



Saltash Town Council

Konsel An Dre Essa



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

20 July 2022

Dear Councillor

I write to summon you to the meeting of the **Extraordinary Services Committee** to be held at the Guildhall on **Tuesday 26th July 2022 at 6.30 pm.**

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,

S Burrows
Town Clerk

To:

Essa	Tamar	Trematon
R Bickford	L Challen	S Miller
R Bullock	J Dent	B Samuels
G Challen	S Gillies	B Stoyel
J Foster	S Martin	D Yates
M Griffiths	J Peggs (Chairman)	
S Lennox-Boyd	P Samuels (Vice-Chairman)	

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. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
4. To receive a defibrillator report from the Rotary Club of Saltash and consider any actions and associated expenditure.
5. To receive a report on the Queen's Jubilee Murals and consider any action and associated expenditure. (Pages 3 - 4)
6. To receive a report on Christmas Lights and the Christmas Lights Switch On Event 2022 and consider any actions and associated expenditure. (Pages 5 - 10)
7. To receive a verbal shipping container report from the Chairman of Services and consider any actions and associated expenditure.
8. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 8 September 2022 at 6.30 pm.

Saltash Defibrillators report for Saltash Town Council from Saltash Rotary Club

The Fore Street Defibrillator was purchased by Saltash Rotary in 2015 funded partly by a Rotary District Grant and partly in conjunction with one of the Fire Cadets a lad called Jack Phelan. We fund raised in partnership in order to be able to purchase the Defibrillator at a cost of £3,100. Bloom Hearing very kindly agreed to host the unit and supply the wi-fi and power source that was required.

Saltash Mayor at that time Cllr Hilary Frank unveiled the Defibrillator together with Jack Phelan and Rotary Club Vice President Brenda Samuels.

All three people were interviewed by the BBC who did a small documentary on this unit being the first in Saltash and the Gateway to Cornwall.

Following on from that Jack continued to fund raise and another defib was installed at Appleby Westward on Callington Road hosted by them similarly to Bloom Hearing.

Because of the ongoing cost of maintenance, the Mayor took the suggestion to a services meeting of Saltash Town Council in November 2016 and we believe that it was agreed that STC would maintain the machine as it was a public access unit and was of benefit to the Town.

This has continued since the unit in Fore Street was installed in 2016.

Having discussed the issue with Saltash Rotary Club it was agreed by members that we would fund the cost of the replacement door at a cost of £125 plus VAT and also our members would be prepared to undertake the checking of the machine on a weekly basis so that it would relieve that task being added to the Service Delivery Team who we understand are short staffed. Rotary Club members are always in Fore Street so it would be no problem at all, once we were trained to undertake the necessary checking.

With regards to the unit at Appleby Westward, we understand that this one was removed mainly because of the dropping in and out of the wi-fi system which could not be relied on. This information has come from Jack Phelan who was contacted by our Club President.

Jack fundraised for this machine and got several donations from businesses in that area so would like, if possible, for the unit to be placed back in that area. He wondered whether the new MacDonalDs might be willing to host the machine. If that were the case Saltash Rotary would also be prepared to fund a replacement door for that cabinet and undertake the checking that would be required, a similar arrangement as the one in Fore Street. Rotary President has agreed to approach the MD of MacDonalDs to see if that would be a possibility. We have not heard back from the MD yet but will update further when a reply has been received.

Saltash Rotary Club would like to request the Town Council to continue to pay the annual maintenance fees of £190.00+vAT per defibrillator unit at a total cost of £380.00+vAT for both units owned, managed and maintained by Saltash Rotary Club.

The previous Appleby unit is subject to confirmation of approval to install at McDonalds.

The Town Council will not be liable for either defibrillator unit if used, deemed faulty or subject to any vandalism, should Members agree to pay the annual maintenance cost.

Saltash Rotary Club have confirmed they will undertake the weekly maintenance checks. Duchy Defibrillators has confirmed the Town Council will not be liable for any additional costs unless the weekly maintenance checks are not completed on a regular basis.

Duchy Defibrillators has confirmed the following process:

Saltash Rotary Club will be alerted via an application / email to complete weekly checks. If maintenance checks are continuously not completed on a regular basis by the owners (Saltash Rotary Club), Duchy Defibrillators will send their own employees to check.

