



Saltash Town Council

Konsel An Dre Essa



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

10 September 2021

Dear Councillor

I write to summon you to the **Meeting of the Services Committee** to be held at the Guildhall on **Wednesday 15th September 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

Yours sincerely,

C Cook
Locum Town Clerk

To:

Essa	Tamar	Trematon
R Bickford R Bullock G Challen M Griffiths A Pinckney 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. 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 14th July 2021 as a true and correct record (Pages 4 - 9)
6. Finance:
 - a. To receive the current Committee budget statement. (Pages 10 - 14)
7. Acting Town Clerk to report on delegated authority to spend - Regatta Event (Page 15)
8. To consider Risk Management reports as may be received
9. To receive a report from the Service Delivery Department (Pages 16 - 19)
10. To receive and consider a report on a Premises Licence for the Station Building (Pages 20 - 23)
11. To ratify the Library Operational hours (Page 24)
12. To consider the opening hours of Longstone Park Toilets - Councillor Peggs
13. To consider additional accessible toilets and suitable areas in Saltash
(Pursuant to FTC held on 2.09.21 minute nr. 191/21/22)
14. Correspondence.
15. To receive and consider a report to plant a tree in the Memorial Peace Garden in remembrance of the Late Brad Hine. (Pages 25 - 28)
16. To receive a report relating to the A38 roundabout display and consider writing to Highways England. (Pages 29 - 32)

17. To receive and consider a report relating to the Water Ski Racing South West.
(Page 33)
18. To further consider the financial impact and alternative funding sources available for CCTV in Saltash (Page 34)
(Pursuant to FTC held on 2.09.21 minute nr 199/21/22)
19. 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.
20. To consider any items referred from the main part of the agenda
21. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
22. To consider any items for information purposes only at the discretion of the Chairman.
23. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting: Wednesday 13 October 2021 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of The Services Committee held on the Guildhall on Wednesday 14th July 2021 at 6.30 pm

PRESENT: Councillors: R Bickford (Chairman), R Bullock, J Dent, S Gillies, S Martin (Vice-Chairman), S Miller, J Peggs, B Samuels, P Samuels, G Taylor and D Yates.

ALSO PRESENT: 5 Members of the Public, S Burrows (Acting Town Clerk), D Joyce (Administration Officer) and R Enticknap (Service Delivery Manager).

APOLOGIES: R Bullock (Early departure), G Challen, M Griffiths and A Pinckney.

1/21/22 HEALTH AND SAFETY ANNOUNCEMENTS

Councillor Bickford in the Chair.

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

2/21/22 TO ELECT A CHAIRMAN

It was proposed by Councillor Dent, seconded by Councillor Martin and following a vote **RESOLVED** to elect Councillor Peggs as Chairman.

Councillor Peggs asked Members if Councillor Bickford could remain in the Chair for this meeting only.

Councillor Bickford remained in the Chair for this meeting only.

3/21/22 TO ELECT A VICE CHAIRMAN

It was proposed by Councillor Peggs, seconded by Councillor Dent and following a vote **RESOLVED** to elect Councillor Martin as Vice Chairman.

Councillor Bickford asked Councillor Martin if she wished to Chair the meeting, it was agreed that Councillor Bickford would remain the Chair.

4/21/22 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.

5/21/22 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL

None.

6/21/22 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 10TH FEBRUARY 2021 AS A TRUE AND CORRECT RECORD

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

It was proposed by Councillor B Samuels, seconded by Councillor Miller and **RESOLVED** that the minutes of the Services Committee held on Wednesday 10th February 2021 were confirmed as a correct record.

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

7/21/22 FINANCE:

- a. To receive the current Committee budget statements.

It was **RESOLVED** to note.

8/21/22 **TO RATIFY THE FOLLOWING DURING THE COVID-19 ISOLATION PERIOD:**

Ref Nr	Details	Decision Agreed	Committee
STC 93	Approved to cancel all Guildhall bookings up to the 31 st May 2021 except polling station booking	APPROVED	SERVICES
STC101	Approved to cancel all Guildhall bookings up the 31 st July 2021	APPROVED	SERVICES

It was proposed by Councillor Bickford, seconded by Councillor B Samuels and **RESOLVED** to ratify the Covid-19 Delegated Decision Register.

9/21/22 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

No report.

10/21/22 **CORRESPONDENCE.**

- a. To ratify the Town Councils response to host an International Festival of Rowing - The Cornish Pilot Gig Association and Perfect Moments.

It was proposed by Councillor Yates, seconded by Councillor Gillies and **RESOLVED** to ratify the Town Councils response to host an International Festival of Rowing.

- b. To consider a request for STC to adopt various memorials in the town - Saltash 1941 Blitz Committee.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to adopt the memorials subject to receiving permissions to install and maintain, and to receive a comprehensive inventory list of items including names and contact details of those who carried out the works to the various memorials in the town.

- c. To consider a request for STC to adopt various memorials in the town - Saltash Great War 1914-1918 Committee

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to adopt the memorials subject to receiving permissions to install and maintain, and to receive a comprehensive inventory list of items including names and contact details of those who carried out the works to the various memorials in the town.

11/21/22 TO RECEIVE A REPORT, RATIFY ITEMS AND CONSIDER ANY RECOMMENDATIONS FROM THE SERVICE DELIVERY DEPARTMENT

Members discussed the report with the Service Delivery Manager and requested the Waterside Toilets external walls be redecorated prior to future town events scheduled at the Waterside this summer.

Members requested the Service Delivery Manager ascertains Cornwall Council's weeding regimes and follows up with a schedule for the Service Delivery Department to undertake going forward. Service Delivery Manager to inform Members of the areas in which STC cover.

Councillor Bullock left the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to note and approve the Service Delivery Manager's recommendations detailed in the report.

Members agreed a weekly emailed report from the SDM is to be resumed.

12/21/22 TO RECEIVE A REPORT AND RATIFY ITEMS ON THE PONTOON AND CONSIDER OPTIONS AND ASSOCIATED COSTS.

It was **RESOLVED** to note.

13/21/22 TO RECEIVE A REPORT ON BUNTING AND CONSIDER THE OPTIONS AND ASSOCIATED COSTS.

