

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 25th September 2025 at 6.30 pm**

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

**ALSO PRESENT:** D Joyce (Office Manager / Assistant to the Town Clerk) and W Peters (Finance Officer)

**APOLOGIES:** P Nowlan.

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#### **29/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **30/25/26 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.

None received.

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

None received.

#### **31/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**32/25/26**     **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 14 AUGUST 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 Brady, seconded by Councillor B Samuels and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 14 August 2025 were confirmed as a true and correct record.

**33/25/26**     **TO REVIEW THE PROPERTY MAINTENANCE SUB COMMITTEE'S BUSINESS PLAN DELIVERABLES FOR QUARTER TWO AND CONSIDER ANY ACTIONS AND EXPENDITURE.**

Members received and reviewed the Property Maintenance Sub Committee Business Plan Deliverables.

It was proposed by Councillor Miller, seconded by Councillor Stoyel and **RESOLVED** to note the scores for Q1 and delegate to the Town Clerk to score Quarter Two 2025/26.

**34/25/26**     **TO RECEIVE AN UPDATE ON THE HEADS OF TERMS FOR THE WATERSIDE TOILET AND SHEDS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed and discussed the report included in the reports pack, with Councillor Bickford providing a brief verbal update on the progress of the feasibility study.

It was proposed by Councillor Brady, seconded by Councillor Bickford and **RESOLVED** to note the report and continue to maintain contact with Network Rail as required.

**35/25/26**      **TO RECEIVE A REPORT ON LONGSTONE PARK TOILETS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report circulated in the reports pack and agreed that, at this stage, altering the entranceway would not be beneficial. However, all were in agreement that the entrances would benefit from cleaning and repainting.

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

1. To not proceed with the proposed alterations at this time;
  
2. To approve the Service Delivery Department refresh the external entrance walls by repainting them in a colour that matches the existing exterior brickwork

**36/25/26**      **TO RECEIVE JUBILEE PONTOON MAINTENANCE COST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Assistant to the Town Clerk informed members that a detailed breakdown of costs for the previously considered Pontoon maintenance programme had not yet been received.

It was proposed by Councillor Brady, seconded by Councillor Bickford and **RESOLVED** to defer to a future property Maintenance or Services Committee meeting to allow for a detailed breakdown of associated costs and comparative quotes to be obtained.

**37/25/26**      **TO RECEIVE THE BUILDINGS CONDITION REPORT AND FORECAST BUDGET COSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members reviewed and discussed the Buildings Condition Report and Forecast Budget Costs contained within the circulated reports pack.

It was proposed by Councillor Brady, seconded by Councillor Stoyel and **RESOLVED** to note the property condition report and approve the forecast budget costs against priorities one to three into the five-year plan.

**38/25/26** **TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer worked through the five-year repair and maintenance plan together for the year 2026/27.

Members carefully reviewed the report against the Building Condition Report and expressed concerns that the carpet recommendation provided by the building surveyor would likely incur additional costs for maintenance or replacement.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved to **RECOMMEND** the Town Council Five-Year Repair and Maintenance Plan to the Extraordinary Services Committee meeting to be held on 23 October, as attached, including the following amendment:

Guildhall Major Works

1. Interior – Carpet Renewal / Replacement part of budget code 6470 GH EMF Guildhall Maintenance be increased from £750 to £1,000 to provide sufficient funds are available for maintenance / renewal.

**39/25/26** **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.

**40/25/26** **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**41/25/26** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

42/25/26

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

None.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.10 pm

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

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