If the weekly checks continue to not be undertaken and it becomes a regular occurrence, Duchy will contact the Town Council to rearrange suitable weekly maintenance checks, there could be a cost invoiced to the Town Council as the payee of the Annual Maintenance Contracts. This will also have a cost impact to staff time allocation that Members must be aware of prior to an agreement with Saltash Rotary Club.

Budget Information:

Annual Cost: £380.00+vat (Fore Street and MacDonalds)

Budget Code: 6504 SE Street Furniture (Maintenance)

Available Budget: £1,321.00

End of report

Brenda Samuels Saltash Rotary Club Secretary 2022-2023

Two Queens Jubilee Murals Gifted by Saltash Primary Schools

Information:

The murals were made using Tresorys Kernow funding to commemorate the Jubilee and are designed to be donated to the town.

They were created by children in each of the four Saltash-based primary schools, who collected pieces of Dock Dung china from Churchtown Farm and allotments.

The artists attended the Queen's Jubilee Street Party in Fore Street for an unveiling with the Mayor of Saltash and Deputy Lord Lieutenant.



Maintenance:

ASDM advised the wood surrounding the mural will require to be weather treated if the murals are to be located outside.

Although the murals have been weather proofed the ASDM advised a further layering of clear lacquer would offer an additional layer of weather protection.

Locations:

Members to consider the following locations:

1. Saltash library
2. Bridge above A38 – North Road
 - a. *Recently previous donated murals from primary school children have had to be removed due to deterioration.*
3. Longstone Park / Waterside Toilet Buildings
4. Waterside – Ashtorre Rock (by noticeboard wall owned by STC)

Cost:

Tile and Grout Sealer / protector	£11.29
Wood Preserver	£9.87
Fixings for outside use	£40.00
<i>(As advised by ASDM costs are approximate depending on confirmed location)</i>	

Total approximate costs for additional weather proofing and installation: £61.16 + VAT

Budget:

Budget Code: 6573 SE EMF Public Art & Maintenance

Budget Availability: £1,443.00

Proposal:

The Town Council to consider:

1. To accept the formal offer of the two handcrafted murals by local primary school children as a gift
2. The Mayor to hold an unveiling in September at the Town Council's chosen location with the children of the primary schools
3. Approving weatherproof costs of up to £65.00 + VAT subject to requirements upon confirmed location.

End of Report
Admin Officer

To receive a report on Christmas Lights and the Christmas Lights Switch On Event 2022 and consider any actions and associated expenditure

Update From The Assistant Service Delivery Manager

The Christmas Lights display for the year 2021 had various issues mainly associated with the electrical infrastructure, such as a few circuit breakers and the module timers being faulty and water ingress playing a major part in the problems encountered.

The appointed contractor at the time was extremely helpful and responded in an efficient and timely manner to resolve certain issues. Subsequently provisional plans for the summer of 2022 are in place for the lighting infrastructure to be tested & inspected and any defects to be repaired so that any similar issues are avoided in the future.

From the last committee report, it was noted that the current Christmas display light equipment had not been updated for several years. Additional 'Cross Street Motifs' are not a possibility due to the fact there are no vacant poles in place to do so. It is possible though, to update the 10 lamppost hangers and the Fore Street Tree Snowfall Lights. Also changing the River of Lights to warm white instead of cool white, if so desired. However, the cost to do so all at once will be high. Therefore, I would recommend phasing them out when the existing bulbs fail. The mixed colours of warm and cool white should not cause much disadvantage to the overall display effects, as the bulb changes would be random throughout the river of lights in the town and waterside.

The photos below were included in last year's report. So following on as already mentioned is the Christmas light displays in our neighbouring towns. Which could be a consideration for future ideas to update our Saltash display if Members feel this is still a requirement. However, please note the lights are in good condition for their age and look fabulous once the infrastructure is working correctly to display them.

It may be possible for the 'spheres' and 'snow fall' lights shown in the photos below, to be added on the existing fittings to our River of Lights throughout Fore Street and Waterside. Note that this will require further investigation and sourcing the fitting/luminaires needed.