It was proposed by Councillor Dent, seconded by Councillor B Samuels and **RESOLVED** to give delegated authority to the Chairman and Vice Chairman of Services together with the Service Delivery Manager to re-measure and obtain accurate costings for eco-friendly bunting up to a maximum budget of £2,000 to be displayed in Fore Street and Lower Fore Street where possible.

Existing community bunting to be displayed at the Waterside as soon as practicable.

14/21/22 TO CONSIDER FORMING A WATER TRANSPORT WORKING GROUP TO FURTHER EXPLORE THE POSSIBILITY OF SALTASH BEING AN ACCESS POINT.

It was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** to form a Water Transport Working Party comprising of Councillors Bickford, Bullock, Gillies, Martin, Miller and Yates, reporting back to future Services meetings.

15/21/22 OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:

a. Allotments

No report.

16/21/22 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.

17/21/22 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA

None.

18/21/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

19/21/22 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

20/21/22 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Martin, seconded by Councillor Bickford and **RESOLVED** to issue the following Press and Social Media releases:

- a. To advertise STC current cutting and maintenance schedules as outlined in the Service Delivery Report. – Service Delivery Manager.

DATE OF NEXT MEETING

Wednesday 15 September 2021 at 6.30 pm

Rising at: 7.52 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Guildhall Budget
Saltash Town Council
As at 9th September 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	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Guildhall Operating Income											
Guildhall Income											
4200 GH Income - Guildhall Bookings	5,842	0	0	5,100	810	4,290		10,261	10,323	10,385	10,447
4201 GH Income - Guildhall Refreshments	0	0	0	130	0	130		257	258	260	261
4202 GH Guildhall Piano	0	0	0	10	0	10		20	20	20	20
4206 GH Income - Guildhall Misc Property Income	8,143	0	0	115	0	115		232	234	235	237
Total Guildhall Income	13,985	0	0	5,355	810	4,545		10,770	10,835	10,900	10,965
Total Guildhall Operating Income	13,985	0	0	5,355	810	4,545		10,770	10,835	10,900	10,965
Guildhall Operating Expenditure											
Guildhall Expenditure											
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,691	8,608	83		8,743	8,795	8,848	8,901
6401 GH Water Rates - Guildhall (6401)	271	0	0	750	57	693		755	759	764	768
6402 GH Gas - Guildhall (6402)	1,538	0	0	2,000	399	1,601		2,012	2,024	2,036	2,048
6403 GH Electricity - Guildhall (6403)	3,406	0	0	4,000	475	3,525		4,024	4,048	4,072	4,097
6404 GH Fire & Security Alarm - Guildhall (6404)	758	0	0	1,237	623	614		1,245	1,252	1,260	1,268
6405 GH Fire Extinguishers - Guildhall (6405)	361	0	0	0	0	0		0	0	0	0
6408 GH Cleaning Materials & Equipment - Guildhall (6408)	1,132	0	0	1,000	554	446		1,006	1,012	1,018	1,024
6409 GH Boiler Service & Maintenance	609	0	0	1,006	67	939		1,012	1,018	1,024	1,030
6410 GH General Repairs & Maintenance	1,154	0	0	2,515	628	1,887		2,530	2,545	2,561	2,576
6411 GH TV License & PRS	128	0	0	375	21	354		377	380	382	384
6412 GH Lift Service & Maintenance	1,685	0	0	2,500	2,095	405		2,515	2,530	2,545	2,561
6413 GH Refreshment Costs - Guildhall	0	0	0	190	0	190		376	379	381	383
6414 GH Replace Equipment - Guildhall	30	0	0	1,000	97	903		1,006	1,012	1,018	1,024
6418 GH Professional Fees	0	0	0	1,026	0	1,026		1,032	1,038	1,045	1,051
6420 GH Legionella Risk Assessment (Guildhall)	280	0	0	443	105	338		445	448	451	453
Total Guildhall Expenditure	19,960	0	0	26,733	13,729	13,004		27,078	27,240	27,405	27,568
Guildhall Staffing Expenditure											
Guildhall Staffing Expenses	27	0	0	402	0	402		404	406	410	412
6678 ST GH Staff Training (Guildhall)	0	0	0	500	0	500		503	506	509	512
Guildhall Staffing Costs	26,121	0	0	22,931	9,624	13,307		26,616	27,414	28,239	29,084
Total Guildhall Staffing Expenditure	26,148	0	0	23,833	9,624	14,209		27,523	28,326	29,158	30,008
Total Operating & EMF Expenditure	46,108	0	0	50,566	23,353	27,213		54,601	55,566	56,563	57,576
Total Guildhall Operating Expenditure	46,108	0	0	50,566	23,353	27,213		54,601	55,566	56,563	57,576
Total Guildhall Operating Surplus/ Deficit	(32,123)	0	0	(45,211)	(22,543)	(22,668)		(43,831)	(44,731)	(45,663)	(46,611)
Guildhall EMF Expenditure											
6470 GH EMF Guildhall Maintenance	3,916	32,593	0	15,000	0	47,593		15,000	15,000	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	1,840	0	1,160	0	3,000		0	0	0	0
Total Guildhall EMF Expenditure	3,916	34,433	0	16,160	0	50,593		15,000	15,000	0	0
Total Guildhall Expenditure (Operational & EMF)	50,023	34,433	0	66,726	23,353	77,806		69,601	70,566	56,563	57,576
Total Guildhall Budget Surplus/ (Deficit)	(36,039)	(34,433)	0	(61,371)	(22,543)	(73,261)		(58,831)	(59,731)	(45,663)	(46,611)

