



Saltash Town Council

Konsel An Dre Essa



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

21 April 2023

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 27th April 2023 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 by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or sent to The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX. Please provide your full name and indicate if you will be present at the meeting.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S Burrows'.

S Burrows
Town Clerk

To:

Essa	Tamar	Trematon
R Bickford	J Dent	S Miller
J Brady	S Gillies	B Samuels
R Bullock	S Martin	B Stoyel
J Foster	L Mortimore	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. 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 Town Council must do so by 12 noon the day before the meeting.
5. To receive and approve the minutes of the Services Committee held on 9th February 2023 as a true and correct record. (Pages 4 - 11)
6. To receive the Services Committee budget statement and consider any actions and associated expenditure. (Pages 12 - 16)
7. To receive the notes of the Borough War Memorial Working Group meeting held on 17th February 2023, 7th March 2023 and 24th April 2023 and consider any recommendations. (Pages 17 - 40)
8. To consider Risk Management reports as may be received.
9. To receive and consider recommending to the Policy and Finance Committee the Home Library Service policy. (Pages 41 - 68)
10. To receive a report on the Dog Fouling Matters Competition and consider any actions and associated expenditure. (Pages 69 - 74)
11. To receive a report on litter in Saltash and consider any actions and associated expenditure. (Pages 75 - 77)
12. To receive a report from Cornwall Council on low level crime initiatives and consider any actions and associated expenditure. (Pages 78 - 80)
13. To receive a report from the Service Delivery Department and consider any actions or associated expenditure. (Pages 81 - 93)
14. To receive a report on the Town Councils Christmas lights and consider any actions and associated expenditure. (Pages 94 - 95)

15. To receive a report on the Town Council working vehicles and consider any actions and associated expenditure. (Page 96)
16. To receive a report on the Town Council play parks and funding opportunities and consider any actions and associated expenditure. (Pages 97 - 99)
(Pursuant to Services held on 09.02.23 minute no 116/22/23)
17. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Pages 100 - 103)
18. To receive a report on the Saltash Chronicles Embroidery Project and consider any actions and associated expenditure. (Pages 104 - 108)
19. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
20. To consider any items referred from the main part of the agenda.
21. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
22. To consider urgent non-financial items at the discretion of the Chairman.
23. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 8 June 2023 at 6.30 pm

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 9th February 2023 at 6.30 pm

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

ALSO PRESENT: R Lumley (Assistant Town Clerk), S Webber (Service Delivery Manager) and D Joyce (Administration Officer)

APOLOGIES: Councillors: J Brady and J Foster.

104/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

105/22/23 DECLARATIONS OF INTEREST:

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

None.

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

None.

106/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

107/22/23 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 8TH DECEMBER 2022 AS A TRUE AND CORRECT RECORD.

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

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** that the minutes of the Services Committee held on 8th December 2022 were confirmed as a true and correct record.

108/22/23 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note.

109/22/23 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

No report.

110/22/23 **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Service Delivery Manager (SDM) provided an overview on the report received and circulated within the reports pack.

Christmas and Festive Lights

Members discussed the life span of the River of Lights and asked the SDM to further investigate the condition of the catenary wires.

Members requested the SDM provide a report, with costings for Members consideration, at the next Services Committee meeting for additional festive lighting options.

Grit Bins

It was identified the portfolio list held by the Town Council was not extensive.

Members requested the SDM and Assistant Town Clerk (ATC) ascertain which grit bins are owned, managed, and maintained by the Town Council and report back to a future services meeting.

Vehicles

Members expressed concern for the condition of vehicle SD1. The SDM responded that vehicle SD1 had recently passed its MOT.

The SDM made Members aware a fleet report is to be provided with detailed cost options including recommendations for solutions at a future Services Committee meeting.

Vandalism

Due to the recent incident of theft at Isambard House Members expressed concern for Town Council Properties.

Members asked the SDM to look into appropriate localised CCTV, that records Town Council assets, to protect against theft incidents such as the recent incident at Isambard House. Reporting to a future services meeting.

It was **RESOLVED** to note.

The Chairman announced the next Agenda Item 9. To receive a report on the Loudspeaker System and consider any actions and associated expenditure be received following Agenda Item 15. To receive a report on Town Council Playparks and consider any actions and associated expenditure.

111/22/23 **TO RECEIVE A REPORT ON THE TOWN COUNCIL WASTE CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report received which outlined the current waste contract held by the Town Council.

Members were content that best value for money was being achieved compared to the alternative options presented and were happy to remain within the rolling contract of Company A.

Members spoke of the necessity to reduce waste, reuse and recycle wherever possible.

The SDM confirmed a report outlining environmentally friendly green waste options would be provided for Members' consideration at the next Services Committee meeting.

It was **RESOLVED** to note.

112/22/23 **TO RECEIVE A REPORT ON STORAGE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The ATC provided a verbal overview of the report received and circulated within the reports pack.

Members discussed the need to further review the listed items to be stored and the locations and to determine if the Town Council require all items.

It was proposed by Councillor Bullock, seconded by Councillor Stoyel and **RESOLVED:**

1. That the ATC reviews the items requiring to be stored, taking into consideration any items that are no longer fit for purpose;
2. That the ATC explores options with Cornwall Council for a storage unit to be sited at Alexandra Car Park;
3. That the ATC reports back at a future Services Committee meeting.

113/22/23 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Yates left the meeting.

The Chairman updated Members on the trees which have been planted within the community from the report submitted.

Councillor Yates returned to the meeting.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve the tree stakes and bark for the tree planted at Broad Walk open space at a cost of £99.94 + vat to be allocated to budget code 6589 EMF Community Tree Planting Initiatives.

114/22/23 TO RECEIVE A REPORT FROM TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor B Samuels provided further information in relation to the report received.

Councillor B Samuels spoke of trees that were declined for planting by Cornwall Council previously. S106 monies were awarded and not used. The proposal received from Town Team is to procure ornamental trees, green herbs and hedgerows for the planters situated in Fore Street.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED:**

1. To support the proposal of the planting of suitable ornamental trees and green vegetation;
2. To pursue the authorised location for the planting of suitable trees contained in the original S106 application;
3. To provide delegated authority to the ATC working with the Chairman and Vice Chairman of the Services Committee to liaise with the Town Team to complete the project.

115/22/23 TO RECEIVE A REPORT ON SALTASH THEME CUTOUTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman gave a verbal report on the proposed idea and offer from local artists and craftsman to install Saltash Themed Cutouts around Saltash.

The Chairman advised further information is to be provided at a future meeting.

It was **RESOLVED** to note.

116/22/23 TO RECEIVE A REPORT ON THE TOWN COUNCIL PLAYPARKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The SDM provided a verbal overview on the report received and circulated within the reports pack.

Members discussed the urgency to improve play areas within Saltash with some play areas not being fit for use due to location.

Members asked if the Town Council play areas could be assessed, and suitable proposals be received for further consideration at a future Services Committee meeting.

It was proposed by Councillor Peggs seconded by Councillor P Samuels and **RESOLVED** that the SDM obtains three quotes for new equipment and design of the Town Council playparks reporting back at a future Services meeting.

The Chairman announced the next item of business to be considered is Agenda Item 9. To receive a report on the Loudspeaker System and consider any actions and associated expenditure.

117/22/23 TO RECEIVE A REPORT ON THE LOUDSPEAKER SYSTEM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Councillor Martin left the meeting.

The SDM provided an overview of the report submitted and advised Members of two speakers that had been deactivated.

Councillor Martin returned to the meeting.

Members discussed loudspeakers and their use and requested the SDM review volume controls as the sound levels are inconsistent along Fore Street.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to continue using the Loudspeakers with the current configuration, providing suitable notice to the public via Social Media and Press Releases.

118/22/23 TO RECEIVE AND CONSIDER RECOMMENDING THE FOLLOWING POLICY TO THE POLICY AND FINANCE COMMITTEE.

a. Town Council Playpark Match Funding;

It was proposed by Councillor Bickford seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to be held on 14th March 2023.

b. Town Council Loudspeaker System.

It was proposed by Councillor Dent seconded by Councillor Miller and resolved to **RECOMMEND** to Policy and Finance to be held on 14th March 2023, subject to an amendment to the reducing of volume levels during the event.

119/22/23 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.

120/22/23 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

121/22/23 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

122/22/23 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

None.

123/22/23 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Martin, seconded by Councillor Bullock and **RESOLVED** to issue the following Press and Social Media Releases;

1. Support for S.E.A Tree Planting Initiative and thanking S.E.A for their ongoing work;
2. Brunel Bench installation by the Town Council Service Delivery Team in combination with Town Team and Cornwall Council.

DATE OF NEXT MEETING

Thursday 27 April 2023 at 6.30 pm

Rising at: 8.42 pm

Signed: _____
Chairman

Dated: _____

Services Committee - Service Delivery Budget
Saltash Town Council
For the 11 months ended 28 February 2023

