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## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Station Property Sub Committee held at the Isambard House on Wednesday 17th May 2023 at 6.30 pm

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

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

**APOLOGIES:** None.

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#### **1/23/24 TO ELECT A CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor P Samuels to nominate Councillor Bullock.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Bullock as Chairman.

Councillor Bullock in the Chair.

#### **2/23/24 TO ELECT A VICE CHAIRMAN.**

It was proposed by Councillor Bickford, seconded by Councillor Bullock to nominate Councillor Miller.

No further nominations received.

Following a vote it was **RESOLVED** to elect Councillor Miller as Vice Chairman.

#### **3/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

Councillor Miller arrived at the meeting.

**4/23/24**      **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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Bullock	13	Non-Pecuniary	Friend	Yes

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

None.

**5/23/24**      **QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**6/23/24**      **TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 27TH MARCH 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 and seconded by Councillor Bullock and **RESOLVED** that the minutes of the Station Property Sub Committee held on 27<sup>th</sup> March 2023 were confirmed as a true and correct record.

**7/23/24**      **TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members that some budgets may look overspent due to accruals and prepayments not yet finalised at year-end.

It was **RESOLVED** to note.

**8/23/24**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

9/23/24

**TO RECEIVE AN UPDATE ON ISAMBARD HOUSE CONCESSIONAIRE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bullock spoke of the progress for the concessionaire (Simon Zinn) to open the café and waiting room area.

Due to Simon's other commitments and the requirement to procure specialised catering equipment, the concessionaire is unable to commence trading until the 1<sup>st</sup> September 2023. Slight alterations to the design of the kitchen space have been proposed to start at the beginning of August.

Members discussed the necessity to open the waiting room and café and that an assurance must be received from the concessionaire should the Town Council allow for additional time until trading can commence.

Members discussed how the space could be utilised in the interim. Members agreed charitable community organisations should be approached to ascertain interest in running a pop up café in aid of fundraising, subject to managing the kitchen and waiting room area.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to Full Council to be held on 1<sup>st</sup> June 2023:

1. To approve the amendments to the Agreement inclusive of a one off cover bond of £500 payable on Agreement date to Saltash Town Council, to be returned to Simon Zinn within 14 days of the Operational Commencement Date;
2. To include a further amendment to the Agreement, the concessionaire to reinstate the kitchen to its original design, if required;
3. To continue with the previously agreed offer with Simon Zinn of a six-month free trial period (rent and utilities only) reflective of the details contained within the existing tender pack to commence on 1<sup>st</sup> September 2023 with a three month review to be undertaken;
4. To provide the Town Clerk delegated authority to review and sign the written contract on behalf of the Town Council.

10/23/24

**TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND SURVEYOR REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford updated Members regarding the on-site meeting held with Barron Surveying (Town Council Building Surveyor), Bailey Partnership (Architects) and Cormac (Contractor) in relation to the condition of the floor cracks.

Members discussed the report received and contained within the reports pack and the proposal from Cormac to repair the floor.

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

1. To note the report received from Barron Surveying, update from Bailey Partnership and Cormac;
2. To approve Cormac to repair the floor cracks to the main entrance room and waiting room areas;
3. To provide delegated authority to the Town Clerk working with the Chairman and Vice Chairman to revisit the site together with Bailey Partnership, to review how the repair is settled reporting back to a future Station Sub Committee meeting;
4. Point 3 is subject to a review after 8 weeks of the repair work taking place.

11/23/24

**TO REVIEW ISAMBARD HOUSE FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the current Fees and Charges for Isambard House for community organisations.

Currently community organisations pay a community rate of £10.00 per hour for a weekday booking between 9a.m. and 5p.m. and £15.00 per hour on weekends and evening bookings.

It was proposed by Councillor Bullock, seconded by Councillor Peggs and resolved to **RECOMMEND** to the Policy and Finance Committee to amend the Fees and Charges for Isambard House for community organisations only to a flat rate of £10 per hour inclusive of vat.

Councillor Bullock declared an interest in the next agenda item and left the meeting.

Vice Chairman Councillor Miller in the Chair.

12/23/24

**TO RECEIVE A BOOKING REQUEST FOR ISAMBARD HOUSE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk spoke of a request received from Foreign Muck to operate a pizza trailer within Isambard House car park from midday on Regatta weekend the 29<sup>th</sup> and 30<sup>th</sup> July 2023.

The request includes an offer to open Isambard House waiting room to the public from 10:30am selling refreshments and homemade cakes.

Members discussed the offer and invited Councillor Bullock back to the meeting to provide further clarity on the request.

Councillor Bullock offered to open and close the Station building subject to requirements.

Councillor Bullock left the meeting.

Members considered associated costs and operational requirements such as electricity supply and operating hours.

Councillor Bickford left the meeting.

Councillor Bickford returned to the meeting.

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

1. To approve Foreign Muck to hire Isambard House car park, café and waiting room on the 29<sup>th</sup> and 30<sup>th</sup> July 2023, subject to the waiting room and café area not being left unattended and all areas of hire to be left clean and tidy and free from waste;
2. To operate the kitchen and waiting room between the hours of 10:30am and 7pm or earlier by arrangement with Councillor Bullock (the premises must not be left unattended);
3. The above be offered at a total cost of £200+vat and the relevant certificates provided prior to the hire taking place.

Councillor Bullock was invited and returned to the meeting.

Councillor Bullock in the Chair.

**TO RECEIVE THE FOLLOWING QUOTES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Car park resurfacing;

The Town Clerk advised Members that only one quote has been received and due to the proposed value two further quotes must be attained prior to consideration to ensure Financial Regulations are met.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to defer to a future Station Property Sub Committee meeting.

b. Internal meter supply;

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** to delegate to the Town Clerk to further investigate options and report back at a future Station Property Sub Committee meeting.

c. Solar PV;

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to defer to a future Station Property Sub Committee meeting.

d. Kitchenette.

The Chairman advised Members that the concessionaire does not wish to share the kitchen with others due to specialised and costly equipment being installed.

Therefore, Members discussed various options to locate a small kitchenette inclusive of a sink and worktop for bookings.

Members explored areas available within Isambard House.

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to obtain three quotes to install a kitchenette in the store room and main space reporting back at a future Station Property Sub Committee meeting.

**14/23/24 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.

**15/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**16/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**17/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**18/23/24 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

None.

**DATE OF NEXT MEETING**

Date: To be confirmed.

Rising at: 8.25 pm

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

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