

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Station Property Sub Committee held at Isambard House on Friday 15th September 2023 at 6.00 pm

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

**ALSO PRESENT:** B Samuels (Councillor), S Burrows (Town Clerk), D Joyce (Administration Officer) and W Peters (Finance Officer).

**APOLOGIES:** J Peggs.

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#### **19/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **20/23/24 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.

#### **21/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**22/23/24** **TO RECEIVE AND APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 17TH MAY 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 Bullock and seconded by Councillor Miller and **RESOLVED** that the minutes of the Station Property Sub Committee held on 17<sup>th</sup> May 2023 were confirmed as a true and correct record.

**23/23/24** **TO RECEIVE THE STATION PROPERTY BUDGET STATEMENT AND RECOMMENDATION FROM THE EXTRAORDINARY SERVICES COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

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

1. To note the budget statement;
2. To vire £409 from 6800 Rates to 6810 General Repairs and Maintenance to allow for any additional expenditure for repairs and maintenance to Isambard House for the year 2023/2024.

The Chairman announced the next item of business to be received is Agenda Item 13 - To receive an update on Isambard House Concessionaire and consider any actions and associated expenditure.

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

Councillor Bickford informed Members on the report received and contained within the circulated reports pack.

Councillor Bickford spoke of the recently held site meeting with the Cornish Rail Coffee Company and their proposal confirmed by their Board to operate Isambard House waiting room, kitchen, and fully accessible toilet from March 2024 onwards;

Members thoroughly debated the various options outlined in the report and considered every option in detail.

Members agreed the option to leave the facilities unmanned is not viable due to insurance reasons and potential high risk to the building.

Councillor Yates left the meeting.

Members discussed the various implications if the waiting room, kitchen, and fully accessible toilet were to open in partnership with voluntary groups on an ad hoc basis. Members agreed the work involved would be excessive and possibly not achievable due to the short period between now and March 2024.

Councillor Yates returned to the meeting.

Councillor Foster left the meeting.

Councillor Bickford informed Members of conversations held with Cornwall Council and confirmed they are content with the perimeters of the funding agreement as long as there is a continued commitment from Saltash Town Council to open the passenger facilities at some point. Cornwall Council understand the challenges Saltash Town Council currently face.

Councillor Foster returned to the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Foster and **RESOLVED:**

1. To delegate to the Town Clerk to open further discussions with the Cornish Rail Coffee Company to engage in the operations of the waiting room, kitchen, and fully accessible toilet at Isambard House in March 2024;
2. To continue to leave the waiting room, kitchen, and fully accessible toilet closed, but to continue to support daytime voluntary groups opening the space as requested;
3. To promote the opportunity for voluntary groups to use the space.

25/23/24

**TO CONSIDER THE STATION PROPERTY SUB COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.**

Members considered the Station Property strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the Station Property Sub Committee priorities as follows:

Boosting Jobs and Economic Prosperity

- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area;
- Bring in additional investment by offering a focal meeting point at the Station and in close proximity to Fore Street.

Travel and Transport

- Promote Saltash as a vibrant and welcoming visitor destination with provisions of Isambard House café and waiting room area;
- Saltash Station is a key transport hub to the town;
- Embark on a community project for the installation of further connectivity by installing EV Charging Points, Beryl Bikes and Solar Car Ports and Roof within the Station car park;
- Continue to support and promote the towns 450 local bus service providing better connectivity.

Climate Emergency

- To continue to support the Climate Change and Environmental Working Group with free use of Isambard House;
- To lead by example by Isambard House being well insulated when refurbished with further investments to install Solar PV and Water Systems to assist in reducing energy bills and Co2 emissions.

Recreation and Leisure

- Increase cultural activity by providing a restored historical building (Isambard House) to hold events offering low rates to hire the building;
- Create an annual events calendar to better utilise the building.

**26/23/24** **TO SET THE STATION SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.**

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Fees and Charges for the year 2024-25 subject to including hire charges for Saltash and non Saltash based art exhibitions as attached.

**27/23/24** **TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.**

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Services Committee to be held on 12<sup>th</sup> October 2023 the Station Property Sub Committee Budget Statement for the year 2024/25 including additional amendments as attached.

**28/23/24** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

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

- a. Car park resurfacing;  
**(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24a)**

Members discussed the significant costs provided in the quotes received and spoke of the importance of water run-off from the Station Property Car Park.

