

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Extraordinary Services Committee held on the virtual platform Zoom on Wednesday 2nd September 2020 at 6:30 p.m.

PRESENT: Councillors: R Bickford, G Challen, J Dent, S Martin, S Miller, M Parker – Chairman, J Peggs, A Pinckney, W Phillips – Vice Chairman, B Samuels, P Samuels, D Yates.

ALSO PRESENT: 1 Member of the Public, R Lane – Town Clerk, S Burrows – Assistant Town Clerk, M Orchard – Acting Service Delivery Manager, D Orton – Acting Service Delivery Manager, M Cotton – Assistant Service Delivery Manager, S Emmett – Finance Officer, D Joyce – Administration Officer.

APOLOGIES: Councillors: M Fox, S Gillies, S Lennox-Boyd, J Rance.

ANNOUNCEMENTS

The Chairman apologised for the delay in the meeting commencing which was due to connection issues

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.

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

None.

21/20/21 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.

Councillor	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left the Meeting	Remained at the Meeting and did not Vote
Peggs	5	Pecuniary	Husband Surveyor		Yes

- c. To consider dispensations required:

None.

22/20/21 TO APPROVE THE MINUTES OF THE LIBRARY SUB-COMMITTEE HELD ON THURSDAY 27TH AUGUST 2020 AND TO CONSIDER ANY RECOMMENDATIONS.

Please see a copy of the minutes on the STC website.

Cllr Bickford proposed that the Library Sub Committee minute no.11/20/21 be amended to include not only the approval of funding from the Public Works Loan Board but also the results of the Public Consultation. Cllr Martin seconded Cllr Bickford's proposal.

It was **RESOLVED** that the amended minutes of the Library Sub Committee meeting held on Thursday 27th August 2020 were confirmed as a correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

RECOMMENDATIONS:

11/20/21 TO RECEIVE A TENDER REPORT FROM THE BUILDING CONSULTANT AND TO RECOMMEND APPOINTING A CONTRACTOR.

The Chairman informed Members 3 tenders were received for the refurbishment works and 1 for the replacement of windows and doors.

It was **RECOMMENDED** that:

1. Harrisons Builders be appointed to carry out the refurbishment works as specified in the tender at a cost of £103,405.80 as represented best value for money subject to approval of funding from the Public Works Loan Board and the results of the Public Consultation.
2. The Building Consultant be appointed as the Project Manager at an agreed sum of 6% of the contract figure.
3. The Building Consultant be appointed to carry out the CDM Regulations at an agreed sum of 1% of the contract figure.

It was **RESOLVED** to recommend at the next Full Council meeting:

1. To approve Harrisons Builders be appointed to carry out the refurbishment works as specified in the tender at a cost of £103,405.80 subject to approval of funding from the Public Works Loan Board and the results of the Public Consultation.
2. The Building Consultant be appointed as the Project Manager at an agreed sum of 6% of the contract figure.
3. The Building Consultant be appointed to carry out the CDM Regulations at an agreed sum of 1% of the contract figure.

Replacement of windows and doors:

The Building Consultant advised Members that only one tender application had been received for consideration.

Members discussed the options of re-advertising the tender but due to timescales and lead time it was felt this could potentially delay the refurbishment works.

As only one tender had been received members questioned if the cost reflected current market costs and represented value for money the Building Consultant stated that the tender cost was less than the original estimate for the works.

The Building Consultant gave an appraisal of the tender and costs received:

Devon and Cornwall Windows £102,300.00

The Building Consultant recommended Devon and Cornwall Windows and confirmed they were an established, reliable, and reputable company.

It was **RECOMMENDED** that:

1. Devon and Cornwall Windows be appointed to carry out the replacement of windows and doors as specified in the tender at a cost of £102,300. subject to approval of funding from the Public Works Loan Board and the results of the Public Consultation.
2. The Building Consultant be appointed as the Project Manager at an agreed sum of 6% of the contract figure.
3. A Building consultant be appointed to carry out the CDM Regulations at an agreed sum of 1% of the contract figure.

Members noted that the project budget would need to be further reviewed as the total cost of the refurbishment works to date is £220,105.21 and Members wish to consider the provision of a platform wheelchair lift located in the library building at further cost and that Full Town Council approved the funding application to the PWLB at £200,000.