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	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Library Operating Income											
Library Income											
4517 LI Library - Fines (Collected on behalf of CC)	5	0	0	568	0	568		1,137	1,144	1,150	1,157
4518 LI Library - Photocopying Fees	0	0	0	566	0	566		1,133	1,140	1,146	1,153
4519 LI Hire of Video, DVDs & Books (Collected on behalf of CC)	0	0	0	110	0	110		219	221	222	223
4524 LI Library Book Sales	307	0	0	151	194	(43)		152	153	154	155
4525 Library - Miscellaneous Income	353	0	0	0	0	0		0	0	0	0
4526 LI Library Activity Income	0	0	0	100	0	100		101	101	102	102
4527 LI Library Cafe Rental Income	0	0	0	3,000	0	3,000		6,000	6,036	6,072	6,109
4528 Library Merchandise Income	0	0	0	425	0	425		850	855	860	865
Total Library Income	664	0	0	4,920	194	4,726		9,592	9,650	9,706	9,764
Total Library Operating Income	664	0	0	4,920	194	4,726		9,592	9,650	9,706	9,764
Library Operating Expenditure											
Library Expenditure											
6900 LI Rates - Library	13,473	0	0	14,004	13,473	531		14,088	14,172	14,257	14,343
6901 LI Water Rates - Library	0	0	0	323	0	323		325	327	329	331
6902 LI Gas - Library	1,251	0	0	1,730	349	1,381		1,741	1,751	1,762	1,772
6903 LI Electricity - Library	1,742	0	0	1,412	286	1,126		1,421	1,429	1,438	1,447
6904 LI Fire & Security Alarm - Library	504	0	0	915	262	653		920	926	931	937
6905 LI Fire Extinguishers - Library	227	0	0	0	0	0		0	0	0	0
6908 LI Cleaning Materials & Equipment - Library	337	0	0	1,643	0	1,643		1,653	1,663	1,673	1,683
6909 LI Boiler Service & Maintenance - Library	205	0	0	1,006	64	942		1,012	1,018	1,024	1,030
6910 LI General Repairs & Maintenance - Library	692	0	0	2,012	603	1,409		2,024	2,036	2,048	2,061
6911 LI TV License & PRS - Library	283	0	0	1,258	57	1,201		1,265	1,273	1,280	1,288
6913 LI Refreshment Costs - Library	0	0	0	252	0	252		253	255	256	258
6914 LI Replace Equipment - Library	979	0	0	1,026	0	1,026		1,032	1,038	1,045	1,051
6918 LI Professional Fees (Private Contractors)	945	0	0	1,006	0	1,006		1,012	1,018	1,024	1,030
6920 LI Legionella Risk Assessment - Library	280	0	0	516	140	376		519	522	525	529
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	1,796	3,335		5,161	5,192	5,224	5,255
6922 LI Library Activities	575	0	0	1,400	794	606		1,408	1,417	1,425	1,434
6923 LI PWLB Loan Repayment & Interest	0	0	0	21,500	0	21,500		21,500	21,500	21,500	21,500
Total Library Expenditure	25,613	0	0	55,134	17,824	37,310		55,334	55,537	55,741	55,949
Library Staffing Expenditure											
Library Staff Expenses	264	0	0	1,900	18	1,882		1,912	1,923	1,934	1,946
6682 ST LI Staff Training (Library)	340	0	0	1,509	78	1,431		1,518	1,527	1,536	1,546
Library Staffing Costs	84,234	0	20,691	94,903	42,391	73,203		97,750	100,682	103,703	106,815
Total Library Staffing Expenditure	84,837	0	20,691	98,312	42,487	76,516		101,180	104,132	107,173	110,307
Total Operating & EMF Expenditure	110,450	0	20,691	153,446	60,311	113,826		156,514	159,669	162,914	166,256
Total Library Operating Expenditure	110,450	0	20,691	153,446	60,311	113,826		156,514	159,669	162,914	166,256
Total Library Operating Surplus/ Deficit	(109,786)	0	(20,691)	#####	(60,116)	(109,101)		(146,922)	(150,019)	(153,208)	(156,492)
Library EMF Expenditure											
6971 LI EMF Saltash Library Property Maintenance (from CC)	11,298	11,788	0	16,500	0	28,288		0	0	0	0
6972 LI EMF Library Equipment & Furniture	583	14,417	0	17,500	14,812	17,105		0	0	0	0
6973 LI EMF Loan Repayment for 2020-21	0	23,000	0	0	0	23,000		0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	15,941	(12,097)	0	0	3,844		0	0	0	0
Total Library EMF Expenditure	11,881	65,146	(12,097)	34,000	14,812	72,237		0	0	0	0
Total Library Expenditure (Operational & EMF)	122,331	65,146	8,594	187,446	75,123	186,063		156,514	159,669	162,914	166,256
Total Library Budget Surplus/ (Deficit)	(121,667)	(65,146)	(8,594)	#####	(74,928)	(181,338)		(146,922)	(150,019)	(153,208)	(156,492)

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

Account	Actual Received/S pend 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	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Maurice Huggins Operating Expenditure											
Maurice Huggins Expenditure											
7000 MA Rates - Maurice Huggins	(268)	0	0	0	0	0		0	0	0	0
7003 MA Electricity - Maurice Huggins	(192)	0	0	0	87	(87)		0	0	0	0
7004 MA Fire & Security Alarm - Maurice Huggins	157	0	0	0	158	(158)		0	0	0	0
7005 MA Fire Extinguishers - Maurice Huggins	44	0	0	0	0	0		0	0	0	0
7010 MA General Repairs & Maintenance - Maurice Huggins	0	0	0	0	45	(45)		0	0	0	0
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	140	(140)		0	0	0	0
Total Maurice Huggins Expenditure	21	0	0	0	429	(429)		0	0	0	0
Total Maurice Huggins Operating Expenditure	21	0	0	0	429	(429)		0	0	0	0
Total Maurice Huggins Operating Surplus/ (Deficit)	21	0	0	0	429	(429)		0	0	0	0
Maurice Huggins EMF Expenditure											
6472 EMF Maurice Huggins Room	0	2,000	0	0	0	2,000		0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	394	606	0	0	0	606		0	0	0	0
Total Maurice Huggins EMF Expenditure	394	2,606	0	0	0	2,606		0	0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	415	2,606	0	0	429	2,177		0	0	0	0
Total Maurice Huggins Budget Surplus/ (Deficit)	(373)	(2,606)	0	0	429	(3,035)		0	0	0	0

