



Saltash Town Council

Konsel An Dre Essa

The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
www.saltash.gov.uk

16th September 2020

Dear Councillor,

I write to summon you to the Property Maintenance Sub Committee to be held on the virtual Zoom platform on **Tuesday 22nd September 2020 at 6:00 p.m.**

The meeting is open to members of the public and press. Members of the public and press wishing to attend the meeting require the following details:

Web link:

<https://us02web.zoom.us/j/85255082508?pwd=VGNrbl2UTJxNWRCYXVRRRTixL1RTdz09>

Meeting ID: 890 1921 5827

Password: 420211

Dial by your location: 0131 460 1196 United Kingdom

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email enquiries@saltash.gov.uk

Yours sincerely,

R Lane
Town Clerk

To:

R Bickford	S Miller	All other Councillors for information
G Challen	W Phillips – Vice Chairman	
J Dent – Chairman	B Samuels	
S Martin	P Samuels	

AGENDA

1. Announcements:
 - a. To confirm that all present can hear the proceedings.
 - b. Roll call of Members, Public and Press present.
 - c. To confirm the meeting is quorate.
 - d. Meeting procedure.
2. To appoint a Chairman.
3. To appoint a Vice Chairman.
4. Recording of meetings – please notify the Chairman if you are intending to record this meeting.

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this especially if you are speaking or taking an active role.

5. Apologies.
6. 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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
 - c. To consider dispensations required.
7. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.

8. To ratify the COVID-19 Delegated Decision Register:

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
STC66	Kitchen equipment for Maurice Huggins Room	APPROVED	N/A	PROPERTY MAINTENANCE

9. Finance and Budget.

10. To receive the Five-Year Repair and Maintenance Plan.

11. To review the procurement process for property maintenance at all sites.
(Pursuant to Services held on 21.11.19 minute no.79/19/20)

12. To review all accommodation requirements and plan for future needs of the Council.

13. To review the Sub Committee Terms of Reference.
(Pursuant to P&F held on 25.02.20 minute no. 157/19/20)

14. To consider future options and costs for the Maurice Huggins Room.
(Pursuant to Property Maintenance held on 29.05.19 minute nr.08/19/20 & Services held on 11.09.19 minute nr.44/19/20 & Full Council held on 03.10.19 minute nr.183/19/20)

15. To consider the Guildhall kitchen refurbishment and costs.

16. Public Bodies (Admission to Meetings) Act 1960
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

17. To consider any items referred from the main part of the agenda.

18. Public Bodies (Admission to Meetings) Act 1960
To resolve that the public and press be re-admitted to the meeting.

19. To consider urgent non-financial items at the discretion of the Chairman.

20. Press and social media releases.

21. Date of next meeting: To be arranged.

Please note: It is Members responsibility to disclose a non-registerable interest or a disclosable pecuniary interest in any matter being considered or to be considered at the meeting.

Please leave the form in your folder provided for the Administration Officer to collect at the end of the meeting.

Councillor: _____

Committee: _____

Date of Meeting: _____

Declarations of Interest:

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- b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at the meeting.
- c. To consider dispensations required.

Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left the Meeting	Remained at Meeting and did not Vote	Ongoing Dispensation	Dispensation Requested	No Interest Declared