

# Public Document Pack

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 14th August 2025 at 6.30 pm**

**PRESENT:** Councillors: J Brady (Chairman), R Bullock, S Miller, P Nowlan, B Samuels (Vice-Chairman), P Samuels and B Stoyel.

**ALSO PRESENT:** D Joyce (Office Manager / Assistant to the Town Clerk)

**APOLOGIES:** R Bickford.

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#### **18/25/26     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **19/25/26     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.

Councillor	Agenda Item	Pecuniary / Non-Pecuniary	Reason	Left the Meeting
Stoyel	9	Non-Pecuniary	Chairman of Saltash Heritage	Yes
Bullock	9	Non-Pecuniary	Member of the Saltash Heritage Committee	Yes

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None received.

#### **20/25/26     PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**21/25/26      TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 24 JUNE 2025 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 P Samuels, seconded by Councillor B Samuels and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 24 June 2025 were confirmed as a true and correct record.

**22/25/26      TO REVIEW THE PROPERTY MAINTENANCE TERMS OF REFERENCE AND CONSIDER ANY ACTIONS.**

Members reviewed the Sub Committee's Terms of Reference, which were included and circulated within the reports pack.

It was proposed by Councillor Stoyel, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Property Maintenance Sub Committee Terms of Reference, as attached, to Full Council to be held on 4 September.

**23/25/26      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.

It was **RESOLVED** to note.

Councillors Bullock and Stoyel declared an interest in the following agenda item and left the meeting.

**24/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor Brady, seconded by Councillor Nowlan and **RESOLVED** 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.

The Chairman confirmed that the meeting was now in Part Two and reminded Members that the items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to ensure all **CONFIDENTIAL** papers are returned to the Office Manager / Assistant to the Town Clerk immediately after this agenda item.

**25/25/26      TO RECEIVE A REPORT ON THE WORK TO THE HERITAGE BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report received.

It was proposed by Councillor Brady, seconded by Councillor B Samuels and **RESOLVED:**

1. To note that this matter is taken in part two of the Public Bodies Act 1960 due to commercial sensitivity and contractual reasons;
2. To note STC the appointment of Barron Surveying to undertake the procurement process on behalf of stc and that eleven bids were received.
3. To appoint Company K recommended by Barron surveying at a cost of £9,358.88 to undertake the scope of works to the front elevation of the Heritage Building, allocating to budget code 6471 EMF Heritage Centre;
4. To note Property Maintenance held on 24 June appointed Barron Surveying to undertake to the role of contractual administrator, please refer to minute nr. 10/25/26 for further information, with associated costs allocated to budget code 6595 EMF Legal and Professional Fees.

**26/25/26      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**27/25/26      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was proposed by Councillor B Samuels, seconded by Councillor P Samuels and **RESOLVED** that the public and press be re-admitted to the meeting.

Councillors Bullock and Stoyel were invited and returned to the meeting.

**28/25/26      TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Brady, seconded by Councillor Bullock and **RESOLVED** to issue a Press and Social Media Release on the appointment of a contractor to undertake the repair and maintenance works to the front elevation of the Heritage Building.

**DATE OF NEXT MEETING**

Thursday 25 September 2025 at 6.30 pm

Rising at: 6.56 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_

## Property Maintenance Sub Committee

Composition:	Eight members
	Chairman and Vice Chairman to be elected from the members of the Sub Committee at the first meeting in each Council Year.
Quorum:	Four
Meetings:	As required
Timing:	6:30pm
Venue:	Guildhall
Reports to:	Services Committee / Full Council
Remit:	To oversee the repair, maintenance and future work programmes for all Town Council assets.
Last Reviewed:	March 2024

### Terms of Reference and Matters Delegated to the Committee:

Delegated authority to approve expenditure up to £20,000 per individual instance, provided it falls within the approved budget.

1. To oversee the repair, maintenance and future work programmes for all Town Council properties ensuring they are safe, functional and fit for purpose:
  - The Guildhall
  - Library
  - Saltash Heritage building
  - Isambard House
  - Longstone depot
  - The Maurice Huggins Room
  - Pontoon and Cabin
  - Public toilets
  - Outdoor land and fences

2. To ensure that all Town Council buildings meet current and anticipated accommodation needs.
3. To require that all properties owned or managed by the Town Council comply with legal health and safety standards, meet relevant regulatory requirements, and provide a safe environment for all users.
4. To oversee procurement of property maintenance delivery, recommending to Services / Full Council as required.
5. To review the Town Council five-year repair and maintenance plan together with the Services Committee budget statements.
6. To ensure the committee considers environmental impacts and, where possible, implements energy efficiencies, waste reduction, and the use of eco-friendly materials.

**Matters not delegated to the Sub Committee:**

Any matter falling within the remit of the Sub Committee which involves the introduction of a new policy or changes to existing policy, or affect the strategic direction of the Town Council.

These terms of reference shall be reviewed annually or as required.