

SALTASH TOWN COUNCIL

Minutes of an Extraordinary Meeting of Saltash Town Council held in The Guildhall on Thursday 24th October 2019 at 6:15 p.m.

PRESENT: Councillors: R Bickford, G Challen – Chairman, J Dent, S Gillies, M Fox, S Lennox-Boyd, S Miller, M Parker, J Peggs, B Phillips, J Rance, B Samuels, P Samuels – Vice Chairman, D Yates.

ALSO PRESENT: R Lane – Town Clerk, S Emmett – Finance Officer, D Joyce – Administration Officer.

APOLOGIES: Councillors: A Pinckney.

HEALTH AND SAFETY ANNOUNCEMENTS

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

205/19/20 **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

206/19/20 **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 consider dispensations required.

207/19/20 **TO APPROVE THE MINUTES OF THE STATION PROPERTY SUB COMMITTEE MEETING HELD ON 16TH OCTOBER 2019 AND TO CONSIDER ANY RECOMMENDATIONS.**

It was **RESOLVED** that the minutes of the Station Property Sub Committee meeting held on Wednesday 16th October 2019 were confirmed and signed as a correct record.

RECOMMENDATIONS:

Minute no. 74/19/20

a. To review and accept funding offers

The Chair informed members of the additional £100,000 of funding to help with the structural roof issues.

- i. £40,000 from the Railway Heritage Trust
- ii. £41,000 from Great Western Railway through CCIF funds
- iii. £19,000 from Cornwall Council Local Transport Plan.

It was **RECOMMENDED** to accept the offer of additional funding to complete the works and parts of Phase 2 and note the revised contract cost subject to Full Council approval.

Councillor Bickford Chair of Station Sub Committee informed members of an offer of an additional £100,000 of funding to help cover the additional costs that have been incurred due to the problems encountered with the roof structure on the station building. Councillor Bickford confirmed a funding agreement has been received and the Finance Officer informed.

It was **RESOLVED** to accept the additional £100,000 offer of funding and requested payment schedule be ascertained as soon as possible.

It was **RESOLVED** to accept the revised contract costings supplied by Cormac Construction for phase 1 £585,490 and phase 2 £115,000.

Minute no. 77/19/20

PHASE 2

- a. To consider and approve the continuation of work for Phase 2 works to commence:

It was **RECOMMENDED** to approve moving forward with the extension subject to:

- i. Full Council approval
- ii. Further confirmation of funding offered
- iii. Schedule of payment is secured and received by the Finance Officer.

Councillor Bickford continued to address the members regarding the second part of the additional funding recommendation which, since the Station Property Sub Committee meeting held on 16th October 2019, been offered. Councillor Bickford informed members of an extra £80,000 being offered by Cornwall Council and Great Western Railway towards the completion of the extension part of Phase 2.

Councillor Bickford added that Cornwall Council's Transport and Infrastructure department are keen to see the development of the extension and understand that a separate letting space would allow Saltash Town Council to create an income to assist in maintaining the building into the future hence the additional funding comes with the condition it is used to commission the extension and complete works on Phase 2.

Councillor Bickford advised Saltash Town Council are unlikely to be offered this funding opportunity again and that it would be highly unlikely to get a low-cost agreement with Network Rail for future developments to the extension as they previously have in place.

The Chair spoke of a previous vote in which she voted against this funding and explained this was due to concerns regarding the funding options and was not aware of further funding which has since been offered after the Station Property Sub Committee meeting on 16th October 2019. The Chair added that further concerns are that the completion of this project within budget are not guaranteed.

Councillor Bickford assured members that no project can completely guarantee costings, however funding offers have been provisionally agreed and stated the revised budget has been collated by the Finance Officer which shows the extension can be achieved within budget, and additional contingency has been included to ensure it has a greater chance of delivering.

Councillor B Samuels stated that Saltash Town Council should concentrate on Phase 1, as previously, members were informed the project was delayed and this raises concerns regarding budget requirements not being achievable for the completion of the project.

Councillor Bickford assured members that Cormac Ltd has promised to deliver if instructed to complete the extension and spoke of their confidence in achieving this within the original program schedule set for the end of February 2020. This would save Saltash Town Council financial expenditure as they would not be liable for additional site costings.

It was **RESOLVED** to accept the additional £80,000 funding and commission the extension.

Councillor Bickford reminded members of the received written guarantees of funding which have been received except for the recent offer of the further £80,000 funds for the extension which now could be sought following the Full Council's decision to support the extension works.

It was **RESOLVED** to accept the revised budgeted costings for phase 1 £585,490 and phase 2 £115,000.

It was **RESOLVED** to give authority to the Finance Officer to transfer up to £250,000 from reserves to cover any shortfall in the cashflow for the works and in order to protect the statutory contingency, a freeze on all non-operational EMF's would be put in place until further funding has been received from the funders.

The Chair requested members to attend the next Station Property Sub Committee meeting if they wanted to discuss in detail the options with the operational management of the station café or if they are unable to attend to please email Councillor Bickford with suggestions.

208/19/20 TO RESOLVE TO OPT TO TAX EXEMPT SUPPLIES ON THE STATION BUILDING PL12 4DY.

It was advised to Members that a form to register to opt to Tax was not submitted to HMRC originally as resolved at Full Town Council on 27th February 2018 to make all income for the buildings post completion Vatable.

Members were informed this had occurred due to a turn-over of staff. The Finance Officer has since discovered the pending application and informed the VAT Consultant and discussed the implications on exempt VAT expenditure relating to the building works for the Station Property and the council as a whole. The VAT Consultant advised the Council to reconfirm to opt to tax VAT on all income and submit the necessary forms this would enable the council to continue to claim back the portion of exempt expenditure for the station works and the rest of council exempt expenditure if they were to submit the form immediately.

It was **RESOLVED** that:

1. The council reconfirm to opt to tax VAT on all income and submit the necessary forms.
2. The Finance Officer correspond to HMRC immediately to reconfirm to opt to tax VAT on all income for the building post completion on recommendation of the VAT Consultant.

Pursuant to minute no. 540/17/18:

540/17/18 APPROVAL OF THE MINUTES OF THE FOLLOWING SUB-COMMITTEE

Please see a copy of the Sub-Committee minutes on STC website or request to see a copy at the Guildhall.

The minutes of the meeting of the Station Property Sub-Committee held on Tuesday 13th February 2018 were confirmed and signed as a correct record and all recommendations resolved as listed below:

Finance - Minute no. 46/17/18

- b. To formally agree VAT position for the building post completion.

It was **RECOMMENDED** that STC opt to tax VAT on all income for the building post completion on the recommendation of the VAT Consultant.

It was noted that thanks be given from all Members to the Finance Officer and Councillor Bickford for their continuing hard work on the projects discussed this evening.

The Chair reminded all Members of the upcoming events:

1. Saturday 26th October 7:00 p.m. - Saltash & District RBL Festival of Remembrance at Wesley Church.
2. Sunday 27th October 2:30 p.m. - Saltash Great War Commemorative Events Committee – unveiling of the Saltash Pebble Memorial in Alexandra Square.

209/19/20 **DATE OF NEXT MEETING**

Thursday, 7th November 2019 at 7.00 p.m.

210/19/20 **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: 6:57 p.m.

Signed: _____
Chairman

Dated: _____