



# ***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 R Bullock G Challen M Griffiths A Pinckney Vacancy	L Challen J Dent S Gillies S Martin J Peggs P Samuels	S Miller B Samuels G Taylor D Yates

## **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

11. Correspondence.
  - a. To ratify the Town Councils response to host an International Festival of Rowing - The Cornish Pilot Gig Association and Perfect Moments.
  - b. To consider a request for STC to adopt various memorials in the town - Saltash 1941 Blitz Committee. (Pages 17 - 21)
  - c. To consider a request for STC to adopt various memorials in the town - Saltash Great War 1914-1918 Committee. (Pages 22 - 36)
12. To receive a report, ratify items and consider any recommendations from the Service Delivery Department (Pages 37 - 45)
13. To receive a report and ratify items on the Pontoon and consider options and associated costs. (Pages 46 - 47)
14. To receive a report on bunting and consider the options and associated costs. (Pages 48 - 50)
15. To consider forming a Water Transport Working Group to further explore the possibility of Saltash being an access point.
16. Other areas that the Services Committee is responsible for:
  - a. Allotments.
17. 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.
18. To consider any items referred from the main part of the agenda
19. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
20. To consider urgent non-financial items at the discretion of the Chairman.
21. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of next meeting:                      Wednesday 15 September 2021 at 6.30 pm

## **SALTASH TOWN COUNCIL**

### **Minutes of the Meeting of Services Committee held on the Virtual Zoom Platform on Wednesday 10th February 2021 at 6.30 pm**

**PRESENT:** Councillors: G Challen, J Dent, M Fox, S Gillies, S Miller, J Peggs, B Phillips (Vice-Chairman), A Pinckney, B Samuels and D Yates.

**ALSO PRESENT:** 2 Members of the Public, , R Lane (Town Clerk), S Burrows (Assistant Town Clerk), D Joyce (Administration Officer), R Enticknap (Service Delivery Manager) and M Cotton (Assistant Service Delivery Manager)

**APOLOGIES:** R Bickford, S Martin and P Samuels.

---

Councillor Phillips – Vice Chairman in the Chair

**76/20/21     ANNOUNCEMENTS:**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

**77/20/21     TO APPOINT A CHAIRMAN.**

It was proposed by Councillor B Samuels, seconded by Councillor Dent and was **RESOLVED** to appoint Councillor Phillips as Chairman.

Cllr Phillips remained in the chair.

**78/20/21     RECORDING OF MEETINGS - PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING.**

Councillor Challen informed the Chairman that she would be recording the meeting.



**79/20/21      DECLARATIONS OF INTEREST:**

a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.

b. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.

None.

c. To consider dispensations required:

None.

**80/20/2      QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL**

None.

**81/20/2      TO NOTE AND RECEIVE THE MINUTES OF THE EXTRAORDINARY SERVICES COMMITTEE HELD ON THURSDAY 12TH NOVEMBER 2020 AND THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 9TH DECEMBER 2020 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Phillips, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Services Committee held on Thursday 12th November 2020 were confirmed as a true and correct record.

It was proposed by Councillor Phillips, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Services Committee held on Thursday 9th December 2020 were confirmed as a true and correct record.

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

**82/20/2      TO RECEIVE AND NOTE THE MINUTES OF THE ROAD SAFETY COMMITTEE HELD ON TUESDAY 2ND FEBRUARY 2021.**

It was **RESOLVED** to note.

**83/20/2**      **FINANCE**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**84/20/2**      **TO RATIFY THE FOLLOWING DURING THE COVID-19 ISOLATION PERIOD:**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
REF82	To appoint a company to carry out all fire risk assessments for all STC buildings and assets	APPROVED	SERVICES	N/A
REF83	To appoint DCW to collect Recycling waste	APPROVED	SERVICES	N/A

It was proposed by Councillor Phillips, seconded by Councillor Challen and **RESOLVED** to ratify the items listed on the COVID-19 Delegated Decision Register.

**85/20/2**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**86/20/2**      **CORRESPONDENCE:**

- a. Cornwall Council – Woodland Management Plans 2020-21 survey.

It was **RESOLVED** to note.

- b. To receive and consider letters from residents to erect a new war memorial.

It was proposed by Councillor Dent, seconded by Councillor Phillips, and **RESOLVED** to note receipt of letters from residents and respond with advice on how to proceed with the request to erect a new war memorial in the town.

**87/20/2      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT**

The Service Delivery Manager updated Members on the works to date of the Service Delivery Department.

The Chairman lost connection to the meeting and reconnected.

Due to the potential for further loss of connection, it was proposed by Councillor Phillips, seconded by Councillor Peggs and **RESOLVED** that Councillor Dent be appointed Vice Chairman for the meeting.

It was proposed by Councillor Phillips, seconded by Councillor Fox, and **RESOLVED** to:

1. Delegate authority to the Chairman and the Service Delivery Manager to determine the allocation of requested Grit Bins.
2. Refuse the request from SEA to maintain the wildflower garden located at the Memorial Peace Garden on the grounds that the area is not suitable for wildflowers.

**88/20/2      TO RECEIVE A REPORT ON THE FUTURE USE OF THE TRAILER - CLLR PHILLIPS.**

The Chair informed Members of the condition of the trailer.

It was proposed by Councillor Phillips, seconded by Councillor Miller, and **RESOLVED** to offer the trailer to someone who may wish to take it on free of charge with the condition that if there are no takers it is written off the asset register and disposed of safely and securely.

**89/20/2      TO CONSIDER THE PURCHASE OF FABRIC BUNTING TO BE PLACED AT VARIOUS TOWN COUNCIL SITES FOR FUTURE EVENTS.**

Councillor Peggs updated Members on the requirement for fabric bunting and associated costs currently being explored. Councillor Peggs informed Members that community bunting is available to install at the Waterside and possibly enough for Jubilee Green.

It was proposed by Councillor Peggs, seconded by Councillor Phillips, and **RESOLVED** that delegated authority be given to the Chairman, Councillor Peggs and the Town Clerk to purchase suitable fabric bunting for future events at a maximum cost of £200.

**90/20/2      OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

a. Allotments

No report.

**91/20/2      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.

**92/20/2      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**93/20/2      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**94/20/2      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**95/20/2      PRESS AND SOCIAL MEDIA RELEASES**

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

1. Further promote Cornwall Council – Woodland Management Plans 2020-21 survey - Social Media only.

**DATE OF NEXT MEETING**

The Chair will determine the date of the next meeting if required prior to the scheduled meeting on Wednesday 14<sup>th</sup> April 2021.

Rising at: 7.22 pm

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

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

Services Committee - Guildhall Budget  
Saltash Town Council  
As at 30th June 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
<b>Guildhall Operating Income</b>											
<b>Guildhall Income</b>											
4200 GH Income - Guildhall Bookings	5,842	0	0	5,100	495	4,605		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
<b>Total Guildhall Income</b>	<b>13,985</b>	<b>0</b>	<b>0</b>	<b>5,355</b>	<b>495</b>	<b>4,860</b>		<b>10,770</b>	<b>10,835</b>	<b>10,900</b>	<b>10,965</b>
<b>Total Guildhall Operating Income</b>	<b>13,985</b>	<b>0</b>	<b>0</b>	<b>5,355</b>	<b>495</b>	<b>4,860</b>		<b>10,770</b>	<b>10,835</b>	<b>10,900</b>	<b>10,965</b>
<b>Guildhall Operating Expenditure</b>											
<b>Guildhall Expenditure</b>											
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	(19)	769		755	759	764	768
6402 GH Gas - Guildhall (6402)	1,538	0	0	2,000	312	1,688		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	541	696		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	370	630		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	553	1,962		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	952	1,548		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	0	1,000		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	70	373		445	448	451	453
<b>Total Guildhall Expenditure</b>	<b>19,960</b>	<b>0</b>	<b>0</b>	<b>26,733</b>	<b>11,952</b>	<b>14,781</b>		<b>27,078</b>	<b>27,240</b>	<b>27,405</b>	<b>27,568</b>
<b>Guildhall Staffing Expenditure</b>											
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	5,731	17,200		26,616	27,414	28,239	29,084
<b>Total Guildhall Staffing Expenditure</b>	<b>26,148</b>	<b>0</b>	<b>0</b>	<b>23,833</b>	<b>5,731</b>	<b>18,102</b>		<b>27,523</b>	<b>28,326</b>	<b>29,158</b>	<b>30,008</b>
<b>Total Operating &amp; EMF Expenditure</b>	<b>46,108</b>	<b>0</b>	<b>0</b>	<b>50,566</b>	<b>17,683</b>	<b>32,883</b>		<b>54,601</b>	<b>55,566</b>	<b>56,563</b>	<b>57,576</b>
<b>Total Guildhall Operating Expenditure</b>	<b>46,108</b>	<b>0</b>	<b>0</b>	<b>50,566</b>	<b>17,683</b>	<b>32,883</b>		<b>54,601</b>	<b>55,566</b>	<b>56,563</b>	<b>57,576</b>
<b>Total Guildhall Operating Surplus/ Deficit</b>	<b>(32,123)</b>	<b>0</b>	<b>0</b>	<b>(45,211)</b>	<b>(17,188)</b>	<b>(28,023)</b>		<b>(43,831)</b>	<b>(44,731)</b>	<b>(45,663)</b>	<b>(46,611)</b>
<b>Guildhall EMF Expenditure</b>											
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
<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>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0</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>17,683</b>	<b>83,476</b>		<b>69,601</b>	<b>70,566</b>	<b>56,563</b>	<b>57,576</b>
<b>Total Guildhall Budget Surplus/ (Deficit)</b>	<b>(36,039)</b>	<b>(34,433)</b>	<b>0</b>	<b>(61,371)</b>	<b>(17,188)</b>	<b>(78,616)</b>		<b>(58,831)</b>	<b>(59,731)</b>	<b>(45,663)</b>	<b>(46,611)</b>

