chairman

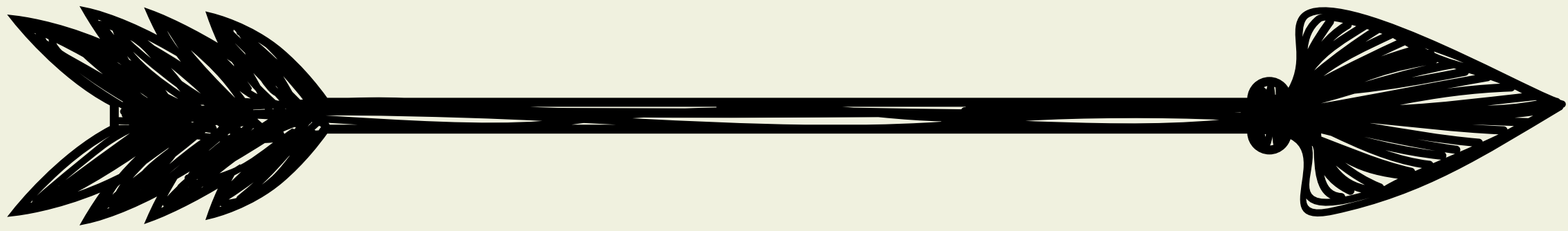
Dated: _____

SALTASH

**TRACKSIDE
CAFÉ**

@ SALTASH STATION

**WAITING ROOM
AND TOILET**



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