It was **RESOLVED** to recommend at the next Full Council meeting:

1. To approve Devon and Cornwall Windows be appointed to carry out the replacement of windows and doors as specified in the tender at a cost of £102,300.00 subject to approval of funding from the Public Works Loan Board and the results of the Public Consultation.
2. The Building Consultant be appointed as the Project Manager at an agreed sum of 6% of the contract figure.
3. The Building Consultant be appointed to carry out the CDM Regulations at an agreed sum of 1% of the contract figure.

Members noted that the project budget would need to be further reviewed as the total cost of the refurbishment works to date is £220,105.21 and Members wish to consider the provision of a platform wheelchair lift located in the library building at further cost and that Full Town Council approved the funding application to the PWLB at £200,000.

23/20/21 FINANCE:

- a. To receive the current committee budget statement.

It was **RESOLVED** to note.

24/20/21 TO REVIEW THE OPERATIONS AND CONTROL OF THE PONTOON

The Acting Service Delivery Manager updated Members on the current anti-social behaviour at the Pontoon and referred Members to the Pontoon Operational Options.

It was **RESOLVED** to:

1. Repair and reinstate as intended the existing fob entry system for annual berth holders, the trusted boater scheme, and visiting boats.
2. Install a back-up system at the Guildhall to create a new robust database.
3. Provide key code access to the Service Delivery Department and Emergency Services only.
4. Review the current system and monitor the fob usage to avoid future abuse of the Pontoon.
5. Issue a letter to all pontoon users confirming if abuse of the access system takes place the loss of right to use will apply.
6. Advertise for all pontoon users to contact either the Service Delivery Department or Guildhall to re-register should they wish to use the Pontoon.
7. Submit a detailed report of recommendations to Members, to include the installation costs of CCTV and increased internet capacities for consideration at the following Services Committee meeting.
8. Review the Pontoon Fees and Charges for 2021/22 at Precept time.

Councillor Miller wished it to be recorded that he abstained from the vote due to insufficient information provided prior to the meeting and the resolution not being clear.

25/20/21

TO RECEIVE A REPORT FROM THE ACTING SERVICE DELIVERY MANAGER REGARDING THE PURCHASING OF VEHICLES.

The Acting Service Delivery Manager gave a brief overview of costs and options for three types of vehicles suitable for purchase:

1. A van the same specification as currently being hired and around 3 years old at a cost of £15,500.
2. A flatbed truck with drop sides but no tipper around 5 years old and at a cost of £14,500.
3. A tipper at around 5 years old with a storage box behind the cab at a cost of around £15,000.

Councillor Challen lost connection and reconnected to the meeting.

A brief recess was permitted at 7:46pm with the meeting resuming at 7:50pm.

It was **RESOLVED** that:

1. Delegated authority be given to the Chair and Vice Chair of Services and the Service Delivery Manager to purchase an additional vehicle within the available EMF budget 6578 – Equipment and Vehicles.
2. A report be provided for Members consideration detailing future vehicle requirements for the Service Delivery Team to undertake works in areas of devolution and proposed maintenance contracts.

26/20/21

TO RECEIVE A REPORT FROM THE ASSISTANT SERVICE DELIVERY MANAGER REGARDING THE PURCHASING OF EQUIPMENT, MACHINERY AND MAINTENANCE CONTRACT

Purchase of Equipment:

The Assistant Service Delivery Manager spoke of the report provided and the requirement of additional equipment to be purchased for Longstone Depot.

It was **RESOLVED** to approve the purchase of the additional equipment to be stored at Longstone Depot up to the value of £3,582.66 + VAT allocated to EMF budget 6587 – Equipment and Vehicles.

Servicing and Maintenance Contract:

The Assistant Service Delivery Manager informed Members of the current maintenance and servicing contract of existing equipment owned by the Town Council required to be reviewed.

It was **RESOLVED** that the Service Delivery Manager obtains three comparative quotes liaising with the Chair and Vice Chair of Services for the servicing and maintenance of equipment, establish best value for money and appoint accordingly.

27/20/21 **TO CONSIDER FUTURE STORAGE TO ACCOMMODATE EQUIPMENT, MACHINERY AND VEHICLES – COUNCILLOR PARKER.**

It was **RESOLVED** to defer to a future Services Committee meeting to allow for further confirmation on costs being obtained.

28/20/21 **DATE OF NEXT MEETING**

Wednesday 14th October 2020 at 6:30 p.m.

Rising at 8:20 p.m.

Signed: _____
Chairman

Date: _____