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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 4th April 2023 at 6.30 pm

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

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

APOLOGIES: R Bickford, J Peggs and P Samuels.

1/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/23/24 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.

3/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

4/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 11TH OCTOBER 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 Miller, seconded by Councillor Dent and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 11th October 2022 were confirmed as a true and correct record.

5/23/24 TO RECEIVE AND REVIEW THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised Members the only changes to the five-year repair and maintenance plan are the budget figures having now been input in the relevant column for the year 2023/24.

It was **RESOLVED** to note.

6/23/24 TO RECEIVE A REPORT ON THE GUILDHALL MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed Barron Surveying Scope of Works for External Repair and Redecoration Works at the Guildhall.

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

1. To approve the specification of works for external repairs and decoration at the Guildhall;
2. To appoint Barron Surveying to submit a Tender for all works in line with the Town Council's Financial Regulations;
3. To revisit the draft priority list upon receipt of the bids (as attached);
4. To appoint Councillors Dent and Stoyel, with Councillor Bullock as reserve, to open Tenders received;
5. Barron Surveying to analyze the tenders reporting back at a future Property Maintenance Sub Committee meeting.

7/23/24 TO RECEIVE AN UPDATE ON THE ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that the report required is yet to be complete.

Members requested that the report detail must be the unit amount of gas and electricity shown in kwh.

It was proposed by Councillor Miller, seconded by Councillor Yates and **RESOLVED** to delegate to the Finance Department to work up a report relating to the Town Council's energy usage to understand individually and collectively the Town Council's energy consumption reporting back at a future Property Maintenance meeting.

8/23/24 TO RECEIVE QUOTES TO REDUCE THE TOWN COUNCIL ENERGY COSTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members discussed the three quotes received.

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to request Company C to clarify that the quote received is in line with the Town Council vision to firstly improve energy efficiencies across all Town Council premises/rentals.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND (subject to confirmation of the above):**

1. To the Policy and Finance Committee meeting to be held on Tuesday 10th May 2023 to appoint Company C to undertake an energy efficiency report to understand the Town Council's energy usage;
2. The report to include all Town Council properties/rentals – The Guildhall, Longstone Garage and Store, Maurice Huggins Room, Isambard House, Saltash Library Hub and Saltash Heritage Centre;
3. At a cost of £1,900+vat allocated to budget code 6224 PF Professional Costs.

9/23/24 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.

10/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

11/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

12/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

13/23/24 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: 7.00 pm

Signed: _____
Chairman

Dated: _____

Scope of Works – Draft Priority List

Priority	Barron Surveying suggested works and comments
<div style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 40</div> 1. Guttering	<p>Thoroughly clean out all gutters. Water test and seal all leaking joints with gutter sealant compound. Note gutter joints are dripping on the north side of the building.</p> <p>Prepare and paint all metal or other gutters, downpipes, brackets, hoppers etc. on all elevations. Ensure differently coloured date stamps are picked out. Remove all surface corrosion. Paint in accordance with the coatings specification and leave in good order.</p>
2. Windows	<p>All windows and doors have specific suggestions relating to the required works. These can be obtained by referencing the decoration scheme drawings document against each window number. Suggested window works will range from:</p> <ul style="list-style-type: none"> -installation of draught strips to all opening window sashes and casements at the building, -wood paintwork, -external render paintwork, -Repairs under the masonry and crack works to windowsills, -Scrape glass clean, -Removing corroded fixings, -changes to sashes, -increases to weights on, -sashes easement of sashes, -repairing window putty.
3. Masonry / Crack Works	<p>Rake out all cracks in render on walls and windowsills. Cut back to sound render. Fill crack with flexible exterior fillers or sand/cement. Feather over existing. Leave ready for decoration. Report any underlying cracks in the stone or brick to the employer and seek further instruction.</p>
4. Flag Pole	<p>North Elevation: Remove 2no. flagpole brackets. Hand to Employer. Purpose-make 2no. galvanised and powder coated black flagpole brackets to exactly match existing. Fix with stainless steel bolts and washers. Leave in good condition.</p> <p>West Elevation:</p>

Scope of Works – Draft Priority List

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	Remove and set aside large wooden flagpole. Remove 2no. brackets. Purpose-make matching galvanised, and powder coated brackets as above. Reinstate and leave in good condition.
4. Exterior Paint	Existing paint finishes appear to be generally in sound condition. Localised adhesion failures are evident in some areas. Organic growth contamination is evident in some areas. Paint to wall around the crest. Cleaning of external stone works with suggested methods and materials bringing back to a neat visual appearance. Painting behind signage removing and reinstalling. External timber and render to be cleaned / rust removed and repainted. All colours to match existing. All loose flaking or powdering material back to a sound surface. Metal work to be cleaned and re coated.
6. Interior Paint	Internal painting would reflect in windows and doors. There is no commentary relating to internal walls from review of the document.

*Some work would require scaffolding and other potential methods to work from height, costings would need to be factored in for this, and used wisely.