

## **SALTASH TOWN COUNCIL**

### **Notes of the Property Maintenance and Marketing Subcommittee held on Friday 24<sup>th</sup> November 2017 at 10.00am**

**PRESENT:** Councillors: J Dent (Chairman), S Miller (Vice-Chairman), W Phillips, J Rance, D Yates

**ALSO PRESENT:** Geoff Peggs- Buildings Consultant, R Lane -Town Clerk, J Diamond Town and Waterfront Warden, J Virgo Grounds and Premises Warden, L Elliott - Administration Support

**APOLOGIES:** Councillors: J Rance,

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### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

**06/17/18** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

**07/17/18** **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. Declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. Dispensations required.
- d. To approve a dispensation to Subcommittee members to allow setting of budgets and the precept. Without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business
- e. To Note ongoing dispensations:

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason
None			

- i to note an on-going dispensation for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.

It was **RESOLVED** to note

- ii to note an on-going dispensation for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.

It was **RESOLVED** to note.

**08/17/18      QUESTIONS FROM THE PUBLIC**

None.

**09/17/18      TO CONSIDER THE FIVE-YEAR MAINTENANCE PLAN** (Appendix A)

Councillors discussed the 5-year repair and maintenance programme making the following resolutions and recommendations.

It was **RESOLVED** to note that the Building Consultant will update the five-year plan.

Guildhall – Statutory

Budget as per 2017/18 apart from increase to P.A.T's (please see attached budget sheet).

Guildhall – Minor maintenance

It was **RESOLVED** carry forward the £1,000 from **2017/18** to **2018/19** for the replacement of the carpet in Reception and the Town Clerks Office.

Guildhall Major works

It was **RESOLVED** to approve the installation of automatic lights on the 1<sup>st</sup> floor lobby toilets from the internal and external repairs and decorations budget carried forward to **2018/19**.

It was **RESOLVED** under Health and Safety to approve the Building Consultant to price up an instant hot water tap for Guildhall kitchen to replace with immediate effect within the delegated authority of the Chairman and Vice-Chairman of the Sub Committee.

Geoff Peggs to source costings for hand driers in the toilets in the Guildhall an increase from £600 **2017/18** budget to £1000 **2018/19**.

It was **RESOLVED** that the Building Consultant fees be reviewed at the next Policy and Resources Committee meeting.

#### Bus Shelter

It was **RESOLVED** to remove from the Sub Committee budget.

#### Cemetery Buildings

It was **RESOLVED** to remove from the Sub Committee budget.

#### Public Toilets

It was **RESOLVED** to the refurbishment and repairs and decorations of Longstone once Full Town Council has signed the leases.

#### Pontoon

It was **RESOLVED** to agree no budget required as the lighting on the walkway has been completed.

#### Outdoor land and fences

It was **RESOLVED** to **AGREE** that the Grounds and Premises Warden check that within the contract for the Cornish Cross that it is an annual safety check and then report to Services

#### Heritage Building

It was **RESOLVED** to agree Phase II works will be completed when the current outdoor display is removed.

### **10/17/18      MAURICE HUGGINS ROOM WORKS**

It was **RESOLVED** to note STC awaiting agreement/lease form from CC.

### **11/17/18      LONGSTONE PARK GARAGE WORKS**

Covered in minute no: 09/17/18

- 12/17/18**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**  
Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 it was **RESOLVED** that the public and press leave the meeting because of the confidential nature of the business to be transacted.
- 13/17/18**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**  
To resolve that the public and press be re-admitted to the meeting.
- 14/17/18**     **AS REQUIRED OR IF NECESSARY**  
None
- 15/17/18**     **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR.**  
None.
- 16/17/18**     **PRESS RELEASES**  
None.
- 17/17/18**     **DATE OF NEXT MEETING** To be confirmed  
Rising at:11.50am

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

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