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
<b>Library Operating Income</b>											
<b>Library Income</b>											
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	122	29		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
<b>Total Library Income</b>	<b>664</b>	<b>0</b>	<b>0</b>	<b>4,920</b>	<b>122</b>	<b>4,798</b>		<b>9,592</b>	<b>9,650</b>	<b>9,706</b>	<b>9,764</b>
<b>Total Library Operating Income</b>	<b>664</b>	<b>0</b>	<b>0</b>	<b>4,920</b>	<b>122</b>	<b>4,798</b>		<b>9,592</b>	<b>9,650</b>	<b>9,706</b>	<b>9,764</b>
<b>Library Operating Expenditure</b>											
<b>Library Expenditure</b>											
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	232	1,498		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	0	2,012		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	105	411		519	522	525	529
6921 LI IT & Office Costs - Library	4,118	0	0	5,131	1,642	3,489		5,161	5,192	5,224	5,255
6922 LI Library Activities	575	0	0	1,400	754	646		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
<b>Total Library Expenditure</b>	<b>25,613</b>	<b>0</b>	<b>0</b>	<b>55,134</b>	<b>16,873</b>	<b>38,261</b>		<b>55,334</b>	<b>55,537</b>	<b>55,741</b>	<b>55,949</b>
<b>Library Staffing Expenditure</b>											
Library Staff Expenses	264	0	0	1,900	0	1,900		1,912	1,923	1,934	1,946
6682 ST LI Staff Training (Library)	340	0	0	1,509	0	1,509		1,518	1,527	1,536	1,546
Library Staffing Costs	84,234	0	10,000	94,903	25,164	79,739		97,750	100,682	103,703	106,815
<b>Total Library Staffing Expenditure</b>	<b>84,837</b>	<b>0</b>	<b>10,000</b>	<b>98,312</b>	<b>25,164</b>	<b>83,148</b>		<b>101,180</b>	<b>104,132</b>	<b>107,173</b>	<b>110,307</b>
<b>Total Operating &amp; EMF Expenditure</b>	<b>110,450</b>	<b>0</b>	<b>10,000</b>	<b>153,446</b>	<b>42,037</b>	<b>121,409</b>		<b>156,514</b>	<b>159,669</b>	<b>162,914</b>	<b>166,256</b>
<b>Total Library Operating Expenditure</b>	<b>110,450</b>	<b>0</b>	<b>10,000</b>	<b>153,446</b>	<b>42,037</b>	<b>121,409</b>		<b>156,514</b>	<b>159,669</b>	<b>162,914</b>	<b>166,256</b>
<b>Total Library Operating Surplus/ Deficit</b>	<b>(109,786)</b>	<b>0</b>	<b>(10,000)</b>	<b>(148,526)</b>	<b>(41,915)</b>	<b>(116,611)</b>		<b>(146,922)</b>	<b>(150,019)</b>	<b>(153,208)</b>	<b>(156,492)</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		0	0	0	0
6972 LI EMF Library Equipment & Furniture	583	14,417	0	17,500	13,467	18,450		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	(10,000)	0	0	5,941		0	0	0	0
<b>Total Library EMF Expenditure</b>	<b>11,881</b>	<b>65,146</b>	<b>(10,000)</b>	<b>34,000</b>	<b>13,467</b>	<b>75,679</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Library Expenditure (Operational &amp; EMF)</b>	<b>122,331</b>	<b>65,146</b>	<b>0</b>	<b>187,446</b>	<b>55,504</b>	<b>197,088</b>		<b>156,514</b>	<b>159,669</b>	<b>162,914</b>	<b>166,256</b>
<b>Total Library Budget Surplus/ (Deficit)</b>	<b>(121,667)</b>	<b>(65,146)</b>	<b>0</b>	<b>(182,526)</b>	<b>(55,382)</b>	<b>(192,290)</b>		<b>(146,922)</b>	<b>(150,019)</b>	<b>(153,208)</b>	<b>(156,492)</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

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
<b>Maurice Huggins Operating Expenditure</b>											
<b>Maurice Huggins Expenditure</b>											
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	33	(33)		0	0	0	0
7020 MA Legionella Risk Assessment - Maurice Huggins	280	0	0	0	105	(105)		0	0	0	0
<b>Total Maurice Huggins Expenditure</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>382</b>	<b>(382)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Maurice Huggins Operating Expenditure</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>382</b>	<b>(382)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Maurice Huggins Operating Surplus/ (Deficit)</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>382</b>	<b>(382)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Maurice Huggins EMF Expenditure</b>											
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
<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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Maurice Huggins Expenditure (Operational &amp; EMF)</b>	<b>415</b>	<b>2,606</b>	<b>0</b>	<b>0</b>	<b>382</b>	<b>2,224</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Maurice Huggins Budget Surplus/ (Deficit)</b>	<b>(373)</b>	<b>(2,606)</b>	<b>0</b>	<b>0</b>	<b>382</b>	<b>(2,988)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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
<b>Station Operating Income</b>											
<b>Station Income</b>											
4301 SA Station - Bookings	0	0	0	1,250	0	1,250		2,550	2,565	2,581	2,596
4302 SA Station - Refreshment Income	0	0	0	2,500	0	2,500		5,000	5,030	5,060	5,091
<b>Total Station Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,750</b>	<b>0</b>	<b>3,750</b>		<b>7,550</b>	<b>7,595</b>	<b>7,641</b>	<b>7,687</b>
<b>Total Station Operating Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,750</b>	<b>0</b>	<b>3,750</b>		<b>7,550</b>	<b>7,595</b>	<b>7,641</b>	<b>7,687</b>
<b>Station Operating Expenditure</b>											
<b>Station Expenditure</b>											
6800 SA Rates - Station	3,583	0	0	3,659	3,543	116		3,681	3,703	3,725	3,747
6801 SA Water Rates - Station	53	0	0	572	(53)	625		576	579	583	586
6802 SA Gas - Station	159	0	0	1,869	(159)	2,028		1,880	1,892	1,903	1,914
6803 SA Electricity - Station	159	0	0	2,775	(159)	2,934		2,791	2,808	2,825	2,842
6804 SA Fire & Security Alarm - Station	77	0	0	954	1,288	(334)		959	965	971	976
6805 SA Fire Extinguishers - Station	184	0	0	0	0	0		0	0	0	0
6808 SA Cleaning Materials & Equipment - Station	0	0	0	1,500	145	1,355		1,509	1,518	1,527	1,536
6810 SA General Repairs & Maintenance	300	0	0	500	470	30		503	506	509	512
6811 SA TV License & PRS - Station	0	0	0	2,080	0	2,080		2,093	2,105	2,118	2,131
6813 SA Refreshments Costs - Station	0	0	0	105	0	105		210	211	213	214
6814 SA Replace Equipment - Station	81	0	0	965	11	954		971	976	982	988
6818 SA Professional Costs - Station	250	0	0	1,026	0	1,026		1,032	1,038	1,045	1,051
<b>Total Station Expenditure</b>	<b>4,846</b>	<b>0</b>	<b>0</b>	<b>16,005</b>	<b>5,086</b>	<b>10,919</b>		<b>16,205</b>	<b>16,301</b>	<b>16,401</b>	<b>16,497</b>
<b>Station Staffing Expenditure</b>											
6671 Staff Expenses (Station)	0	0	0	250	0	250		252	253	255	256
6672 ST SA Staff Training (Station)	0	0	0	1,000	0	1,000		1,006	1,012	1,018	1,024
6627 ST SA Caretaking & Cleaning Staff - Gross Pay (Station)	0	0	7,000	0	0	7,000		14,000	14,420	14,853	15,298
<b>Total Station 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>15,258</b>	<b>15,685</b>	<b>16,126</b>	<b>16,578</b>
<b>Total Operating &amp; EMF Expenditure</b>	<b>4,846</b>	<b>0</b>	<b>7,000</b>	<b>17,255</b>	<b>5,086</b>	<b>19,169</b>		<b>31,463</b>	<b>31,986</b>	<b>32,527</b>	<b>33,075</b>
<b>Total Station Operating Expenditure</b>	<b>4,846</b>	<b>0</b>	<b>7,000</b>	<b>17,255</b>	<b>5,086</b>	<b>19,169</b>		<b>31,463</b>	<b>31,986</b>	<b>32,527</b>	<b>33,075</b>
<b>Total Station Operating Surplus/ (Deficit)</b>	<b>(4,846)</b>	<b>0</b>	<b>(7,000)</b>	<b>(13,505)</b>	<b>(5,086)</b>	<b>(15,419)</b>		<b>(23,913)</b>	<b>(24,391)</b>	<b>(24,886)</b>	<b>(25,388)</b>
<b>Station EMF Expenditure</b>											
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 Station Building	0	5,000	0	20,000	0	25,000		0	0	0	0
6695 ST SA EMF Staff Contingency (Station)	0	9,000	(7,000)	0	0	2,000		0	0	0	0
<b>Total Station EMF Expenditure</b>	<b>143,272</b>	<b>96,273</b>	<b>9,439</b>	<b>20,000</b>	<b>33,989</b>	<b>91,723</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Station Expenditure (Operational &amp; EMF)</b>	<b>148,118</b>	<b>96,273</b>	<b>16,439</b>	<b>37,255</b>	<b>39,075</b>	<b>110,892</b>		<b>31,463</b>	<b>31,986</b>	<b>32,527</b>	<b>33,075</b>
<b>Total Station Budget Surplus/ (Deficit)</b>	<b>(148,118)</b>	<b>(96,273)</b>	<b>(16,439)</b>	<b>(33,505)</b>	<b>(39,075)</b>	<b>(107,142)</b>		<b>(23,913)</b>	<b>(24,391)</b>	<b>(24,886)</b>	<b>(25,388)</b>

