

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Monday 15th April 2024 at 6.30 pm

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

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

APOLOGIES: J Brady.

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 PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 28TH SEPTEMBER 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 Bullock, seconded by Councillor Dent and **RESOLVED** that the minutes from the Property Maintenance Sub Committee held on 28th September 2023 were confirmed as a true and correct record.

5/24/25 **TO RECEIVE A RECOMMENDATION FROM THE SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members this item would be received under agenda item 12 – minute number 11/24/24.

6/24/25 **TO RECEIVE AND NOTE BARRON SURVEYING REINFORCED AUTOCLAVED AERATED CONCRETE REPORT.**

The Town Clerk provided a brief overview of the report contained and circulated within the reports pack.

The Town Clerk informed Members that the Town Council premises listed in the report have now received a Reinforced Autoclaved Aerated Concrete inspection with no evidence of RAAC present to date.

The Town Clerk requested Members give consideration to appointing Barron Surveying to carry out further inspection tests at the Maurice Huggins Room.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to note the report and provide delegated authority to the Town Clerk to appoint Barron Surveying to pursue a more thorough test inspection to determine the nature of the concrete roof at the Maurice Huggins Room working within budget code 6214 Health and Safety.

7/24/25 **TO RECEIVE A REPORT ON THE TOWN CLERK'S DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED** to ratify the additional expenditure of £100 due to an overspend for the appointment of Barron Surveyors to complete a RAAC inspections report.

8/24/25

TO RECEIVE AN UPDATE ON THE EXTERNAL REPAIRS AND REDECORATION WORK TO THE GUILDHALL BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received an update report provided by Barron Surveying contained and circulated within the reports pack.

The Town Clerk spoke of the requirement to provide an Asbestos Survey of the Guildhall prior to any building works commencing. Three quotes had been received and considered for the Asbestos Survey to be undertaken by an external contractor, with an appointment made at a total cost of £525+VAT.

The Town Clerk confirmed that as the work progresses updates will be provided at future Property Maintenance Sub Committee meetings.

Members were encouraged to ask any questions should concerns arise during the works.

It was **RESOLVED** to note.

9/24/25

TO RECEIVE A REPORT ON REDUCING THE TOWN COUNCILS ENERGY COST AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.

Members received the detailed report on reducing the Town Council's energy cost across Town Council premises, contained and circulated within the reports pack.

Members agreed to refer to the report when reviewing the five-year maintenance plan at future meetings.

It was **RESOLVED** to note.

10/24/25 **TO RECEIVE A REPORT ON THE REDESIGN OF THE GUILDHALL RECEPTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the report contained and circulated within the reports pack.

Members discussed the suggestions contained within the report to improve the Guildhall Reception area, offering a more welcoming appearance and providing additional light.

Members suggested a variety of enhancements that could be implemented, such as, signage, changes to the internal layout, optimisation of natural light and window film.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk, working with the Administration Team, to review internal changes working within the relevant budgets.

11/24/25 **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.**

Members discussed and gave careful consideration to all areas of the five-year maintenance plan.

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

1. To note the updates to the five-year plan as attached;
2. To delegate to the Service Delivery Manager to make connection with Network Rail regarding redevelopment to the Waterside Toilet block;
3. To delegate to the Development and Engagement Manager to seek potential funding opportunities for improvements / redevelopment of Waterside Toilet block;
4. To further review the building energy report to reflect the five-year plan at the next Property Maintenance Sub Committee meeting.

12/24/25 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.

13/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

14/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

15/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to issue a Press and Social Media Release on the scheduled external repairs and redecoration works to the Guildhall Building.

DATE OF NEXT MEETING

To be confirmed.

Rising at: 7.32 pm

Signed: _____
Chairman

Dated: _____