Notes

To/From Reserves & Budget Virements 2021/22

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

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	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Isambard House Operating Income											
Isambard House Income											
4301 SA Isambard House - Bookings	0	0	0	1,250	0	1,250		2,550	2,565	2,581	2,596
4302 SA Isambard - Refreshment Income	0	0	0	2,500	0	2,500		5,000	5,030	5,060	5,091
Total Isambard House Income	0	0	0	3,750	0	3,750		7,550	7,595	7,641	7,687
Total Isambard House Operating Income	0	0	0	3,750	0	3,750		7,550	7,595	7,641	7,687
Isambard House Operating Expenditure											
Isambard House Expenditure											
6800 SA Rates - Isambard House	3,583	0	0	3,659	3,543	116		3,681	3,703	3,725	3,747
6801 SA Water Rates - Isambard House	53	0	0	572	(53)	625		576	579	583	586
6802 SA Gas - Isambard House	159	0	0	1,869	(159)	2,028		1,880	1,892	1,903	1,914
6803 SA Electricity - Isambard House	159	0	0	2,775	(159)	2,934		2,791	2,808	2,825	2,842
6804 SA Fire & Security Alarm - Isambard House	77	0	0	954	1,288	(334)		959	965	971	976
6805 SA Fire Extinguishers - Isambard House	184	0	0	0	0	0		0	0	0	0
6808 SA Cleaning Materials & Equipment - Isambard House	0	0	0	1,500	252	1,248		1,509	1,518	1,527	1,536
6810 SA General Repairs & Maintenance - Isambard House	300	0	0	500	516	(16)		503	506	509	512
6811 SA TV License & PRS - Isambard House	0	0	0	2,080	0	2,080		2,093	2,105	2,118	2,131
6813 SA Refreshments Costs - Isambard House	0	0	0	105	0	105		210	211	213	214
6814 SA Replace Equipment - Isambard House	81	0	0	965	108	858		971	976	982	988
6818 SA Professional Costs - Isambard House	250	0	0	1,026	0	1,026		1,032	1,038	1,045	1,051
Total Isambard House Expenditure	4,846	0	0	16,005	5,336	10,669		16,205	16,301	16,401	16,497
Isambard House Staffing Expenditure											
6671 Staff Expenses - Isambard House	0	0	0	250	0	250		252	253	255	256
6672 ST SA Staff Training - Isambard House	0	0	0	1,000	0	1,000		1,006	1,012	1,018	1,024
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard House	0	0	7,000	0	0	7,000		14,000	14,420	14,853	15,298
Total Isambard House Staffing Expenditure	0	0	7,000	1,250	0	8,250		15,258	15,685	16,126	16,578
Total Operating & EMF Expenditure	4,846	0	7,000	17,255	5,336	18,919		31,463	31,986	32,527	33,075
Total Isambard House Operating Expenditure	4,846	0	7,000	17,255	5,336	18,919		31,463	31,986	32,527	33,075
Total Isambard House Operating Surplus/ (Deficit)	(4,846)	0	(7,000)	(13,505)	(5,336)	(15,169)		(23,913)	(24,391)	(24,886)	(25,388)
Isambard House EMF Expenditure											
6473 SA EMF Station Building (Purchase & Capital Works)	143,272	82,273	16,439	0	33,989	64,723		0	0	0	0
6870 SA EMF Isambard House	0	5,000	0	20,000	0	25,000		0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	9,000	(7,000)	0	0	2,000		0	0	0	0
Total Isambard House EMF Expenditure	143,272	96,273	9,439	20,000	33,989	91,723		0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	148,118	96,273	16,439	37,255	39,325	110,642		31,463	31,986	32,527	33,075
Total Isambard House Budget Surplus/ (Deficit)	(148,118)	(96,273)	(16,439)	(33,505)	(39,325)	(106,892)		(23,913)	(24,391)	(24,886)	(25,388)

Notes

To/From Reserves & Budget Virements 2021/22

1. £7,000 vired from 6695 EMF Isambard House Staff Contingency to Station Staffing Costs
2. £16,439 EMF Income received from S106 External Funding for Refurbishment Works