Notes

To/From Reserves & Budget Virements 2021/22

1. £7,000 vired from 6695 EMF Station 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
<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	3,230	(230)		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	367	1,343		1,720	1,731	1,741	1,752
<b>Total Grounds &amp; Premises Income</b>	<b>4,507</b>	<b>0</b>	<b>0</b>	<b>5,950</b>	<b>4,723</b>	<b>1,227</b>		<b>5,985</b>	<b>6,022</b>	<b>6,057</b>	<b>6,095</b>
<b>Town &amp; Waterfront Income</b>											
4521 SE Waterfront Income - Annual Mooring Fees	6,095	0	0	8,500	8,029	471		8,551	8,602	8,654	8,706
4522 SE Waterfront Income - Daily Mooring Fees	50	0	0	3,000	394	2,606		6,277	6,315	6,353	6,391
4530 SE Waterfront Income - Dingy 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
<b>Total Town &amp; Waterfront Income</b>	<b>6,145</b>	<b>0</b>	<b>0</b>	<b>14,500</b>	<b>8,422</b>	<b>6,078</b>		<b>24,828</b>	<b>24,977</b>	<b>25,127</b>	<b>25,278</b>
<b>Total Service Delivery Income</b>	<b>10,652</b>	<b>0</b>	<b>0</b>	<b>20,450</b>	<b>13,145</b>	<b>7,305</b>		<b>30,813</b>	<b>30,999</b>	<b>31,184</b>	<b>31,373</b>
<b>Total Service Delivery Operating Income</b>	<b>10,652</b>	<b>0</b>	<b>0</b>	<b>20,450</b>	<b>13,145</b>	<b>7,305</b>		<b>30,813</b>	<b>30,999</b>	<b>31,184</b>	<b>31,373</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		1	1	1	1
6503 SE Allotments	1,162	0	0	800	118	682		805	810	814	819
6506 SE Grounds Maintenance & Watering (6506)	24,761	0	0	8,500	11	8,489		10,000	10,060	10,120	10,181
6508 SE Public Toilets (Operational Costs)	6,403	0	0	4,000	(1,230)	5,230		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
6523 SE Public Footpaths & Bridleways	0	0	0	0	550	(550)		0	0	0	0
6525 GR Public Toilets (Repairs & Maintenance Costs)	1,553	0	0	1,000	689	311		1,006	1,012	1,018	1,024
6526 SE Tools, Equipment & Materials (Store & All Areas)	5,595	0	0	4,000	602	3,398		4,024	4,048	4,072	4,097
6529 G&P Refuse Disposal	3,706	0	0	5,030	1,313	3,717		5,060	5,091	5,121	5,152
6907 SE Seagulls Bags	780	0	0	1,774	0	1,774		1,784	1,795	1,806	1,817
<b>Longstone Expenditure</b>											
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	750	3,750		4,500	4,500	4,500	4,500
7108 LO Cleaning Materials & Equipment - Longstone	326	0	0	600	6	595		604	607	611	615
7110 LO General Repairs & Maintenance - Longstone	1,513	0	0	733	46	687		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	117	889		1,012	1,018	1,024	1,030
6419 GH Longstone Depot	495	0	0	0	(1,625)	1,625		0	0	0	0
<b>Total Longstone Expenditure</b>	<b>5,724</b>	<b>0</b>	<b>0</b>	<b>13,132</b>	<b>(290)</b>	<b>13,422</b>		<b>13,185</b>	<b>13,236</b>	<b>13,290</b>	<b>13,340</b>
<b>Total Grounds &amp; Premises Expenditure</b>	<b>52,410</b>	<b>0</b>	<b>0</b>	<b>40,752</b>	<b>1,790</b>	<b>38,962</b>		<b>42,419</b>	<b>42,646</b>	<b>42,875</b>	<b>43,104</b>
<b>Town &amp; Waterfront Expenditure</b>											
6504 SE Street Furniture (Maintenance)	1,119	0	0	2,000	580	1,420		2,012	2,024	2,036	2,048
6505 SE Street Lighting	302	0	0	200	17	183		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	(59)	959		905	911	916	922
6519 SE Flags & Bunting	1,831	0	0	3,078	53	3,026		3,097	3,115	3,134	3,153
6522 SE Pontoon (Maintenance Costs) (6522)	2,431	0	0	5,478	1,684	3,794		5,511	5,544	5,577	5,610
6524 SE Vehicle Maintenance and Repair Costs	10,360	0	0	8,000	2,527	5,473		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	222	10,341		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
<b>Total Town &amp; Waterfront Expenditure</b>	<b>19,811</b>	<b>0</b>	<b>0</b>	<b>33,731</b>	<b>5,024</b>	<b>28,707</b>		<b>34,921</b>	<b>35,130</b>	<b>35,341</b>	<b>35,553</b>
<b>Total Service Delivery Expenditure</b>	<b>72,221</b>	<b>0</b>	<b>0</b>	<b>74,483</b>	<b>6,814</b>	<b>67,669</b>		<b>77,340</b>	<b>77,776</b>	<b>78,216</b>	<b>78,657</b>
<b>Service Delivery Staffing Expenditure</b>											
Service Delivery Staffing Expenses	2,779	0	0	4,829	1,484	3,345		4,858	4,887	4,916	4,946
6676 ST Services Delivery Staff Training	3,668	0	0	7,500	(1,405)	8,905		7,545	7,590	7,636	7,682
Service Delivery Staffing Costs	113,817	0	30,000	195,078	41,505	183,573		200,930	206,959	213,168	219,562
<b>Total Service Delivery Staffing Expenditure</b>	<b>120,264</b>	<b>0</b>	<b>30,000</b>	<b>207,407</b>	<b>41,584</b>	<b>195,823</b>		<b>213,333</b>	<b>219,436</b>	<b>225,720</b>	<b>232,190</b>
<b>Total Operating &amp; EMF Expenditure</b>	<b>192,486</b>	<b>0</b>	<b>30,000</b>	<b>281,890</b>	<b>48,398</b>	<b>263,492</b>		<b>290,673</b>	<b>297,212</b>	<b>303,936</b>	<b>310,847</b>
<b>Total Service Delivery Operating Expenditure</b>	<b>192,486</b>	<b>0</b>	<b>30,000</b>	<b>281,890</b>	<b>48,398</b>	<b>263,492</b>		<b>290,673</b>	<b>297,212</b>	<b>303,936</b>	<b>310,847</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>(35,253)</b>	<b>(256,187)</b>		<b>(259,860)</b>	<b>(266,213)</b>	<b>(272,752)</b>	<b>(279,474)</b>
<b>Service Delivery EMF Expenditure</b>											
<b>Grounds &amp; Premises EMF Expenditure</b>											
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
<b>Longstone EMF Expenditure</b>											
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500		0	0	0	0
<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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Grounds &amp; Premises EMF Expenditure</b>	<b>0</b>	<b>32,365</b>	<b>0</b>	<b>14,000</b>	<b>0</b>	<b>46,365</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Town &amp; Waterfront EMF Expenditure</b>											
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	2,253	17,534		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	11,607	12,989		0	0	0	0
<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>14,426</b>	<b>61,973</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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>14,426</b>	<b>108,338</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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>62,824</b>	<b>371,830</b>		<b>290,673</b>	<b>297,212</b>	<b>303,936</b>	<b>310,847</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>(49,678)</b>	<b>(364,526)</b>		<b>(259,860)</b>	<b>(266,213)</b>	<b>(272,752)</b>	<b>(279,474)</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



## **OFFICER DELEGATED DECISION REGISTER 2021-2022**

The following are decisions that have been taken by the Clerk as Proper Officer of the Town Council under the Emergency Scheme of Delegation as a result of the Coronavirus Bill 2020 and associated Government Restrictions. The Register is made in accordance with the 2014 Openness of Local Government Bodies Regulations.

For further details, please contact the Town Clerk by email at [townclerk@saltash.gov.uk](mailto:townclerk@saltash.gov.uk). Information exempted under the Freedom of Information Act 2000 and the General Data Protection Regulations marked \* will not be published.

<b>Date of Decision</b>	<b>Ref Nr.</b>	<b>Decision Taken By</b>	<b>Details</b>	<b>Decision Agreed</b>	<b>Financial Value</b>	<b>S137 Yes or No</b>	<b>Committee</b>	<b>Sub Committee</b>
09/04/21	STC91	Councillors P Samuels, M Fox & B. Phillips	Approve Transfer of £350,000 to Active Saver Precept Funds which takes it above the Risk Threshold of £500,000 for a month	APPROVED	N/A		P&F	
09/04/21	STC92	Councillors P Samuels, M Fox & B. Phillips	Transfer £240,000 Precept Funds to Cornwall Council	APPROVED	N/A		P&F	
12/04/21	STC93	Councillors P Samuels, M Fox & B. Phillips, R. Bickford	Approved to cancel all Guildhall Bookings up to the 31st May 2021 except polling station booking	APPROVED	N/A		SERVICES	
16/04/21	STC94	Councillors P Samuels, B Phillips, R Bickford, M Fox	Reopening of the Guildhall reception only as of 17th May 2021 under step 3 of the roadmap out of lockdown	APPROVED	N/A		P&F	
16/04/21	STC95	Members Library Sub Com	To approve Finance Officer 's Recommended Library PWLB Loan Repayment Method - EIP	APPROVED	N/A		FULL COUNCIL	LIBRARY
20/04/21	STC96	Councillors Fox and Phillips	Procurement of an ergonomic desk for the Reception of the Guildhall	APPROVED	£750.00		P&F	
30/04/21	STC97	Councillors Fox and Phillips	Renewal of the three annual Zoom Licences	APPROVED	£359.70		P&F	
5/05/21	STC98	Councillors Fox and Phillips	Increase of SIP Channels to 14	APPROVED	£390.00		P&F	
4/05/21	STC99	Councillors Fox and Phillips	Approved VAT consultancy quote for 2021/22 with Parkinson Partnership	APPROVED	£600		P&F	

12/05/21	STC100	Mayor Cllr P Samuels	To approve the appointment of Sovereign Fire and Security - Intruder and Fire Alarm, Monitoring Centre Works for the Station Building	APPROVED	£1,102.92	Full Council
2/06/21	STC101	Councillors P Samuels, Fox and Bickford	Approved to cancel all Guildhall bookings up to the 31 <sup>st</sup> July 2021	APPROVED		Services



2<sup>nd</sup> July 2021

## **International Festival of Rowing – Saltash 2023**

Dear Kevin

Thank you for your proposed request to hold an International Festival of Rowing in the year 2023 in Saltash.