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/ Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Service Delivery Operating Income										
Service Delivery Income										
Grounds & Premises Income										
4500 SE Allotment Rents	3,328	0	0	3,300	7,137	(3,837)	4,000	4,404	4,849	5,339
4510 SE Public Footpath Grant	1,526	0	0	1,564	1,573	(9)	1,722	1,896	2,087	2,298
4511 SE Christmas Event income	0	0	0	0	0	0	150	165	182	200
4512 SE Misc Income Grounds & Premises	104	0	0	0	2,472	(2,472)	0	0	0	0
4513 SE Water Rates Income	0	0	0	0	0	0	3,560	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,332	0	0	1,753	1,096	657	2,003	2,205	2,428	2,673
Total Grounds & Premises Income	6,290	0	0	6,617	12,278	(5,661)	11,435	8,670	9,546	10,510
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	0	0	0	4,000	1,952	2,048	4,265	4,696	5,170	5,692
4521 SE Waterfront Income - Annual Mooring Fees	7,939	0	0	9,000	6,773	2,227	10,800	11,891	13,092	14,414
4522 SE Waterfront Income - Daily Mooring Fees	1,339	0	0	2,000	875	1,125	2,400	2,642	2,909	3,203
Total Town & Waterfront Income	9,277	0	0	15,000	9,600	5,400	17,465	19,229	21,171	23,309
Total Service Delivery Income	15,567	0	0	21,617	21,878	(261)	28,900	27,899	30,717	33,819
Total Service Delivery Operating Income	15,567	0	0	21,617	21,878	(261)	28,900	27,899	30,717	33,819
Service Delivery Operating Expenditure										
Service Delivery Expenditure										
Grounds & Premises Expenditure										
6209 SE Oyster Beds	0	0	0	1	3	(2)	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	0	0	0	10,000	7,297	2,703	11,010	12,122	13,346	14,694
6503 SE Allotments	721	0	0	1,200	1,696	(496)	1,321	1,455	1,602	1,763
6506 SE Grounds Maintenance & Watering (6506)	7,529	0	0	12,000	4,692	7,308	10,000	11,010	12,122	13,346
6508 SE Public Toilets (Operational Costs)	4,909	0	0	4,024	4,669	(645)	4,430	4,878	5,371	5,913
6517 SE Cross (Maintenance)	198	0	0	3,000	356	2,644	3,303	3,637	4,004	4,408
6525 GR Public Toilets (Repairs & Maintenance Costs)	3,019	0	0	2,500	1,519	981	2,753	3,031	3,337	3,674
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,499	0	0	3,000	3,287	(287)	3,303	3,637	4,004	4,408
6529 G&P Refuse Disposal	5,076	0	0	5,500	5,465	35	6,056	6,667	7,340	8,082
6907 SE Seagulls Bags	1,089	0	0	1,818	1,212	606	2,002	2,204	2,426	2,671
Longstone Expenditure										
7100 LO Rates - Longstone	2,104	0	(2,157)	2,157	(4,104)	4,104	2,375	2,615	2,879	3,170
7101 LO Water Rates - Longstone	547	0	0	411	2,130	(1,719)	4,012	4,417	4,863	5,355
7103 LO Electricity - Longstone	1,262	0	0	2,461	(229)	2,690	6,153	6,774	7,458	8,211
7104 LO Fire & Security Alarm - Longstone	409	0	0	917	687	230	1,010	1,112	1,224	1,347
7107 LO Rent - Longstone	4,520	0	0	4,500	4,600	(100)	4,955	5,455	6,006	6,612
7108 LO Cleaning Materials & Equipment - Longstone	273	0	0	615	563	52	677	746	821	904
7110 LO General Repairs & Maintenance - Longstone	693	0	0	500	254	246	551	606	667	735
7114 LO Equipment - Longstone	690	0	0	1,025	52	973	1,129	1,243	1,368	1,506
7121 LO IT & Office Costs - Longstone	1,053	0	0	1,031	548	483	750	826	909	1,001
Total Longstone Expenditure	11,550	0	(2,157)	13,617	4,501	6,959	21,612	23,794	26,195	28,841
Total Grounds & Premises Expenditure	38,589	0	(2,157)	56,660	34,698	19,805	65,791	72,436	79,748	87,801
Town & Waterfront Expenditure										
6504 SE Street Furniture (Maintenance)	923	0	0	1,500	730	770	2,000	2,202	2,424	2,669
6505 SE Street Lighting	630	0	0	300	190	110	750	826	909	1,001
6511 SE Tourism & Signage	0	0	0	1,025	746	279	250	275	303	334
6512 SE Bus Shelters (Maintenance)	0	0	0	513	0	513	565	622	685	754
6515 SE Festive Lights Maintenance & Electricity	756	0	0	1,400	389	1,011	3,500	3,854	4,243	4,671
6519 SE Flags & Bunting	2,653	0	0	2,500	1,780	720	2,753	3,031	3,337	3,674
6522 SE Pontoon (Maintenance Costs) (6522)	2,800	0	0	6,000	7,484	(1,484)	6,606	7,273	8,008	8,817
6524 SE Vehicle Maintenance and Repair Costs	9,799	0	0	10,000	11,161	(1,161)	12,600	13,873	15,274	16,816
6527 SE Salt Bins Refill	521	0	0	1,031	188	843	500	551	606	667
6528 SE Pontoon Accommodation	5,777	0	0	10,827	6,603	4,224	11,921	13,125	14,450	15,910
Total Town & Waterfront Expenditure	23,857	0	0	35,096	29,271	5,825	41,445	45,632	50,239	55,313
Total Service Delivery Expenditure	62,446	0	(2,157)	91,756	63,969	25,630	107,236	118,068	129,987	143,114
Service Delivery Staffing Expenditure										
Service Delivery Staffing Expenses	6,125	0	0	4,999	3,728	1,271	5,504	6,060	6,672	7,346
6676 ST Services Delivery Staff Training	6,340	0	0	10,000	6,536	3,464	11,010	12,122	13,346	14,694
Service Delivery Staffing Costs	192,423	0	0	292,859	192,166	100,693	217,402	239,360	263,535	290,152
Total Service Delivery Staffing Expenditure	204,888	0	0	307,858	202,430	105,428	233,916	257,542	283,553	312,192
Total Operating Expenditure	267,334	0	(2,157)	399,614	266,399	131,058	341,152	375,610	413,540	455,306
Total Service Delivery Operating Expenditure	267,334	0	(2,157)	399,614	266,399	131,058	341,152	375,610	413,540	455,306
Total Service Delivery Operating Surplus/ (Deficit)	(251,767)	0	2,157	(377,997)	(244,521)	(131,319)	(312,252)	(347,711)	(382,823)	(421,487)
Service Delivery EMF Expenditure										
Grounds & Premises EMF Expenditure										
6471 GH EMF Heritage Centre	96	4,960	0	5,000	2,071	7,889	0	0	0	0
6571 SE EMF Saltash Recreation Areas	1,249	29,560	0	10,000	448	39,112	20,000	0	0	0
6580 SE EMF Public Toilets (Capital Works)	0	0	0	10,000	1,690	8,310	0	0	0	0
6588 EMF Victoria Gardens	0	10,000	0	0	0	10,000	0	0	0	0
6589 EMF Community Tree Planting Initiatives	0	0	0	2,000	532	1,468	2,000	2,000	2,000	2,000
Longstone EMF Expenditure										
7170 LO EMF Longstone Depot Capital Works	0	500	0	0	0	500	2,000	0	0	0
Total Longstone EMF Expenditure	0	500	0	0	0	500	2,000	0	0	0
Total Grounds & Premises EMF Expenditure	1,345	45,020	0	27,000	4,741	67,279	24,000	2,000	2,000	2,000
Town & Waterfront EMF Expenditure										
6570 SE EMF Notice Boards (Repair & Replace)	0	1,839	0	0	685	1,154	0	0	0	0
6572 SE EMF Festive Lights (6572)	9,263	1,319	0	10,000	14,668	(3,349)	10,000	10,000	10,000	10,000
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443	0	0	0	0
6574 SE EMF Salt Bins	264	2,464	0	0	0	2,464	0	0	0	0
6575 SE EMF Street Furniture (New & Replace)	301	2,448	0	0	1,411	1,037	0	0	0	0
6578 SE EMF Equipment and Vehicles (Capital Works)	15,038	4,749	0	20,000	0	24,749	0	5,000	5,000	5,000
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	4,566	6,131	0	0	73	6,058	0	10,000	10,000	10,000
6590 SE EMF Utilities & Rates	0	0	2,157	0	0	2,157	0	0	0	0
6700 EMF Staff Contingency (Service Delivery)	30,705	18,534	0	0	0	18,534	3,207	0	0	0
Total Town & Waterfront EMF Expenditure	60,137	40,905	2,157	30,000	16,836	56,226	13,207	25,000	25,000	25,000
Total Service Delivery EMF Expenditure	61,481	85,925	2,157	57,000	21,578	123,504	37,207	27,000	27,000	27,000
Total Service Delivery Expenditure (Operational & EMF)	328,816	85,925	0	456,614	287,977	254,562	378,359	402,610	440,540	482,306
Total Service Delivery Budget Surplus/ (Deficit)	(313,248)	(85,925)	0	(434,997)	(266,098)	(254,824)	(349,459)	(374,711)	(409,823)	(448,487)

To/From Reserves & Budget Virements 2022/23

1. £2157 vired from 7100 LO Rates - Longstone to 6590 SE EMF Utilities & Rates - Minute No. FTC 283/22/23

Services Committee - Guildhall Budget 2022-23

Saltash Town Council

For the 11 months ended 28 February 2023

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Account

	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds to Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Guildhall Operating Income										
Guildhall Income										
4200 GH Income - Guildhall Bookings	1,899	0	0	10,261	2,329	7,932	10,261	11,297	12,438	13,695
4201 GH Income - Guildhall Refreshments	98	0	0	257	336	(79)	257	283	312	343
4206 GH Income - Guildhall Misc Property Income	1	0	0	232	4	228	232	255	281	310
Total Guildhall Income	1,998	0	0	10,750	2,669	8,081	10,750	11,835	13,031	14,348
	1,998	0	0	10,750	2,669	8,081	10,750	11,835	13,031	14,348
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall (6400)	8,608	0	0	8,908	8,608	300	9,808	10,798	11,889	13,090
6401 GH Water Rates - Guildhall (6401)	532	0	0	769	356	413	847	932	1,026	1,130
6402 GH Gas - Guildhall (6402)	1,812	0	0	2,600	2,523	77	6,500	7,157	7,879	8,675
6403 GH Electricity - Guildhall (6403)	3,383	0	0	5,200	2,521	2,679	13,000	14,313	15,759	17,350
6404 GH Fire & Security Alarm - Guildhall (6404)	1,024	0	0	1,268	1,085	183	1,396	1,537	1,692	1,863
6408 GH Cleaning Materials & Equipment - Guildhall (1,058	0	0	1,025	1,305	(280)	1,129	1,243	1,368	1,506
6409 GH Boiler Service & Maintenance	218	0	0	1,031	463	568	1,135	1,250	1,376	1,515
6410 GH General Repairs & Maintenance	2,509	0	0	2,578	2,428	150	2,838	3,125	3,441	3,788
6411 GH Entertainment Licenses	21	0	0	0	0	0	1,000	1,101	1,212	1,335
6412 GH Lift Service & Maintenance	2,301	0	0	3,000	4,093	(1,093)	3,303	3,637	4,004	4,408
6413 GH Refreshment Costs - Guildhall	271	0	0	376	91	285	414	456	502	553
6414 GH Equipment - Guildhall	951	0	0	1,006	176	830	1,108	1,219	1,343	1,478
6418 GH Professional Fees	960	0	0	1,052	1,950	(898)	10,000	11,010	12,122	13,346
6420 GH Legionella Risk Assessment (Guildhall)	420	0	0	454	385	69	500	550	606	667
Total Guildhall Expenditure	24,070	0	0	29,267	25,983	3,284	52,978	58,328	64,219	70,704
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	197	0	0	412	218	194	454	499	550	605
6678 ST GH Staff Training (Guildhall)	391	0	0	513	76	437	565	622	685	754
Guildhall Staffing Costs	22,416	0	0	27,480	22,634	4,846	37,386	41,162	45,319	49,897
Total Guildhall Staffing Expenditure	23,004	0	0	28,405	22,928	5,477	38,405	42,283	46,554	51,256
	47,074	0	0	57,672	48,911	8,761	91,383	100,611	110,773	121,960
Total Guildhall Operating Expenditure	47,074	0	0	57,672	48,911	8,761	91,383	100,611	110,773	121,960
Total Guildhall Operating Surplus/ Deficit	(45,076)	0	0	(46,922)	(46,243)	(679)	(80,633)	(88,776)	(97,742)	(107,612)
Guildhall EMF Expenditure										
6470 GH EMF Guildhall Maintenance	0	47,593	0	20,000	7,290	60,303	20,000	0	0	0
6696 ST GH EMF Staff Contingency (Guildhall)	0	3,000	0	0	0	3,000	739	0	0	0
	0	50,593	0	20,000	7,290	63,303	20,739	0	0	0
Total Guildhall Expenditure (Operational & EMF)	47,074	50,593	0	77,672	56,201	72,064	112,122	100,611	110,773	121,960
Total Guildhall Budget Surplus/ (Deficit)	(45,076)	(50,593)	0	(66,922)	(53,532)	(63,983)	(101,372)	(88,776)	(97,742)	(107,612)

