



# ***Saltash Town Council***

***Konsel An Dre Essa***



*The Guildhall*  
*12 Lower Fore Street*  
*Saltash*  
*PL12 6JX*  
*Telephone: 01752 844846*  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

8 October 2021

Dear Councillor

I write to summon you to the **Meeting of the Services Committee** to be held at the Guildhall on **Thursday 14th October 2021 at 6.30 pm.**

We encourage members of the public and press attending Council meetings to wear a face covering, unless medically exempt, to be mindful and respect others space and to consider their own unique circumstances before attending.

The meeting is open to members of the public and press. 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](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

Sinead Burrows  
Acting Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford R Bullock G Challen M Griffiths S Lennox-Boyd Vacancy	L Challen J Dent S Gillies S Martin (Vice-Chairman) J Peggs (Chairman) P Samuels	S Miller B Samuels G Taylor D Yates

## Agenda

1. Health and Safety Announcements.
2. Apologies.
3. 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. Acting Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. 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.
5. To receive and approve the minutes of the Services Committee held on Wednesday 15th September 2021 as a true and correct record. (Pages 4 - 10)
6. Finance:
  - a. To receive the current Committee budget statement. (Pages 11 - 15)
7. To consider Risk Management reports as may be received.
8. Correspondence.
9. To receive and note Cornwall Councils Forest for Cornwall Pre-Application Guidance and consider a location for planting. (Pages 16 - 19)
10. To consider a recommendation from the Climate Change and Environmental Working Party to budget for community tree planting initiatives.  
**(Pursuant to FTC held on 2.09.21 minute nr 182/21/22)**
11. To consider a date for the Town 2021 Christmas Light Switch on.
12. To receive and note a Service Delivery Department Report. (Pages 20 - 22)
13. To receive and consider a report on dog fouling. (Page 23)  
**(Pursuant to FTC held on 5.08.21 minute nr. 146/21/22)**

14. 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.
15. To consider any items referred from the main part of the agenda
16. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
17. To consider urgent non-financial items at the discretion of the Chairman.
18. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      Wednesday 3 November 2021 at 6.30 pm

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Services Committee held at the Guildhall on Wednesday 15th September 2021 at 6.30 pm**

**PRESENT:** Councillors: R Bickford, R Bullock, S Gillies, S Lennox-Boyd, S Martin (Vice-Chairman), S Miller, J Peggs (Chairman), A Pinckney and D Yates.

**ALSO PRESENT:** 2 Members of the Public, H Frank (Cornwall Council), C Cook (Locum Town Clerk), R Enticknap (Service Delivery Manager) and D Joyce (Administration Officer)

**APOLOGIES:** Councillors: G Challen, L Challen, J Dent, M Griffiths, S Miller (Late arrival), B Samuels, P Samuels and G Taylor.

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#### **21/21/22      HEALTH AND SAFETY ANNOUNCEMENTS**

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

The Chairman welcomed newly elected Essa Ward Councillor - Councillor Lennox-Boyd.

#### **22/21/22      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.

None.

b. Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

#### **23/21/22      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

The Chairman informed Members that a public question had been received and would be further discussed under agenda item 15 To receive and consider a report to plant a tree in the Memorial Peace Garden in remembrance of the Late Brad Hine.

**24/21/22      TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON WEDNESDAY 14TH JULY 2021 AS A TRUE AND CORRECT RECORD**

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

It was proposed by Councillor Gillies, seconded by Councillor Yates and **RESOLVED** that the minutes of the Services Committee held on Wednesday 14<sup>th</sup> July 2021 were confirmed as a correct record.

**25/21/22      FINANCE:**

a. To receive the current Committee budget statement

It was **RESOLVED** to note.

**26/21/22      ACTING TOWN CLERK TO REPORT ON DELEGATED AUTHORITY TO SPEND - REGATTA EVENT**

Councillor Miller arrived at the meeting.

It was **RESOLVED** to note.

**27/21/22      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No report.

**28/21/22      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT**

The Chair congratulated the SD team for all their hard work through a difficult period and under trying circumstances. Members spoke of magnificent comments received regarding the bedding plants and hanging baskets situated throughout the town.

It was **RESOLVED** to note.

29/21/22

**TO RECEIVE AND CONSIDER A REPORT ON A PREMISES LICENCE FOR THE STATION BUILDING**

Members discussed the requirement for a Premises Licence for the Station Building and considered an amendment to the Guildhall Premises Licence to include the sale of alcohol.

The Administration Officer updated Members that she had already undertaken BIIAB Training and would not require to re-sit the exam as the certificate is still valid.

The report outlined three recommendations Members considered.

**Premises Licence to hold entertainment events – Station Building**

It was proposed by Councillor Bickford, seconded by Councillor Bullock and **RESOLVED** to apply for a premises licence for the Station Building to hold entertainment events. This is subject to no additional costs being accrued by the Town Council.

**Guildhall – Amendment to Premises Licence**

It was proposed by Councillor Miller, seconded by Councillor Bullock and **RESOLVED**

1. To amend the existing premises licence to include the sale of alcohol for Council events only at a cost of £23.00.
2. The Administration Officer to be the nominated Designated Premises Supervisor for Council events at the Guildhall subject to a personal licence being reissued.

**Staff Training – Personal Licence for the Sale of Alcohol**

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to defer the training of additional staff to obtain a personal licence for the sale of alcohol unless demand for the Guildhall and Station bookings indicates otherwise

30/21/22

**TO RATIFY THE LIBRARY OPERATIONAL HOURS**

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** to ratify the extension of the library operational hours subject to the hours in keeping with the current budget.

**31/21/22      TO CONSIDER THE OPENING HOURS OF LONGSTONE PARK TOILETS - COUNCILLOR PEGGS**

The Chairman briefed Members on requests from residents for a change to the opening hours during the winter period who utilise Longstone Park toilets throughout the year.

The SDM informed Members that the decision to close Longstone toilets early was due to vandalism however confirmed that a few minor maintenance issues could be resolved and the opening hours rescheduled if required.

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to reopen Longstone Park toilets throughout the winter period between 8:30am and 4:30pm with all public conveniences managed by the Town Council to amend the opening hours until after the October half term to coincide with seasonal day light savings.

**32/21/22      TO CONSIDER ADDITIONAL ACCESSIBLE TOILETS AND SUITABLE AREAS IN SALTASH**

Members discussed the suitability of various locations for a Changing Places Toilet which requires a larger installation space to standard accessible toilets.

Members all agreed the aspiration to have a CPT in Saltash had been established however due to size requirements of a CPT this item would require additional and careful consideration prior to a proposal being made or any associated funding being applied for.