Members have received and considered your initial exploration of whether a partnership could be formed and support has been expressed.

Members are keen to build a local partnership, led by ourselves and the Caradon Pilot Gig Club to offer a potential venue. We can also imagine that other key partners will be keen to be included such as Cornwall Council, Plymouth City Council, as well as with accommodation providers like the China Fleet Club.

Such an event would highlight our wonderful Waterside and we believe it would fit in well with our aspirations for the area.

Clearly we would have to consult closely with local residents, but there is plenty of time to fully understand the requirements. Therefore, please accept this letter of correspondence as confirmation of Saltash Town Council's support and interest in hosting the fantastic International event proposed, along with a completed Expression of Interest form as requested.

Please let us know if you require any additional information by contacting us at [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely

Sinead Burrows  
Assistant Town Clerk



The Guildhall  
12 Lower Fore Street, Saltash, Cornwall PL12 6JX  
Tel: (01752) 844846  
Email: [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)  
[gdp@saltash.gov.uk](mailto:gdp@saltash.gov.uk)

**Response on behalf of Cornwall Pilot Gig Association – 8<sup>th</sup> July 2021**

Thank you for your Saltash's enthusiastic expression of interest in hosting the Fixed seat rowing event. A number of Towns have expressed interest and the elections got in the way of some replies so it could be a while before we get back to you with the next stage in the selection process.

Rest assured your interest is noted and we will get back to you!

## **From Saltash 1941 Blitz Committee to Saltash Town Council**

**Tuesday May 4<sup>th</sup> 2021**

A request has been received from the Saltash 1941 Blitz Committee for STC to adopt the following memorial items as STC assets to include ownership, maintenance, health and safety, and insurance.

Dear Saltash Town Councillors.

You will all be mindful, as the Saltash 1941 Blitz Committee have been in regular communication with the Council on the work of the Blitz committee to pay tribute to the Saltash fallen civilian personnel of April 1941.

Thursday April 22<sup>nd</sup> and again on Wednesday April 28<sup>th</sup>, Saltash paid homage to the Saltash fallen during the April 1941 Blitz.

The Saltash 1941 Blitz Committee have been working tirelessly to pay homage and tribute to the Saltash civilians killed during the April 1941 Blitz, moreover, to commemorate the 80<sup>th</sup> anniversary of the fallen during WW2.

It was in April 1941, fifteen Saltash civilians were killed by enemy action.

Six Saltash Auxiliary Fire Servicemen (AFS) were killed all together in King Street, Devonport on April 22<sup>nd</sup> 1941 when they responded to a call for help from neighbouring Plymouth during a bombing raid.

Nine other local civilians died on April 28<sup>th</sup> 1941 during another bombing raid in Saltash.

All fifteen Saltash civilians are 'commemorated in perpetuity' by the Commonwealth War Graves Commission.

Thirteen of the fifteen civilians are named on the Borough of Saltash 1939-1945 War Memorial, including all six firemen who died on April 22<sup>nd</sup> 1941. However, the names of two other civilians, Aaron Brooking and Walter Eales, who died on April 28<sup>th</sup> 1941 during the Saltash Blitz, are not engraved on that War Memorial.

The six Auxiliary Fire Servicemen (AFS) are buried side-by-side at St Stephens-by-Saltash Churchyard. The seventh an Auxiliary Fire Service Scout is buried at Botus Flemming Churchyard.

### **SALTASH AUXILIARY FIRE FIGHTERS (AFS)**

One of Saltash's most-known civilian tragedies was the loss of six Auxiliary Fire Fighters on April 22<sup>nd</sup> 1941.

***Their names are: Francis Joseph Brooking, Stanley Richard Crabb, Alfred John Crapp, Bernard Jasper, John Robert Hoskins Stanlake and Leslie George Tibbs.***

The men crossed on the Saltash Ferry into Plymouth to help tackle the raging fires in the city. Driving a Packard taxi, towing a water pump behind them to serve their homeland with vigour, they never came back.

Their equipment was very basic, just tin hats, overalls, oils skins and gas masks. They also wore their AFS badge with honour.

**There was a seventh Saltash Auxiliary Fire Fighter (AFS)**, 18-year-old Donald Noel Cummins (2<sup>nd</sup> Saltash Scout Troop), who was tragically killed on April 28<sup>th</sup>, just six days later.

Donald was one of the brave volunteer scouts who took on their role with courage during the war. Donald was killed serving the Saltash Community at the Great Western Railway (GWR) goods yard at the Saltash Railway Station. Donald, alongside his fellow Boy Scout Troop volunteers, proudly wore the Scout Firemen's Badge. The troop, led by Mr Douglas Vosper, was given a Beresford-Stork Light Trailer Pump. Mr Vosper used his own car for towing the pump and had alterations done, so that he could carry a ladder above the pump. All orders at the time were taken from Fire Chief Venn. ***Donald Noel Cummins was rightly awarded the Bronze Cross, posthumously***

The remaining civilian personnel whom were tragically killed in the enemy air raids in Saltash in April 1941 were: ***Charles Henry and Emma Amelia Allen*** (Grave in St Stephens-by Saltash Churchyard), ***Alfred William Olver*** (Grave in St. Stephens-by-Saltash Churchyard), ***William Rogers*** (In Communal grave in St Michael Churchyard, Landrake), ***Mrs Dorothy Goad and Miss Joan Goad*** (Both in a Communal grave in St Michael Churchyard, Landrake), ***Walter Eales*** (Grave in Callington Cemetery), ***and Aaron Brooking*** (Grave in St. Michael Churchyard, Landrake)

The committee have been able to raise sufficient funds thanks to Saltash Town Council, local businesses and funding sources to install local memorials in their honour.

The memorial items include; two blitz themed seats to be sited in Saltash Fore Street, a memorial plaque in honour of Donald Cummins at the Saltash railway station, a WW2 blitz themed history board in Fore Street and memorial booklets.

On behalf of Saltash, the committee have organised wreaths and Commonwealth War Graves tokens, for the graves of the fallen, and visited all the graves and placed wreaths and tokens on each grave on the anniversaries of April 22<sup>nd</sup> and April 28<sup>th</sup>.

The committee only have one more act of remembrance to organise, which will be August 8<sup>th</sup> this year, and more details will be released to the Council and the community nearer the date.

In the meantime, the committee are asking if Saltash Town Council will please adopt the Donald Cummins memorial plaque, and the Blitz memory board please. Neither of



the two memorials will need very much maintenance, but they will need insurance and other aspects of property care. The memorial seats, we believe will be under the Saltash Town Council responsibility in accordance with the application to S106 successful bid.

I and members of our committee would be pleased to furnish the Council with any further information if deemed necessary if it helps with this meaningful request.

Thank you most sincerely.

Sue Hooper

For further information please contact the general secretary of the Saltash 1941 Blitz Committee – **Sue Hooper MBE** tele 01752 843073 – Email [suehcf@msn.com](mailto:suehcf@msn.com)









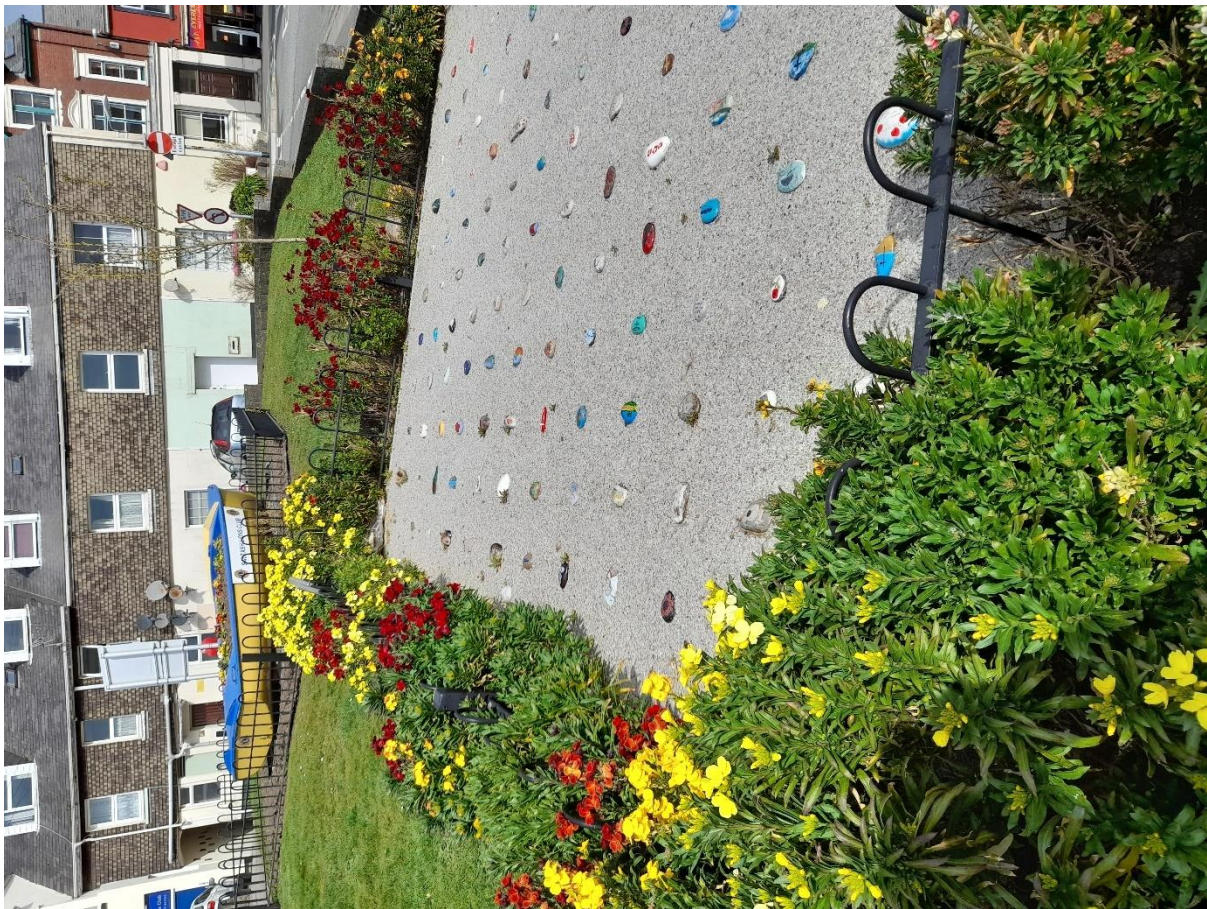
END OF REPORT



## TOWN MEMORIALS

A request has been received from Saltash Great War 1914-1918 Committee **for STC** to adopt the following items as STC assets to include ownership, maintenance, health and safety, and insurance.

