

## SALTASH TOWN COUNCIL

### Minutes of the Property Maintenance Sub-Committee held on the virtual Zoom platform on Tuesday 22<sup>nd</sup> September 2020 at 6.00 p.m.

**PRESENT:** Councillors: R Bickford – Vice Chairman, G Challen, J Dent – Chairman, S Martin, S Miller, W Phillips – (Vice Chairman – part), B Samuels, P Samuels.

**ALSO PRESENT:** 1 Member of the Public, G Peggs – Building Consultant, S Burrows – Assistant Town Clerk, S Emmet – Finance Officer, R Enticknap – Service Delivery Manager, D Joyce – Administration Officer.

**APOLOGIES:** None.

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#### **ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

#### **1/20/21 TO APPOINT A CHAIRMAN**

Councillor Bickford proposed Councillor Dent to remain as Chairman of Property Maintenance Sub Committee. Councillor Martin seconded Cllr Bickford's proposal.

Following a vote, it was **RESOLVED** to appoint Councillor Dent as Chairman of Property Maintenance Sub Committee.

#### **2/20/21 TO APPOINT A VICE CHAIRMAN**

Councillor Phillips proposed Councillor Bickford to be Vice Chairman of the Property Maintenance Sub Committee. Councillor Challen seconded Councillor Phillips' proposal.

Following a vote, it was **RESOLVED** to appoint Councillor Bickford as Vice Chairman of the Property Maintenance Sub Committee.

**3/20/21      RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**4/20/21      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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>
Bickford	14	Non-Pecuniary	Volunteer Director at PL12	Yes

- c. Dispensations required.

**5/20/21      QUESTIONS FROM THE PUBLIC**

None.

**6/20/21      TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER:**

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

It was **RESOLVED** to approve the items listed on the COVID-19 Delegated Decision Register.

**7/20/21      FINANCE AND BUDGET**

It was **RESOLVED** to note.

8/20/21

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

Members reviewed the Five-Year Maintenance Plan with the following recommendations:

The Guildhall:

It was resolved to **RECOMMEND** to Services that:

1. The external and internal repairs and decorations be precepted £20,000 for the year 2021/22.
2. The passenger lift be precepted £5,000 for the year 2021/22 for any major works which may be required.

Maurice Huggins Room:

It was **RESOLVED** to note that no major works are planned or scheduled within the current five-year plan for the Maurice Huggins Room.

Longstone Park:

Members discussed the option of further storage in the loft space above Longstone Depot. The Building Consultant advised that due to the loft installation having been installed within regulations the rafters would not allow for boarding and therefore storage is not currently viable.

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for Longstone Depot.

Library:

Members discussed the major works scheduled and planned for the Library are anticipated to be financed by the Public Works Loan.

The Building Consultant advised the works for the outside seating area had not been included in the tender documents.

It was **RESOLVED** that:

1. The Service Delivery Manager liaises with the Assistant Town Clerk for the vision of the patio area and provides quotes for Members consideration.
2. The works to the patio area be allocated to budget code Library Property Maintenance current available balance £15,000.

Station:

Councillor Bickford updated Members on the station works and advised that there were no further major works expected for the building maintenance over the next few years.

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for the Station.

Public Toilets:

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for the Public Toilets.

Heritage Museum:

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for the Heritage Museum.

Joint Burial Board – St Stephens

It was **RESOLVED** to note no major works are planned or scheduled within the current five-year plan for St Stephens.

Churchtown Cemetery:

It was **RESOLVED** to note:

1. No major works are planned or scheduled within the current five-year plan for Churchtown Cemetery.
2. The Assistant Town Clerk to investigate the damaged gate being claimed under STC insurance policy.

### Outdoor Land and Fences:

Members discussed the possibility of Victoria Gardens being owned by the Council in the near future and the major works required within the garden such as tree surgery and refurbishments of gates be budgeted within the current five-year plan.

Councillor Phillips proposed £10,000 be precepted for the next five years for major works in Victoria Gardens. Councillor B Samuels seconded Councillor Phillips' proposal.