Services Committee - Library Budget 2022-23

Saltash Town Council

For the 11 months ended 28 February 2023

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/S pend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Library Operating Income										
Library Income										
4517 LI Library - Fines	260	0	0	650	654	(4)	48	53	58	64
4518 LI Library - Photocopying Fees	372	0	0	800	916	(116)	600	661	727	801
4524 LI Library Book Sales	339	0	0	300	481	(181)	320	352	388	427
4526 LI Library Activity Income	0	0	0	250	0	250	250	275	303	334
4527 LI Library Vending Machines Income	0	0	0	750	0	750	50	55	61	67
4528 Library Merchandise Income	0	0	0	750	0	750	0	0	0	0
4529 Library Activities Sponsorship	0	0	0	600	350	250	600	661	727	801
Total Library Income	970	0	0	4,100	2,402	1,698	1,868	2,057	2,264	2,494
	970	0	0	4,100	2,402	1,698	1,868	2,057	2,264	2,494
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	0	14,354	13,473	881	15,804	17,400	19,157	21,092
6901 LI Water Rates - Library	0	0	0	331	534	(203)	364	401	442	486
6902 LI Gas - Library	2,053	0	0	2,249	3,778	(1,529)	5,623	6,190	6,816	7,504
6903 LI Electricity - Library	2,055	0	0	2,000	485	1,515	5,000	5,505	6,061	6,673
6904 LI Fire & Security Alarm - Library	550	0	0	938	771	167	1,033	1,137	1,252	1,378
6908 LI Cleaning Materials & Equipment - Library	965	0	0	1,684	1,125	559	1,854	2,041	2,248	2,475
6909 LI Boiler Service & Maintenance - Library	86	0	0	1,031	1,052	(21)	1,135	1,250	1,376	1,515
6910 LI General Repairs & Maintenance - Library	908	0	0	2,062	991	1,071	2,270	2,500	2,752	3,030
6911 LI TV License & PRS - Library	57	0	144	0	0	144	428	471	519	571
6913 LI Refreshment Costs - Library	0	0	242	258	0	500	284	313	344	379
6914 LI Equipment - Library	186	0	0	750	155	595	750	826	909	1,001
6918 LI Professional Fees (Private Contractors)	0	0	0	1,031	11	1,020	20,000	22,020	24,244	26,693
6920 LI Legionella Risk Assessment - Library	455	0	0	450	385	65	495	545	601	661
6921 LI IT & Office Costs - Library	5,205	0	0	1,500	2,461	(961)	1,652	1,818	2,002	2,204
6922 LI Library Activities	1,667	0	(242)	3,000	2,817	(59)	2,370	2,609	2,873	3,163
6923 LI PWLB Loan Repayment & Interest	0	0	21,500	1,500	23,112	(112)	23,000	23,000	23,000	23,000
Total Library Expenditure	27,660	0	21,644	33,138	51,151	3,631	82,062	88,026	94,596	101,825
Library Staffing Expenditure										
Library Staff Expenses	411	0	0	1,948	103	1,845	2,144	1,996	2,198	2,420
6682 ST LI Staff Training (Library)	592	0	0	1,000	0	1,000	1,101	1,025	1,129	1,243
Library Staffing Costs	111,702	0	0	124,373	131,452	(7,079)	136,189	128,105	141,044	155,289
Total Library Staffing Expenditure	112,705	0	0	127,321	131,555	(4,234)	139,434	131,126	144,371	158,952
	140,365	0	21,644	160,459	182,706	(603)	221,496	219,152	238,967	260,777
Total Library Operating Expenditure	140,365	0	21,644	160,459	182,706	(603)	221,496	219,152	238,967	260,777
Total Library Operating Surplus/ Deficit	(139,395)	0	(21,644)	(156,359)	(180,304)	2,301	(219,628)	(217,095)	(236,703)	(258,283)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	4,114	24,174	199,930	0	10,741	213,363	10,000	0	0	0
6972 LI EMF Library Equipment & Furniture	18,771	13,146	(144)	0	830	12,172	0	0	0	0
6973 LI EMF Loan Repayments	0	44,500	(21,500)	0	0	23,000	0	0	0	0
6974 LI EMF Library Funding	0	0	1,800	0	1,340	460	0	0	0	0
6698 ST LI EMF Staff Contingency (Library)	0	3,844	0	11,156	0	15,000	0	0	0	0
	22,885	85,664	180,086	11,156	12,911	263,995	10,000	0	0	0
Total Library Expenditure (Operational & EMF)	163,250	85,664	201,730	171,615	195,617	263,392	231,496	219,152	238,967	260,777
Total Library Budget Surplus/ (Deficit)	(162,280)	(85,664)	(201,730)	(167,515)	(193,215)	(261,694)	(229,628)	(217,095)	(236,703)	(258,283)

To/From Reserves & Budget Virements 2022/23

- £21,500 vired from 6973 EMF Loan Repayments to 6923 PWLB Loan Repayments/ Interests for 2022/23 Loan Repayment - Minute No 124/21/22
- £199,930 PWLB Loan received on 1st April for the Library Refurbishment Works
- £1,350 received from Tresorys Kernow Funding - Big Green Environment Show
- £242 Vired from 6922 LI Library Activities to 6913 LI Refreshment Costs - Library Minute no. 29/22/23
- £144 Vired from 6972 LI EMF Library Equipment & Furniture to 6911 LI TV License & PRS - Library - Minute no 30/22/23
- £450 received from Saltash Scrapstore for EMF Library Funding (was EMF Tresorys Kernow Funding)

Services Committee - Isambard House (Station Building) Budget 2022-23

Saltash Town Council

For the 11 months ended 28 February 2023

Account	Actual Received/Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Isambard House Operating Income										
Isambard House Income										
4301 SA Isambard House - Bookings	1,962	0	0	5,000	3,995	1,005	10,000	11,010	12,122	13,346
4302 SA Isambard - Refreshment Income	22	0	0	1,000	20	980	500	551	606	667
4304 SA Isambard House - Cafe Rental	0	0	0	0	0	0	5,000	5,505	6,061	6,673
Total Isambard House Income	1,983	0	0	6,000	4,015	1,985	15,500	17,066	18,789	20,686
Total Isambard House Operating Income	1,983	0	0	6,000	4,015	1,985	15,500	17,066	18,789	20,686
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	0	3,750	3,543	207	4,129	4,546	5,005	5,510
6801 SA Water Rates - Isambard House	(53)	0	0	586	0	586	645	710	782	861
6802 SA Gas - Isambard House	902	0	0	2,430	(197)	2,627	6,075	6,689	7,364	8,108
6803 SA Electricity - Isambard House	(159)	0	0	3,608	3,381	227	9,020	9,931	10,934	12,038
6804 SA Fire & Security Alarm - Isambard House	774	0	0	978	644	334	1,000	1,101	1,212	1,335
6808 SA Cleaning Materials & Equipment - Isambard House	1,669	0	0	1,538	1,435	103	1,693	1,864	2,053	2,260
6810 SA General Repairs & Maintenance - Isambard House	445	0	0	750	719	31	1,000	1,101	1,212	1,335
6811 SA TV License & PRS - Isambard House	0	0	(2,132)	2,132	0	0	0	0	0	0
6813 SA Refreshments Costs - Isambard House	552	0	0	210	0	210	210	231	255	280
6814 SA Equipment - Isambard House	954	0	0	989	650	339	989	1,089	1,199	1,320
6818 SA Professional Costs - Isambard House	250	0	1,500	1,052	1,660	892	2,000	2,202	2,424	2,669
6821 SA IT & Office Costs - Isambard House	0	0	(500)	1,000	0	500	1,000	1,101	1,212	1,335
6822 SA Activities & Events	0	0	(1,000)	2,000	0	1,000	1,000	1,101	1,212	1,335
Total Isambard House Expenditure	8,877	0	(2,132)	21,023	11,833	7,058	28,761	31,666	34,864	38,386
Isambard House Staffing Expenditure										
6671 Staff Expenses - Isambard House	0	0	0	256	0	256	282	310	342	376
6672 ST SA Staff Training - Isambard House	0	0	0	1,025	0	1,025	1,129	1,243	1,368	1,506
6627 ST SA Caretaking & Cleaning Staff - Gross Pay - Isambard House	0	0	0	6,814	0	6,814	0	0	0	0
Total Isambard House Staffing Expenditure	0	0	0	8,095	0	8,095	1,411	1,553	1,710	1,882
Total Operating Expenditure	8,877	0	(2,132)	29,118	11,833	15,153	30,172	33,219	36,574	40,268
Total Isambard House Operating Expenditure	8,877	0	(2,132)	29,118	11,833	15,153	30,172	33,219	36,574	40,268
Total Isambard House Operating Surplus/ (Deficit)	(6,893)	0	2,132	(23,118)	(7,818)	(13,168)	(14,672)	(16,153)	(17,785)	(19,582)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	40,967	92,745	0	0	35,000	57,745	0	0	0	0
6870 SA EMF Isambard House	6,508	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Tresorys Kernow Funding	0	0	2,500	0	286	2,214	0	0	0	0
6872 SA EMF Entertainment Licenses	0	0	2,132	0	0	2,132	0	0	0	0
6695 ST SA EMF Staff Contingency - Isambard House	0	2,000	0	0	0	2,000	0	0	0	0
Total Isambard House EMF Expenditure	47,476	113,237	4,632	0	35,286	82,583	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	56,352	113,237	2,500	29,118	47,119	97,736	30,172	33,219	36,574	40,268
Total Isambard House Budget Surplus/ (Deficit)	(54,369)	(113,237)	(2,500)	(23,118)	(43,104)	(95,751)	(14,672)	(16,153)	(17,785)	(19,582)

Notes

To/From Reserves & Budget Virements 2022/23

1. £2,500 received from Tresorys Kernow Funding - 6871 EMF Tresorys Kernow Funding

2. £1,000 vired from 6822 SA Activities & Events & £500 vired from 6821 SA IT & Office Costs - Isambard House. Both transferred to 6818 SA Professional Costs - Isambard House. - 8/22/23

3. £2,321 vired from 6811 SA TV License & PRS - Isambard House to 6872 SA EMF Entertainment Licenses - Minute No. FTC 283/22/23

Services Committee - Maurice Huggins Budget 2022-23

Saltash Town Council

For the 11 months ended 28 February 2023

Account	Actual Received/ Spend 2021/22	EMF Balances B/F 2021/22	To/From Reserves & Budget Virements 2022/23	Budget 2022/23	Actual Received/ Spend YTD 2022/23	Actual Funds To Receive/ Available to Date 2022/23	Precept/ Budget 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27
Maurice Huggins Operating Income										
Maurice Huggins Income										
4207 GH Maurice Huggins Room Income	458	0	0	1,000	1,264	(264)	1,000	1,101	1,212	1,335
Total Maurice Huggins Income	458	0	0	1,000	1,264	(264)	1,000	1,101	1,212	1,335
Total Maurice Huggins Operating Income	458	0	0	1,000	1,264	(264)	1,000	1,101	1,212	1,335
Maurice Huggins Operating Expenditure										
Maurice Huggins Expenditure										
7000 MA Rates - Maurice Huggins	209	0	0	441	429	12	486	535	589	648
7001 MA Water Rates - Maurice Huggins	115	0	0	359	168	191	395	435	479	528
7003 MA Electricity - Maurice Huggins	472	0	0	1,025	349	676	2,563	2,821	3,106	3,420
7004 MA Fire & Security Alarm - Maurice Huggins	281	0	0	162	328	(166)	178	196	216	238
7008 MA Cleaning Materials & Equipment - Maurice Huggins	3	0	0	300	240	60	330	364	400	441
7010 MA General Repairs & Maintenance - Maurice Huggins	251	0	0	513	245	268	565	622	685	754
7018 MA Professional Costs - Maurice Huggins	0	0	0	513	0	513	565	622	685	754
7020 MA Legionella Risk Assessment - Maurice Huggins	455	0	0	328	385	(57)	462	509	561	617
Total Maurice Huggins Expenditure	1,786	0	0	3,641	2,145	1,496	5,544	6,104	6,721	7,400
Total Maurice Huggins Operating Expenditure	1,786	0	0	3,641	2,145	1,496	5,544	6,104	6,721	7,400
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,329)	0	0	(2,641)	(881)	(1,760)	(4,544)	(5,003)	(5,509)	(6,065)
Maurice Huggins EMF Expenditure										
6472 EMF Maurice Huggins Room	0	214	0	0	0	214	0	0	0	0
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	0	0	606	0	0	0	0
	0	820	0	0	0	820	0	0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	1,786	820	0	3,641	2,145	2,316	5,544	6,104	6,721	7,400
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,329)	(820)	0	(2,641)	(881)	(2,580)	(4,544)	(5,003)	(5,509)	(6,065)

Saltash Town Council

Konsel An Dre Essa

SALTASH BOROUGH WAR MEMORIAL WORKING GROUP NOTES
Friday 17th February 2023, 5pm – Council Chamber

Present: Councillors Bickford, Dent (Chairman), Peggs, P Samuels and Stoyel.