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to defer this item until further information is received on public demand and requirements as well as established locations and associated costs for a CPT are ascertained by Members.

**33/21/22      CORRESPONDENCE.**

The Chairman read out a letter received from a resident objecting to the request for a tree to be planted with a Memorial plaque in the Memorial Peace Garden due to the original intent of the Peace Garden to remember members of the Saltash Community who died in war and conflict. The resident expressed concern due to the proposal being inappropriate and not in accordance with the original principles. Further concern was raised that if the Town Council approved the proposal of a memorial tree it could set a precedent.

It was **RESOLVED** to note.

**34/21/22      TO RECEIVE AND CONSIDER A REPORT TO PLANT A TREE IN THE MEMORIAL PEACE GARDEN IN REMEMBRANCE OF THE LATE BRAD HINE.**

A resident spoke in support of the proposal to plant a tree and plaque in memory of the landscaper of the Memorial Peace Garden who sadly passed away.

The resident informed Members of a pink Hawthorne tree which has been offered as a donation to the Council with the planting and cost of a memorial plaque to be funded at no additional cost to the residents of Saltash.

The resident added that a tree was planted previously in 2016 but due to vandalism had to be removed and therefore would the Council consider the donated tree as replacement which the Council had promised many years ago.

It was proposed by Councillor Peggs, seconded by Councillor Pinckney and **RESOLVED** to approve planting a donated Hawthorne tree in the vicinity of the Memorial Peace Garden subject to the SDM meeting the resident to establish a suitable space. A memorial plaque to be installed in a separate location within the Peace Garden.

**35/21/22      TO RECEIVE A REPORT RELATING TO THE A38 ROUNDABOUT DISPLAY AND CONSIDER WRITING TO HIGHWAYS ENGLAND.**

Members were informed that Highways England have recently changed their name and is operating as National Highways.

Councillor Lennox-Boyd spoke of recent meetings with Cornwall Council and National Highways and the requests received to improve the horticultural appearance at the A38 roundabout in Saltash. Councillor Lennox-Boyd added that these requests have been refused by National Highways due to visibility issues.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to form a working group consisting of Councillors Lennox-Boyd, Martin and Miller to corroborate an acceptable proposal for the horticultural appearance of the A38 roundabout and report back at the following Services Committee meeting.

**36/21/22      TO RECEIVE AND CONSIDER A REPORT RELATING TO THE WATER SKI RACING SOUTH WEST.**

It was **RESOLVED** to note.



**37/21/22      TO FURTHER CONSIDER THE FINANCIAL IMPACT AND ALTERNATIVE FUNDING SOURCES AVAILABLE FOR CCTV IN SALTASH**

Members considered the financial impact and discussed various funding sources currently available for the provision of CCTV.

Members confirmed the comprehensive proposal received included a specialised quote and did not require to adhere to the Council's Financial Regulations (12.1.b) due to the provider being the sole supplier in Cornwall with direct connections to the Police and Fire Commissioners.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and resolved to **RECOMMEND** to Full Town Council:

1. An amendment to the proposal to include an additional camera to be situated within Alexandra Car Park
2. To approve submission of an application to the S106 Panel for the shortfall of money relating to any cameras within the Town Centre.
3. Further grant applications to alternative funding sources be made to assist with the shortfall.
4. Subsequent to any applications and monies awarded any further shortfall to be taken from the General Reserves to proceed with the proposal as soon as possible.

**38/21/22      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.

**39/21/22      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**40/21/22      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

41/21/22 **TO CONSIDER ANY ITEMS FOR INFORMATION PURPOSES ONLY  
AT THE DISCRETION OF THE CHAIRMAN.**

None.

42/21/22 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES  
ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE  
OF THE MEETING.**

It was **RESOLVED** to issue the following Press and Social Media releases:

1. Change of Public Toilets opening hours
2. Library Extended Opening Hours.
3. Water Ski Competition Event this Saturday with the Council supporting the infrastructure – Social Media Only

**DATE OF NEXT MEETING**

Wednesday 13 October 2021 at 6.30 pm

Rising at: 8.23 pm

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

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

**Services Committee - Guildhall Budget**  
Saltash Town Council  
As at 7th October 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds to Receive/ Available to Date 2021/22	Notes
<b>Guildhall Operating Income</b>							
<b>Guildhall Income</b>							
4200 GH Income - Guildhall Bookings	5,842	0	0	5,100	848	4,252	
4201 GH Income - Guildhall Refreshments	0	0	0	130	33	97	
4202 GH Guildhall Piano	0	0	0	10	0	10	
4206 GH Income - Guildhall Misc Property Income	8,143	0	0	115	1	114	
<b>Total Guildhall Income</b>	<b>13,985</b>	<b>0</b>	<b>0</b>	<b>5,355</b>	<b>882</b>	<b>4,473</b>	
<b>Total Guildhall Operating Income</b>	<b>13,985</b>	<b>0</b>	<b>0</b>	<b>5,355</b>	<b>882</b>	<b>4,473</b>	
<b>Guildhall Operating Expenditure</b>							
<b>Guildhall Expenditure</b>							
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,691	8,608	83	
6401 GH Water Rates - Guildhall (6401)	271	0	0	750	57	693	
6402 GH Gas - Guildhall (6402)	1,538	0	0	2,000	505	1,495	
6403 GH Electricity - Guildhall (6403)	3,406	0	0	4,000	1,183	2,817	
6404 GH Fire & Security Alarm - Guildhall (6404)	758	0	0	1,237	918	319	
6405 GH Fire Extinguishers - Guildhall (6405)	361	0	0	0	0	0	
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,132	0	0	1,000	644	356	
6409 GH Boiler Service & Maintenance	609	0	0	1,006	67	939	
6410 GH General Repairs & Maintenance	1,154	0	0	2,515	770	1,745	
6411 GH TV License & PRS	128	0	0	375	21	354	
6412 GH Lift Service & Maintenance	1,685	0	0	2,500	2,095	405	
6413 GH Refreshment Costs - Guildhall	0	0	0	190	0	190	
6414 GH Replace Equipment - Guildhall	30	0	0	1,000	263	737	
6418 GH Professional Fees	0	0	0	1,026	0	1,026	
6420 GH Legionella Risk Assessment (Guildhall)	280	0	0	443	175	268	
<b>Total Guildhall Expenditure</b>	<b>19,960</b>	<b>0</b>	<b>0</b>	<b>26,733</b>	<b>15,307</b>	<b>11,426</b>	
<b>Guildhall Staffing Expenditure</b>							
Guildhall Staffing Expenses	27	0	0	402	0	402	
6678 ST GH Staff Training (Guildhall)	0	0	0	500	0	500	
Guildhall Staffing Costs	26,121	0	0	22,931	11,462	11,469	
<b>Total Guildhall Staffing Expenditure</b>	<b>26,148</b>	<b>0</b>	<b>0</b>	<b>23,833</b>	<b>11,462</b>	<b>12,371</b>	
<b>Total Operating &amp; EMF Expenditure</b>	<b>46,108</b>	<b>0</b>	<b>0</b>	<b>50,566</b>	<b>26,770</b>	<b>23,796</b>	
<b>Total Guildhall Operating Expenditure</b>	<b>46,108</b>	<b>0</b>	<b>0</b>	<b>50,566</b>	<b>26,770</b>	<b>23,796</b>	
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(32,123)</b>	<b>0</b>	<b>0</b>	<b>(45,211)</b>	<b>(25,888)</b>	<b>(19,323)</b>	
<b>Guildhall EMF Expenditure</b>							
6470 GH EMF Guildhall Maintenance	3,916	32,593	0	15,000	0	47,593	
6696 ST GH EMF Staff Contingency (Guildhall)	0	1,840	0	1,160	0	3,000	
<b>Total Guildhall EMF Expenditure</b>	<b>3,916</b>	<b>34,433</b>	<b>0</b>	<b>16,160</b>	<b>0</b>	<b>50,593</b>	
<b>Total Guildhall Expenditure (Operational &amp; EMF)</b>	<b>50,023</b>	<b>34,433</b>	<b>0</b>	<b>66,726</b>	<b>26,770</b>	<b>74,389</b>	
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(36,039)</b>	<b>(34,433)</b>	<b>0</b>	<b>(61,371)</b>	<b>(25,888)</b>	<b>(69,916)</b>	