Barbican, Plymouth



Swanage, Dorset

Station-Road-at-Night



Sphere' close up



'Snowfall' close up



Members Consideration

1. To research future displays in regard to updating the existing display by means of purchasing of new equipment or on a hire agreement. The River of Lights (Festoon Lighting), Cross Street Motifs and Tree Snow Fall Lights and the associated cost to be reported back to next year's Services Committee for Members consideration?
2. To appoint a Christmas Light Contractor. Unfortunately, The Christmas Light Decorators, who the Town Council have used for many years, have confirmed they do not want to be involved with the storage or installation of the Christmas lights moving forward. Following this, I have only received one quotation from a contractor with interest to undertake the Christmas light contract for the year 2022. With the other contractor deciding not to quote due to the demand of the work involved.

Quote received from contractor A:

1. Annual cost for storage of the Christmas lighting
£400.00 + vat
 2. To install and take down:
 1. 3 x Cross Street Motifs.
 2. 10 x Lamppost Motifs.
 3. Snowfall lighting onto tree by Lamppost R009.
 4. Snowfall lighting onto three trees by Oggie Oggie pasties.**£2,750.00 + vat**
 3. The week prior to switch on, a complete check on all Fore Street and Waterfront festoon lighting to take place and replace bulbs as necessary.
**£400.00 for first 2 hours (includes lift hire) and then £80.00 per hour.
Plus £2.40 per lamp as required.**
 4. Two further visits whilst the Christmas lights are up to undertake checks on all Fore Street and Waterfront festoon lighting and replace bulbs as necessary. Cost below is per night visit.
**£400.00 for first 2 hours (includes lift hire) and then £80.00 per hour
£2.40 per lamp**
-

Do Members wish to appoint contractor A to store, install, take down and maintain the Town Council's Christmas decorations for the year 2022 as per the above cost?

Contractor A also quoted for changing the colour of river of lights:

1. To consider changing the colour of the river of lights to warm white?

There are two options to do this, first is - replace all in one go, which means, discard working cool white bulbs or alternatively, phase them out by replacing them as required when they need changing. (£2.40 per lamp)

The Cost for lamps is approximately £3,800.00 as there is around 1600 bulbs in Fore Street + Installation costs (as mentioned above)

Please advise of the installation date for the X2 20ft Christmas trees?

In addition, would Members like to approach local businesses to help towards sponsoring the Town Council Christmas trees?

Would Members like to approach the local schools to help towards decorating the Town Council Christmas trees?

We are awaiting one more quote but the cost of the trees are in the region of **£220 each**.

Please advise of the main date for the Christmas light switch on in Fore Street/Waterside and over what period are the lights to remain active?

Finance:

Budget: 6572 SE EMF Festive Lights

Available Budget: £14,967 for the years 2022-2023

Maintenance Schedules

1. Festive Light Infrastructure to be tested & inspected annually. Any repairs to be undertaken during the summer, way in advanced of the holiday season.
2. All electrical points supplying individual circuits for the lights to be protected by devices such as RCBO's so each circuit is individually protected and with a suitable means of isolation to each section individually. This would also be a means of simplifying testing and inspection and fault finding tasks. (Note this is already the setup at supply point 6)
3. PAT testing to be carried out on all Christmas light decorations including the small LED lights for the two 20ft Christmas trees in Victoria Gardens and the Waterside sites.

4. Electricity supply point at Victoria Gardens to be upgraded with a new consumer unit and protective devices to BS7671. To include a new digital timer to supply the 20ft Christmas tree.
5. The recent installed Guildhall wall wash lights were not operational as sold. There is an issue with the main controller and the software needs to be re-programmed to function with the lights installed. We would need to appoint an IT person who specialises in this type of equipment to amend the issue. The main disadvantage now is we need to manually change the colours and turn them on and off as required without the full use of the timer settings. More time is required to investigate what exactly needs amending on it.

Service Delivery Department Key Involvement and Scheduled Works For the Christmas year 2022

1. Victoria Park 20ft Christmas tree install including the picket fence and decorating the lights.
2. Waterside Brunel Green 20ft Christmas tree install including the picket fence and decorating the lights.
3. Installing the Christmas flags throughout Fore Street.
4. Changing the colour on the monuments around the town, such as the Cornish Cross, Brunel Bust and the recently installed Guildhall wall wash lights.
5. PAT testing all required items (not including the main street equipment this is done by the appointed contractor)
6. Install Town Council premises Christmas decorations and bits as required.
7. Being on standby if required for town or civic events at discretion of the Town Council i.e. light switch on etc.

End of Report
Assistant Service Delivery Manager.