1. Health and Safety announcements

- The Town Clerk informed those present of the actions required in the event of a fire or emergency.

2. To appoint a Chairman

- Councillor P Samuels nominated Councillor B Samuels in her absence.
- Councillor Dent nominated herself, supported by Councillor Stoyel.
- Councillor Dent in the Chair.

3. To appoint a Vice Chairman

- Members agreed there is no requirement for a Vice Chairman to be appointed and in the absence of the Chairman Councillor Dent at future Working Group meetings a Member would be appointed as Chairman for the purpose of that meeting only.

4. Apologies

- Councillor B Samuels.

5. To review the Borough War Memorial Report and consider any actions and associated expenditure.

- The Chairman led Members through the report received and approved at the meeting of Saltash Town Council held on 12th January 2023. Members agreed the report remained accurate.
- Members considered the locality of a war memorial and agreed St Nicholas and St Faith war memorial site is the right location.
- Members agreed there is sufficient available space for a another war memorial and the importance of everyone gathering to remember those who lost their lives at one location on Remembrance Sunday.
- It was noted that St Nicholas and St Faith Church support the installation of a Borough War Memorial located at the Borough War Memorial site.

ACTIONS

ACTIONS

6. To receive the list of missing names and consider any actions and associated expenditure.

- Councillor B Samuels provided an overview of the work regarding the missing names. In the absence of Councillor B Samuels the Town Clerk informed Members of the update received.

I am forwarding you a copy of the info that Peter Clements has sent to me.

My working copy is too much to scan but I can confirm that all the names that are detailed in his Roll of Honour missing Memorial Names are correct.

I have checked every one of those via myheritage.com. I have an account with them. Not sure how many hours of work it took because some were more tricky to find than others.

What I haven't done is to double check that the ones Peter says are duplicates are in fact duplicates. I couldn't two people with exactly the same name however with time there might have been a spelling error with those which is why they might appear to be a duplications when in fact there are not.

This really needs us to go to the war memorials and physically check them name by name, which can be done going forward. I am happy to do that with an additional member as it will be a two handed job.

- Members thanked Councillor B Samuels for her hard work and commitment for what must have been a difficult task.
- Councillors Dent and Stoyel to take clear pictures of the war memorials for review at the next Working Group meeting.
- To determine at the next Working Group meeting duplication between the names displayed at the war memorials (St Nicholas and St Faith and St Stephens) against the Roll of Honour list.
- It was agreed to leave additional space to open up to other names coming forward.
- To actively seek families permissions post 1945/46 to display missing names.
- The Working Group to make a decision if names are missing to add to the war memorial, up to the end of 1946.

Cllr Dent /
Stoyel

All
Members

All
Members

All
Members

- The Working Group to ensure due diligence is carried out throughout the entire project.
- Members recognised the importance of a public consultation to reach families to make contact and to bring an awareness for what is a very important project. Further details to be considered at a future Working Group meeting.

7. To receive an update on the Planning process and consider any actions and associated expenditure.

- Members considered the work required to complete a Pre-Application form.
- Councillor Peggs confirmed that Geoff Peggs is happy to complete and submit a Pre-Application form on behalf of Saltash Town Council, free of charge.

Members thanked Geoff and took him up on his kind offer.

- Members noted the cost of a Pre-Application - £316 and recommended to the next Services Committee to allocate the expense against budget code 6582 EMF Town War Memorial – Budget availability £1,978.

8. To receive a brief Monumental Masons report and consider any actions and associated expenditure.

- Members discussed the report received and considered a design.
- Stone material – Members agreed, grey Cornish granite.
- Display of names – Members agreed to inscribe the missing names into the stone highlighted in black to ensure the missing names are visible.
- Location – Members agreed the right hand side when looking from the gate, next to the hedge.
- War memorial title – to consider at a future Working Group meeting the appropriate wording to be displayed at the top of the war memorial.
- Measurements required for the Pre-Application and Masons quoting for the work. Some measurements have been included in the report.
- Design – to be sympathetic to the existing war memorial.
- Councillor Peggs to contact the Masons provided in the report to discuss the above requirements, reporting back at the next Working Group meeting.

<u>ACTIONS</u>	
	All Members
	Future Agenda
	Geoff Peggs
	Services Committee
	Future Agenda
	Geoff Peggs
	Councillor Peggs

ACTIONS

9. To receive a funding and Town Council budget availability report and consider any actions and associated expenditure.

- Members noted that war memorials are traditionally funded by public subscription (business / families may wish to contribute).
- Funding – to consider the mechanics of the funding process and to include the details in a Press Release and the consultation.
- Depending on the cost to purchase and install a war memorial against the income from public subscription the Working Group are to consider recommending to a Services Committee meeting to fund the difference via General Reserves.
- To include the design of the war memorial in the Press Release and consultation papers.

Future Agenda

Future Agenda

Future Agenda

10.AOB

- The Town Clerk informed Members that Mrs Sue Hooper MBE has expressed an interest in the project and that her interest in acknowledging the fallen of Saltash is still as robust and as sincere as ever.

Members thanked Mrs Sue Hooper MBE for submitting her interest.

Town Clerk

11.Date of next meeting

- To be held at the Guildhall on Thursday 9th March at 5pm.

The Working Group meeting closed at 6pm.

Saltash Town Council

Konsel An Dre Essa

SALTASH BOROUGH WAR MEMORIAL WORKING GROUP NOTES Tuesday 7th March 2023, 6pm – Council Chamber

Present: Councillors Dent (Chairman), Peggs, B Samuels, P Samuels and Stoyel.

1. Apologies

- Councillor Bickford, Councillor Peggs possible early departure.

2. To receive the notes of the last meeting and consider matters arising.

The Chairman brought forward the next two items:

- Update from Cllr Peggs on the Planning process and design of the war memorial;

Cllr Peggs provided an overview regarding planning consent on Geoff Peggs behalf, advising the Working Group to go straight to planning rather than submitting a pre planning application at extra cost, there is a strong possibility of approval due to the site being a war memorial site and installation of existing war memorials in place (president set).

Geoff obtained a site plan and is currently working up drawings using the measurements/design of the existing war memorial and the location, to accompany the planning application as per the Working Groups request.

Planning application cost £462.

Cost of Listed Building Application: Free

Discount to Town Councils: 50% £231 (**please note**, the Town Council must be the applicant to receive this discount.

The following information was also provided at the point of PA enquiry:

Initially, the Listed Building Application only can be submitted to establish whether a Planning Application is required.

The Town Council should be aware of the possibility that the application could be held-up or refused as they are not consulting the Historic Building Team via an HBA pre-application.

ACTIONS

Geoff Peggs

Geoff Peggs

Geoff Peggs

Geoff Peggs

Budget availability – 6582 EMF Town War Memorial – Budget availability £1,978.

Recommend to Services to appoint Geoff Peggs to undertake the Planning Application on behalf of Saltash Town Council at a cost of £TBC allocated to budget code 6582 EMF Town War Memorial

Cllr B Samuels asked what design and where the memorial is to be situated.

Cllr Peggs and Dent confirmed the design is to be sympathetic to the existing war memorial, to the right of the war memorial site as you enter the gates. The existing war memorial displays 88 names, leaving additional space.

Cllr B Samuels raised concern that the area is too small, access to the hedge and ownership issues.

Cllr Dent confirmed, Geoff measured the area and there is sufficient space, the hedgerow is the Town Councils responsibility and will be cut back slightly, and maintained as it currently is. There will be room to allow people to lay crosses in the grass as a mark of respect.

Cllr B Samuels suggested two memorial benches one to the right and the other to the left of the war memorial site as you enter the gates, Falmouth have done just that.

Cllr Stoyel suggested visiting the site now, to see how a new memorial could be sited.

Members returned and agreed two memorial benches, right and left of the gate as you enter the site.

Provide Geoff Peggs the design to work up a drawing to submit the planning application.

Recommend to Services the design of the two memorials and location.

- Update from Cllr Peggs on the Monumental Mason work.

Cllr Peggs confirmed she has spoken to several masons who confirm there is a lack of granite material due to not quarrying monumental granite; the earliest for arrival is around December 2023. Masons are using imported granite, a similar material.

Cllr Peggs is in the process of obtaining two quotes – one for the missing names to be displayed in lead and the other inscribed, to compare the cost.

ACTIONS

Services
Agenda

Town Clerk

Cllr Peggs

Services
Agenda

Cllr Peggs

Cllr Dent confirmed, at the last meeting Members agreed to inscribe the missing names into the stone highlighted in black to ensure the missing names were visible. The existing war memorials are lead and risen – how do Members wish to proceed?

It was agreed to not replicate the WW2 memorial, and to recommend to Services that the material to be unpolished granite, the missing names to be added to the upright section of both benches and for the Town Seals to be displayed either end and in the middle the words – Lest We Forget.

- Cllrs Dent and Stoyel to provide pictures of the war memorials for review;

Cllr Stoyel circulated photos of the names displayed at St Stephens, St Nicks, Saltash Community Grammar School and Church Memorials.

Circulate the Roll of Honour.

- Members to determine duplication between the names displayed at the war memorials and the Roll of Honour list;

Members to determine duplication between the names displayed on the above memorials by way of referencing to the Roll of Honour and photos, reporting at the next Working Group meeting.

3. To discuss the public consultation and consider any actions

Defer to a future meeting.

4. To discuss the title for the war memorial and consider any actions.

Members agreed the following wording for the title for both benches:

TOWN SEAL Lest We Forget TOWN SEAL

DISPLAY OF MISSING NAMES

5. To discuss the public subscription funding process and consider any actions.

To defer to a future meeting.

ACTIONS

Services
Agenda

All
Members/Future
Agenda

Future Agenda

Services
Agenda

Future Agenda

6. AOB

None.

7. Date of next meeting

To be held at the Guildhall on 24th April 2023 at 5pm.

The Working Group meeting closed at 6:40pm

Saltash Town Council

Konsel An Dre Essa

SALTASH BOROUGH WAR MEMORIAL WORKING GROUP NOTES
Monday 24th April 2023, 5pm – Council Chamber

Present: Councillors Dent (Chairman), Peggs, B Samuels, P Samuels and Stoyel.

1. Apologies

- Councillor Bickford.

2. To receive the notes of the last meeting and consider matters arising.

- Members to report back on the duplication between the names displayed at the war memorials and the Roll of Honour list and consider any actions;

Members reviewed the Roll of Honour list for duplication between the names displayed at the existing war memorials and the Roll of Honour list and agreed the Roll of Honour list is complete - as attached.

It was agreed to recommend to the next scheduled Services Committee meeting to adopt the Roll of Honour list to display the missing names on the additional memorials - as attached.

- To receive a further update from Cllr Peggs on the Planning process and design of the war memorial and consider any actions and associated expenditure;

Cllr Peggs provided an update on the Planning process on behalf of Geoff Peggs:

Geoff advised the Working Group that if the Planning Application is like for like there will be no issues obtaining permission. The process may not be as simple if the design differs, however, there are other locations that have a similar memorial.

Geoff is ready to submit the Planning Application upon confirmation of the full design and measurements of the new memorials. Geoff will obtain the measurements liaising direct with H G Stacey Monumental Masons.

It was agreed to recommend to the next scheduled Services Committee meeting the design as attached.

ACTIONS

Services
Agenda

Services
Agenda

- To receive quotes on the Monumental Mason work and consider any actions and associated expenditure.

Cllr Peggs informed the Working Group that quotes are not available due to lack of material.

Cllr B Samuels confirmed last year's costings of approx. £10-£12k for the memorial, lettering and installation.

