

## SALTASH TOWN COUNCIL

### Minutes of the Property Maintenance Sub-Committee held at The Guildhall on Thursday 27<sup>th</sup> September 2018 at 3:00 p.m.

**PRESENT:** Councillors: J Dent - Chairman, G Challen, S Miller, W Phillips - Vice-Chairman and G Taylor.

**ALSO PRESENT:** A Chick - Administration Officer, S Burrows – Officer Manager, S Emmett – Finance Officer, G Peggs – Buildings Consultant, J Virgo – Grounds and Premises Warden.

**APOLOGIES:** Councillor J Brady, S Miller – Late Arrival.

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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.

**46/18/19** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**47/18/19** **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.
- c. Dispensations required.

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

**48/18/19** **QUESTIONS FROM THE PUBLIC**

None.

Councillor Miller joined the meeting.

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

## a. Guildhall update.

- I. To receive the tender analysis report for the intruder and fire alarms:

The Building Consultant informed members of the specification and tenders received.

It was unanimously **RESOLVED** to:

1. Appoint ASG as the lowest tenderer to undertake all Council property intruder and fire alarms.
2. Review the Library and Station Building in the future adding to the five-year plan.

## II. Reception conversion.

It was unanimously **RESOLVED** to defer to a future meeting and that the Building Consultant submits the final account for the decoration works to the Guildhall.

## b. To receive the tender analysis report for the Maurice Huggins Room.

The Building Consultant informed members of the specification and tenders received.

The Chairman notified members of the Budget £32,897 comprising:

Capital Works arising from Devolved Assets and Services (General Reserves) - £6,000  
EMF - £18,085  
LDF - £8,812

It was **RECOMMENDED** to:

1. Appoint DCMS as the lowest tenderer to undertake the full specification of works at a cost of £41,815.22.
2. The shortfall of funds (£8,918.22) be funded from Capital Works arising from Devolved Assets and Services (General Reserves).

c. Longstone Depot and Workshop update.

The Grounds and Premises Warden informed members that the electrical works to Longstone Depot Workshop are in progress and due to complete within a week.

Councillor Taylor reported that STC have passed their Health and Safety Inspection with flying colours with congratulations and thanks being given to the Grounds and Premises Warden.

It was **RESOLVED** to note.

d. Library update

The Chairman informed members that a Building Survey Report had been received and that works to the Library be completed over two phases.

It was **RECOMMENDED** to:

1. Carry out the first phase of works at an approximate cost of £33,000 funded from the CC transition fund of £30,000 upon signing of the library agreement.
2. Appoint the Building Consultant to go out to tender for the first phase of works upon signing the library agreement.

e. Heritage Building works update.

The Buildings Consultant informed members that the final works to the Heritage Building is due to commence early December 2018.

It was **RESOLVED** to note.

The Building Consultant informed members that electrical checks are a requirement at five yearly intervals and gas checks annually.

To note the 5 yearly electrical checks, annual gas checks and maintenance costs under the terms of the lease are the responsibility of the tenant.

It was **RECOMMENDED** that:

1. The Building Consultant provides Heritage quotes to carry out an annual gas safety inspection and five yearly electrical inspection.
2. Heritage arrange for an annual gas safety inspection to take place recharging the costs to STC.
3. The Grounds and Premises Warden includes the electrical and gas inspections to the Heritage Building and that the relevant test papers be provided for the records of STC.

f. Public Toilets:

- I. Longstone Park refurbishment works and security gates update.

The Building Consultant informed members that the security gates are now in situ and that the refurbishment works have commenced due to complete approximately the 8<sup>th</sup> October 2018.

It was **RESOLVED** to note.

- II. Belle Vue refurbishment works and security gates update.

The Grounds and Premises Warden informed members that the security gates are now in situ and the refurbishments works are due to commence in-house.

It was **RESOLVED** to note.

g. Outdoor Land and Fences.

Pillmere works tender has been accepted due to commence December 2018.

It was **RESOLVED** to note.

h. Property and Land.

None.

i. Pontoon lighting update.

A decision was made at the Services Committee to use solar LED lighting on the pontoon and that the works be carried out in-house.  
**(Pursuant to minute no.54/18/19)**

It was **RESOLVED** to note.

j. Cemetery wall update.

The Building Consultant informed members that the work to the cemetery wall is progressing well and there have been no issues.

It was **RESOLVED** to note.

k. Station update.

The Grounds and Premises Warden has been requested to arrange for a quote for the existing drainage system to be connected into the new system. Bailey Partnership have asked for a drainage camera to be put down into the drains to establish the condition of the current drains. Costs have been provided to Councillor Bickford and the Town Clerk for approval.

The closing date for receipt of tenders for the Saltash Station Regeneration works is the 5<sup>th</sup> October 2018.

It was **RESOLVED** to note.

**50/18/19**      **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.

**51/18/19**      **AS REQUIRED OR IF NECESSARY**

None.

**52/18/19**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**53/18/19**      **URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN**

None.

**54/18/19**      **PRESS RELEASES**

None.

**55/18/19**      **DATE OF NEXT MEETING**

Chairman to call a meeting as and when necessary.

**56/18/19**      **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: 4:00 p.m.

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

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