Saltash Great War 1914-1918 Committee confirm there is very little cost associated, the items have been produced and erected with longevity in mind, but will need cleaning for appearance and good order every few months possibly. Saltash.net should keep an eye of the plaque on their building wall.



The image above is the WW1 pebble War Memorial which was created by local children and organisations in the way of painted pebbles.

There are 140 memorial pebbles within the sculpture one for each of the Saltash fallen that are not inscribed on any Saltash War Memorials.

The other single pebble placed was to represent any un named fallen until we learn in the future who they may be. So, 140 plus 1.

STC have recognised that the pebble War Memorial is an official WW1 memorial and it has been officially dedicated and blessed at the Civic unveiling in 2018.





The notice board above to the far left, is the information of the pebbles as they lie in the sculpture. The Saltash Great War 1914-1918 Committee are happy to meet with any official of STC to explain on site if this is required.







The above two images are of two WW1 memorial boards, one is located at Saltash Station and the other Saltash Waterside (hosted by Ashtorre Rock).

Both these most historic sites are where the Troops left for the Western Front during the Great War of 1914-18, and are most significant to Saltash.



The above image is a poppy carpet and WW1 silhouette. The Saltash Great War 1914-1918 Committee at this stage are not sure of the future of the poppy carpets and WW1 silhouettes, the Committee is in discussion and will contact the Town Council shortly.





The above image is a memorial plaque on the Saltash Waterside (hosted by Ashtorre Rock).



The above image is a memorial plaque located on Saltash Railway Station which is installed next to the story board on the Station.





The above image is a memorial plaque (hosted by Saltash.Net Community School) where 5,000 Troops trained before their brave journey to the Western Front 1914-1918.



The above image is the Wearde Story Board outside Saltash.net School, which is the site (as with the plaque) that 5,000 Troops trained before their perilous journey to the Western Front during WW1.

**END OF REPORT**



# THE SALTASH GREAT WAR (1914-1918) EVENTS COMMITTEE

In association with Saltash Town Council  
This plaque was laid by The Rt Hon Ann Widdecombe M.P. in  
remembrance of all those lost in conflict during the First World War.

A1	ALFORD Robert Azoff	A2	LUCAS John Henry
A2	AMBRIDGE Thomas Theodore	B12	MANNELL Ernest John
A3	BALSDON Harry Pine	B13	MARSH Ernest George
A4	BANCROFT Morley	B14	MARTIN Thomas Samuel Simon
A5	BARTLEY Arthur	B15	MARTIN Fannie Russell
A6	BEALES Arthur Alphege/Robert	B16	MASEY Charles Keble
A7	BEER William Vaton	B17	MILLER Robert Ma HEATH
A8	BENNETT William George Stanley k.a. Charles	B18	MILLER Charles Henry
A9	BILLING Frederick	B19	MILLER Charles Henry
A10	BLAKE Nicholas Bennett	B20	MOOREHEAD Cyril Victor George
A11	BOND Frederick	B21	MUCKLER Joseph Henry
A12	BOSANQUET Armytage Percy	B22	MUNRO Ronald
A13	BROCK William Henry	B23	NEWTON Joseph Willard
A14	BUCKINGHAM Charles	B24	NICHOLSON Edward John
A15	CALLAGHAN Arthur Francis	B25	NORMAN William Henry
A16	CALLAGHAN Sidney	B26	OLIVER Charles Robert Paul
A17	CHARLTON Ebenezer	B27	ORRICK Frederick Charles
A18	CHIVERS Albert Edward	B28	PAULMER John Thomas
A19	CHUBB George Henry	B29	PEARCE Charles Gert
A20	COLES John	B30	PEARSON George Henry Stephen k.a. Henry
A21	COOMBE William	B31	PENNA Richard John
A22	COWARD Brandon Leslie	B32	PORTER Robert Spicer Russell
A23	CROOK Charles Wilfrid Vivian	B33	PRIESTON Robert Arthur
A24	CROWLEY James of Joseph	B34	PRIOR Edgar Harry
A25	DAWE George Herbert	B35	PRIOR Joseph Stephen
A26	DAYMOND Samuel Arthur George	B36	PTM John Scuderi
A27	DYER Herbert H	B37	RACKHAM Benjamin John
A28	EDGECOMBE/EDGECUMBE Walter	B38	RACKHAM Charles Salway
A29	FLETCHER Jacob	B39	READ Harry Conrad
A30	FOGGS Charles Edward Gladstone	B40	REIDMAN Charles Edward
A31	FORBES WHITE George Alfred Warren	B41	REIDMAN Charles Edward
A32	GARD Frederick	B42	REIDMAN Charles Edward
A33	GATLAND Roderick Charles 'Charlie'	B43	REIDMAN Charles Edward
A34	GILBERT P G	B44	REIDMAN Charles Edward
A35	GAWMAN GORMAN Frederick	B45	REIDMAN Charles Edward
A36	GOULD Sydney Sydney Edward	B46	REIDMAN Charles Edward
A37	HARDING William George	B47	REIDMAN Charles Edward
A38	HARRIS Henry Francis	B48	REIDMAN Charles Edward
A39	HARRIS Horace Albert Rawlings	B49	REIDMAN Charles Edward
A40	HARRIS William	B50	REIDMAN Charles Edward
A41	HAYNE Frederick James	B51	REIDMAN Charles Edward
A42	HEARD Arthur Reginald	B52	REIDMAN Charles Edward
A43	HOCKING Walter Norman	B53	REIDMAN Charles Edward
A44	HODDER Edgar James	B54	REIDMAN Charles Edward
A45	HODDER William George	B55	REIDMAN Charles Edward
A46	HOLDEN Colingale Collins Horace	B56	REIDMAN Charles Edward
A47	HODGE Percy William	B57	REIDMAN Charles Edward
A48	HOSKING William Alfred	B58	REIDMAN Charles Edward
A49	JANE Albert George	B59	REIDMAN Charles Edward
A50	JAMES Benjamin Martin	B60	REIDMAN Charles Edward
A51	KEEN Ernest Sydney Robert	B61	REIDMAN Charles Edward
A52	KELLY Norman	B62	REIDMAN Charles Edward
A53	KITT James Martin/Martin James	B63	REIDMAN Charles Edward
A54	KITT Francis Robert/Robert Francis	B64	REIDMAN Charles Edward
A55	KNIGHT William John	B65	REIDMAN Charles Edward
A56	LAMERTON James Henry Glanville	B66	REIDMAN Charles Edward
A57	LANGMAID William	B67	REIDMAN Charles Edward
A58	LOVELL (Percy) Reginald	B68	REIDMAN Charles Edward

Please use the grid reference in the second column to find the Fallen in the Memorial Peace Garden.

## THE SALTASH GREAT WAR (1914-1918) COMMEMORATIVE EVENTS COMMITTEE

would like to thank all their sponsors, and local community, without whom all our many and varied projects would not have been possible.

- Alan Harper Composites
- Babcock
- China Fleet Club
- Cornwall Council
- Community Chest
- Devonport Waste Management
- Forder Community Association
- Forder Community Association - Christine Holland
- GWR - Sara Rogers
- Heritage Lottery
- Howton Solar Fund
- Quickstore
- Railway Inn
- Royal British Legion
- Saltash Lions
- Saltash Rotary
- Saltash Royal Naval Association
- Sanford - Fred Rogers
- Section 106
- Saltash Town Council - Community Chest
- South West Surfacing Specialists Ltd - Wayne Hamblay
- Waitrose

Committee: Chair - Mrs S Hooper, MBE, Preb B Anderson, Mr B Brookings, Mrs S Carter, Mrs G Challen, Mr P Clements, Mr W Dent, Mr J Hooper, Mr M Lister, Mr A Marsh, Mrs L Marsh, Mrs A Pinckney, Mrs J Scanlbury, Mrs M Road.

