

## **SALTASH TOWN COUNCIL**

### **Minutes of the Property Maintenance Sub-Committee held at The Guildhall on Thursday 14<sup>th</sup> June 2018 at 5:00 p.m.**

**PRESENT:** Councillors: J Dent - Chairman, G Challen, W Phillips – Vice Chairman, G Taylor – Late.

**ALSO PRESENT:** R Lane - Town Clerk, S Burrows – Office Manager, G Peggs - Building Consultant, J Virgo – Grounds and Premises Warden.

**APOLOGIES:** Councillors: J Brady, G Taylor – Late.

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Councillor Dent in the Chair.

### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **01/18/19      TO APPOINT A CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Dent be appointed Chairman.

Councillor Dent remained in the Chair.

#### **02/18/19      TO APPOINT A VICE CHAIRMAN**

Following a vote, it was **RESOLVED** that Councillor Phillips be appointed Vice Chairman.

#### **03/18/19      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**04/18/19      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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason
None			

- c. To note on-going dispensations:

**05/18/19**      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

**06/18/19**      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

**07/18/19      QUESTIONS FROM THE PUBLIC**

None.

The Chairman announced that items 9, 15, 16 and 17 be considered under agenda item 8.

08/18/19

## **TO RECEIVE THE FIVE-YEAR MAINTENANCE PLAN**

Councillor Taylor arrived at the meeting.

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

### **Outdoor Land and Fences**

It was **RESOLVED** that:

1. The Grounds and Premises Warden conducts a site visit with the Building Consultant to identify costings for all outdoor land and fences for the 5 year maintenance plan and budget setting by Services.
2. The terms and conditions of the Kernow Gate land and play area transfer are to be considered at the next Full Council Meeting.
3. The future repair, relocation or disposal of the Beacon be considered at the next Services Committee.

### **Guildhall**

It was **RESOLVED** to note that the internal decoration works are to schedule, and that the decoration works to the top office are to take place over the weekend of the 16<sup>th</sup> and 17<sup>th</sup> June with the snagging inspection to take place on 22<sup>nd</sup> June.

### **Property and Land**

It was **RESOLVED** that the Grounds and Premises Warden with the Building Consultant identify and register licence requirements for all STC property and land.

### Longstone Depot & Workshop

It was **RESOLVED** to note that the building works are to schedule and a completion date of the 22<sup>nd</sup> June.

It was **RESOLVED** to note that the Grounds and Premises Warden and Waterfront and Town Wardens are to operate from Longstone Depot as of July.

It was **RESOLVED** that the Grounds and Premises Warden liaises with the Bowling Club to arrange separation of electric and water meters.

### Public Toilets

It was unanimously **RESOLVED** to approve an automatic electronic opening and locking system for Longstone Park toilets to the value of £2,000 funded from the LDF Grant.

It was unanimously **RESOLVED** that:

1. The refurbishment and decoration work be carried out to Longstone Park toilets up to the value of the available LDF Grant.
2. The external decoration works be magnolia.
3. The Building Consultant provides a breakdown of cost of the schedule of works.

It was unanimously **RECOMMENDED** that the shortfall of funds to complete Longstone Park toilets works be funded from the Services budget - EMF Public Toilets.

**09/18/19      INTERNAL SECURITY BARS TO TOWN CLERK, RECEPTION AND  
GROUNDS AND PREMISES WARDEN OFFICES**

It was unanimously **RESOLVED** not to install internal security bars to the ground floor windows of the Guildhall.

It was unanimously **RESOLVED** that:

1. The Building Consultant provides a quote to supply and install adhesive film to include STC coat of arms to the bottom of the ground floor windows of the Guildhall.
2. The works be subject to the collective agreement of Committee Members.
3. Funds be allocated to the EMF Guildhall Maintenance budget.

**10/18/19      RECEPTION CONVERSION**

It was **RESOLVED** that the Building Consultant provides a quote to convert the Grounds and Premises Warden room into a reception office and that the use of the current reception area be considered at a future meeting.

**11/18/19      STATION UPDATE**

It was **RESOLVED** to note, and that the next Committee meeting is to be held on Thursday 21<sup>st</sup> June at 4:30 p.m.

**12/18/19      LIBRARY UPDATE**

It was **RESOLVED** to note, and that the next transfer meeting with Cornwall Council is to be held on Monday 25<sup>th</sup> June.

**13/18/19      MAURICE HUGGINS ROOM UPDATE OF WORKS**

The Building Consultant informed members that planning approval had now been received.

It was **RESOLVED** to note and that the Building Consultant provide a schedule of works and costs to convert the Maurice Huggins Room into office accommodation.

**14/18/19      CEMETERY WALL UPDATE**

It was **RESOLVED** to note that the schedule of works are due to take place end of July beginning of August.

**15/18/19      GUILDHALL GARLANDS**

It was **RESOLVED** to refuse a funding request for Guildhall Garlands.

**16/18/19      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.

**17/18/19      AS REQUIRED OR IF NECESSARY**

**18/18/19      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**19/18/19      URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**20/18/19      PRESS RELEASES**

None.

**21/18/19      DATE OF NEXT MEETING**

Friday 20<sup>th</sup> July 2018 at 3 p.m.

22/18/19

**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: 18:55

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

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

DRAFT