

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of Property Maintenance Sub Committee held at the Guildhall on Wednesday 6th October 2021 at 6.30 pm

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent (Chairman), S Miller, P Samuels and D Yates.

**ALSO PRESENT:** C Cook (Locum Town Clerk), R Enticknap (Service Delivery Manager), S Emmett (Finance Officer) and D Joyce (Administration Officer)

**APOLOGIES:** Councillor: S Martin and G Taylor.

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The Mayor Councillor P Samuels in the Chair.

**1/20/21** **HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**2/20/21** **TO ELECT A CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Dent as Chairman of the Property Maintenance Sub Committee.

**3/20/21** **TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED** to elect Councillor Bickford as Vice Chairman of the Property Maintenance Sub Committee.

4/20/21

**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>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>
Dent	8	Non-Pecuniary	Chairman of Heritage Committee	No
Bullock	8	Non-Pecuniary	Member of Heritage Committee	No

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

None.

5/20/21

**QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

6/20/21

**TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON TUESDAY 22ND SEPTEMBER 2020 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 Bickford, seconded by Councillor P Samuels and **RESOLVED** that the minutes from the Property Maintenance Sub Committee held on Tuesday 22<sup>nd</sup> September 2020 were confirmed as a true and correct record.

7/20/21

**TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET SHEETS.**

Councillor Miller arrived and joined the meeting.

Members reviewed the Five-Year Maintenance Plan with the following recommendations:

The Guildhall

It was resolved to **RECOMMEND** to the Extraordinary Services Precept Meeting to be held on Wednesday 3<sup>rd</sup> November 2021:

1. To precept £20,000 for the year 2022/23, and to precept a further £5,000 by the year 2023/24 for the Guildhall external and internal refurbishment works budget code 6470 GH EMF Guildhall Maintenance.

Maurice Huggins Room:

It was **RESOLVED** to note that no major works are planned or scheduled within the current five-year plan for the Maurice Huggins Room.

Longstone Depot:

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for Longstone Depot.

Library:

It was **RESOLVED** to defer all major works to the Library Sub Committee Meeting to be held on 10<sup>th</sup> November 2021 for further consideration.

Station:

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for the Station Building.

### Public Toilets:

Members discussed the Waterside toilets and the land which is currently owned by Network Rail and the necessity of a refurbishment to assist in the general maintenance. It was resolved to **RECOMMEND** to the Extraordinary Services Precept Meeting to be held on Wednesday 3<sup>rd</sup> November 2021:

1. To precept £10,000 for further external and internal works for the Waterside toilets for the year 2022/23 allocated to budget code 6580 Public toilets.
2. To note no major works are planned or scheduled within the current five-year plan for Alexander Square, Longstone Park and Belle Vue Toilets.

The Chairman Councillor Dent and Councillor Bullock declared an interest in the next agenda item and remained in the room.

Vice Chairman Councillor Bickford in the Chair.

### Heritage Museum:

Members discussed the requirement for roof repairs to the Heritage Museum building – 17 Lower Fore Street.

It was resolved to **RECOMMEND** to the Extraordinary Services Precept Meeting to be held on Wednesday 3<sup>rd</sup> November 2021 to precept £5,000 for the year 2022/23 budget code 6471 GH EMF Heritage Centre.

Chairman Councillor Dent in the Chair.

### Joint Burial Board:

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for St Stephens.

### Churchtown Cemetery:

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for Churchtown Cemetery.

### Outdoor Land and Fences:

Members wished for separate budget categories to be added to reflect the various outdoor land.

#### 1. Victoria Gardens

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for Victoria Gardens.

#### 2. Waterside Development

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for land at Waterside Development.

#### 3. Pillmere

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for land at Pillmere.

#### 4. Allotments

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for Allotments.

#### 5. Play areas

It was resolved to **RECOMMEND** to the Extraordinary Services Precept Meeting to be held on Wednesday 3<sup>rd</sup> November 2021 to precept a further £10,000 allocated to budget code 6571 SE EMF Saltash Recreational Areas for improvements to play areas and not repairs.

### Pontoon:

It was **RESOLVED** to defer until a further update on the developments with Cornwall Council and the establishment of the Saltash Waterside Partnership taken place prior to any consideration on forecasted budget requirements.

**8/20/21**      **TO CONSIDER AND RECOMMEND TO THE POLICY AND FINANCE COMMITTEE TO APPOINT AN INTERIM BUILDING SURVEYOR.**

It was proposed by Councillor P Samuels, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Policy and Finance Committee to be held on Tuesday 9<sup>th</sup> November 2021 to give authorisation to the Locum Town Clerk to further ascertain costs and timescales for the insurance valuation of the Council's asset portfolio reporting back at a future Policy and Finance Committee Meeting.

Members discussed the consideration of appointing a temporary Building Surveyor in the absence of the current surveyor due to ill health.

The Locum Town Clerk to contact the Town Council's appointed Building Surveyor to request recommendations during this period.

**9/20/21**      **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.

**10/20/21**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**11/20/21**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**12/20/21**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**13/20/21**      **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: 7.37 pm

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

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