

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 11th October 2022 at 6.00 pm**

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

**ALSO PRESENT:** S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: R Bullock, J Peggs and B Stoyel.

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#### **18/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **19/22/23 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.

#### **20/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**21/22/23** **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON TUESDAY 2ND AUGUST 2022 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 P Samuels and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on Tuesday 2<sup>nd</sup> August 2022 were confirmed as a true and correct record.

**22/22/23** **TO RECEIVE, REVIEW AND SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.**

Councillor Miller arrived and joined the meeting.

Members discussed the budget setting for the year 2023/24.

It was proposed by Councillor Dent, seconded by Councillor Bickford and resolved to **RECOMMEND** the Property Maintenance Five-Year Repair and Maintenance Plan for the year 2023-24 to the Services Committee meeting to be held on the 13th October 2022 as attached.

Councillor Bickford left the meeting.

23/22/23

**TO RECEIVE QUOTES FOR THE APPOINTMENT OF A TOWN COUNCIL BUILDING SURVEYOR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford returned to the meeting.

The Town Clerk provided an overview on the three quotes received for various works that require specialist advice.

The Town Clerk added that Company C confirmed they were unable to quote due to current work load.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to appoint Company B as the Town Councils Building Surveyor to be reviewed annually, subject to the Town Clerk seeking references from local Town and Parish Councils. See attached outline fee structure for costings.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

The Town Clerk brought Members attention to the Services Committee Professional Fees budget code 6418 available funds.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee:

1. To create a new budget code Professional Fees and vire £5,000 from General Reserves to the new budget code for the year 2022-23;

**Please note; a new budget code is not required as budget code 6418 Professional Fees already exists for this purpose)**

2. To provide continuation of the budget for Professional Fees for the year 2023/24 with a suggested available budget of £10,000 per annum.

**24/22/23**      **TO RECEIVE AN UPDATE ON THE GUILDHALL MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Following the sub committees delegated authority to the Town Clerk at the previous Property Maintenance Sub Committee held in August - minute nr 9/22/23, the Town Clerk updated Members on the investigation and appointment of relevant professionals to repair identified areas requiring maintenance works.

Areas requiring maintenance and repair work includes the Guildhall sash windows and repainting of identified areas internally and externally.

The Town Clerk advised Members the Guildhall Building is listed therefore planning permissions may be required and advised Members to seek advice from the newly appointed Building Surveyor prior to works commencing.

The Town Clerk added that the repainting of damaged areas internally and externally are to commence upon the sash windows being repaired.

It was **RESOLVED** to note.

**25/22/23**      **TO RECEIVE AN UPDATE ON THE TOWN COUNCIL PREMISES TO REDUCE ENERGY COSTS AND MOVE TOWARDS A NET ZERO POSITION.**

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to provide delegated authority to the Town Clerk to liaise with the appointed Building Surveyor to further investigate options for Members consideration to reduce the Town Council's energy costs and assist in moving towards a net zero position.

**26/22/23**      **TO RECEIVE AN ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members requested future clarification and definition of the supply points detailed in the report.

It was **RESOLVED** to note.

**27/22/23 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.

**28/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**29/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**30/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**31/22/23 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: 7.20 pm

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

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