

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of the Property Maintenance Sub Committee held at the Guildhall on Thursday 28th September 2023 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, S Miller (Vice-Chair, in the Chair), J Peggs and D Yates.

**ALSO PRESENT:** J Barron (Barron Surveying), S Burrows (Town Clerk), W Peters (Finance Officer) and D Joyce (Administration Officer).

**APOLOGIES:** J Brady, J Dent (Chairman) and B Stoyel.

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#### **39/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **40/23/24 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.

#### **41/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None received.

**42/23/24** **TO RECEIVE AND APPROVE THE MINUTES OF THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 1ST AUGUST 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 Bullock and **RESOLVED** the minutes from the Property Maintenance Sub Committee held on 1<sup>st</sup> August 2023 were confirmed as a true and correct record.

**43/23/24** **TO RECEIVE AN UPDATE ON THE EXTERNAL REPAIRS AND REDECORATION WORKS TO THE GUILDHALL BUILDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members on the report received from Barrons Surveying and response from the appointed contractor Jones Building, all contained within the circulated reports pack.

The Town Clerk confirmed a meeting took place between the Town Clerk, Barrons Surveying and Jones Building to evaluate the number of windows requiring repair and draft stripping installation.

Following the site meeting it was identified that several windows did not require any works which offered a cost saving to the Town Council.

Jones Building proposed a later start date than anticipated due to the Autumn/Winter months ahead and to ensure optimum end results as well as lead times for production and materials.

Works are to commence on 20<sup>th</sup> March 2024 with a pre-meeting to be held on 13<sup>th</sup> March 2024. Works are anticipated to take 8 – 12 weeks to complete subject to weather.

The Building Surveyor confirmed he has no real concern regarding the protection of the building during the Winter months because the building is generally well maintained.

The Town Clerk confirmed Jones Building have confirmed there will be no uplift in the project cost for completing the works in the year 2024.

It was **RESOLVED** to note.

44/23/24

**TO RECEIVE THE TOWN COUNCIL ENERGY CONSUMPTION ANALYSIS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the report received and contained within the circulated reports pack.

It was proposed by Councillor Miller, seconded by Councillor Peggs and **RESOLVED** to provide delegated authority to the Finance Officer to review contract and or deals available to the Town Council for an improved energy contract reporting back to a future meeting.

45/23/24

**TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.**

The Town Clerk informed Members of the Reinforced Autoclaved Aerated Concrete (RAAC) and expressed the importance of the Town Council's responsibility to ensure Town Council buildings are safe.

Under health and safety the Town Clerk appointed Barron Surveying to carry out a survey to check for the presence of RAAC to all Town Council buildings.

The Library assessment is to take place on 6<sup>th</sup> October 2023.

To date; Barron Surveying have produced a report with a recommendation to further test the Maurice Huggins Room to determine the concrete used on the roof structure.

The Town Clerk advised that although the MHR is owned by Cornwall Council it is currently being discussed under devolution in which a five-year lease is being sought from Cornwall Council.

Barron Surveying confirmed there will be no additional cost to create a hole in the soffit, subject to permissions being received and asbestos report reviewed.

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

1. To ratify the Town Clerk's spend under Health and Safety to appoint Barron Surveying at a cost of £600.00 to undertake a visual assessment for the presence of RAAC within Saltash Town Council buildings;
2. To further appoint Barron Surveying at no additional cost to the Town Council to continue with the investigations at the Maurice Huggins Room working with the Service Delivery Department subject to Cornwall Council's approval and a clear asbestos report;
3. To be allocated to budget code 6218 Professional Fees.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND;**

1. The Five-Year Repair and Maintenance Plan to the Services Committee to be held on 12<sup>th</sup> October 2023 as attached;
2. To request Services support for the Property Maintenance Sub Committee to investigate improvement works to the Waterside Toilets working in partnership with Network Rail and Coastal Communities Team.

**46/23/24**      **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.

**47/23/24**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**48/23/24**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**49/23/24**      **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

**50/23/24**      **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: 7.42 pm

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

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