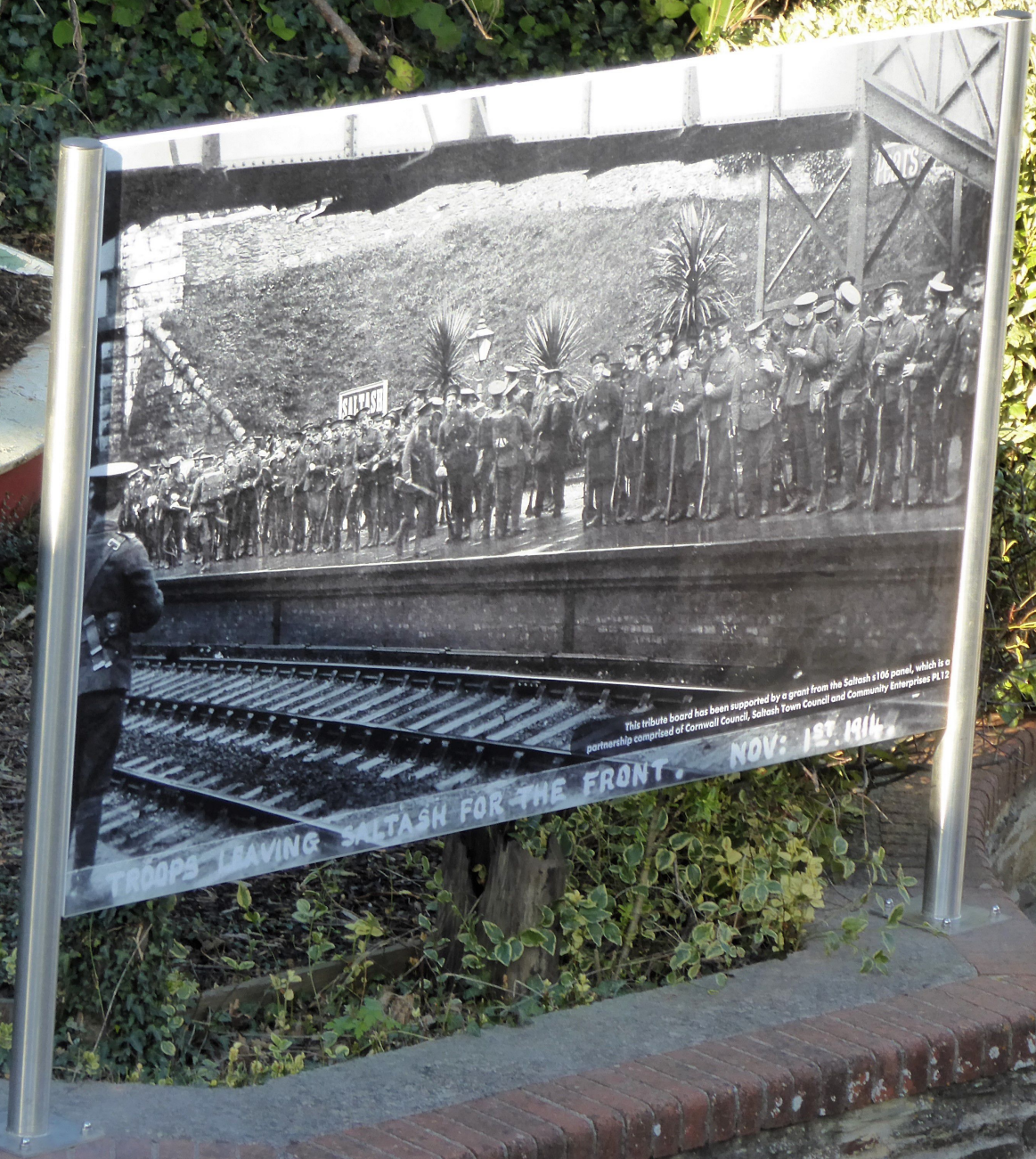
## NOTICE TO DOG OWNERS

Please respect this Memorial Peace Garden, and keep it clear of dog waste

## MEMORIAL PEACE GARDEN

- With sincere thanks to our additional donors we deliver:
- CORNWALL COUNCIL
  - TAMAR VIEW NURSERIES
  - SALTASH LIONS
  - BLOOM HEARING SPECIALISTS
  - CITY BUS
  - QUICKSTORE
  - SALTASH HERITAGE MUSEUM
  - THE CO-OPERATIVE FUNERAL CARE
  - ROYAL BRITISH LEGION SALTASH
  - ROYAL NAVAL ASSOCIATION
  - LEMSALL & CO Accountants
  - PENICHELL FUNERAL SERVICES
  - WAITROSE
  - CHINA FLEET COUNTRY CLUB





This tribute board has been supported by a grant from the Saltash 100 panel, which is a partnership comprised of Cornwall Council, Saltash Town Council and Community Enterprises PL12















# SALTASH REMEMBERS

Between  
1914 and 1918

many troops left Cornwall  
through this Railway Station  
to serve their country  
in the Great War.

Many never  
returned.















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

### **Agenda Item 12**

**Recruitment** - 2 x SDGA's have commenced work with STC since the previous Services Committee meeting in February.

01.07.2002 – 1 x SDGA resigned to finish work 02/07/2021. 1 x SSDGA resigned to finish work 29/07/2021. 1 x new SDGA recruited to commence work 05/07/2021.

**Vehicles** - A new vehicle was added to the STC fleet in March. This is a Citroen Relay double cab tipper van with a fully caged back.

**Ride on Mower** – a new ride on mower was added to the STC tools and equipment. This is a Kubota F3890 power unit with a Trimax FX155 flail mower deck. The flail mower attachment is versatile enabling us to maintain regularly mown grass areas to a high standard along with grass that may only be cut once or twice a year. It is also useful for cutting through brambles and other undergrowth on occasion. The Kubota power unit provides us the option to use other suitable attachments as and when required, for example a powered brush or a snow plough.

**Hand Held Grounds Equipment** – the equipment identified by the SDM in Autumn 2020 to increase our abilities to maintain sites and respond to emergency situations was ordered in early March 2021 Unfortunately due to manufacturer shortages due to Covid-19, the delivery date was initially mid to late April. This date was subsequently postponed to late May and then into early June. The equipment has not yet been received, but is due imminently

25.06.21 – 2 items not yet received

**Grounds Contract** – On the 31<sup>st</sup> March the Contract for Grounds Maintenance sites was terminated, with the SDD taking over the maintenance of these sites. In the months leading up to the termination date the SDM held regular site meetings with the contractor to ensure that all Grounds Contract STC sites were in a reasonable condition by the March 31<sup>st</sup> 2021. Overall this was a successful strategy with only a small amount of minor remedial works being required in early April at some of the sites.

#### **Grounds Maintenance Sites –**

the maintenance operations of the following sites have been set for weekly:

- Memorial Peace Garden
- St Nicholas & Faith War Memorial
- Ashton Way Play Area
- Honeysuckle Way Play Area
- Grassmere Way Play Area

Maintenance schedule for the play area was reduced to fortnightly frequencies during June to allow resources to be reallocated to the PRoW LMP.

Maintenance frequencies of the following sites has been set for Fortnightly

- Huntley Gardens
- Silver Street
- Lower Fore Street (behind pumping station)
- Brunel Bust
- North Road (behind bus shelter)
- Cornish Cross
- 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)

**Hanging Baskets and Annual Summer Bedding.** - the hanging baskets and the annual summer bedding are due in early June. After liaising with the supplier, the SDM took the decision to delay the installation of the hanging baskets and the planting of the annual bedding by a couple of weeks due to the unseasonable weather conditions we have experienced, with storms, high winds and a risk of overnight frosts during May. In preparation for the summer bedding, the winter bedding was removed and the borders prepared in mid-May.

The floral display will be attended to with irrigation, dead heading and weeding as required throughout the summer months

09 & 10.06.2021 – annual bedding planted

15.06.2021 – hanging baskets

Watering daily commenced after installation. A new irrigation system was ordered and delivered on the 28<sup>th</sup> June 2021

**Pillmere Estate** – The Grounds Maintenance in Pillmere estate has grown considerably from previous years. The SDM, having received plans from Cornwall Council in the Autumn and subsequently checking against the Land Registry Document, identified that STC was responsible for far more areas than he had been informed about in hand over from the Acting SDM. As many Members will be aware, during the winter months the SDD cleared the pathways in the estate, cutting back side growth of trees, hedges and undergrowth to the path edge. This was well received by residents at this time. Coming into the spring, with the grass cutting season commencing, the SDD has been maintaining the grass areas throughout the estate and the pathways to the south of the estate, in some places continuing remedial works to bring them up to an acceptable standard.

Mowing operations in Pillmere were reduced to 3 weekly frequencies during June to allow resources to be reallocated to the PRow LMP

SDM has recently liaised with a CC representative regarding the estate and various queries he has regarding the responsibility of maintenance of certain areas. There is a possibility of a face to face meeting in the future to discuss these queries, and agree a way forward.

Enquiries that are yet to be investigated / resolved:

Resident Tree queries –

- Tree on Meadow Drive / Harebell Close leaning
- Tree overhanging parking space adjacent to 44 Grassmere way that could be dangerous and it drops leaves on the cars

Fence queries –

- boundary behind Dartmoor View / highways A3. The fence is in need of repair / replacement. SDM is investigating whether this is STC of Highways responsibility
- 25.06.2021 - this is on STC land. Do Cllrs want to replace / repair. Depending on the decision, quotations will be sought
- Fence behind 103 Grassmere Way, and adjacent social housing – fly tipped garden waste from the houses over many years (?) now pushing the fence over. SDM is investigating and needs to discuss with the Housing Association.
- Pillmere Drive play area queries – SDM has investigated this area after a resident enquired when the removed swings would be replaced. The swings were not removed by STC as this play area is adopted by Cornwall Council, despite the play area being on STC land as identified in the Land Registry Document. SDM has discussed this with a Cornwall Council representative and will be discussing further when we meet face to face regarding this and various other queries.
- 11/06/2021 – SDM met with CC. CC are undertaking further internal investigations and will revert once concluded. At this time, it is proposed for a meeting with CC and STC Councilors to agree the way forward
- Two residents have raised concerns regarding the safety of trees on Grassmere Way. SDM has met with both residents and subsequently received proposal form two contractors.

#### **Contractor A**

*To fell group of Ash trees, to pollard group of Sycamore trees at 4m*

*Quotation price is £2922.67 + VAT*

#### **Contractor B**

*Fell one semi mature ash tree to ground level adjacent to no 23 Grassmere Way, this tree is encroaching on the property and given the difficult access into the site and the significant presence of ash die back I believe it would be proactive to remove this tree whilst climbing is still a viable option. Fell one ash tree behind the tree above which projecting over the industrial estate. Monitor the health of the trees along Grassmere Way and assess the trees vitality during the summer months before making an informed decision on the best approach going forward.*

*Quotation price is £750 + VAT*

SDM recommends that Contractor B is appointed

Available Services 6571 Saltash Recreational Areas EMF for Tree Maintenance is £30,809.

