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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 20th February 2025 at 6.30 pm

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

ALSO PRESENT: S Burrows (Town Clerk), D Joyce (Office Manager / Assistant to the Town Clerk) and L.Wright (Administration Officer)

APOLOGIES: J Brady and J Peggs.

42/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

43/24/25 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.

44/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

45/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 28 OCTOBER 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 Dent, seconded by Councillor Miller and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 28 October 2024 were confirmed as a true and correct record.

46/24/25 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 received the Town Council's Five-Year Repair and Maintenance plan together with the Services budget statements.

Members discussed the need for some external redecoration (masonry repairs and painting) to Isambard House.

The Town Clerk confirmed that funds have been budgeted and would be available from April 2025.

It was **RESOLVED** to note.

47/24/25 TO RECEIVE AND REVIEW THE PROPERTY MAINTENANCE SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER THREE AND CONSIDER ANY ACTIONS AND EXPENDITURE.

Members reviewed the Property Maintenance Business Plan Deliverables and scores and agreed that quarter three scores accurately reflect the Sub Committee's progress to date.

It was **RESOLVED** to note.

48/24/25 TO RECEIVE AN UPDATE ON THE SALTASH HERITAGE EXTERNAL WINDOWS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the update report on the Saltash Heritage external window works, contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED;**

1. To note the report;
2. To delegate to the Service Delivery Manager to work with Barron Surveying to issue a tender specification, if required, for the appointment of a contractor working within budget 6471 SE EMF Heritage Centre, reporting back at the next Property Maintenance meeting.

49/24/25 TO RECEIVE AN UPDATE ON THE GUILDHALL EXTERNAL REPAIRS AND REDECORATION WORK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the report on the Guildhall external repairs and redecoration work, contained within the circulated reports pack.

Members discussed each area of the report in detail.

The Town Clerk noted that some external areas of the Guildhall had appeared to remain damp, resulting in a bubbling effect of the paint, this has been reported to the contractor and Barron Surveying to investigate.

It was **RESOLVED** to note.

50/24/25 TO RECEIVE AN UPDATE ON THE WATERSIDE TOILET AND SHEDS PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the update report on the Waterside Toilet and Sheds Project, contained within the circulated reports pack.

It was **RESOLVED** to note.

51/24/25 TO RECEIVE AN UPDATE ON THE HEADS OF TERMS FROM NETWORK RAIL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received the update report from the Development and Engagement Manager, contained within the circulated reports pack.

It was **RESOLVED** to note.

52/24/25 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.

53/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None

54/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

55/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

None.

DATE OF NEXT MEETING

Thursday 25 September 2025 at 6.30 pm

Rising at: 6.57 pm

Signed: _____
Chairman

Dated: _____