3. To discuss the public consultation and consider any actions and associated expenditure.

The Working Group agreed to consult for a period of 6 weeks, a link be made available for the public to review the Roll of Honour list, and the attached notice to be advertised as wide as possible:

- Local newspaper;
- Social media sites;
- Notice boards;
- Library;
- Meet Your Cllr Session.

It was agreed to recommend to the next scheduled Services Committee meeting the consultation notice and list of publication.

4. To discuss the title for the war memorial and consider any actions and associated expenditure.

The Working Group further discussed the title and agreed it remains the same as what was agreed at the 7th March meeting:

TOWN SEAL Lest We Forget TOWN SEAL

DISPLAY MISSING NAMES

Further to this, Members agreed that the title be displayed on both sides of the memorials and that additional space be available for other names coming forward.

It was agreed to recommend to the next scheduled Services Committee meeting the title for the war memorial as above.

ACTIONS

Town Clerk

Services
Agenda

Services
Agenda

ACTIONS

5. To discuss the public subscription funding process and consider any actions and associated expenditure.

The Working Group agreed to go out to public subscription in the first instance, allowing those who wish to donate to do so. If required, fund the outstanding balance through the Town Council General Reserves.

Services
Agenda

Assistant Town Clerk to review the requirements of available funding reporting back to the Chairman.

Assistant
Town Clerk

Town Clerk to review the gofundme site to determine if it is possible for the Town Council to create such a page with a goal amount of £10k.

Town Clerk

The Working Group agreed to await the consultation results and Monumental Mason quotes prior to creating a gofundme site or apply for available funding so that accurate costs are transparent.

It was agreed to recommend to the next scheduled Services Committee meeting to seek the Committees support to further investigate funding options, gofundme site, and for the difference in the goal amount to be covered by the Town Council General Reserves, reporting back upon further information and accurate figures.

Services
Agenda

6. To review the recommendations to be received at the next scheduled Services Committee meeting to be held on 27th April 2023.

The Working Group reviewed the recommendations following the three Working Group meetings held on 17.02.23, 07.03.23 and 24.04.23 and agreed the recommendations to the Services Committee are as follows:

- Cllr Peggs provided an overview regarding planning consent on Geoff Peggs behalf, advising the Working Group to go straight to planning rather than submitting a pre planning application at extra cost, there is a strong possibility of approval due to the site being a war memorial site and installation of existing war memorials in place (president set).

Services Cttee

Planning application cost £462.

Cost of Listed Building Application: Free

Discount to Town Councils: 50% £231 (**please note**, the Town Council must be the applicant to receive this discount.

Allocated to budget code 6582 EMF Town War Memorial – Budget availability £1,978.

- Appoint Geoff Peggs to undertake the Planning Application on behalf of Saltash Town Council at no cost to the Town Council.

Services Cttee

ACTIONS

- The design of the additional two memorials – as attached sited at St Nicholas and St Faith war memorial.
- The material to be unpolished granite, the missing names to be inscribed into the stone highlighted in black to ensure the missing names are visible.
- The title to be displayed at the top on both sides of the additional memorial as follows:

TOWN SEAL Lest We Forget TOWN SEAL

- Missing names to be displayed on the inside only of the additional memorials underneath the title as follows:

TOWN SEAL Lest We Forget TOWN SEAL

DISPLAY MISSING NAMES

- To adopt the Roll of Honour list to display the missing names on the additional memorials - as attached.
- The consultation notice (as attached) and list of publication:

Local newspaper;
Social media sites;
Notice boards;
Library;
Meet Your Cllr Session.

- To seek the Committees support to further investigate funding options, the gofundme site, and for the difference in the goal amount to be covered by the Town Council General Reserves, reporting back upon further information and accurate figures.

7. AOB

None.

8. Date of next meeting

To be held at the Guildhall on 12th June 2023 at 5pm.

The Working Group meeting closed at 17:45

Services Cttee

Services Cttee

Services Cttee

Services Cttee

Services Cttee

Services Cttee

Services Cttee

Roll of Honour
Borough of Saltash
and
St. Stephens-by-Saltash Parish



Borough of Saltash War Memorial

**Borough of SALTASH War Memorial
1914 – 1918**

Robert Azoff ALFORD
Harry Pine ANDREWS
Arthur BANCROFT
William Alpheoe Robert BAZLEY
Arthur Watson BEALES
William John BEER
Bernard Bennett BISHOP
Nicholas William J BLAKE
Charles BUCKINGHAM
John Bartlett BUCKINGHAM
Ebenezer CHARLESTON
Albert Edward CHIVERS
Joseph Victor ELLIOTT
Gilbert Edmund FREEMAN
Frederick GARD
Percy George GILBERT
Alfred St Aubyn Scoble GIBSON
Sidney Edward GOULD
William George HARDING
Henry Francis HARRIS
Horace Albert R. HARRIS
Frederick James HAYNE
Benjamin Pryor JAMES
Norman KELLY
James Henry Glenville LAMERTON
Theodore S. S. MARSHALL
Charles Keefe MASEY
Irving Brock MILES
Charles Henry MILLER
Cyril Wilfred NEWTON
Edward John NICHOLSON
Charles Robert Paul OLVER
Frederick Charles ORGAN
Edward Warwick PEARN
Harry George Stephen PEARN
Roger Philip Russell PORTER
Roderick Spicer Russell PORTER
Alban PREEDY
Robert Arthur PRESTON
William Reginald PRYN
Edgar Harry PRYOR

Joseph Stoneman PRYOR
John Scarlet PYM
Charles Sidney RALPH
Charles Edward REDMAN
George REEVES
Jonathan REMICK
Quinton Hume RICHARDSON
Benjamin SAMBELLS
William George SCREECH
Randolph Henry SEED
Edward (or Eddie or Eddy) SMALE
James Stanley SMITH
William Victor TABB
Benjamin Crapp THORN
James Bassett TRETHERWEY
Richard VEALE
Albert Ernest VOSPER
Albert WATTERS
George Albert Warren Forbes WHITE

**Borough of SALTASH War Memorial
1939-1945**

*Not including the twenty-nine names duplicated on the
St. Stephens-by-Saltash Church
WW2 War Memorial*

Eric Ralph ADAMS
Charles Henry ALLEN
Emma Amelia ALLEN
Wilfred BAILEY
Derek Neale BAKER
Victor Norman Arthur BALDWIN
John Giles BARNACLE
Norman Sydney Haworth BARRABALL
John Herbert BLOCKLEY
Ronald John BORDISS
Leonard John BRADY
James Allen BROWN
Harold Charles COCKING
Harold Stephen CORNISH
Herbert George DYMOTT
Arthur Henry EASTON
Alfred ERRINGTON

Dorothy GOAD
Joan GOAD
William Alexander GODFREY
Albert Henry HARDING
Kenneth John HARRIS
Stanley Alfred HART
Robert Nicholls J. HOOKWAY
Lawrence Leo HUGHES
Bernard JASPER
Claude Henry KINVER
Joseph Stephen F KNIGHT
Ronald George Henry MILLS
Frederick Marrack MITCHELL
John Astbury NICHOLSON
Alfred William OLVER
Timothy George O'NEILL
William PAISH
Robert Stuart PALMER
Evelyn Alberta PIECE
William John James Charles POPE
Thomas Edward Lionel REES
William Cyril RICHARDS
Christopher Arthur RICHARDSON
Eric ROGERS
Stella ROGERS
William ROGERS
Cyril Percy George RUSSELL
Ernest Roy Wright RUSSELL
Ronald John SCREECH
Terence Austin SCRIPPS
Edward Philip SELF
George Henry Charles SINGLETON
Ernest Edward Cooper SMALE
George William SMITH
Leslie George TIBBS
Rupert Frederick TUCKER
Edward Claude Frederick VOSPER
George WESTON
Garfield WHELL
Jack WIDDECOMBE
Ronald James WIDDECOMBE
Frank Fifield S. WILLIAMS
Harold Eric John WILLIAMS
Harold WILLIAMS

**PARISH of
St. Stephens - by - Saltash
War Memorial
1914-1919**

William John BLIGH
Frederick BOND
Armytage Percy BOSANQUET
William Henry BROCK
Arthur Francis CALLAGHAN
Sidney CALLAGHAN
William Henry CHERNEY
William A. CLAYDON
John COLES
Edwin J COOK
William Henry COOMBE
Samuel CROOK
Samuel Arthur George DAYMOND
Richard DEWDNEY
Herbert Henry DYER
Walter EDGCUMBE
Frederick GORMAN
William HARRIS
Robert HEATH (*alias* McILVEEN)
Collings Horace HODGE
Percy William HODGE
Edgar James HODDER
William George HODDER
Albert George JANE
Ernest Sydney Robert KEEN
James Martin KITT
Robert Francis KITT
William John KNIGHT
Ernest John MANNELL
Ernest George MARKS
Cyril Victor G MOORSHEAD
Edward Francis OUGH
John Thomas PAWLEY
Arthur Richard Carter RICKARD
William Charles TOULL
William Lewis WORDEN

**Parish of
St. Stephens – by – Saltash
War Memorial
1939 – 1945**

*Twenty nine are duplications of names on the
Borough of Saltash
WW2 War Memorial*

John Wallace ALLEN
Sidney ALLEN
Cecil Clifford AMOS
Gerald John ASHTON
Norman Sidney Haworth BARRABALL
Francis Joseph BROOKING
Stanley Richard CRABB
Lawson Terence CRABB
Alfred John CRAPP
Donald Noel CUMMINS
Arthur Collins DINGLE
Michael FANNING
Joseph FORSTER
Joseph Maurice FORSTER
Herbert Frank GLOVER
Lionel Edmund GREET
Lionel Frederick GUPPY
Richard James HARDS
Sidney John HARRIS
Arthur William HOLMAN
Charles Lawry LACEY
William Henry John MILLS
Robert MITCHELL
Thomas Eric MUSTO
John Robert Hoskins STANLAKE
Archie STONEMAN
Austin John (*aka* Jack) SUMMERFIELD
Edward John T. THOMSON
George Albert WILLIAMS
Leonard E. FURSE

**Saltash and St. Stephens War Casualties not named on the
St. Stephens-by-Saltash
or
Borough of Saltash
World War One Memorials**

AMBROSE Thomas Theodore
BALSDON Morley
BENNETT William George Stanley
BENNEY Edwin Charles
BILLING Frederick
CHAPMAN Lewis or Louis
CHUBB George Henry
COWARD Brandon Leslie
COWARD Charles Wilfrid Vivian
CROWLEY James (or Joseph?)
DAWE George Herbert
FLETCHER Jacob
FOGG Charles Edward Gladstone
GARLAND Roderick Charles 'Charlie'
HEARD Arthur Reginald
HOCKING Walter Norman
HOSKING William Alfred
LANGMAID William
LOVELL (Percy) Reginald
LUCAS John Henry
MARTIN Fairlie Russell
MOUNTFORD Joseph Henry
MUCKLER James
MUNRO Donald
NOBLE Joseph
NORMAN William Henry
PALMER Jack
PEARCE Charles Guy
PENGELLY John Roger
PENNA Richard John
RACKHAM Benjamin John
READ Harry Croad
RICHARDS Eli Lazarus Perran
ROBINSON Marshall Hale
ROSEVEARE Leonard
TAMBLYN Frederick Thomas
THOMAS Albert Edward

THOMPSON Arthur Stanley
TIDDY Richard James
TOFTS John Richard
WHITBURN Herbert Claude
WHITE William
WIDDICOMBE William Henry
WORDEN Frederick George

**Saltash and St. Stephens War Casualties
not named on the
St. Stephens-by-Saltash
or
Borough of Saltash
World War Two Memorials**