**Churchtown Cemetery Grounds Maintenance** – The grounds maintenance at Churchtown Cemetery has been set at a 7 to 10-day frequency for mowing, we have completed 10 cuts since the beginning of March. Shrub borders and hedges will be attended to as required throughout the season with pruning and removal of weeds.

Borders and formal hedge maintenance undertaken 7<sup>th</sup> & 8<sup>th</sup> June 2021

25/06/2021 – 12 cuts completed with the 13<sup>th</sup> cut due W/C 05/07/2021

**St Stephens Churchyard Grounds Maintenance** – mowing frequencies have been set at 2 to 3 weeks. We have completed 5 cuts since mid-March and are currently undertaking the 6<sup>th</sup> cut 25/06/2021 – 6<sup>th</sup> cut completed 22/06/2021 with the 7<sup>th</sup> cut commencing 05/07/2021

Mowing operation in St Stephens were reduced to 3 weekly frequencies during June to allow resources to be reallocated to the PRoW LMP

**Guildhall** – during the period towards the end of April the SDD team worked hard to prepare the Guild Hall for the Election Polling Station on the 6<sup>th</sup> May, reopening to the public on the 17<sup>th</sup> May, face to face council meetings recommencing on the 20<sup>th</sup> May and the ground works being laid for the STC officers returning on the 21<sup>st</sup> June. This has included some general building maintenance, installation of new hand sanitising stations, rehangng the Saltash Tapestry, relocating Officers work stations and installing protective screens to the work stations.

During the winter a small drip was identified coming from the condenser on the boiler flue. A contractor was appointed who investigated and made a temporary repair. On Further investigation with the contractor it was stated that the flue needs replacing and that will include altering the outlet from its current position on the roof, which may require a planning application due to the Guild Hall being a Grade II listed building. We are awaiting the proposal from the contractor

**Public Rights of Way LMP** – the maintenance of footpaths and bridleways in the PRoW LMP have been completed during June. There is one footpath that is severely overgrown and does not appear to have been maintained to the specification in recent years, SDM will be inspecting this path in the near future. Path ref: 636/26/2. SDM has contacted the contractor that has undertaken these over the past few years regarding remedial works. This is not resolved at the time of writing.

**Station Car Park Wall to Albert Road** – removal of ivy on the wall (roadside) is still to be completed. The Application for the road closure resolved at the Services Committee meeting 09/12/2021, minute number has not been submitted due to the logistical problem of operating a Mobile Elevated Work Platform (MEWP) on the steep gradient of Albert Road. The gradients of Albert Road also dictate that the use of a ladder or platform

tower is unsafe. SDD does not currently have a qualified MEWP operator. Due to these problems SDM has met with 3 contractors on site to discuss the options.

SDM has received quotations from two of the contractors (the third declined to provide a price / solution) to undertake the works:

**Contractor A**

*To remove Ivy from wall at Saltash Train Station and remove all arising's*

*Quotation price is £767.67 + VAT*

**Contractor B**

*Remove all vegetation from the north facing wall on station hill from the station junction down to the railway bridge. Rope's access will be required as it is the most suitable method to complete the task.*

*Quotation price is £1250 + VAT*

After numerous attempts to contact Contractor A over the past weeks without success, SDM recommends that Contractor B is appointed.

Subsequent to writing the original report, communication has been received from Contractor A and issues resolved. Therefore, Contractor A was appointed on the 29/06/2021 to undertake this work.

**Station** – the external walls of the station extension were decorated in March. SDGA's installed GWR toilet roll holders, a baby changing table, key safe and door stops at the end of April. A Covid-19 sign in station was also installed at the station in late April.

A Legionella Risk Assessment was undertaken by the contractor in March 2021. Subsequently Station Building was added to the contract for the monthly Legionella Checks

The Fire and Security systems of the station have been modified to create a separate zone for the extension building. A new contractor was appointed to take over the monitoring of the building and to undertake the modification works on the 20<sup>th</sup> May 2021.

Quotations have been sourced for the finishing building works to the interior of the extension building. SDM has provided this information, with recommendations to the previous councils Chair of the Station Sub Committee and Chair of Services.

**Morris Huggins Room** – a new hand soap dispenser was installed in the kitchen on the 20/04/2021.

It is noted that the external plastic cladding on the North wall is damaged and in need to of replacement, and that the emergency light test switch needs replacing.

**Library** – it is planned to decorate the interior North Wall of the Library on the 9<sup>th</sup> June and to install a large display clock on the 16<sup>th</sup> June (supplied by the CHL) prior to the scheduled full reopening on the 21<sup>st</sup> June. The two planters at the front of the Library will be planted with summer bedding when the town centre summer bedding is planted. CHL has said that the library staff will irrigate the plants after installation.

Decoration of the North internal Wall of the Library was postponed and due to be undertaken on the 7<sup>th</sup> July 2021

**Churchtown Allotments** – A query was received regarding the removal of trees from the boundary hedge. SDD is investigating, cross referencing the Tree Preservation Order directory. This is not yet resolved.

**Grenfell Avenue Allotments** – it is noted that the chain-link fence to North East boundary of the site needs replacing.

**Fairmead Road Allotments** – The water tap post was replaced on the 29/04/2021

It is noted that the fence to the North of the access gate requires replacing.

A Fairmead Road Allotment tenant has request that the large trees to the North Boundary be pruned as they are overhanging the allotments. SDM has met with two contractors and has proposal from both.

**Contractor A**

*To reduce height of Conifer trees to the rear of the allotments and reduce overhang. Approximate length of hedge 15m*

*Quotation price is £397.20 + VAT*

**Contractor B**

*Option one: Reduce three leylandiis over Fairmead Allotments. Taking additional care not to damage the allotments below. Reduce cypress branches back to the boundary fence line to prevent problems arising in the future.*

*Quotation price is £1525.00 + VAT*

*Option two: Fell leylandiis to ground level using climbing and dismantling techniques. Taking additional care not to damage the allotments below. Reduce cypress branches back to the boundary fence line to prevent problems arising in the future.*

*Quotation Price is £2175.00 + VAT*

After numerous attempts to contact Contractor A over the past weeks without success. SDM recommends that Contractor B is appointed for option one.

Subsequent to communication being re-established with contractor A, the recommendation is for Contractor A to be appointed.

Available Services Budget 6571 EMF Saltash Recreational Area is £30,809.



**Belle Vue Public Toilets** – a Radar Lock System was installed in March. The Toilets have been closed on two occasions recently with blocked drains. On 2<sup>nd</sup> of these occasions SWW had to attend to clear a blockage in the main drain. It was noted by the SWW technician that there may possibly be damage to the drains that requires repairing. A soap dispenser was replaced 10/05/2021 and an emergency pull cord was replaced 05/05/2021.

25.06.2021 - SDM is looking at the possibility of installing anti-drug use UV bulbs in the toilet blocks to prevent drug use

**Alexandra Square Public Toilet** – The toilets were closed for a while at the end of April. The SDGA's were unable to clear the blockage as recessed manhole cover need to be lifted that was stuck in place. A contractor was appointed who had to break out a recessed manhole cover in the adjacent store room to clear the blockage; this now needs replacing. The manhole is of an unusual size and is therefore expensive to replace.

A quotation has been received from the Contractor to replace the man hole at a cost of £404.17 + VAT

17.06.2021 – works completed by the contractor

It is noted that the hand dryer needs relocating.

25.06.2021 - SDM is looking at the possibility of installing anti-drug use UV bulbs in the toilet blocks to prevent drug use

**Longstone Park Public Toilets** - the toilets had to be closed due to blocked drains twice. The SDGA's were able to clear the blockage once and then they blocked again shortly afterwards meaning they had to be closed once more. A contractor was instructed who cleared the drains, but was unable to resolve the issue due to recessed manhole not being able to be lifted. ASDM treated the steel frame with penetrating oil over a number of days and was then able to lift the manhole using hydraulic jacks. Two new hand sanitiser dispensers have been installed on the 06/05/2021 and the Emergency pull cords were replaced on the 05/05/2021.

Anti-Climb paint was applied to the top 'soldier' course of the brick walls on the entrance on the 19/04/2021 to prevent person climbing on to the combined roof of the toilets and the bowling club clubhouse. Signs were installed at the same time.

25.06.2021 - SDM is looking at the possibility of installing anti-drug use UV bulbs in the toilet blocks to prevent drug use

**Waterside Toilets** – a hand dryer was replaced on 21/05/2021.

It is noted that the toilets need redecorating completely, cubicle door locks need replacing and two flush mechanism need replacing.

25.06.2021 - SDM is looking at the possibility of installing anti-drug use UV bulbs in the toilet blocks to prevent drug use

**Churchtown Cemetery including Hut & Compound** – replacement security PIR lighting was installed in April 2021 along with a smoke alarm.

It is noted that the cemetery gates require painting and the compound fence needs treating and two posts repaired /replaced

Compound fence treatment was commenced 7<sup>th</sup> June 2021. The completion was delayed due to PRow maintenance completed during June

**Ashton Way Play Area** – during April a double gate was damaged, subsequently fixed by SDGA's on the 06/05/2021. There is some timber framework construction in the play area which had a broken capping plank, this was replaced on the 29/04/2021.

It is noted that the timber framework with cladding is not actually retaining the soil bank behind and requires replacing with a retaining wall or having the soil landscaped into a gradient to replace the need for a retaining wall.

**Grassmere Way Play Area** – it is noted that the entrance gate opens outwards instead of inwards and requires replacing.

**Churchtown Cemetery Memorial Rose Garden Project**– project to install 2 benches, a tree and a shrub border in Churchtown Cemetery has been undertaken. The benches have been installed, border created and the soil conditioned with manure to provide a suitable growing medium for Roses. We plan to plant a low 'buxes sempivirens' hedge around the sides of the border when the plants are available from the nursery.