It was resolved to **RECOMMEND** to Services:

1. To precept £10,000 over the next five years for the works to be undertaken upon devolution of Victoria Gardens.

It was **RESOLVED** that:

2. Councillor P Samuels pursues devolution progress and additional funding options for remedial works required with Cornwall Council.

### Waterfront Pontoon:

Members discussed the previous maintenance programme for the pontoon provided by an external contractor Underhill Engineering. Members agreed that this be further considered to ascertain any major works to be included in the current five-year plan.

It was **RESOLVED** that the Service Delivery Manager reviews the pontoon maintenance report and requirements and highlights any major works to be financially forecasted and considered.

For clarification and the purpose of the minutes the Assistant Town Clerk requested Members to confirm their approval of the updated current five-year maintenance plan.

Following a vote, it was **RESOLVED** to approve the updated five-year maintenance plan as agreed above.

**9/20/21**      **REVIEW THE PROCUREMENT PROCESS FOR PROPERTY MAINTENANCE AT ALL SITES. (PURSUANT TO SERVICES HELD ON 21.11.19 MINUTE NO.79/19/20)**

The Chairman proposed that on the appointment of a Service Delivery Manager and Assistant Service Delivery Manager it was best practice for the Service Delivery Team to manage any minor property maintenance for Council sites unless classified as major works and requiring further regulated considerations that fall outside of the Service Delivery Teams remit. These major works would be referred to the Building Consultant.

It was **RESOLVED** that minor works are to be undertaken by the Service Delivery Team and major planned and regulated works to be referred to the Building Consultant.

**10/20/21**      **TO REVIEW ALL ACCOMMODATION REQUIREMENTS AND PLAN FOR FUTURE NEEDS OF THE COUNCIL.**

It was **RESOLVED** to defer this item to a future meeting to allow the newly appointed Service Delivery Manager and Community Hub Team Leader sufficient time to survey all Council property reporting back to Members for further consideration.

**11/20/21**      **TO REVIEW THE SUB COMMITTEE TERMS OF REFERENCE. (PURSUANT TO P&F HELD ON 25.02.20 MINUTE NO. 157/19/20)**

The Chairman confirmed that the Property Maintenance Sub Committee reports to the Services Committee and not to the Policy and Finance Committee.

It was **RESOLVED** to delegate the Terms of Reference to the Administration Department to work up and submit to Members for additional input and approval.

The Building Consultant left the meeting.

Councillor Bickford declared an interest in the next agenda item and was removed to the waiting room.

**12/20/21**      **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)**

Members discussed a request from Community Enterprises PL12 to manage and maintain community organised projects from the Maurice Huggins Room.

The Chairman proposed that in principle a flexible agreement between the Council and Community Enterprises PL12 be further explored in the subletting of the Maurice Huggins Room.

It was resolved to **RECOMMEND** to Services that in principle:

1. The Chairman and Councillor Phillips negotiates further the terms of tenancy with Community Enterprises PL12.
2. Enquiries to Cornwall Council be made regarding the possibility of sub-letting the MHR.

Councillor Bickford was invited and returned to the meeting.

**13/20/21**      **TO CONSIDER THE GUILDHALL KITCHEN REFURBISHMENT AND COSTS.**

Councillor Phillips informed Members on the current poor condition and layout of the Guildhall kitchen.

Members were informed costings had been previously obtained by the Acting Service Delivery Manager prior to the pandemic lockdown.

It was **RESOLVED** for the newly appointed Service Delivery Manager to review and obtain quotes and work alongside the Chair and Vice Chair under delegated authority to refurbish the Guildhall kitchen.

**14/20/21**      **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.

**15/20/21**     **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**16/20/21**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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

**17/20/21**     **TO CONSIDER URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**18/20/21**     **PRESS AND SOCIAL MEDIA RELEASES**

None.

**19/20/21**     **DATE OF NEXT MEETING**

To be arranged.

Meeting rise at 7:36pm

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

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