**Services Committee - Library Budget**  
Saltash Town Council  
As at 7th October 2021

Account	Actual Received /Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes
<b>Library Operating Income</b>							
<b>Library Income</b>							
4517 LI Library - Fines (Collected on behalf of CC)	5	0	0	568	45	523	
4518 LI Library - Photocopying Fees	0	0	0	566	16	550	
4519 LI Hire of Video, DVDs & Books (Collected on behalf of CC)	0	0	0	110	0	110	
4524 LI Library Book Sales	307	0	0	151	194	(43)	
4525 Library - Miscellaneous Income	353	0	0	0	0	0	
4526 LI Library Activity Income	0	0	0	100	0	100	
4527 LI Library Cafe Rental Income	0	0	0	3,000	0	3,000	
4528 Library Merchandise Income	0	0	0	425	0	425	
<b>Total Library Income</b>	<b>664</b>	<b>0</b>	<b>0</b>	<b>4,920</b>	<b>256</b>	<b>4,664</b>	
<b>Total Library Operating Income</b>	<b>664</b>	<b>0</b>	<b>0</b>	<b>4,920</b>	<b>256</b>	<b>4,664</b>	
<b>Library Operating Expenditure</b>							
<b>Library Expenditure</b>							
6900 LI Rates - Library	13,473	0	0	14,004	13,473	531	
6901 LI Water Rates - Library	0	0	0	323	0	323	
6902 LI Gas - Library	1,251	0	0	1,730	349	1,381	
6903 LI Electricity - Library	1,742	0	0	1,412	719	693	
6904 LI Fire & Security Alarm - Library	504	0	0	915	422	493	
6905 LI Fire Extinguishers - Library	227	0	0	0	0	0	
6908 LI Cleaning Materials & Equipment - Library	337	0	0	1,643	0	1,643	
6909 LI Boiler Service & Maintenance - Library	205	0	0	1,006	64	942	
6910 LI General Repairs & Maintenance - Library	692	0	0	2,012	763	1,249	
6911 LI TV License & PRS - Library	283	0	0	1,258	57	1,201	
6913 LI Refreshment Costs - Library	0	0	0	252	0	252	
6914 LI Replace Equipment - Library	979	0	0	1,026	0	1,026	
6918 LI Professional Fees (Private Contractors)	945	0	0	1,006	0	1,006	
6920 LI Legionella Risk Assessment - Library	280	0	0	516	210	306	
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	2,548	2,583	
6922 LI Library Activities	575	0	0	1,400	1,216	184	
6923 LI PWLB Loan Repayment & Interest	0	0	0	21,500	0	21,500	
<b>Total Library Expenditure</b>	<b>25,613</b>	<b>0</b>	<b>0</b>	<b>55,134</b>	<b>19,822</b>	<b>35,312</b>	
<b>Library Staffing Expenditure</b>							
Library Staff Expenses	264	0	0	1,900	26	1,874	
6682 ST LI Staff Training (Library)	340	0	0	1,509	78	1,431	
Library Staffing Costs	84,234	0	20,691	94,903	51,172	64,422	
<b>Total Library Staffing Expenditure</b>	<b>84,837</b>	<b>0</b>	<b>20,691</b>	<b>98,312</b>	<b>51,276</b>	<b>67,727</b>	
<b>Total Operating &amp; EMF Expenditure</b>	<b>110,450</b>	<b>0</b>	<b>20,691</b>	<b>153,446</b>	<b>71,097</b>	<b>103,040</b>	
<b>Total Library Operating Expenditure</b>	<b>110,450</b>	<b>0</b>	<b>20,691</b>	<b>153,446</b>	<b>71,097</b>	<b>103,040</b>	
<b>Total Library Operating Surplus/ Deficit</b>	<b>(109,786)</b>	<b>0</b>	<b>(20,691)</b>	<b>(148,526)</b>	<b>(70,841)</b>	<b>(98,376)</b>	
<b>Library EMF Expenditure</b>							
6971 LI EMF Saltash Library Property Maintenance (from CC)	11,298	11,788	0	16,500	0	28,288	
6972 LI EMF Library Equipment & Furniture	583	14,417	0	17,500	14,951	16,966	
6973 LI EMF Loan Repayment for 2020-21	0	23,000	0	0	0	23,000	
6698 ST LI EMF Staff Contingency (Library)	0	15,941	(12,097)	0	0	3,844	
<b>Total Library EMF Expenditure</b>	<b>11,881</b>	<b>65,146</b>	<b>(12,097)</b>	<b>34,000</b>	<b>14,951</b>	<b>72,098</b>	
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>122,331</b>	<b>65,146</b>	<b>8,594</b>	<b>187,446</b>	<b>86,048</b>	<b>175,138</b>	
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(121,667)</b>	<b>(65,146)</b>	<b>(8,594)</b>	<b>(182,526)</b>	<b>(85,793)</b>	<b>(170,473)</b>	