**Fore Street Benches** – All benches in Fore Street, including the 2 by the RAB statue and the 2 by the Slot Machin Company have been renovated with the final bench being replaced by the RAB statue on the 25/05/2021.

**Town Clock** – a contractor was finally appointed in late May for the maintenance of the Town Clock with a 3-year contract. The appointment was delayed from December 2020 until the end of May due to the contractor not undertaking site visits during Covid-19 lockdowns. A date has not yet been agreed for the initial maintenance visit when the clock will (hopefully) be repaired so that both sides are working again.

18.06.2021 – maintenance visit booked for 3<sup>rd</sup> August 2021

**Grit Bins** – 3 new grit bins have been sourced and installed at the following locations: 1). Junction at Longlands Lane / Meadowsweet 2) junction at Ashton Way / Rogers Drive and 3). Junction at Deer Park / Hillside Road.

**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, and 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** – at the time of writing the public toilet cleaning round continues at a frequency of 3 per day. Covid-19 Protocols continue. All the benches, bins and other touch points are being spray sanitised 3 times per day.

**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 the 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 limited to one person, unless it is possible to install a screen to separate the driver from one passenger (this has been possible with one vehicle, the new double cab tipper, with a screen between the front and rear seats). Vehicles and equipment are sanitised at the end of shift. All premises in use, including the public toilets, and sanitised with a fogging machine at the end of the day (The Guild Hall 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**

## **TO RECEIVE A REPORT ON THE PONTOON & CONSIDER OPTIONS AND ASSOCIATED COSTS**

### **AGENDA ITEM 13**

**Anti-Social Behavior** has been experienced for the first time this year at the end of May, with persons swimming, diving and jumping from pontoon, even using a ladder to climb the piles to jump off. The access gate rewiring was postponed (see below) meaning there is unrestricted access on to the pontoon at present.

**The Annual Survey** was completed on 21<sup>st</sup> January 2021. A Report detailing required maintenance works was received on the 1<sup>st</sup> February 2021. Quotations for the identified repair works have been received. SDM was advised to wait until the new Council was elected by Councilor Bickford, so that the new Council could make an informed decision on the repair options and costs going forward. Please refer to the attached spreadsheet overview of the works and quoted prices. Some of the works can be undertaken internally by SDGA's, whilst others will require a Contractor to be appointed to undertake the required repairs.

The re-wiring of the **Pontoon Access Gate** was postponed for 1 month to save having to pay for a disconnection / reconnection when the new Cabin arrived, this was expected to be in the region of £800.00. With the supplier postponing the delivery of the cabin from late May to late June the one month delay has now turned into two months.

**Pontoon Cabin / Staff Welfare Facilities** – a replacement Pontoon Cabin which is a welfare unit with a mess room area, a drying room and toilet facilities, along with a small office for the Pontoon Paxton system and any admin task that are to be undertaken has been ordered and is due for delivery on the 22<sup>nd</sup> June, with the current unit scheduled for removal the day before.

When making arrangements for the electrical supply to be disconnected from the current cabin and subsequently reconnected to the new cabin the SDM & ASDM have discovered that the electrical connection is to an unmetered supply at Waterside. SDM / ASDM have not yet discovered the owners of the electrical supply. We can disconnect the existing supply but will not be able to connect again.

We cannot add an additional supply of our own into the existing boxes due to the supply being 'single' phase, that already has had one additional phase added. There is a meter on one of these phases that does not show any usage but we have not been able to identify the owner of the meter to explore the possibility of STC taking over the meter / supply SDM / ASDM have requested a proposal / quotation from Western Power for a new 3 phase supply to be installed, which would be across Jubilee Green. A 3 phase supply provides the option for additional connection to be made to the supply in the future. We then have the issue of running the supply across the car park to the cabin. Both Jubilee Green and the car park are owned by Cornwall Council.

If a supply was installed then STC would need to have permission from the land owner, undertake the groundworks, have a supply box with meter installed by a third party, and then have the cabin connected to the supply. At the time of writing we have not received any prices from Western Power or any other parties.

SDM has spoken to the Cabin supplier and has been informed that the cabin has been manufactured and is final fix phase of the construction. There is a possibility to delay the delivery of the cabin for a short period during which it may be hired out by the supplier, but if the cabin was cancelled STC would be liable for the full 4 year hire costs at £75.00 per week. The cabin has been built to a layout of our specification.

**Options to move forward for consideration by Members:**

- **Option 1**  
Go ahead with the delivery of the new Cabin and work towards the installation of the electricity supply. The Access Gate Paxton system will not be running due to lack of power.
- **Option 2**  
Postpone the delivery of the new Welfare Cabin whilst a new electrical supply is installed; at the time of writing we have not received any costs. STC may have to pay storage / hire charges for the unit to the supplier, again we do not have the costs at the time of writing. Go ahead with the gate access rewiring and roll out the Trusted Boater Scheme, noting that there will be additional costs to disconnect and reconnect the Access Gate Paxton System when the new unit arrives

**Budget Code: 6528 Pontoon accommodation**

**Cabin costs per year: £7,290**

**Available budget: £10,563 minus the above cabin costs = £3,273**

**End of Report  
Service Delivery Manager**

## **SALTASH TOWN COUNCIL**

### **Community Bunting**

#### **Outline of Report:**

To further explore various options and costs for bunting for Fore Street, Jubilee Green and the Waterside.

#### **Option 1 – Community Bunting**

Following the success of the previous Community Bunting project this option is still valid, however, further consideration into how the bunting is managed and maintained would require further forethought to avoid another incident as experienced during Christmas 2020. It is also worth noting that Community uptake was slow previously and this option would not be one suitable for the year 2021-2022.

#### **Option 2 - Purchase of Fabric Bunting**

Various organizations were approached for costs for biodegradable fabric bunting. Please see further details below.

[Amazon:](#) Extra Large Bunting 12 Feet Flag Banner Pennant Flag Garlands Fabric Triangle Flags Double Sided Vintage Cloth Shabby Chic Decoration – Various Colours

Pennant size: 17CMx22CMx22CM

£8.99 per 3.6 Meters

Total for 1000 Meters: £2490.00

[Amazon:](#) G2PLUS Large Triangle Bunting Banner, 32.8 Feet Fabric Flag Garland 36PCS Floral Pennants, Double Sided Vintage Cloth Shabby Chic – Rainbow coloured

Pennant Size: 17cmx19cmx19cm

£14.99 10 Meters

Total for 1000 Meters: £1,499.00

[Cotton Bunting Company:](#) Various designs and colours available

Pennant Size Max: 19cmx20cmx20cm

£24.00 per 10 Meters

Total Cost for 1000 Meters: £2,400.00

#### [Hunting for Bunting](#)

Emailed and stated:

‘Given the large quantity required and, crucially, the need for the product to be biodegradable, we would find it almost impossible to create such Bunting at a reasonable cost for you.’

### [One Stop Promotions](#)

Emailed and stated:

'The only biodegradable bunting we offer is paper.. but that is not great for external use. The materials we use are PVC / polyester / paper and a synthetic (polyester based) tear resistant material.'

### **Option 3 – Nylon / Polyester Bunting**

There are many options for Nylon / Polyester bunting. Considerations are as follows:

- No form of Nylon / Polyester is biodegradable. Once no longer usable it will sit in a landfill for hundreds of years.
- Nylon is not good for the environment as it creates nitrous oxide.
- Nylon is in part derived from coal and petroleum. In addition to supporting some of the world's dirtiest industries, the manufacture of nylon has several other direct environmental impacts such as producing massive amounts of greenhouse gases, large quantities of water and energy are used in production also.

### [One Stop Promotions](#)

Synthetic Bunting - Very strong, making it the perfect choice for large exhibitions or events. These 10 metre lengths of 120 micron bunting have 24 pennants per length and are printed 4 colour process to both sides. Waterproof and tear proof so, ideal for indoor or outdoor display.

Pennant Size:19.5cmx28.7cm

£25.00 per 10 meters

Total cost for 1000 meters including 50% discount for multiple purchase: £125.00

### [Hampshire Flag](#)

Standard PVC bunting is both low cost and bright. Made at our Hampshire factory our Standard bunting is made using a light weight PVC and single lock stitched on to the heading tape. Water proof, Light weight and colourful.

Pennant Size 20cmx30cm

£9.00 per 10 Meters

Total cost for 1000 Meters: £90.00

### [Amazon](#)

10pcs 20M bunting, each bunting has 30 triangle flags. The total length is 200m with approx. 300 flags. Made with waterproof nylon fabric suitable for outdoor use.

Pennant Size: 22cmx35cm

£11.99

Total Cost for 1000 Meters: £59.95

**Budget Code: Service Delivery 6519 SE Flags & Bunting**

**Budget Availability: £3025.50**

Minutes to consider from Full Town Council held on Thursday 4<sup>th</sup> February 2021:

**312/20/21 TO RECEIVE AN UPDATE ON PLASTIC FREE - COUNCILLOR PEGGS.**  
**(Pursuant to FTC held on 14.01.21 minute no. 280/20/21)**

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve that:

1. STC application be submitted to Surfers Against Sewage for STC to receive their single plastic free award.

It was proposed by Councillor Peggs, seconded by Councillor Yates and **RESOLVED** that:

2. STC agree to support Plastic Free initiatives in our area, whenever possible.

It was proposed by Councillor Yates, seconded by Councillor Dent and **RESOLVED** that

3. STC pledge to remove single use plastic items wherever this is possible and not detrimental to the services offered by the Council.

**314/20/21 TO CONSIDER A REQUEST FROM THE CLIMATE CHANGE WORKING PARTY TO DECLARE A CLIMATE EMERGENCY - COUNCILLOR MARTIN**

It was proposed by Councillor Martin, seconded by Councillor Gilles and **RESOLVED** to approve that:

1. STC acknowledge that there is a climate and Ecological Emergency which is having damaging effects both locally and globally.
2. STC commit to consider climate and ecological implications wherever relevant.
3. STC try to the best of their abilities to lead by example.