BATTERS Ernest Daniel
BENNETT William Arthur James
BLACKMAN Alfred William
BOND Arthur
BROOKING Aaron
COWLING W. John
CREWS Raymond Robert
CROFT Elsie Florence
DALE William J
DAVIS Sidney C
DEACON William John
EALES Walter
EDWARDS Alfred
FOOT Rodney Collom
JAMES Raymond F
LOCK Edward James
LONGHURST William George
MARKS Norman Harold
MASEY Alfred Vernon Samuel
MILLS Hedey Thomas
MOORMAN Leonard William
NETHERCOTT John James
POMERY Ellen Jane
SOBEY William Raby
STATTON Thomas
STONE George
TAMLIN John Edward
THORN Albert Edward
TRAYS Heber.
VINCENT Clifford Edward

Falklands Campaign 1982

Gary NELSON

Afghanistan 2009

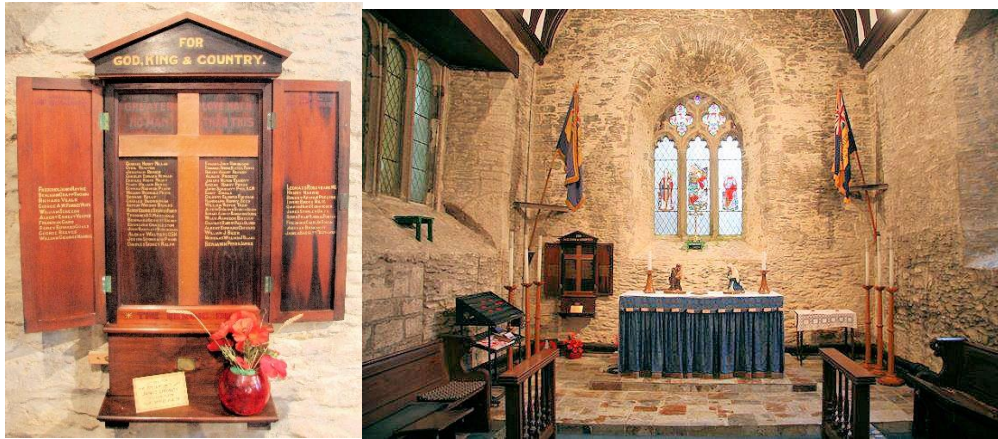
Richard ROBINSON

***“Ye that live on Mid English Pastures Green
remember us and think
what might have been”***

Inscription on St. Stephens-by-Saltash WW1 War Memorial



St. Stephen's Church War Memorial



Inside St Nicholas & St. Faith Church, Saltash, WW1 memorial



Saltash Burraton Methodist Chapel WW1 & WW2 memorials



Saltash County Grammar School and Saltash Fireman's WW2 memorials

List compiled from a variety of sources by Peter Clements
2nd November 2022



PUBLIC NOTICE

Public Consultation on an additional memorial

Saltash Town Council are moving towards an additional memorial sited at St Nicholas and St Faith War Memorial to remember those who lost their lives in war and conflict post 1946 and whose names are not recorded on any existing memorial in the town.

The existing role of honour is available by clicking on the following **ADD LINK**, in the Town Council Fore Street notice board, by contacting the Guildhall on 01752 844846 or at the Library. Any further names, or any that you do not wish to be included please contact Cllr Jean Dent on j.dent@saltash.gov.uk or 01752 844846.

Saltash Town Council are seeking to fund this initiative by public subscription and through the Town Council.

The consultation closes on

ADD DATE

Home Library Service

RESPONSIBLE COMMITTEE: SERVICES

This is a policy/procedure document of Saltash Town Council to be followed by both Council Members and Employees.

Current Document Status			
Version	1 DRAFT	Approved by	
Date	April 2023	Date	
Responsible Officer	DO	Minute no.	
Next review date			

Version History			
Date	Version	Author/Editor	Notes
April 2023	1 DRAFT	DO/AJT	NEW policy

Document Retention Period
Until superseded

Home Library Service

Background

Saltash Town Council (STC) has approved to continue the Saltash area Home Library Service (HLS) from the Saltash Community Library Hub following Cornwall Councils decision to no longer manage or stop providing the service across the county.

STC Council Library Hub will manage and co-ordinate the local HLS for Saltash as defined by the Saltash Town perimeter/border. It will be the responsibility of the Community Hub Team Leader and Library staff to manage the service.

The service is also defined as to allow community volunteers to deliver (and collect) Library books to borrowers who cannot access the Library Hub physically by definition of being 'housebound'.

Level of Service

January – March 2023 – Continuity of 2022 HLS as financially supported by Cornwall Council.

April 2023 – New Saltash Town Council managed Home Library Service as defined. co-ordinated from the STC Library Hub and managed by the Community Hub Team Leader and Library Information Assistants.

It is intended to preserve the existing service of borrowers and volunteers as well as continue to market and build a wider number of community volunteers to deliver books for 'eligible borrowers' (Definition below).

Eligible Borrower definition

The Home Library Service is the provision of outreach library services to those who cannot access conventional library provision due to health, transport or caring duties.

These borrowers are defined by their physical and/or mental inability to access their local library and/or the mobile library and with no family, friends or neighbours nearby who could regularly support them to access books. Housebound borrower status can be temporary if they have just been discharged from hospital, have a temporary care package or are recovering from an operation.

Every referral should be considered with the above in mind and with site discretion on a case by case basis where someone is unable to:

- Travel to a static or mobile library

- Gain access to a static or mobile library due to mobility or other issues
- Carry materials to or from a static or mobile library

The service aims to ensure that people who may be isolated have access to a wide range of reading materials delivered to the place they reside based on their personal preferences and will also provide an important opportunity for social contact. The service also provides access to e-books, e-audio books and e-magazines.

Volunteers – Legal parameters, insurance and DBS checks

All volunteers will be asked to complete an application form and DBS checks will be mandatory. DBS checks will be paid for by STC with a full check every five years and an annual disclosure check.

STC will offer relevant training from time to time. Health and Safety training and induction will be provided.

Volunteers will be insured by Saltash Town Council during the act of collecting the books from Saltash Library Hub and delivering the books to the front door of the 'borrower'. Insurance will not be provided while in a mode of transport.

Mileage will be based on 45p per mile for volunteers by presenting a monthly mileage claim form. Limited to two visits per month.

Data base management

Library Excel database of spreadsheets of volunteers and borrowers is to be managed and accessed by Community Hub Team Leader and designated Library Information Assistant. The management of this data will be in line with Information and Data Protection Policy and Data Retention and Disposal Policy.

Risk Assessments

Risk Assessment Form : Home Library Service

This risk assessment consists of three sections.

Assessment Reference No.	BG/RA7/V1	Area or Activity Assessed	Home Library Service	Total no. of continuation sheets used:
Assessment Date	February 2023			
Persons who may be affected by the activity (i.e., are at risk)	Staff (including volunteers unless stated otherwise), Public and Contractors			6

SECTION 1: Hazard and Risk Controls

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
1.	General Hazards		3	2	6				

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> This Risk Assessment should be read in conjunction with the Saltash Library Hub Home Library Service Management Procedure. Training will be provided to all staff on the findings of this Risk Assessment and home delivery procedure. Roles and responsibilities will be made clear to all volunteers. Arrangements for accessing Managers for support will be explained to all volunteers. General H&S Policy and Procedures will apply to volunteers. Staff and volunteers will be required to wear sensible footwear with good grip. 							
2.	Violence and Aggression from the public when delivering books	<ul style="list-style-type: none"> All staff to record working location on daily schedule. Managers to be informed if there is a change to the scheduled plan. Specific information on visits and proposed sequence to be recorded on generic statements. Mobile phone carried by all volunteers If overdue, staff member will be contacted. Vehicle and contact details of all staff available to Manager. No confrontational visits to be carried out by volunteers, where there are ongoing problems or known potential issues. 	4	2	8				

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> Staff will not be knowingly placed in compromising situations. Staff awareness and judgement to be used. Staff to have confidence in management support to leave when uncomfortable or to take whatever action appropriate. Code word to alert colleagues of a risky situation where assistance is required. (Alice). 							
3.	Risk posed to the General Public	<ul style="list-style-type: none"> All volunteers and staff who undertake delivery and collection will have DBS checks carried out. Details of borrowers and volunteers will be securely kept. 	4	2	8				
4.	Accessing service uses premises.	<ul style="list-style-type: none"> Staff will not be required to enter service user's homes. For dangerous dogs etc., where there is a risk posed by aggressive dogs or other animals the site will not be entered. The condition of the entrance path etc., will be assessed by the visiting staff member and if deemed hazardous the premise will not be entered and on return to the library this will be discussed with a Senior Manager to be followed up. Staff are aware of risks posed by pushing books through letterboxes whilst exercising care re highly sprung letterboxes and dogs. 	3	2	6				

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
4.	Meeting with general public and visitors	<ul style="list-style-type: none"> Volunteers will not be permitted to deal with potentially confrontational customers. When meeting with distressed members of the public, a suitable room will be selected where other members of staff are close by and can check on the meeting if necessary. Two members of staff will be required for particularly problematic meetings. The room will be set out so that the member of staff is close to the door. If the member of staff feels threatened, they will remove themselves from the meeting and the visitor will be requested to leave. Police will be called if required. Persistent problematic visitors will be banned from Council premises and police advice will be obtained. 	3	2	6				
5.	Welfare	<ul style="list-style-type: none"> Welfare facilities will be made available to staff at the library. Regular breaks will be taken. First Aid provision is available at the library. 	3	2	6				
6.	Use of Vehicles	<ul style="list-style-type: none"> Private vehicles will be used for the delivery service. Checks will be carried out confirming that volunteers have a valid driving licence and insurance. 	4	2	8				

No	Hazard/Work Description	Existing controls in place to reduce risk <i>(you must check that these controls are actually working)</i>	Residual Risk			Further action needed to reduce risks	Reduced Risk		
			S	P	R		S	P	R
		<ul style="list-style-type: none"> Volunteers are required to comply with the highway code. Regards should be had to risk assessment: BG/RA5/V1 Driving for Work Purposes 							
7.	Fire Safety	<ul style="list-style-type: none"> When working in the library, regards will be taken to the Fire Risk Assessment findings. 	5	1	5				
8.	Adverse weather conditions	<ul style="list-style-type: none"> Staff will not be required to visit sites during adverse weather conditions. Senior Managers will assess potential weather warnings and agree when services are suspended. 	3	2	6				
Name of Assessor(s)		Shaun T. Webber	Signed	<i>S. T. Webber</i>		Position	Service Delivery Manager	Review date	17/02/2023

I confirm that this risk assessment is an accurate reflection of the risks and controls in place and that the additional controls identified will be provided **YES**

SECTION 2: ASSESSEMENT REVIEW RECORD

If significant changes are made a new risk assessment form must be completed.

Date of review	Name of Reviewer	Signature	Comments	Next review date

SECTION 3: Tables

Severity

CATEGORY	Example – <i>for guidance only</i>	Score
INSIGNIFICANT	None or only insignificant injuries, health effects, damage or disruption to work.	1
MINOR	Minor injuries or health effects - cuts, bruises, mild skin irritation, mild aches and pains – requiring first aid only. Minor property damage or disruption to work.	2
MODERATE	More serious injuries or ill-health requiring time off work or a hospital visit, e.g., burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious property damage or disruption. Short-term stress-related absence.	3
MAJOR	Broken limbs, amputations, long-term health problems or absence resulting from work. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work.	4

Probability

CATEGORY	Example – <i>for guidance only</i>	Score
VERY UNLIKELY	Good control measures are in place. Controls do not rely on a person using them (i.e., personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
UNLIKELY	Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.	2
POSSIBLE	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.	3
LIKELY	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.	4

FATAL/ CATASTROPHIC	Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses.	5
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ALMOST CERTAIN	No controls in place. Exposure to the hazard is expected to occur in most circumstances.	5
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RISK SCORE = Severity X Probability

Risk Level	Low (1-5)	Medium (6-10)	High (11-15)	Very High (16-25)
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DRAFT

Volunteer toolkit

This pack is based on the information that Saltash Town Council use as guidance in their work with volunteers.