Notes

To/From Reserves & Budget Virements 2021/22

1. £10,000 vired from 6698 EMF Library Staff Contingency to Library Staffing Costs
2. £5,105 plus £10,886 = Total = £15,991 from 6971 EMF allocated to the Library Refurbishment Project

**Services Committee - Maurice Huggins Budget**  
Saltash Town Council  
As at 7th October 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes
<b>Maurice Huggins Operating Income</b>							
<b>Maurice Huggins Income</b>							
4207 GH Maurice Huggins Room Income	0	0	0	0	60	(60)	
<b>Total Maurice Huggins Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>(60)</b>	
<b>Total Maurice Huggins Operating Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>(60)</b>	
<b>Maurice Huggins Operating Expenditure</b>							
<b>Maurice Huggins Expenditure</b>							
7000 MA Rates - Maurice Huggins	(268)	0	0	0	0	0	
7001 MA Water Rates - Maurice Huggins	0	0	0	0	14	(14)	
7003 MA Electricity - Maurice Huggins	(192)	0	0	0	142	(142)	
7004 MA Fire & Security Alarm - Maurice Huggins	157	0	0	0	158	(158)	
7005 MA Fire Extinguishers - Maurice Huggins	44	0	0	0	0	0	
7010 MA General Repairs & Maintenance - Maurice Huggins	0	0	0	0	45	(45)	
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	210	(210)	
<b>Total Maurice Huggins Expenditure</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>568</b>	<b>(568)</b>	
<b>Total Maurice Huggins Operating Expenditure</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>568</b>	<b>(568)</b>	
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>628</b>	<b>(628)</b>	
<b>Maurice Huggins EMF Expenditure</b>							
6472 EMF Maurice Huggins Room	0	2,000	0	0	0	2,000	
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	394	606	0	0	0	606	
<b>Total Maurice Huggins EMF Expenditure</b>	<b>394</b>	<b>2,606</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,606</b>	
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>415</b>	<b>2,606</b>	<b>0</b>	<b>0</b>	<b>568</b>	<b>2,038</b>	
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(373)</b>	<b>(2,606)</b>	<b>0</b>	<b>0</b>	<b>628</b>	<b>(3,234)</b>	

Notes

To/From Reserves & Budget Virements 2021/22

1. £2,000 6472 EMF to be used for operational expenditure 2021/22

**Services Committee - Isambard House (Station Building) Budget**  
Saltash Town Council  
As at 7th October 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes
<b>Isambard House Operating Income</b>							
<b>Isambard House Income</b>							
4301 SA Isambard House - Bookings	0	0	0	1,250	1,618	(368)	
4302 SA Isambard - Refreshment Income	0	0	0	2,500	0	2,500	
<b>Total Isambard House Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,750</b>	<b>1,618</b>	<b>2,132</b>	
<b>Total Isambard House Operating Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,750</b>	<b>1,618</b>	<b>2,132</b>	
<b>Isambard House Operating Expenditure</b>							
<b>Isambard House Expenditure</b>							
6800 SA Rates - Isambard House	3,583	0	0	3,659	3,543	116	
6801 SA Water Rates - Isambard House	53	0	0	572	(53)	625	
6802 SA Gas - Isambard House	159	0	0	1,869	(159)	2,028	
6803 SA Electricity - Isambard House	159	0	0	2,775	(159)	2,934	
6804 SA Fire & Security Alarm - Isambard House	77	0	0	954	893	61	
6805 SA Fire Extinguishers - Isambard House	184	0	0	0	0	0	
6808 SA Cleaning Materials & Equipment - Isambard House	0	0	0	1,500	1,362	138	
6810 SA General Repairs & Maintenance - Isambard House	300	0	0	500	111	389	
6811 SA TV License & PRS - Isambard House	0	0	0	2,080	0	2,080	
6813 SA Refreshments Costs - Isambard House	0	0	0	105	300	(195)	
6814 SA Replace Equipment - Isambard House	81	0	0	965	845	120	
6818 SA Professional Costs - Isambard House	250	0	0	1,026	0	1,026	
<b>Total Isambard House Expenditure</b>	<b>4,846</b>	<b>0</b>	<b>0</b>	<b>16,005</b>	<b>6,683</b>	<b>9,322</b>	
<b>Isambard House Staffing Expenditure</b>							
6671 Staff Expenses - Isambard House	0	0	0	250	0	250	
6672 ST SA Staff Training - Isambard House	0	0	0	1,000	0	1,000	
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard House	0	0	7,000	0	0	7,000	
<b>Total Isambard House Staffing Expenditure</b>	<b>0</b>	<b>0</b>	<b>7,000</b>	<b>1,250</b>	<b>0</b>	<b>8,250</b>	
<b>Total Operating &amp; EMF Expenditure</b>	<b>4,846</b>	<b>0</b>	<b>7,000</b>	<b>17,255</b>	<b>6,683</b>	<b>17,572</b>	
<b>Total Isambard House Operating Expenditure</b>	<b>4,846</b>	<b>0</b>	<b>7,000</b>	<b>17,255</b>	<b>6,683</b>	<b>17,572</b>	
<b>Total Isambard House Operating Surplus/ (Deficit)</b>	<b>(4,846)</b>	<b>0</b>	<b>(7,000)</b>	<b>(13,505)</b>	<b>(5,065)</b>	<b>(15,440)</b>	
<b>Isambard House EMF Expenditure</b>							
6473 SA EMF Station Building (Purchase & Capital Works)	143,272	82,273	33,939	0	39,381	76,831	
6870 SA EMF Isambard House	0	5,000	0	20,000	0	25,000	
6695 ST SA EMF Staff Contingency - Isambard House	0	9,000	(7,000)	0	0	2,000	
<b>Total Isambard House EMF Expenditure</b>	<b>143,272</b>	<b>96,273</b>	<b>26,939</b>	<b>20,000</b>	<b>39,381</b>	<b>103,831</b>	
<b>Total Isambard House Expenditure (Operational &amp; EMF)</b>	<b>148,118</b>	<b>96,273</b>	<b>33,939</b>	<b>37,255</b>	<b>46,064</b>	<b>121,403</b>	
<b>Total Isambard House Budget Surplus/ (Deficit)</b>	<b>(148,118)</b>	<b>(96,273)</b>	<b>(33,939)</b>	<b>(33,505)</b>	<b>(44,446)</b>	<b>(119,271)</b>	

Notes

To/From Reserves & Budget Virements 2021/22

1. £7,000 vired from 6695 EMF Isambard House Staff Contingency to Station Staffing Costs
2. £33,939 Funding Received: £16,439 EMF Income received from S106 external funding for refurbishment works & £17,500 from Railway Heritage Trust for the refurbishment works of the surrounding fence
3. Overspend for refreshment costs of £195 is covered by the event income received for these costs.