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	Budget 2022/23	Budget 2023/24	Budget 2024/25	Budget 2025/26
Service Delivery Operating Income											
Service Delivery Income											
Grounds & Premises Income											
4500 SE Allotment Rents	2,512	0	0	3,000	3,290	(290)		3,018	3,036	3,054	3,073
4510 SE Public Footpath Grant	1,223	0	0	1,240	1,111	129		1,247	1,255	1,262	1,270
4512 SE Misc Income Grounds & Premises	96	0	0	0	15	(15)		0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	677	0	0	1,710	866	844		1,720	1,731	1,741	1,752
Total Grounds & Premises Income	4,507	0	0	5,950	5,282	668		5,985	6,022	6,057	6,095
Town & Waterfront Income											
4521 SE Waterfront Income - Annual Mooring Fees	6,095	0	0	8,500	8,268	232		8,551	8,602	8,654	8,706
4522 SE Waterfront Income - Daily Mooring Fees	50	0	0	3,000	781	2,219		6,277	6,315	6,353	6,391
4530 SE Waterfront Income - Dinky Park	0	0	0	0	0	0		6,000	6,036	6,072	6,109
4532 SE Contract Income	0	0	0	3,000	0	3,000		4,000	4,024	4,048	4,072
Total Town & Waterfront Income	6,145	0	0	14,500	9,049	5,451		24,828	24,977	25,127	25,278
Total Service Delivery Income	10,652	0	0	20,450	14,331	6,119		30,813	30,999	31,184	31,373
Total Service Delivery Operating Income	10,652	0	0	20,450	14,331	6,119		30,813	30,999	31,184	31,373
Service Delivery Operating Expenditure											
Service Delivery Expenditure											
Grounds & Premises Expenditure											
6209 PR Oyster Beds	0	0	0	1	0	1		1	1	1	1
6503 SE Allotments	1,162	0	0	800	135	665		805	810	814	819
6506 SE Grounds Maintenance & Watering (6506)	24,761	0	0	8,500	1,059	7,441		10,000	10,060	10,120	10,181
6508 SE Public Toilets (Operational Costs)	6,403	0	0	4,000	(204)	4,204		4,024	4,048	4,072	4,097
6517 SE Cross (Maintenance)	2,728	0	0	2,515	29	2,486		2,530	2,545	2,561	2,576
6525 GR Public Toilets (Repairs & Maintenance Costs)	1,553	0	0	1,000	844	156		1,006	1,012	1,018	1,024
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,595	0	0	4,000	981	3,019		4,024	4,048	4,072	4,097
6529 G&P Refuse Disposal	3,706	0	0	5,030	2,084	2,946		5,060	5,091	5,121	5,152
6907 SE Seagulls Bags	780	0	0	1,774	489	1,285		1,784	1,795	1,806	1,817
Longstone Expenditure											
7100 LO Rates - Longstone	0	0	0	2,104	0	2,104		2,116	2,129	2,142	2,154
7101 LO Water Rates - Longstone	0	0	0	401	0	401		404	406	409	411
7103 LO Electricity - Longstone	574	0	0	1,893	57	1,836		1,905	1,916	1,928	1,939
7104 LO Fire & Security Alarm - Longstone	265	0	0	895	309	586		900	906	911	916
7105 LO Fire Extinguishers - Longstone	142	0	0	0	0	0		0	0	0	0
7107 LO Rent - Longstone	0	0	0	4,500	1,500	3,000		4,500	4,500	4,500	4,500
7108 LO Cleaning Materials & Equipment - Longstone	326	0	0	600	218	382		604	607	611	615
7110 LO General Repairs & Maintenance - Longstone	1,513	0	0	733	84	649		738	742	747	751
7114 LO Replace Equipment - Longstone	1,352	0	0	1,000	50	950		1,006	1,012	1,018	1,024
7121 LO IT & Office Costs - Longstone	1,057	0	0	1,006	321	685		1,012	1,018	1,024	1,030
6419 GH Longstone Depot	495	0	0	0	(2,000)	2,000		0	0	0	0
Total Longstone Expenditure	5,724	0	0	13,132	540	12,592		13,185	13,236	13,290	13,340
Total Grounds & Premises Expenditure	52,410	0	0	40,752	5,957	34,795		42,419	42,646	42,875	43,104
Town & Waterfront Expenditure											
6504 SE Street Furniture (Maintenance)	1,119	0	0	2,000	895	1,105		2,012	2,024	2,036	2,048
6505 SE Street Lighting	302	0	0	200	85	115		201	202	204	205
6511 SE Tourism & Signage	0	0	0	1,000	0	1,000		1,006	1,012	1,018	1,024
6512 SE Bus Shelters (Maintenance)	0	0	0	500	0	500		503	506	509	512
6515 SE Festive Lights Maintenance & Electricity	1,364	0	0	900	127	773		905	911	916	922
6519 SE Flags & Bunting	1,831	0	0	3,078	1,653	1,426		3,097	3,115	3,134	3,153
6522 SE Pontoon (Maintenance Costs) (6522)	2,431	0	0	5,478	1,251	4,227		5,511	5,544	5,577	5,610
6524 SE Vehicle Maintenance and Repair Costs	10,360	0	0	8,000	3,213	4,787		8,048	8,096	8,145	8,194
6527 SE Salt Bins Refill	629	0	0	1,006	0	1,006		1,012	1,018	1,024	1,030
6528 SE Pontoon Accommodation	1,776	0	0	10,563	2,337	8,226		10,626	10,690	10,754	10,819
6530 SE Contract Expenditure	0	0	0	1,006	0	1,006		2,000	2,012	2,024	2,036
Total Town & Waterfront Expenditure	19,811	0	0	33,731	9,560	24,171		34,921	35,130	35,341	35,553
Total Service Delivery Expenditure	72,221	0	0	74,483	15,517	58,966		77,340	77,776	78,216	78,657
Service Delivery Staffing Expenditure											
Service Delivery Staffing Expenses	2,779	0	0	4,829	2,191	2,638		4,858	4,887	4,916	4,946
6676 ST Services Delivery Staff Training	3,668	0	0	7,500	(844)	8,344		7,545	7,590	7,636	7,682
Service Delivery Staffing Costs	113,817	0	30,000	195,078	70,777	154,301		209,930	206,959	213,168	219,562
Total Service Delivery Staffing Expenditure	120,264	0	30,000	207,407	72,124	165,283		213,333	219,436	225,720	232,190
Total Operating & EMF Expenditure	192,486	0	30,000	281,890	87,641	224,249		290,673	297,212	303,936	310,847
Total Service Delivery Operating Expenditure	192,486	0	30,000	281,890	87,641	224,249		290,673	297,212	303,936	310,847
Total Service Delivery Operating Surplus/ (Deficit)	(181,834)	0	(30,000)	(261,440)	(73,310)	(218,130)		(259,860)	(266,213)	(272,752)	(279,474)
Service Delivery EMF Expenditure											
Grounds & Premises EMF Expenditure											
6471 GH EMF Heritage Centre	0	5,056	0	0	0	5,056		0	0	0	0
6571 SE EMF Saltash Recreation Areas	0	26,809	0	4,000	0	30,809		0	0	0	0
6588 EMF Victoria Gardens	0	0	0	10,000	0	10,000		0	0	0	0
Longstone EMF Expenditure											
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500		0	0	0	0
Total Longstone EMF Expenditure	0	500	0	0	0	500		0	0	0	0
Total Grounds & Premises EMF Expenditure	0	32,365	0	14,000	0	46,365		0	0	0	0
Town & Waterfront EMF Expenditure											
6570 SE EMF Notice Boards (Repair & Replace)	13	1,839	0	0	0	1,839		0	0	0	0
6572 SE EMF Festive Lights (6572)	17,675	5,582	0	5,000	0	10,582		0	0	0	0
6573 SE EMF Public Art & Maintenance	520	1,443	0	0	0	1,443		0	0	0	0
6574 SE EMF Salt Bins	0	2,728	0	0	264	2,464		0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	0	2,749	0	0	301	2,448		0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	49,816	(10,213)	0	30,000	2,348	17,439		0	0	0	0
6582 SE EMF Town War Memorial (6582)	0	1,978	0	0	0	1,978		0	0	0	0
6584 SE EMF Pontoon Maintenance Costs	0	10,697	0	0	0	10,697		0	0	0	0
7000 EMF Staff Contingency (Service Delivery)	76,999	54,596	(30,000)	0	16,420	8,176		0	0	0	0
Total Town & Waterfront EMF Expenditure	145,021	71,399	(30,000)	35,000	19,333	57,066		0	0	0	0
Total Service Delivery EMF Expenditure	145,021	103,764	(30,000)	49,000	19,333	103,431		0	0	0	0
Total Service Delivery Expenditure (Operational & EMF)	337,507	103,764	0	330,890	106,974	327,680		290,673	297,212	303,936	310,847
Total Service Delivery Budget Surplus/ (Deficit)	(326,855)	(103,764)	0	(310,440)	(92,643)	(321,561)		(259,860)	(266,213)	(272,752)	(279,474)