The purpose of the pack is to provide guidance on effective ways in which to work with volunteers, in order to both get the best out of them and to treat them appropriately.

Contents of pack:

1. Volunteer Induction Checklist
2. Volunteer Training
3. Volunteer Needs Assessment
4. Volunteer Application Pack Templates
 - Application Pack Cover Letter
 - Library Volunteer Application Form
 - Volunteer Opportunity Role Profile
 - Volunteering Agreement
 - Volunteer Emergency Contact/Next of Kin Details
 - Volunteer Reference Request

1. Volunteer Induction Checklist

Name of volunteer	
Site	

Volunteering Information

	Done by:	Date:
Describe role and tasks		
Complete Emergency contact details		
Discuss acceptable behaviour/rules – Code of Conduct		
Line management and support e.g. named supervisor, allocated buddy, feedback, complaints, problems		
Discuss time commitments including days and hours and agree		
Discuss Volunteer Agreement and sign		
Reporting sickness and absence		
Out of pocket expenses		

Practical Details

Tour of building, toilets, what's kept where etc.		
Introduction to other staff and volunteers		
Work space and advise where to keep personal belongings		
Refreshments, breaks etc		
Health & Safety: fire routes, fire drills, first aid		
Security including door codes and swipes		

Volunteer Safety

Health & Safety Policy		
First Aid box		
Safeguarding Policy		
Data Protection and Confidentiality (especially in relation to IT support)		
Equal Opportunities Policy		
Complaints Procedure		

2. Volunteer Training

	Done by:	Date:
Training will be delivered as identified on the role profile		
List training delivered: <ul style="list-style-type: none"> - 'Look of the Book' - Display and promotional material - Etc. 		

Signed (Volunteer)
 Date

Signed (Supervisor)
 Date

3. Volunteer Needs Assessment

It is necessary to establish your needs in relation to how many volunteers you need and where you will place them, so that you recruit an appropriate number of volunteers in appropriate roles and avoid oversubscribing.

The best way to establish this is by considering the tasks that need to be covered and the time you anticipate it will take to carry out the tasks identified.

It is of benefit to recruit a bank of volunteers, rather than one volunteer for each task, as this creates a provision for things like sickness – or unreliability.

For example, if you work out that you need 30 hours a week covered by volunteers, you need to consider how many hours it is appropriate to ask each individual volunteer to carry out. If the answer is five, then you could consider that you need six volunteers. However, in this example, we would recommend recruiting ten volunteers, providing a contingency.

You must, however, remember that if you do this you will need to establish methods of keeping all volunteers engaged, giving them all fair opportunity to contribute.

How many volunteers do you need?	
List essential and desirable skills of potential volunteers:	
Have you worked with volunteers before?	

4. Volunteer Application Pack Templates

Application Pack Cover Letter

Dear _____

Thank you very much for expressing an interest in volunteering with

Please find attached/enclosed an Application Pack, which includes the following information:

- An Application Form
- A Role Profile
- Volunteer Agreement

In order to effectively recruit and coordinate our volunteers, we need individuals to complete an application form and further information at the induction stage (such as emergency contact details for example). We hope you appreciate the need for us to obtain such information. If you require support in completing your application, please do not hesitate to get in touch.

We very much look forward to hearing from you in due course.

Yours sincerely,

<insert name and job title>

Library Volunteer Application Form

Personal details	
First name:	Car registration number and description
Surname:	
Date of birth:	
Current address:	Do you have a valid driving licence and car insurance?
Postcode:	
Email address:	
Tel no:	
Mobile no:	

Your role as a volunteer

Please tell us what skills and knowledge you think you can bring to this opportunity and talk about any volunteering you have done before:

Please tell us what you would like to achieve through volunteering and how you would like to help us:

Availability

How much time can you offer each week and for how long:

Safeguarding

We are committed to the safeguarding of children and vulnerable adults and expect all volunteers to share this commitment. Certain volunteer opportunities where there is regular contact with vulnerable groups may require a DBS check to be carried out.

Have you ever been barred or restricted from working with children or vulnerable adults?

Yes/No

If yes, please give details:

This role is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions including those regarded as 'spent' must be declared.

Do you have any unspent convictions, cautions, reprimands or warnings or any charges pending?

Yes/No If Yes please give details:

Support for volunteers

We will make reasonable adjustments to help people with disabilities/medical conditions. If you have any specific requirements to enable you to volunteer with us, please let us know:

References

Please give details of two referees not related to you or partners and who have known you for two years or more. Referees must be able to comment on your skills and abilities in relation to being a volunteer. Please state how you are known to them.

Name:

Address:

Postcode:

Email:

Name:

Address:

Postcode:

Email:

Contact no:	Contact no:
Occupation/relationship:	Occupation/relationship:

I agree to my referees being approached for a reference before a volunteer placement can be confirmed.

I have read and understood the Volunteer Agreement and confirm that I am eligible to work in the UK.

I am in good health and do not have any medical condition that could affect my ability to undertake any activities described in the role profile.

I declare that the information given on this form is, to the best of my knowledge, correct and accurate.

From 1st January 2023 the expectation of being a Volunteer for Saltash Library Hub site is that books are delivered to the borrower and handed over on their doorstep. Saltash Library Hub will not be adopting the previous RVS befriending element and therefore there is no requirement or expectation for a volunteer to enter the home unless in an emergency.

Therefore – if a volunteer enters a borrower’s property, they must understand it will be of their own volition and not a requirement of Saltash Library Hub and there cannot be held responsible for the volunteer whilst in the property.

Signed:

Date:

Please return the completed form to

[.....]

Data Protection

Please refer to our [Privacy Notice](#) to see how we use your information.

Volunteer Opportunity Role Profile

Role: Library HLS Volunteer

Reports to: Saltash Library Hub Community Hub Team Leader

Role Purpose

The Home Library Service is the provision of outreach library services to those who cannot access conventional library provision due to health, transport or caring duties.

Responsibilities: (May include **some** or **all** of the following)

- Choosing of stock for one or more of the HLS customers – onsite or online
- Door-step delivery of books to a customer(s)
- Choosing and delivering to a customer (preferred option)

Opportunities:

- Helping people in the local community
- Personal development and work experience
- Make a difference in your local community

Aptitudes: (Some of the skills you may have)

- Friendly personality and an ability to get on with people of all ages and backgrounds
- A love of books and reading
- Good understanding of computers, computer skills and applications
- Good communications skills
- Be reliable to ensure a regular service
- A full driving licence

Responsibilities:

To be aware of all applicable legislation including:

- Safeguarding Policies
- Health and Safety
- Information governance
- Data Protection Act
- Freedom of Information Act

Time commitment:

Discuss and agree with Local Service Provider time and duty commitments. Give adequate notice if you are unable to meet these so that alternative arrangements can be made.

Volunteering Agreement

Thank you for volunteering

with.....

We really do appreciate the valuable contribution and practical help our volunteers give across many of our services and teams.

This agreement summarises what you can expect from us and what we expect from you to ensure your volunteer experience with us is productive and rewarding.

What you can expect from us:

- A role profile with the tasks you will be asked to undertake as a volunteer
- A nominated person who will supervise your volunteering and with whom you can discuss your work and receive feedback
- Training and development opportunities relating to your responsibilities as a volunteer
- Health and safety policies and procedures in place, and provision of personal protective equipment where required

What we expect from you:

- Meet agreed time and duty commitments, or provide adequate notice so that alternate arrangements can be made
- Respect confidentiality and not use or disclose any confidential information for your own benefit
- Abide by Health and Safety, and Equality and Diversity, Data Protection and Safeguarding policies and procedures
- Discuss any complaints or problems you have when undertaking your duties with your Supervisor
- Discuss any changes you would like to make to your volunteering with your Supervisor
- Treat fellow volunteers and staff with courtesy and respect
- Remember that you are a representative of
- Act in accordance with this agreement at all times

From 1st January 2023 the expectation of being a Volunteer for Saltash Library Hub site is that books are delivered to the borrower and handed over on their doorstep. Saltash Library Hub will not be adopting the previous RVS befriending element and therefore there is no requirement or expectation for a volunteer to enter the home unless in an emergency.

Therefore – if a volunteer enters a borrower’s property, they must understand it will be of their own volition and not a requirement of Saltash Library Hub and STC cannot be held responsible for the volunteer whilst in the property.

Either you or may terminate this agreement with or without notice at any time.

The volunteer placement will be reviewed after 12 months.

- **Volunteer Emergency Contact/Next of Kin Details**

Volunteer Name:

Emergency Contact/Next of Kin Details

Name

Relationship

Address
.....
.....
.....

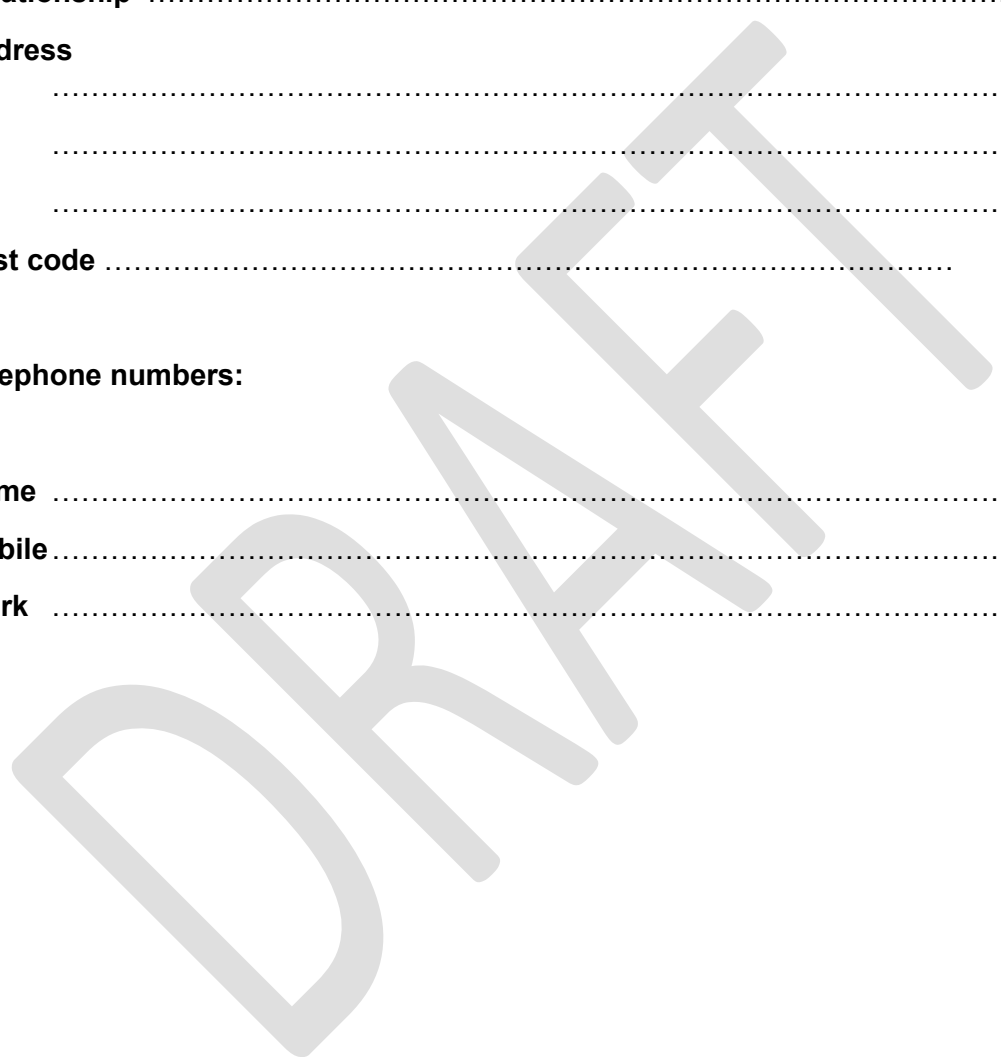
Post code

Telephone numbers:

Home

Mobile

Work



- **Volunteer Reference Request**

Volunteer Applicant Name:

..... are recruiting volunteers to support
.....