**Services Committee - Service Delivery Budget**  
Saltash Town Council  
As at 7th October 2021

Account	Actual Received/ Spend 2020/21	EMF Balances B/F 2020/21	To/From Reserves & Budget Virements 2021/22	Budget 2021/22	Actual Received/Spend YTD 2021/22	Actual Funds To Receive/ Available to Date 2021/22	Notes
<b>Service Delivery Operating Income</b>							
<b>Service Delivery Income</b>							
<b>Grounds &amp; Premises Income</b>							
4500 SE Allotment Rents	2,512	0	0	3,000	3,290	(290)	
4510 SE Public Footpath Grant	1,223	0	0	1,240	1,526	(286)	
4512 SE Misc Income Grounds & Premises	96	0	0	0	15	(15)	
4523 SE Service Delivery Income - Seagull Bags	677	0	0	1,710	976	734	
<b>Total Grounds &amp; Premises Income</b>	<b>4,507</b>	<b>0</b>	<b>0</b>	<b>5,950</b>	<b>5,808</b>	<b>142</b>	
<b>Town &amp; Waterfront Income</b>							
4521 SE Waterfront Income - Annual Mooring Fees	6,095	0	0	8,500	8,268	232	
4522 SE Waterfront Income - Daily Mooring Fees	50	0	0	3,000	865	2,135	
4530 SE Waterfront Income - Dingy Park	0	0	0	0	0	0	
4532 SE Contract Income	0	0	0	3,000	0	3,000	
<b>Total Town &amp; Waterfront Income</b>	<b>6,145</b>	<b>0</b>	<b>0</b>	<b>14,500</b>	<b>9,132</b>	<b>5,368</b>	
<b>Total Service Delivery Income</b>	<b>10,652</b>	<b>0</b>	<b>0</b>	<b>20,450</b>	<b>14,940</b>	<b>5,510</b>	
<b>Total Service Delivery Operating Income</b>	<b>10,652</b>	<b>0</b>	<b>0</b>	<b>20,450</b>	<b>14,940</b>	<b>5,510</b>	
<b>Service Delivery Operating Expenditure</b>							
<b>Service Delivery Expenditure</b>							
<b>Grounds &amp; Premises Expenditure</b>							
6209 PR Oyster Beds	0	0	0	1	0	1	
6503 SE Allotments	1,162	0	0	800	135	665	
6506 SE Grounds Maintenance & Watering (6506)	24,761	0	0	8,500	2,359	6,141	
6508 SE Public Toilets (Operational Costs)	6,403	0	0	4,000	313	3,687	
6517 SE Cross (Maintenance)	2,728	0	0	2,515	74	2,441	
6525 GR Public Toilets (Repairs & Maintenance Costs)	1,553	0	0	1,000	922	78	
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,595	0	0	4,000	1,625	2,375	
6529 G&P Refuse Disposal	3,706	0	0	5,030	2,392	2,638	
6907 SE Seagulls Bags	780	0	0	1,774	792	982	
<b>Longstone Expenditure</b>							
7100 LO Rates - Longstone	0	0	0	2,104	0	2,104	
7101 LO Water Rates - Longstone	0	0	0	401	0	401	
7103 LO Electricity - Longstone	574	0	0	1,893	57	1,836	
7104 LO Fire & Security Alarm - Longstone	265	0	0	895	309	586	
7105 LO Fire Extinguishers - Longstone	142	0	0	0	0	0	
7107 LO Rent - Longstone	0	0	0	4,500	2,625	1,875	
7108 LO Cleaning Materials & Equipment - Longstone	326	0	0	600	278	322	
7110 LO General Repairs & Maintenance - Longstone	1,513	0	0	733	84	649	
7114 LO Replace Equipment - Longstone	1,352	0	0	1,000	50	950	
7121 LO IT & Office Costs - Longstone	1,057	0	0	1,006	763	243	
6419 GH Longstone Depot	495	0	0	0	(2,000)	2,000	
<b>Total Longstone Expenditure</b>	<b>5,724</b>	<b>0</b>	<b>0</b>	<b>13,132</b>	<b>2,166</b>	<b>10,966</b>	
<b>Total Grounds &amp; Premises Expenditure</b>	<b>52,410</b>	<b>0</b>	<b>0</b>	<b>40,752</b>	<b>10,778</b>	<b>29,974</b>	
<b>Town &amp; Waterfront Expenditure</b>							
6504 SE Street Furniture (Maintenance)	1,119	0	0	2,000	895	1,105	
6505 SE Street Lighting	302	0	0	200	102	98	
6511 SE Tourism & Signage	0	0	0	1,000	0	1,000	
6512 SE Bus Shelters (Maintenance)	0	0	0	500	0	500	
6515 SE Festive Lights Maintenance & Electricity	1,364	0	0	900	369	531	
6519 SE Flags & Bunting	1,831	0	0	3,078	1,763	1,316	
6522 SE Pontoon (Maintenance Costs) (6522)	2,431	0	0	5,478	1,798	3,680	
6524 SE Vehicle Maintenance and Repair Costs	10,360	0	0	8,000	3,852	4,148	
6527 SE Salt Bins Refill	629	0	0	1,006	0	1,006	
6528 SE Pontoon Accommodation	1,776	0	0	10,563	3,185	7,378	
6530 SE Contract Expenditure	0	0	0	1,006	0	1,006	
<b>Total Town &amp; Waterfront Expenditure</b>	<b>19,811</b>	<b>0</b>	<b>0</b>	<b>33,731</b>	<b>11,963</b>	<b>21,768</b>	
<b>Total Service Delivery Expenditure</b>	<b>72,221</b>	<b>0</b>	<b>0</b>	<b>74,483</b>	<b>22,742</b>	<b>51,741</b>	
<b>Service Delivery Staffing Expenditure</b>							
Service Delivery Staffing Expenses	2,779	0	0	4,829	2,857	1,972	
6676 ST Services Delivery Staff Training	3,668	0	0	7,500	(594)	8,094	
Service Delivery Staffing Costs	113,817	0	30,000	195,078	88,368	136,710	
<b>Total Service Delivery Staffing Expenditure</b>	<b>120,264</b>	<b>0</b>	<b>30,000</b>	<b>207,407</b>	<b>90,631</b>	<b>146,776</b>	
<b>Total Operating &amp; EMF Expenditure</b>	<b>192,486</b>	<b>0</b>	<b>30,000</b>	<b>281,890</b>	<b>113,373</b>	<b>198,517</b>	
<b>Total Service Delivery Operating Expenditure</b>	<b>192,486</b>	<b>0</b>	<b>30,000</b>	<b>281,890</b>	<b>113,373</b>	<b>198,517</b>	
<b>Total Service Delivery Operating Surplus/ (Deficit)</b>	<b>(181,834)</b>	<b>0</b>	<b>(30,000)</b>	<b>(261,440)</b>	<b>(98,433)</b>	<b>(193,007)</b>	
<b>Service Delivery EMF Expenditure</b>							
<b>Grounds &amp; Premises EMF Expenditure</b>							
6471 GH EMF Heritage Centre	0	5,056	0	0	96	4,960	
6571 SE EMF Saltash Recreation Areas	0	26,809	0	4,000	0	30,809	
6588 EMF Victoria Gardens	0	0	0	10,000	0	10,000	
<b>Longstone EMF Expenditure</b>							
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500	
<b>Total Longstone EMF Expenditure</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>0</b>	<b>32,365</b>	<b>0</b>	<b>14,000</b>	<b>96</b>	<b>46,269</b>	
<b>Town &amp; Waterfront EMF Expenditure</b>							
6570 SE EMF Notice Boards (Repair & Replace)	13	1,839	0	0	0	1,839	
6572 SE EMF Festive Lights (6572)	17,675	5,582	0	5,000	0	10,582	
6573 SE EMF Public Art & Maintenance	520	1,443	0	0	0	1,443	
6574 SE EMF Salt Bins	0	2,728	0	0	264	2,464	
6575 SE EMF Street Furniture (New & Replace)	0	2,749	0	0	301	2,448	
6578 SE EMF Equipment and Vehicles (Capital Works)	49,816	(10,213)	0	30,000	2,348	17,439	
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978	
6584 SE EMF Pontoon Maintenance Costs	0	10,697	0	0	0	10,697	
7000 EMF Staff Contingency (Service Delivery)	76,999	54,596	(30,000)	0	22,615	1,981	
<b>Total Town &amp; Waterfront EMF Expenditure</b>	<b>145,021</b>	<b>71,399</b>	<b>(30,000)</b>	<b>35,000</b>	<b>25,528</b>	<b>50,871</b>	
<b>Total Service Delivery EMF Expenditure</b>	<b>145,021</b>	<b>103,764</b>	<b>(30,000)</b>	<b>49,000</b>	<b>25,624</b>	<b>97,140</b>	
<b>Total Service Delivery Expenditure (Operational &amp; EMF)</b>	<b>337,507</b>	<b>103,764</b>	<b>0</b>	<b>330,890</b>	<b>138,997</b>	<b>295,657</b>	
<b>Total Service Delivery Budget Surplus/ (Deficit)</b>	<b>(326,855)</b>	<b>(103,764)</b>	<b>0</b>	<b>(310,440)</b>	<b>(124,057)</b>	<b>(290,147)</b>	