Notes

To/From Reserves & Budget Virements 2021/22

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

Agenda Item 7

The Acting Town Clerk received a late request from Regatta to plug the stage in at the junction box located by the cabin for Saturday 4th and Sunday 5th September 2021 with a sound check on 3rd September 2021.

Due to the timeframe and with there being no imminent Council meeting, under delegated authority to spend, the Acting Town Clerk approved for the stage to be connected to Saltash Town Council for the period listed above, to allow the Regatta event to take place for Saltash.

Eclectic units used during that period – **1Kw**

1Kw per hour is equivalent to 20 pence

Meter before and after use:



SERVICE DELIVERY MANAGER (SDM) REPORT

Saltash Regatta (4th & 5th September) – the Service Delivery Department provided additional resources for the regatta, and the use of the hand sanitiser stations formerly situated in Fore Street for the event. Additional staff were on duty to ensure the waterside public toilets were clean and stocked throughout each day due to the large number of members of the public at the event using the facilities.

Prior to the event the berth holders were notified to relocate their boats for the duration of the event so that the competitors could use the berths.

Recruitment - 2 x SDGA's commenced work with STC on the 6th September 2021. This now brings the Departments back to full strength after weeks of being under resourced since the resignation of the SSDGA .

Hand Held Grounds Equipment – The equipment ordered in February and delayed has now finally arrived.

Grounds Maintenance Sites – the maintenance operations of the following sites have been set for weekly:

- Memorial Peace Garden
- St Nicholas & Faith War Memorial

Maintenance frequencies of the following sites has been set for Fortnightly

- Ashton Way Play Area
- Honeysuckle Way Play Area
- Grassmere Way Play Area
- Huntley Gardens
- Silver Street
- Lower Fore Street (behind pumping station)
- Brunel Bust
- North Road (behind bus shelter)
- Cornish Cross
- Liskeard Road Roundabout
- Callington Road / Pillmere Drive Roundabout
- A388 / Waitrose roundabout
- Pillmere Green

Maintenance of the following sites without grass areas will be as required dependant on plant growth and weed ingress:

- Lower Fore Street (by Slot Machine Company)
- Bridge slip way (west bound traffic) shrub border
- Station

Maintenance frequencies of the following sites has been set for 3 weekly:

- Pillmere Estate (apart from Pillmere Green)

On occasion the grass cutting frequencies have been extended on some sites by a week due to the departments heavy workload. The team have applied themselves well during this period and have also managed to undertake some good works to the shrubs and borders on some of the sites, that we are continuing to bring up to standard following the Grounds Maintenance Contract site being bought back in house from the contractor in April.

Churchtown Cemetery Grounds maintenance – grass cutting continues at 10 to 14 day frequencies.

St Stephens Churchyard – grass cutting frequencies are continuing at 3 weekly frequencies.

Health and safety inspections have been carried out to all memorial headstones within the Churchyard with those assessed as dangerous headstones made safe by either being laid down or isolated with tape and stakes.

The Church have been informed.

Hanging Baskets and Annual Summer Bedding. - the hanging baskets and the annual summer bedding installed in June were warmly received by the residents with many complimentary comments.

The floral display continues to be attended to with irrigation, fertilisation, dead heading and weed removal as required.

For Information, the Winter bedding is provisionally scheduled for installation in early November, however this timing may change depending on the seasonal weather conditions at the time.

Herbicide Application / weed removal – weed removal has been undertaken at several Councils premises. We have not had the opportunity to undertake the herbicide application to the wider Saltash area due to the resources available.

Public Rights of Way – the first schedule maintenance of the Public Rights of way was completed in June. The second scheduled maintenance visits are due to be undertaken by the end of September under the Land Management Partnership Agreement.

Station – The finishing building works to the interior of the extension building commenced on the 16th August. The work is yet to be completed due to the contractor waiting for the plaster to be cured for painting, and the flooring to be finalised.

Network Rail have completed the hertiage fencing around the station building.

Library – ASDM assisted the Community Hub Leader set up for the NHS Tea Party on the 25th August.

Public Toilets Opening times – the opening times were extended to 7.00pm for the summer period. The times will be amended as follows for the winter months.

Opening times:

Longstone:

Seasonal Opening

Closed October to March

Open April to September

Opening times: 0800 hrs – 1900 hrs.

Belle Vue:

Open all year

Opening times: 0800 hrs – 1700 hrs.

Waterside:

Winter

Opening Times: 0800 hrs – 1700 hrs.

Summer

Opening Times: 0800 hrs – 1900 hrs.

Belle Vue Public Toilets – the drains for these toilets have blocked several times over the last few months. The problem has finally been identified by South West Water on the last visits to clear the blockage on the 6th September. It is in the drains under Belle Vue Road where the drain pipe is damaged, as had been mentioned as a possibility on previous visits by South West Water. The repair works have been passed to the appropriate team within South West Water. No timeframe for the works to be complete.

Longstone Park Public Toilets - the toilets were serverly vandalised on the 7th September and were closed immediately by SDM. The damage was assessed and the decision was made to close the toilets early for the winter period to allow the repairs to be undertaken in a timely manner.

Waterside Toilets – The toilets were closed due to minor vandalism on the 7th September but were reopened the next day after a deep clean.

Churchtown Cemetery including Hut & Compound – the cemetery gates have been repainted and the treatment of the external aspects of the compound fence has also been completed.

Blitz Memorial Benches – Two Blitz Memorial Benches were installed in Fore street and in situ prior to the Memorial Parade taking place on the 8th August.

