



Saltash Town Council

Konsel An Dre Essa



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

8 August 2025

Dear Councillor

I write to summon you to the meeting of **Property Maintenance Sub Committee** to be held at the Guildhall on **Thursday 14th August 2025 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 via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

PP S Burrows
Town Clerk / RFO

To Councillors:

R Bickford J Brady (Chairman) R Bullock S Miller P Nowlan B Samuels (Vice-Chairman) P Samuels B Stoyel	All other Councillors for information
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Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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.
4. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.

Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.

5. To receive and approve the minutes of the Property Maintenance Sub Committee held on 24 June 2025 as a true and correct record. (Pages 4 - 10)
6. To review the Property Maintenance Terms of Reference and consider any actions.
7. 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.
8. 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.
9. To receive a report from the Town Council Building Surveyor for works to the Heritage Building and consider any actions and associated expenditure.
(Pursuant to Property Maintenance held on 20.02.25 minute nr. 48/24/25 and on 24.06.25 minute nr. 10/25/26)
10. To consider any items referred from the main part of the agenda.

11. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
12. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: 25 September 2025