Notes

To/From Reserves & Budget Virements 2021/22

1. £30,000 vired from 7000 EMF Service Delivery Staff Contingency to Service Delivery Staffing Costs



## Forest For Cornwall - Forest For My Place Celebrate with a Landmark Tree Application Guidance

The Forest for Cornwall team is pleased to offer a free celebratory Landmark Tree to all Cornish communities.

The aim of this initiative is to offer communities the opportunity to celebrate their community through planting a 2-2.5m (6-8') tree which will be supplied free by the [Forest for Cornwall](#) with support from the [Woodland Trust](#) through their [Emergency Tree Funding](#) of the Forest for Cornwall's Forest for My Place.

Planting a tree or trees to mark an event or celebrate a person has been a long tradition. We hope this offer will help communities celebrate what or who is important to them through planting a tree and capturing those stories for the future and sharing those stories with us. By doing so we hope it will create a 'community of celebratory trees' across the length and breadth of Cornwall which are 'rooted' in what is important to each community. We are also hoping these Landmark trees will be an entry point to encourage those communities not already involved to engage with trees and tree planting, and to the [Forest for Cornwall](#) and its Forest for My Place initiative.

The Forest for Cornwall is gathering 'Tales from the Forest' – a way of capturing the importance of trees to our residents and communities and laying down the 'annual rings of the forest' as it grows – and your community stories will be an important element of that.

The tree can be planted to commemorate / celebrate an individual or event in the community and could also be used as part of the [Queen's Green Canopy](#) to celebrate the Jubilee, the [Plant for Our Planet](#) initiative or logged as part of [Countryfile's Plant Britain](#) initiative.

1. We are setting a deadline of 9am Monday 2nd August for applications to be submitted online through the Let's Talk Cornwall 'Celebrate with a Landmark Tree' portal. This deadline is needed to ensure ordering and delivery of trees for this winter's planting.
2. A special application link was provided directly to local councils through the 2<sup>nd</sup> July Town and Parish Newsletter.
3. The Let's Talk platform includes the online application for submission, useful guidance and links, and FAQs.
4. We are encouraging councils who are not in a position to plant a tree this winter or would like a little more time to consider their celebratory tree, to register an interest by 2 August to plant a tree next year (winter 2022 – 23).



5. It's the same Let's Talk platform link to apply for a landmark tree to plant either this winter 2021-22 or next, 2022-23.
6. If you're registering an interest for 2022-23 planting you won't be able to complete all the questions on the online form – please complete what you can and just put 'info not yet known or TBC' in any mandatory \* questions you can't yet answer. Doing that should then let you progress through the form and submit it.
7. 1 tree per parish (due to cost and funding). All parish, town, city, community council and parish meetings for Cornwall's civil parishes are eligible to apply. If a community wishes to plant more, there are several options you could consider (e.g. [Woodland Trust free trees for communities](#) and the Forest for Cornwall guidance on [Sources of Free Trees](#)), and we welcome that if you have the space and support locally.
8. We're asking councils to submit the application on behalf of the community, or the council can nominate another community group e.g. school, to submit it.
9. If you nominate another community group to make the application you will need to let us know using the 'Ask a Question' tab on the Let's Talk application platform and share the Let's Talk application link with the group. (Please note that the application platform is not accessible without the link, which has only been shared with local councils).
10. Trees – we have drawn up a short list of trees for communities to consider in the table below. This is a list of tree species which tend to grow well in Cornish conditions, will suit different circumstances (e.g. exposed sites), are either native or commonly occurring and we believe we can source in sufficient numbers. We are asking you to list 3 preferences on the application in case of difficulties in sourcing. If a community particularly wants another tree and are content it will grow well in your context then you can ask us to consider that tree species, but you may have to source it yourselves. This will be agreed later.
11. As well as the suggested tree list we are extremely lucky to have 20 smaller (60-90cm, 2-3ft), young oak saplings grown from acorns from Cornwall's oldest oak, the Darley Oak. This tree is estimated to be between 500 and 900 years old. If a community would like to be considered for one of these saplings for planting this year then you can indicate that as part of the application.
12. Parishes/communities will need to supply their own tree protection based on local circumstances as their contribution and confirm that in the application – to ensure the trees survive and thrive. Links to more info on how to protect the trees are available on the Let's Talk platform.
13. We are unable to individually advise the parishes on the suitability of their planting location or species but there is a guidance document about Tree Planting and Aftercare on the Let's Talk platform and it may be worth engaging with your local Tree Warden (if they are able to), or community members who have expertise. If having looked at the guidance and sought local advice, parishes still need some help to decide which species to plant we are hosting an online Q&A session for people