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

Premises Licence – Saltash Station Building – Isambard House

What is a Premises Licence?

A premises licence allows a premises to carry out licensable activities.

A premises licence will be required for almost any business which:

- sells alcohol
- provides entertainment
- provides late night refreshment

Entertainment includes:

- theatrical performance
- showing a film
- indoor sporting event
- boxing
- wrestling (indoor or outdoor)
- live music
- recorded music
- performance of dance

How much does it cost?

There is a fee when applying for a premises licence, the amount is based on the property's rateable value. If the licence is approved an annual fee will then be charged. **Certain premises are exempt from paying fees.**

Saltash Station is a Band B property:

Band B (Rateable Value £4,301-£33,000).	£190
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Annual renewal fee of £180.00

How long is a premises licence valid?

Premises Licences are not time limited, unless the application requests that the licence is restricted to a specific period of time. The continuance of any licence is subject to payment of the appropriate annual fee on the anniversary of the grant.

How long does it take to get a premises licence?

The determination of an application is generally between one and two months, dependent upon whether representation is received.

Is alcohol permitted for sale at the Premises?

If you are selling alcohol at your premises, you will also need at least one person who holds a personal licence. A personal licence holder must be named on the premises licence and is known as the Designated Premises Supervisor (DPS).

Can I hold an event and give away a free welcome drink?

If alcohol is provided as a welcome drink for an event, this would be dependent upon whether an admittance charge is made or whether attendance at the event is dependent upon a price being paid for a ticket. In summary, if anyone can walk into the event and obtain an alcoholic drink it would be viewed as free and not licensable, however, if any consideration or payment is made to gain entry then a Temporary Event Notice (T.E.N) would be required.

Temporary Events Notice

Temporary Event Notices can be used for small scale or one off events. You will probably need to submit a Temporary Event Notice (TEN) if you are planning an event where there will be:

- entertainment
- alcohol for sale
- or hot food or drink for sale (between 23:00 and 05:00)

A TEN can be used instead of a premises licence for events involving the following licensable activities:

- Plays or films
- Indoor sporting events, boxing, wrestling
- Live/recorded music
- Performance of dance
- Sale/supply of alcohol
- Provision of late night refreshment (hot food and drink between 23:00-05:00)

It can also be used to authorise an event outside of the terms of an existing premises licence. Or it can be used to provide authority for an event where there is no existing premises licence.

There are a number of restrictions/limitations some of which are worth considering:

- Must be a minimum of 24 hours between each event notified by the same event organiser at any premises
- Each premises can hold no more than 15 TEN events per calendar year
- You cannot exceed the times or dates you have specified in your TEN.
- A fee of £21 for each event is payable
- You must submit one at least 10 clear working days before the event
- Anyone over the age of 18 can submit a maximum of 5 TENs per calendar year

Personal Licence for the Sale of Alcohol

Any premises where alcohol is supplied under a premises licence must have a nominated designated premises supervisor (person in day to day control of the premises). A DPS must be a personal licence holder. The DPS will not necessarily be the premises licence holder, although this may sometimes be the case. It is expected that they will be the point of contact for the premises at all times for:

- licensing authorities,
- or the police
- or fire services

The DPS named on a premises licence can be changed as people move on to other jobs. The licence holder must make an application to vary the DPS so that up to date information is shown on the premises licence.

Callington Town Council employ two evening caretakers who are both personal licence holders and nominated DPS for the town hall. As well as another member of staff, making it four, encase of absence or emergency.

British Institute of Inkeepers – Licence to sell alcohol

Online e-learning training at a cost of £120 +VAT Per Person. E-learning takes around 5 hours followed by an exam which would take around 1 hour.

Currently available dates to take the exam are the beginning of October allowing plenty of time to undertake the studies. Requires 70% to pass the exam and the exam is multiple choice questions.

If someone was to fail the exam you can re-sit at a cost of £36+VAT.

Application for a Personal Licence – Cornwall Council

The cost to apply for a Personal Licence is £37 with Cornwall Council.

Additional costs to be considered

Cost to apply for variation of licence to specify an alternative individual as DPS is £23.

Additional costs may be accrued for example, if the Personal Licence holder changes address it is a requirement to change their address on the Personal Licence, this is at a cost of £10.50.

Recommendations:

1. Apply for a premises licence to hold entertainment events and for the sale of late night refreshments at a maximum cost of £190.00 followed by £180.00 per annum.

Budget Code: Station 6811 TV Licensing
Budget Available: £2,080.00

2. The Guildhall to apply for an amendment to the existing premises licence to include a DPS at a cost of £23.00.

Budget Code: 6411 TV Licensing
Budget Available: £354.00

3. The Casual Caretaker, Service Delivery Manager, Acting Town Clerk and Administration Officer to undertake British Institute of Innkeeping Training, apply for a Personal Licence and be nominated as Designated Premises Supervisors for both the Station and Guildhall at a cost of £480.00 +vat.

Budget Code: P&F Staff Training 6656
Budget Available: £6142.00

Budget Code: Guildhall Staff Training 6678
Budget Available: £500.00

Budget Code: Service Delivery Staff Training 6676
Budget Available: £8,094.00

SALTASH LIBRARY HUB



RECOMMENDATION TO EXTENTION OF LIBRARY OPENING HOURS

After the successful full opening of the Library post lockdown and limited browsing, it is recommended to extend hours again to accommodate afternoon customers, groups and post school activities etc. We have seen a continued upward trend in the use of the Community Library Hub.

This recommendation was made possible by the recruitment of a new part time LIA starting on 27th September 2021.

The recommendation was for opening hours to change to 10am – 5pm on weekdays (Mon, Tues, Thurs and Fri) and 10am – 1pm on Saturday.

This is another positive step to the Library getting back to full service for the community.

A majority of Members of the Library Sub Committee approved the above operational change therefore this report is to ratify the Library operational hours.

End of report

Sue and John Hooper

Monday 6 September 2021

To Saltash Town Council

Ref: the late Brad Hine

Dear Councillors,

Our beloved friend of Saltash Brad Hine has sadly most untimely passed away after a bravely borne illness. Saltash is much the poorer in the loss of Brad.

