

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 2nd August 2022 at 6.30 pm

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

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

APOLOGIES: R Bullock.

1/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/22/23 TO ELECT A CHAIRMAN.

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

3/22/23 TO ELECT A VICE CHAIRMAN.

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

4/22/23 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.

5/22/23 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL:**

None.

6/22/23 **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON WEDNESDAY 6TH OCTOBER 2021 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 Peggs and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on Wednesday 6th October 2021 were confirmed as a true and correct record.

7/22/23 **TO RECEIVE AND CONSIDER RECOMMENDING THE PROPERTY MAINTENANCE SUB COMMITTEE TERMS OF REFERENCE TO FULL COUNCIL.**

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** the Property Maintenance Sub Committee Terms of Reference to Full Council to be held on Thursday 4th August 2022.

8/22/23 **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.**

The Town Clerk gave a brief overview of the importance of the five-year maintenance plan.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to note and give delegated authority to the Town Clerk to obtain quotes for the appointment of a Town Council Building Surveyor reporting back at the next meeting.

9/22/23

TO RECEIVE A REPORT ON GUILDHALL MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members of various maintenance works that have been identified at the Guildhall that require immediate attention. This included wood rot in the timber of various sash windows, deterioration of cement on the external lower walls and requirements for repainting the external walls that have received damage.

The Chairman paused the meeting at 18:40 to allow Members the opportunity to review the internal and external condition of the Guildhall building reporting back at 19:00.

Members returned and the meeting reconvened at 19:01.

Members discussed various areas of concern they had identified. This included but was not limited to, flag pole maintenance and replacement, rotten timber frames of various sash windows and repainting areas externally and internally due to discoloration and damage.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

It was proposed by Councillor Dent, seconded by Councillor P Samuels and **RESOLVED**:

1. To give delegated authority to the Town Clerk to spend up to £10,000 for a sash window specialist to investigate and repair the rotten wooden timber frames at the Guildhall;
2. To give delegated authority to the Town Clerk to spend up to £5,000 for minor internal and external repair works to the identified areas at the Guildhall:
 - a. Service Delivery Department to undertake external repair and maintenance works to the lower black painted section of the building to be prepped, resin filled and repainted black (breathable paint to avoid paint removal) to a high finish;
 - b. Contracted works to undertake external masonry repairs to areas impacting on internal walls, clean and paint the Town Seal badge located above the entrance doors and procure a suitable external flag pole to avoid future stains to the building.

3. Above works to be allocated to budget code 6470 EMF Guildhall Maintenance;
4. Further identified areas of work to be considered upon the appointment of a Town Council Building Surveyor.

10/22/23

TO CONSIDER REVIEWING THE TOWN COUNCIL PREMISES TO REDUCE ENERGY COSTS AND MOVE TOWARDS A NET ZERO POSITION.

Councillor Bickford spoke of the requirement for the Town Council to further understand it's energy usage across all Town Council owned premises in order to address areas which could offer potential energy and cost savings.

Members discussed the possibility of installing loft insulation at the Guildhall, as well as draft exclusion which could be further explored when restoring and repairing the sash windows, with the view to further investigate larger energy saving solutions such as battery storage and solar PV options.

Councillor Yates informed Members of personal investigations undertaken to understand the energy usage at the Library Building. Councillor Yates suggested clearer billing information be provided to Members to offer more clarity for the energy usage at each building. This would assist in identifying correlations in what the Town Council are already doing to achieve energy saving and what areas could be further improved.

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

1. To give delegated authority to the Town Clerk to investigate possible draft exclusion to the Guildhall building upon the appointment of a sash window specialist.
2. To request a solar energy specialist to undertake a survey of all Town Council premises and advise of solar power possibilities to be further considered by Members at a future meeting.
3. The newly appointed Finance Officer to provide an energy consumption analysis of all Town Council premises for Members consideration at a future meeting.

11/22/23

**TO RECEIVE QUOTES ON ACCESS CONTROL SYSTEMS AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a brief verbal overview on the report received.

Members discussed and considered the two quotes received.

It was proposed by Councillor Dent, seconded by Councillor Peggs and **RESOLVED** to:

1. Appoint Company B to supply, install and commission the specified access control system at a total cost of £2,395 + VAT;
2. Note that there are no annual maintenance charges;
3. Note the Town Council appointed fire company are required to link the fire detection system so that activation of the fire alarm should automatically result in the door being unlocked, cost to be determined;
4. Allocate the above cost to budget code 6470 EMF Guildhall Maintenance.

12/22/23 **TO RECEIVE QUOTES ON KEY HOLDING FOR ALL TOWN COUNCIL PREMISES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Town Clerk gave a brief overview on the report and the requirement for the Town Council to have a robust call out system in place.

Currently the SD Department attend Town Council buildings out of hours when an alarm has been activated.

The Town Clerk advised Members that staff welfare must be considered and spoke of the support received from the Personnel Committee to appoint an external company to attend all Town Council premises out of hours when required to do so.

Members considered and discussed the three quotes received.

It was proposed by Councillor P Samuels, seconded by Councillor Peggs and **RESOLVED** to approve:

1. The appointment of company A at a total annual cost of £1,000 + VAT to support all seven Town Council sites out of hours;
2. The response call out charge of £45.00 per hour + VAT (minimum 1 hour charge) and £30 per hour thereafter for all seven Town Council sites;
3. Allocation of the above cost to budget code 6470 EMF Guildhall Maintenance;
4. The Finance Officer to budget for next year's cost.

13/22/23 **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.

14/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

15/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

16/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

17/22/23 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: 7.53 pm

Signed: _____
Chairman

Dated: _____