Members further considered the infrastructure of the car park and the possibilities of EV charging stations as well as provisions being made available for Beryl Bikes. Members agreed the need for a secure car park is evident however at this stage an alternative temporary solution is required.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to delegate to the Town Clerk to work within the budget at a reasonable cost to improve the security of the Station car park including improved ground level bollards and possible planters allocated to budget code 6473 EMF Station Building (Purchase & Capital Works) reporting back at a future meeting.

- b. Kitchenette;  
**(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24d)**

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to defer to a future Station Property meeting subject to the appointment of a Café Concessionaire.

- c. Internal metre supply;  
**(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24c)**

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to defer to a future meeting subject to the appointment of a Café Concessionaire.

- d. Solar PV;  
**(Pursuant to Station Property held on 17.05.23 minute nr. 13/23/24c)**

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to defer to the newly appointed Service Delivery Manager to investigate Solar PV options reporting back at a future meeting.

**30/23/24**     **TO RECEIVE AN UPDATE ON ISAMBARD HOUSE BUILDING SNAGS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that Cormac postponed the scheduled meeting to review the flooring repair work. Future date to be confirmed.

The Chairman confirmed following a review of the repair work within an eight week period it was agreed the repair is not satisfactory with Cormac being informed.

Members discussed various flooring options that could be used with the view that Cormac should now provide a suitable flooring solution at their cost.

It was proposed by Councillor Bullock, seconded by Councillor P Samuels and **RESOLVED** to delegate to the Town Clerk working with the Chairman and Vice Chairman to arrange a meeting with Cormac to discuss a way forward to cover the flooring in the main building and waiting room area.

**31/23/24**     **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.

**32/23/24**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**33/23/24**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**34/23/24**     **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

35/23/24

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

It was proposed by Councillor Bullock, seconded by Councillor Foster and **RESOLVED** to issue the following Press and Social Media Releases:

1. Town Council to work in partnership with voluntary groups to operate the waiting room, fully accessible toilet, and kitchen area.

**DATE OF NEXT MEETING**

To be confirmed.

Rising at: 7.57 pm

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

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



## Saltash Town Council Fees and Charges

Description	2023/2024 Charge	2024/25 Proposed Charge
<b>Room Hire (VATable)</b>	<b>Including VAT</b>	<b>Including VAT</b>
<b>Isambard House (Station)</b> (Minimum 2 hour booking)		
Casual ph - weekdays, weekends and evenings (Community Rate)	£10.00	£10.00
Casual ph - weekdays 9am - 5pm (Commercial Rate)	£15.00	£15.00
Casual ph - weekends & evenings (Commercial Rate)	£30.00	£30.00
<b>20% Discount for regular bookers evenings and weekends</b>		
<b>Room Hire Art Exhibitions (VATable)</b>		
<b>Isambard House (Station)</b>		
<u>Based on 6 hour day</u>		
<b>Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales	£36.00	£36.00
Weekends - per day + 10% commission of sales	£60.00	£60.00
<b>Non Saltash Based Exhibitors</b> Weekdays - per day + 10% commission of sales	£48.00	£48.00
Weekends - per day + 10% commission of sales	£72.00	£72.00
<b>Room Hire Extras (VATable)</b>		
Tea/coffee per cup with biscuits (Community)	£1.00	£1.00
Tea/coffee per cup with biscuits (Commercial)	£1.00	£1.00

Services Committee - Isambard House (Station Building) Budget 2023-24  
Saltash Town Council  
For the month ended 31 July 2023

