

## **SALTASH TOWN COUNCIL**

### **Minutes of the Property Maintenance Sub-Committee held at The Guildhall on Tuesday 27<sup>th</sup> March 2018 at 10.30am**

**PRESENT:** Councillors: J Dent (Chairman), S Miller, D Yates.

**ALSO PRESENT:** R Lane - Town Clerk, L Elliott - Administration Support, G Peggs - Buildings Consultant, J Virgo – Grounds and Premises Warden, Ian Ritchie and Shaun O’ Sullivan from IRQ - IT/COMM’s joined part of the meeting.

**APOLOGIES:** Councillors: W Phillips, J Rance, G Taylor.

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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.

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

None

**19/17/18** **DECLARATIONS OF INTEREST**

- a. 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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non Pecuniary</b>	<b>Reason</b>
None.			

d. To note on-going dispensations:

**20/17/18** To note an on-going dispensation for Councillor Rance to act as Chair of the Saltash Team for Youth and Commissioning of Youth Work.

It was **RESOLVED** to note

**21/17/18** 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

**22/17/18** **QUESTIONS FROM THE PUBLIC**

None

**23/17/18** **TO RECEIVE THE FIVE-YEAR MAINTENANCE PLAN**

It was **RESOLVED** that Longstone Park be added to the five-year plan. Costed review underway of all open spaces and property ready for next meeting. IT/Comms looking at infra structure, Mayors Parlour to be IT ready, Maurice Huggins room and Depot looking at internal telephone system and intranet, a feasibility study to be carried out by Comms.

IT I Ritchie and S O'Sullivan joined the meeting.

Minor maintenance

Guildhall ongoing, carpet for reception and upstairs office quoted £1,050 but actual projected costing £2,000.

Town Clerk left the meeting.

Pontoon lighting

£1,000 to be carried forward to 2018/19 budget.

Miscellaneous Works

Installation of hand driers in upstairs toilets at the Guildhall carried forward to 2018/19 budget, Alexander Square Toilets has been completed.

Major Works

£60,000 contract tender figure; £30,000 downstairs and another £30,000 in budget for next year 2018/19, work to go ahead this year.

Slot to be included for a Display Energy Certificate for each individual building, Geoff Peggs to action.

Library

All costs to move to 2018/19 budget.

Heritage Building

Geoff Peggs updated that no work can be carried out until November 2018.

**24/17/18**      **MAURICE HUGGINS ROOM WORKS**

It was **RESOLVED** to note single wheelchair accessible toilet to the side. To be used as offices, Geoff Peggs to start planning application, further meeting to discuss what finishes required. To note that this building is included in the feasibility study for an internal telephone system and intranet.

**25/17/18**      **LONGSTONE DEPOT WORKS**

It was **RESOLVED** out to tender, closing date 20<sup>th</sup> April 2018. Jim Virgo to give contractors access. To be including in IT/Comms feasibility study.

**26/17/18**      **LDF GRANT – REFURBISHMENT OF BELLE VUE AND LONGSTONE PARK TOILETS**

It was **RESOLVED** to note that still awaiting permission from Cornwall Council. To go to next year budget 2018.19.

**27/17/18**      **TO CONSIDER A QUOTE FOR ELECTRONIC LOCKS AT LONGSTONE PARK AND WATERSIDE TOILETS**

It was **RESOLVED** that Geoff Peggs will contact Devon & Cornwall Maintenance Solution as there were concerns about time lock controls and that safeguards are in place for the usability and safety of the gates. Geoff Peggs to get costings.

**28/17/18**      **PLAYPARKS**

It was **RESOLVED** to await Full Town Council decision whether to take on (Kernow Gate).

**29/17/18**      **CHURCHTOWN CEMETERY WALL**

It was **RESOLVED** to wait for advice from Town Clerk as roads need closing. Also need to liaise with the Funeral Directors etc., considerable planning required.

**30/17/18**      **VICTORIA GARDENS**

It was **RESOLVED** Geoff Peggs has completed survey he will provide to Saltash Town Council by next week.

**31/17/18**      **MAYOR'S PARLOUR CONVERSION TO TOWN CLERK OFFICE**

It was **RESOLVED** that facilities will be put into the Parlour to allow the Town Clerk to operate from this office space, IT etc.

**32/17/18**      **RECEPTION CONVERSION**

It was **RESOLVED** that discussions are still going ahead regarding conversion.

**33/17/18**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the Public Bodies (Admissions 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.

**34/17/18**      **AS REQUIRED OR IF NECESSARY**

**35/17/18**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**36/17/18**      **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**37/17/18**      **PRESS RELEASES**

None.

**38/17/18**      **DATE OF NEXT MEETING**

To be confirmed.

**39/17/18**      **COMMON SEAL**

It was **RESOLVED** that the Common Seal of the Council be affixed to all Deeds and Documents necessary to give effect to the foregoing Acts and Proceedings.

Rising at: 12:12p.m.

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

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