



# ***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 July 2021

Dear Councillor

I write to summon you to the meeting of **Services Committee** to be held at the Guildhall on **Wednesday 14th July 2021 at 6.30 pm.**

The meeting is open to members of the public and press, however, **please note** due to Covid-19 safe working practices the number of attendees has been reduced significantly, limiting the Guildhall (long room) Covid-19 capacity number of people to 27.

We ask that members of the public and press attending Council meetings **arrive no earlier than 6:15pm** and consider their own unique circumstances before attending.

Please review and adhere to the [Guildhall Risk Assessment together with the Councils Protocol](#) and note that it is not likely to cover all scenarios.

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,

PP R Lane  
Town Clerk  
To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
R Bickford	L Challen	S Miller
R Bullock	J Dent	B Samuels
G Challen	S Gillies	G Taylor
M Griffiths	S Martin	D Yates
A Pinckney	J Peggs	
Vacancy	P Samuels	

## Agenda

1. Health and Safety Announcements
2. To elect a Chairman
3. To elect a Vice Chairman
4. Apologies.
5. 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.
6. 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.

7. To receive and approve the minutes of the Services Committee held on 10th February 2021 as a true and correct record (Pages 4 - 9)
8. Finance:
  - a. To receive the current Committee budget statements (Pages 10 - 14)
9. To ratify the following during the COVID-19 isolation period: (Pages 15 - 16)

<b>Ref Nr.</b>	<b>Details</b>	<b>Decision Agreed</b>	<b>Committee</b>
STC93	Approved to cancel all Guildhall Bookings up to the 31st May 2021 except polling station booking.	APPROVED	SERVICES
STC101	Approved to cancel all Guildhall Bookings up to the 31st July 2021.	APPROVED	SERVICES

10. To consider Risk Management reports as may be received

