

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Tuesday 1st August 2023 at 6.30 pm

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

ALSO PRESENT: 1 Members of the Public, S Burrows (Town Clerk) and D Joyce (Administration Officer)

APOLOGIES: J Brady.

27/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

28/23/24 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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Dent	9	Non-Pecuniary	Chairman of the Heritage Committee	Yes
Bullock	9	Non-Pecuniary	Member of the Heritage Committee	Yes

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

None.

29/23/24 **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

30/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 5TH JULY 2023 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 5th July 2023 were confirmed as a true and correct record.

31/23/24 **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 advised Members there are sufficient funds to undertake works to the Guildhall and Heritage Centre Buildings.

It was **RESOLVED** to note.

32/23/24

TO RECEIVE THE GUILDHALL TENDER REPORT FROM BARRON SURVEYING AND REVISIT THE SCOPE OF WORKS DRAFT PRIORITY LIST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman announced that Agenda Item 8 is to be received at the same time as Agenda Item 7.

The Chairman informed Members that four tenders were received and analysed by Barron Surveying for Members consideration.

The Chairman referred to the Scope of Works Draft Priority List and confirmed the associated cost is within the available budget.

Members agreed all works detailed in the Draft Priority List were to be undertaken with further discussions to be held regarding the window draft stripping.

Members asked the Town Clerk together with Barron Surveying to identify the windows that require draft stripping to be sure the budget is spent wisely.

The Town Clerk asked Members to consider the appointment of Barron Surveying to project manage the Guildhall works.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to the next Services Committee meeting:

1. To appoint D R Jones to undertake the external repairs and redecoration works to the Guildhall Building at a maximum cost of £78,519+VAT to be allocated to budget code EMF 6470 Guildhall Maintenance;
2. To appoint Barron Surveying to arrange a site meeting with DR Jones to go through the works and tender return;
3. To delegate authority to the Town Clerk working with Barron Surveying to identify the windows that require draft stripping;
4. To appoint Barron Surveying to project manage including full contract administration with frequent site inspections and reports, progress meetings and programme review, dealing with day to day queries, variations, valuation and final account at a percentage fee of 12% of the project value allocated to budget code 6418 GH Professional Fees

The Chairman Cllr Dent and Cllr Bullock declared an interest in the next Agenda Item and left the room.

33/23/24

TO RECEIVE QUOTES TO UNDERTAKE WORKS TO THE HERITAGE BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Prior to the Chairman leaving the room, Members asked if Cllr Dent would be willing to answer questions relating to the works required at the Heritage Centre.

The Chairman spoke of identified repair works to alleviate water ingress.

The Chairman Cllr Dent left the room.

Vice Chairman Councillor Miller in the Chair.

Members discussed the three quotes received.

It was proposed by Councillor Yates, seconded by Councillor Stoyel and **RESOLVED**;

1. To appoint Company A to undertake the scope of works to the missing section of the gutter at the rear of the building, subject to the Town Clerk seeking further information on the canopy;
2. At a maximum cost of £2,200+vat allocated to budget code 6471 SE EMF Heritage Centre;
3. To appoint Barron Surveying on their standard hourly rate of £100+vat to oversee the works onsite, allocated to budget code 6418 Guildhall Professional Fees.

Councillors Bullock and Dent were invited and returned to the meeting.

The Chairman in the Chair.

34/23/24

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.

35/23/24

TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

36/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

37/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

38/23/24 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: 19:15pm

Signed: _____
Chairman

Dated: _____