who would like some general advice about their tree choice on 14 July 2-4pm. The booking link is via [Eventbrite](#). Places are free but numbers will be limited to allow attendees to ask their question of the Cornwall Council Forestry Officer who will be leading the session. We ask that only 1 person from each council or community group making their landmark tree application books on the session.

14. We are planning to order the trees on behalf of the communities (unless you have asked for, and we've agreed a species which is not on our suggested list of trees; in which case we may need to ask you to order yourself). They will either be delivered to each parish directly or delivered to one of a number of local hubs for collection by the parishes from November. We will notify every one of the process for delivery/collection nearer the time and when the trees are available.
15. Trees supplied for winter 2021-22 (including the Darley Oaks) need to be planted between November 2021 and February 2022. Trees will be container grown.
16. We will look at rerunning the application process in spring/summer 2022 to give communities who didn't apply this year another opportunity.
17. The tree can be planted on any 'community accessible land' (e.g. parish, community or private with good community access) for which permission has been granted and an undertaking to care for its ongoing maintenance for 15 years has been made. Community access can include good 'visual' access. We are not seeking planting on Cornwall Council land.
18. The landowner's permission should be a letter confirming consent. (It will not be a charge against the title of the land if it's sold within that time).
19. The maintenance agreement can be a letter (scanned and uploaded into the Let's Talk platform) confirming that the tree will be maintained for a minimum of 15 years. If you need a little more time to confirm this you can let us know in the application form. In the application we do ask communities to confirm how they will look after the tree (e.g. watering the tree as it establishes, checking ties are secure but not cutting into the tree, stakes are firm etc.)
20. We will assess all the applications following the closing date of 9am on Monday 2nd August and successful applicants will be informed by email at the end of September.
21. There is a 'Clarification Questions' on the platform for people to ask additional questions.
22. If councils are unable to use the online format, you can contact us using the 'Clarification Questions' for other options but it will not preclude you from applying.

We are hoping these Landmark trees will be an entry point to encourage those communities who have not yet started planting to engage with trees and tree planting, and with the Forest for Cornwall and its Forest 4 My Place initiative. If communities have aspirations to plant more trees and hedges then there are a number of options available. Links to many of them can be found at [Free trees - Cornwall Council](#). This includes [Free Community Tree Packs](#) for schools and community groups from The [Woodland Trust](#) which

can be ordered [here](#). We'd encourage you to order them by mid summer to ensure availability.

If councils or communities have other ideas for tree planting, or would like to tell us about trees they have already planted, to count them towards the Forest for Cornwall, they can contact the Forest for Cornwall team using our [contact](#) us form.

#### Tree Species Short List:

Common name	Botanical name
Sessile oak	<i>Quercus petraea</i>
Small leaved lime	<i>Tilia cordata</i>
Field maple	<i>Acer campestre</i>
Whitebeam	<i>Sorbus aria</i>
Hornbeam	<i>Carpinus betulus</i>
Common Beech	<i>Fagus sylvatica</i>
Sycamore	<i>Acer pseudoplatanus</i>
Holm Oak	<i>Quercus ilex</i>

<https://www.cornwall.gov.uk/environment/countryside/forest-for-cornwall-programme/>

## **SERVICE DELIVERY MANAGER (SDM) REPORT**

**Remembrance Day Preparations** – Plans have been made in preparation of Remembrance Day. The war memorials will be cleaned and the surrounding areas tidied up at the beginning of November. The flag pole at Brunel Bust has been replaced so that full complement of Union Flags can be flown. The Flags in Fore Street will be changed for the Remembrance Flags, as per previous years.

**Brunel Bust Flag Pole** – the flag pole was replaced on the 6<sup>th</sup> October due to repairs being uneconomical.

**Grounds Maintenance Sites** – the grass cutting scheduling on all sites has now caught up after the problems experienced during the height of summer. Mowing will continue until the end of October, and revisit sites late November / early December for a final cut of the year. This late operation will keep the grass at an acceptable height throughout the winter period. Grass cutting will recommence in March 2022 subject to weather conditions.

The Memorial Peace Garden and St Nicholas & Faith War Memorial will continue to have weekly visits throughout the winter to ensure these two site maintain a high standard.

Our priority as we come into Autumn will be a hard pruning of the hedges and tree lines on the pathways throughout the Pillmere Estate. Over last winter the SDD cut back all the pathways to the path edge, clearing all the undergrowth that had grown over the paths at the same time. During the summer months the paths have again become overgrown with the plant growth. Our aim this year is to cut back to a minimum of 0.75m beyond the path edge and to a minimum of 3m height, this will help maintain clear access for the path users as the hedges & trees put on growth during the spring and summer 2022.

Over the winter period, we are planning to undertake reformative pruning to the shrubs at Huntley Gardens, Silver Street, the Station, Co-op car park, North Road, RAB statue & Brunel Bust, outside Merkur Slots, Bridge Slip road and the Celtic Cross. We shall be digging borders over, removing weeds and looking to apply a residual herbicide that will help maintain the borders weed free throughout the year.

The play areas at Ashton way, Grassmere Way and Honeysuckle way will have hedges and shrubs pruned, all grass edges to pathways and safety surfaces reformed, along with raising trees crown to ensure safe access underneath.

**Hanging Baskets and Annual Summer Bedding.** – In mid-October the hanging baskets, bedding plants form borders and planters will be removed. The borders and planters will be prepared for the winter bedding display, currently scheduled for early November.

**Trees** – A contractor has been instructed to undertake the tree survey which is undertaken annually. All STC sites will be included this year – Churchtown Cemetery, Churchtown Allotments, St Stephens Churchyard, Fairmead Rad Allotments, Elwell Woods, Pillmere Estate, North Road, co-op car park border, Huntley Gardens & Silver Street, Trematon Pound, Ashton Way Play Area and The Train Station.