Account	Actual Received/ Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/ Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Precept 2024/2025	Notes	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29
<b>Isambard House Operating Income</b>												
<b>Isambard House Income</b>												
4301 SA Isambard House - Bookings	3,800	0	0	10,000	3,402	6,598	8,000	Based on Average YTD Income	8,584	9,211	9,884	10,606
4302 SA Isambard - Refreshment Income	20	0	0	500	25	475	75	Based on YTD Income	81	87	94	101
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	0	Based on no new lease agreement	5,505	6,061	6,673	7,347
<b>Total Isambard House Income</b>	<b>3,820</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>3,427</b>	<b>12,073</b>	<b>8,075</b>		<b>14,170</b>	<b>15,359</b>	<b>16,651</b>	<b>18,054</b>
<b>Total Isambard House Operating Income</b>	<b>3,820</b>	<b>0</b>	<b>0</b>	<b>15,500</b>	<b>3,427</b>	<b>12,073</b>	<b>8,075</b>		<b>14,170</b>	<b>15,359</b>	<b>16,651</b>	<b>18,054</b>
<b>Isambard House Operating Expenditure</b>												
<b>Isambard House Expenditure</b>												
6800 SA Rates - Isambard House	3,543	0	0	4,129	3,720	409	4,431	Current Budget + 7.3% CPI	4,755	5,103	5,476	5,876
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	693	Current Budget + 7.3% CPI	744	799	858	921
6802 SA Gas - Isambard House	573	0	0	6,075	(12)	6,087	6,519	Current Budget + 7.3% CPI	6,995	7,506	8,054	8,642
6803 SA Electricity - Isambard House	3,480	0	0	9,020	1,011	8,009	9,679	Current Budget + 7.3% CPI	10,386	11,145	11,959	12,833
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,073	Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	210	1,483	1,817	Current Budget + 7.3% CPI	1,950	2,093	2,246	2,410
6810 SA General Repairs & Maintenance - Isambard House	758	0	0	1,000	902	98	2,000	Current Budget + £1,000	2,146	2,303	2,472	2,653
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	226	Current Budget + 7.3% CPI	243	261	281	302
6814 SA Equipment - Isambard House	650	0	0	989	0	989	1,062	Current Budget + 7.3% CPI	1,140	1,224	1,314	1,410
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,146	Current Budget + 7.3% CPI	2,303	2,472	2,653	2,847
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	37	963	1,073	Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
6822 SA Activities & Events	0	0	0	1,000	505	495	1,073	Current Budget + 7.3% CPI	1,152	1,237	1,328	1,425
<b>Total Isambard House Expenditure</b>	<b>13,578</b>	<b>0</b>	<b>0</b>	<b>28,761</b>	<b>6,878</b>	<b>21,883</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Isambard House Staffing Expenditure</b>												
6671 ST SA Staff Expenses - Isambard House (Delete Code)	0	0	0	282	0	282	0	Recommend Virement to Guildhall	0	0	0	0
6672 ST SA Staff Training - Isambard House (Delete Code)	0	0	0	1,129	0	1,129	0	Recommend Virement to Guildhall	0	0	0	0
<b>Total Isambard House Staffing Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,411</b>	<b>0</b>	<b>1,411</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Operating Expenditure</b>	<b>13,578</b>	<b>0</b>	<b>0</b>	<b>30,172</b>	<b>6,878</b>	<b>23,294</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Total Isambard House Operating Expenditure</b>	<b>13,578</b>	<b>0</b>	<b>0</b>	<b>30,172</b>	<b>6,878</b>	<b>23,294</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(9,758)</b>	<b>0</b>	<b>0</b>	<b>(14,672)</b>	<b>(3,452)</b>	<b>(11,220)</b>	<b>(23,717)</b>		<b>(19,948)</b>	<b>(21,258)</b>	<b>(22,646)</b>	<b>(24,115)</b>
<b>Isambard House EMF Expenditure</b>												
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0	No plans on 5 Year Property & Maintenance	0	0	0	0
6870 SA EMF Isambard House (Rename code to include "Retention")	0	18,492	0	0	0	18,492	0	Retention Fund	0	0	0	0
6871 SA EMF Tresorers Kernow Funding	286	2,962	(35)	0	2,458	469	0		0	0	0	0
6872 SA EMF Entertainment Licenses (Delete Code)	0	2,132	0	0	0	2,132	0	Recommend Virement to 6473 SA EMF Station Building	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House (Delete Code)	0	2,000	0	0	0	2,000	0	Recommend Virement to Guildhall	0	0	0	0
<b>Total Isambard House EMF Expenditure</b>	<b>35,286</b>	<b>83,331</b>	<b>(35)</b>	<b>0</b>	<b>2,458</b>	<b>80,838</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>48,863</b>	<b>83,331</b>	<b>(35)</b>	<b>30,172</b>	<b>9,337</b>	<b>104,131</b>	<b>31,792</b>		<b>34,118</b>	<b>36,617</b>	<b>39,297</b>	<b>42,169</b>
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(45,043)</b>	<b>(83,331)</b>	<b>35</b>	<b>(14,672)</b>	<b>(5,910)</b>	<b>(92,058)</b>	<b>(23,717)</b>		<b>(19,948)</b>	<b>(21,258)</b>	<b>(22,646)</b>	<b>(24,115)</b>

**To/From Reserves & Budget Virements 2023/24**

- 6871 SA EMF Tresorers Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
- 6822 SA Activities & Events - Expenditure includes £450 Murder Mystery offset against income 4301 SA Isambard House Bookings