For the past 30 years, Brad, with his brother Didge Hine, created many beautiful floral beds and boats, planters, gardens and roundabouts all around Saltash in partnership with Saltash In Bloom, and in more recent years, with Saltash Lions, Saltash Waterside Residents' Association, WW1 and WW2 Committees and Saltash Town Council.

His work was that of a genius, none more than the floral works that Brad and Didge did originally at the Saltash Memorial Peace Garden; and continued to do work with free consultation on planting schemes until very recently.

Those floral soft works were his creations and will be a lasting legacy to him and the Hine Brothers.

Brad sadly lost his brave fight to live somewhat longer, which was borne with dignity.

Brad will never be forgotten as he left a creative mark all around Saltash and beyond.

He was very dedicated to Saltash Town in the work put in to show that with care and creativity that he gave, Saltash achieved 2 Gold awards for the town over the years.

Every weed was picked out and soil turned over to keep all the plants looking good. Moreover, the endless evenings he worked watering and

deadheading flowers in his own time, was proof that he took pride in his work unequivocally.

Hundreds of people have always commented on how the town was looking exceptional, and the Memorial Peace Garden since its conception is the Jewel in the Crown for Saltash, thanks mainly to Brad.

We have attached some photographs of works that Brad did in association with Saltash in Bloom and both the WW1 and WW2 Committees. There are of course other projects that Brad was closely associated with in addition to these.

Both John and I, in memory of Brad are asking if the Saltash Town Council would kindly consider planting a tree and small ground plaque in the Saltash Memorial Peace Garden, the garden that Brad and his team created on behalf of the Saltash Town Council between 2014 and 2016, which was officially opened by Mayor Cllr B Phillips in 2016.

Indeed, Brad's work continued one way or another at the Memorial Peace Garden since that time. More recently, Brad and his brother Didge, created the borders around the WW1 pebble memorial which attracts sincere admiration every day. Brad has also acted as a consultant to the Council on planting schemes at the garden, again more recently.

Hundreds of people now sit in the garden to enjoy the floral and tree blossoms displays and when appropriate remember those that have sadly passed away.

We have consulted with Brad's widow, Mrs Lorraine Hine and Brad's close family, and they would all welcome a tree and a small plaque in Brad's memory.

The proposed tree is to be the Hawthorn variety which blossom. Hawthorns was one of Brad's favourite trees.

The tree and the small ground plaque would not be costly, and if necessary we would raise the funds which would be no more than £50/£60 in total. Insurance and maintenance and risk assessments we presume would be in tandem with all the other environs in the Saltash Memorial Peace Garden (please see photo of suggested site/s of the memorial tree).



Brad planted all the trees in the Memorial Peace Garden, and his favourite was the Hawthorn to the right of the pebble structure looking into the garden from Station Road.

It may be helpful to note that Saltash In Bloom Committee that I chaired, when its members retired arranged generous funding for the guardianship of Saltash Town Council's continuation of improving Saltash environmental projects.

Thank you for your time and consideration.

Yours sincerely

Sue and John Hooper

☐Dear Councillors,

In addition to our letter with regards to the late Brad Hine and our request for a tree/small plaque to be planted in the Saltash Memorial Peace Garden.

Would Councillors also note that extremely sadly the A38 roundabout that Brad and Didge created in association with Saltash in Bloom and in a smaller way Saltash Rotary (the late Peter Durbin), with flower beds and chippings all designed in the shape of the Corish/Celtic Cross is now in a shocking state, and an insult to their treasured work.

Whilst we appreciate that this roundabout is not the responsibility of Saltash Town Council, we hope the STC may kindly consider writing to Highways England, to seek some massive improvement to the mess that greets us at the moment. Saltash deserves better our views; so too Brad and Didge Hine (Hine Bros).

Of course, we do appreciate that it is a Highways England matter, but Saltash Town Council does have some influence possibly and a voice, as a well-respected local authority whose town abuts the A38 Trunk Road roundabout, that may kindly nudge HE to look at this roundabout again.

Furthermore, Waitrose in association with Saltash in Bloom and later Saltash Town Council sponsored the A38 roundabout for several years, we suspect that HE will say that lack of funds has resulted in the state of the roundabout, and that funding should be found elsewhere?

As we recall, STC precepted £5,000 some years ago for an undertaking survey on the roundabout with a view of working up an environmental project; we are not sure what ever happened to that money or scheme?

John and I would be pleased to help with any necessary fund raising schemes if deemed necessary, but we do feel that HE should take the lead.

We would really appreciate Saltash Town Council's interest in this matter accordingly.

Yours sincerely

Sue and John Hooper

Please view the following photos of Carkeel roundabout.







Water-ski Competition – National Water-ski Competition was being held over the weekend of the 18th & 19th September 2021. A request was made for the use of the pontoon, and possible access to a water supply from the waterside compound behind the toilet block.

The event arrives on Friday to set up, pack up and tidy up the areas on Sunday afternoon. We have been informed that the event disposes of any waste generated themselves.

The organisers do not provide any catering facilities for the competitors and others attending the event, and actively encourage everyone attending to use the local businesses. The organisers also raise funds for the RNLI during the event.

The event makes use of Jubilee Green Car Park, Jubilee Green, Brunel Green and the slip way which are all Cornwall Council Areas. Cornwall Council do not charge for this use.

The event does not charge competitors to enter, so does not generate any income.

In previous years, this event has been provided with the requested facilities by Saltash Town Council Free of Charge.

At this stage the SDD are unable to identify what the costs to the council will be to provide the facilities, however, we would anticipate them to be minimal, if anything at all. SDD has no plans for additional resources to be deployed during the event.

Does the Council wish to charge for this event to cover the possible minimal financial costs for the supply of water?

End of Report
Service Delivery Manager

STC CCTV Finance Report:

The available budget for the CCTV start-up costs is 6270 EMF Crime Reduction = £36,950. This leaves a current shortfall of £31,751.44

If the council wishes to go ahead with either option for the annual maintenance this will have to precepted for future years. Any shortfall for the initial costs and annual maintenance for this year will need to be funded through external funding or vired from General Reserves.