Once the survey has been completed, quotes will be sourced to undertake the works highlighted within the Tree Survey.

**Churchtown Cemetery Grounds maintenance** – as per the Grounds Maintenance sites, the grass cutting continues at 10 to 14 day frequencies leading into the winter period.

The winter works programme will include hedge cutting, shrub bed maintenance and clearing debris and moss from hard surfaces

**St Stephens Churchyard** – as per the Grounds Maintenance sites, grass cutting frequencies are continuing at 3 weekly frequencies.

The winter works programme will include hedge cutting, shrub bed maintenance and clearing debris and moss from hard surfaces.

**Public Rights of Way** – The second scheduled maintenance visits were completed on the 6<sup>th</sup> October.

**Station** – The finishing building works to the interior of the extension building commenced on the 16<sup>th</sup> August. We are awaiting confirmation of a date for the contractor to return to site and complete the kitchenette area and to install luxury vinyl tile flooring.

Quotations are currently being sourced for the resurfacing of the car park, which will include redefining all levels and finishing with a permeable tarmac.

**Heritage Museum Building** – there is a water ingress from the roof. Currently we are contacting the owner/ occupiers of the adjacent building for access and scaffolding which will need to be erected over both properties for access for the repairs.

**Pontoon** – The access gate is finally repaired and working. Berth holders are being contacted to have their access fobs issued and the Trusted Boater Scheme will be rolled out with persons on the waiting list contacted and the scheme being advertised locally.

New solar lighting has been installed on the gantry. A contractor is being appointed to undertake the necessary repairs to the decking. At present the only works being undertaken are Health and Safety due to the unknown of the pontoon.

**Public Toilets Opening times** – at the previous Services Committee Meeting the toilet opening times were amended, extending the Summer opening times to the end of October and to include Longstone Park being open all year.

Opening times:

**Longstone:**

Open all year

Summer Opening times: 0830 hrs – 1900 hrs March to October

Winter Opening times: 0830 hrs – 1700 hrs November to February

**Belle Vue:**

Open all year

Summer Opening times: 0830 hrs – 1900 hrs March to October

Winter Opening times: 0830 hrs – 1700 hrs November to February

**Alexandra Square:**

Open all year

Summer Opening times: 0830 hrs – 1900 hrs March to October

Winter Opening times: 0830 hrs – 1700 hrs November to February

**Waterside:**

Open All Year

Summer Opening times: 0830 hrs – 1900 hrs March to October

Winter Opening times: 0830 hrs – 1630 hrs November to February

**Longstone Park Public Toilets** – repairs to the toilets after the vandalism on the 7<sup>th</sup> September have been completed now, apart from new cubicle locks which have been ordered, but not yet received. As soon as the locks arrive the installation will be prioritised so that the toilets can be re-opened.

**Waterside Toilets** – One cubicle in the ladies side is currently closed. The paneling that covers the system has rotted out and will be replaced before re-opening the cubicle.

**Statutory Inspections** – weekly inspections continue to all premises including fire and security systems, emergency lighting and legionella tap running. Vehicles and equipment are inspected weekly with daily pre start checks. Play area equipment is inspected weekly for any faults by a ROSPA qualified team member. During the checks any issues arising are identified, are then included in the SDD work programs, prioritising emergency and Health and Safety issues first.

The SDD management team monitor and ensure that Statutory checks requiring a contractor are undertaken at the required frequencies.

**Covid-19 Town Centre and Water Front** –the public toilet cleaning round continues at a frequency of twice per day. Covid-19 Protocols continue. All the benches, bins and other touch points are being spray sanitised once each day (weather dependant).

**Covid-19 Play Areas** – at the time of writing the play equipment, benches, bins, gates and other touch points in the 3 play areas (Grassmere Way, Honeysuckle Way and Ashton Way) are being spray sanitised once per day.

**Covid-19 SDD logistics** – at the time of writing we continue following the Covid-19 Risk Assessments, with team members working in set team bubbles with staggered start/finish times and dedicated vehicles to each team. Vehicle use is no longer limited to one person, with team members following the controls in place whilst in the vehicles. These are the wearing of face coverings and good ventilation. Vehicles and equipment are sanitised at the end of a shift. All premises in use, including the public toilets, and sanitised with a fogging machine at the end of the day (The Guildhall is fogged early mornings). Other premises not in use daily are cleaned and fogged after use – Station and MHR).

**End of Report**

**Service Delivery Manager**

## **DOG FOULING REPORT**

As you will be aware Saltash, like many other towns, has a problem with dog fouling waste not picked up by the owners, leaving the waste where it falls in areas such as parks, footways and public rights of way.

To help combat this problem, we have looked at the possibility of STC officers within the Service Delivery Department being trained as Enforcement Officers, this will enable the staff to issue Fixed Penalty Notices (FPN's) to the owner of dogs who do not pick up the dog waste.

Cornwall Council provide enforcement to all of their areas in Cornwall, including Saltash. Cornwall Council information shows that that there have been 60 FPN's issued for dog fouling in Saltash since 2017/18. Data as follows:

- 2017/18 – 9 issued
- 2018/19 – 23 issued
- 2019/20 – 16 issued
- 2020/21 – 12 issued
- 2021/22 – 3 issued

Cornwall Council also provide the dog waste enforcement signs that can be purchased by STC, the current could not be provided. Previously they were approximately £16.00 to £18.00 per sign.

STC currently has three officers who have undertaken the Enforcement Officer Training with Cornwall Council. Two of these do not work in the Service Delivery Department. The one officer within the Service Delivery Department who has completed the Enforcement Officer Training is now part of the management team.

Cornwall Council can provide Enforcement Officer Training at a cost of £100.00 per person. With seven SDGA's and one Manager without the training at present, there is a need for eight members of the team to be trained.

Once trained and licenced, STC trained officers will be licenced to issue FPN's to members of the public who do not pick up after their dog. STC can also issue FPN's for other Public Spaces Protection Order (PSPO) offences such as littering and dogs on beaches.

STC would receive 50% of any FPN's paid to Cornwall Council when the tickets are issued by STC Enforcement officers.

STC officers who complete the Enforcement Officer Training will act as a back-up service to the Cornwall Council Enforcement Officers.

**Proposal for eight members of the Service Delivery Department to undertake Enforcement Officer Training at a total cost of £800.00.**

**Budget - Services Staff Training Expenditure code 6676 - available balance £8,094**

**End of Report**  
**Service Delivery Manager**