We would appreciate your assistance in providing us with a written reference for the above individual. We thank you for your cooperation and time.

Name of Referee:	
Address of Referee:	
Telephone:	Email:
Position / Job Title / Occupation:	

1. How long have you known the applicant?

--

2. What is your affiliation with the applicant?

--

3. Please evaluate the applicant in the following areas where 5 = Excellent and 1 = Poor

a. Reliability	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
b. Flexibility	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
c. Time Management	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
d. Communication Skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
e. Interpersonal Skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
f. Teamworking Skills	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
g. Trustworthiness / honesty	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>
h. Ability to maintain confidentiality	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

4. Would you recommend that the applicant is suitable to volunteer with all members of the community, including adults and children? Y/N (Expand if applicable)

5. Please add any further comments that you believe are relevant to this applicant, including any particular strengths or weaknesses and any reasons why the applicant should not be a volunteer.

I understand that any misrepresentation made by me in connection with applicant will be just and sufficient cause of the dismissal of the application.

Signature (or name if from email):

Date:

Data Protection

Please refer to our [Privacy Notice](#) to see how we use your information.

DRAFT

To receive a report on the Dog Fouling Matters Competition and consider any actions and associated expenditure.

Information:

Following the Services Committee held on 4th October 2022 it was resolved under minute nr:

65/22/23 To receive an updated report on a Dog Fouling Competition and consider any actions and associated expenditure.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and RESOLVED:

1. To approve the competition poster and criteria subject to final proof reading;
2. To approve the Terms and Conditions for the competition subject to final proof reading;
3. To approve the 21 proposed Cornwall Council, Churchtown Nature Reserve and Rugby and Football pitch approved locations for the installation of signage;
4. To appoint Company C for the provisions of signs at a cost of £550.00+vat allocated to budget code 6511 Tourism and Signage;
5. To provide delegated authority to the Administration Officer to confirm suitable dates and timescales liaising with the local schools, youth organisation's and the competition judging panel;

The competition ran from Tuesday 1st November 2022 to 30th November 2022 extended to 5th January 2023.

Due to the competition running close to the festive period and holidays it was approved by the judging panel to extend the deadline date to allow additional time for applications to be received in the New Year and potential for further opportunities of entries to be created during the festive holidays.

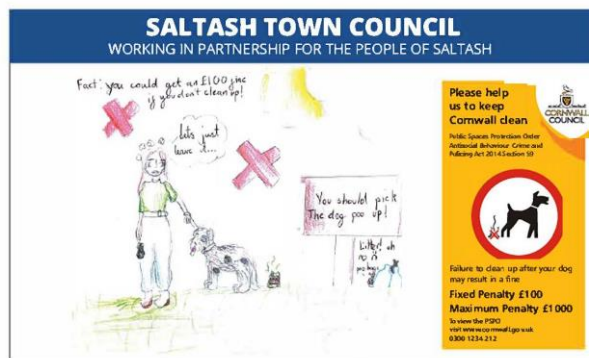
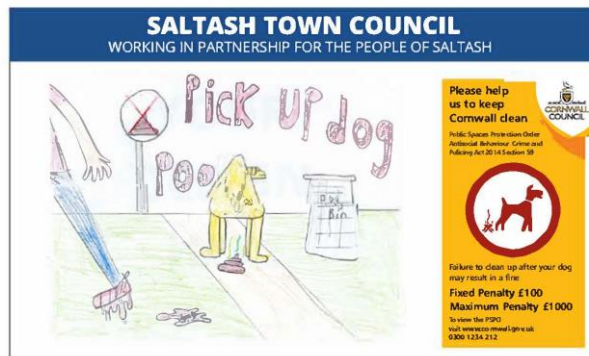
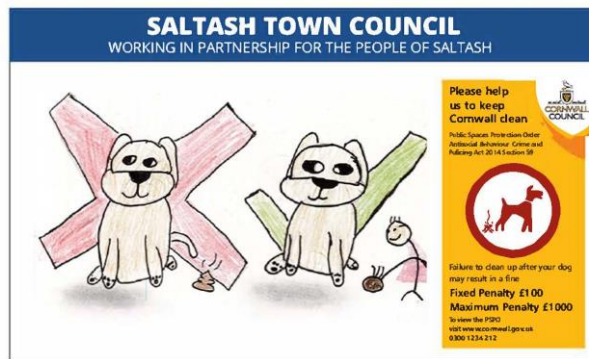
Advertisements went out to all primary schools, youth organisations and groups with the Mayor being invited to interview by BBC Radio Cornwall, with all Town Council advertising streams utilised - Social media, website, email banners, press releases and notice boards.

The Town Council were pleased to receive over fifty qualifying applications and the judging panel consisting of the Mayor and Mayoress, Cllr Peggs and P Samuels – Chair and Vice Chair of Services, Cllr Bullock Saltash Team for Youth and S Brown Senior Environmental Protection Officer for Cornwall Council met on Wednesday 11th January 2023 to select three winners.

Figure 1 - Competition Entries



Figure 2 - Three Winners



All entries received were from the same age group of 9-13.

Three winners were chosen and by chance each winner was from a different primary school.

The Service Delivery Team installed all the signs at 21 locations with the Town Council's portfolios in progress to be updated to reflect the newly installed assets in location.

The Deputy Mayor Councillor Julia Peggs and Councillor Rachel Bullock representative of Saltash Team for Youth met with the winners on site and awarded the winners with their very own sign.

Fantastic feedback has been received from various sources, below are some examples:

Thank you for the attached letter of thanks that I will share with the staff and children involved.

At Brunel we value the Saltash community and try to show this by supporting community events. We look forward to seeing Ben's design used on signs around the town.

Kind regards,

Headteacher
Brunel Primary and Nursery Academy

The signs look great, very creative!

Many thanks

Stuart
East Cornwall Reserve Officer
Cornwall Wildlife Trust

Both the Cornish Times and Saltash Voice provided further publications which assisted in raising awareness of the Town Councils competition and successful entries:

Dog fouling competition

FOLLOWING residents' concerns on the issues of dog fouling Saltash Town Council consulted on areas in the town that were deemed problematic. After running a community 'Have Your Say' survey, four areas were reported to be troublesome for repeat offenders not collecting their dog waste.

These areas included Chapel Field, Cinder Paths by local primary schools, Churchtown Reserve and rugby and football pitches.

The town council provided information to the community by publishing free educational material through social media and noticeboards in areas that are cause for concern and worked in partnership with a variety of land owners to secure permissions to install signage, to encourage and remind owners to collect their dog waste.

A competition was launched with three age groups and schools and local children were encouraged to submit designs to be made into signage.

There were some fantastic designs received and choosing three winners proved difficult for the judging panel which consisted of the Mayor Councillor Richard Bickford and Mayoress Sarah Bickford, Deputy Mayor Councillor Julia Peggs, Councillor Pete Samuels Vice Chairman of the Services Committee, Councillor Rachel

Bullock Member of the Saltash Team for Youth Working Group and Cornwall Council Senior Environmental Protection Officer, Sarah-Jane Brown.

A spokesperson said: "A huge well done to Amelia Ayley from Bishop Cornish CEVA Primary School, Lily-Mai Richardson from Saltash Community School and Ben Sleep from Brunel Primary School who designs were chosen to be made into signage."

The winners met with the Deputy Mayor Councillor Julia Peggs at one of the installed sign locations and were awarded their very own sign and congratulated on their artistic qualities.

A spokesperson continued: "Thank you to all the land owners who provided the Town Council with permissions to erect signs within the community of Saltash. These included Cornwall Council, Cornwall Wildlife Trust, Anthony House and Saltash Rugby Football Club."

Residents can report dog fouling offences to Cornwall Council via the following link: www.cornwall.gov.uk/environment/animal-welfare-and-enforcement/dog-fouling/ Or download the fantastic free mobile application 'Pooper Snooper' which encourages dog owners and wider communities to take responsibility for tackling dog fouling in their local areas.



MR and Mrs Ayley, Amelia Ayley of Bishop Cornish CEVA Primary School, Ms Emma Simmons (teacher), Lily-Mai Richardson of Saltash Community School with mother Mrs L Richardson



LILY-MAI Richardson, from Saltash Community School, was one of the competition winners



DEPUTY mayor Julia Peggs bags it and bins it

Artistic children send out dog poo message

WARREN WILKINS
warren.wilkins@
voicenewspapers.co.uk

SCHOOLCHILDREN are helping to send out the message that dog fouling is not acceptable.

Amelia Ayley, Lily-Mai Richardson and Ben Sleep have seen their winning designs in a Saltash Town Council poster competition turned into signage to encourage and remind owners to pick up dog mess.

The signage has been erected around the town after the council staged a survey to discover which locations were troubled by repeat offenders not picking up.

Amelia, from Bishop Cornish Primary School, Lily-Mai, from Saltash Community School, and Ben, from Brunel Primary School, met with Deputy Mayor Julia Peggs at one of the locations and were congratulated on their artistic qualities.

A spokesman said: "There

were some fantastic designs received and choosing three winners proved difficult for the judging panel which consisted of Mayor Richard Bickford, Mayoress Sarah Bickford, Deputy Mayor Julia Peggs, vice-chairman of the services committee Councillor Pete Samuels, youth working group member Councillor Rachel Bullock and Cornwall Council senior environmental protection officer Sarah-Jane Brown. A huge well done to Amelia, Lily-Mai and Ben

whose designs were chosen to be made into signage.

"Thanks go to all the landowners who provided the town council with permission to erect signs, including Cornwall Council, Cornwall Wildlife Trust and Saltash Rugby Football Club.

"Don't forget you can dispose of bagged dog waste in any dog bin, litter bin or general domestic bin. Keep our environment safe and clear for all to enjoy."

The council has also pub-

lished educational material through social media and on noticeboards in areas that are a cause for concern.

Meanwhile, the free 'Pooper Snooper' mobile app encourages dog owners and the wider community to take responsibility for tackling dog fouling.

• Residents can report dog fouling offences to Cornwall Council via www.cornwall.gov.uk/environment/animal-welfare-and-enforcement/dog-fouling/



AMELIA Ayley, from Bishop Cornish Primary School, and Ben Sleep, from Brunel Primary School, produced winning designs in the competition. Pictures: Saltash Town Council



Following a review of the competition the Administration Department learnt many valuable lessons. Lessons learnt included further liaising with local schools and organisations in person to explain the project / competition which would assist with participation, longer deadline dates to allow for sufficient entries and further targeted advertisement and development of internal communications to offer further streamlined completion.

After a site visit of the Environmental Visual Audit group and Cornwall Highways Network Manager the following permitted sign had to be removed due to health and safety concerns raised. After review of this agreed location, it was deemed there was no further suitable options so the sign has been removed.

Therefore, the Administration Department would like Members to advise which location, subject to permissions if required, would be preferable for the relocation of the final sign:

1. Isambard House – Car Park;
2. Elwell Woods;
3. Land on North Road – Open space adjacent to bus stop.

End of report

Administration Officer

To receive a report on litter in Saltash and consider any actions and associated expenditure

Overview

Essa Ward Members recently received an email from a member of the public regarding litter outside the fire station, brought about mainly by its proximity to the shops on Callington Road.

There are bins outside the shops but from the report it would seem people are walking away from the shop area and discarding their rubbish outside the Fire Station.

The resident approached Cornwall Council about them providing a bin to alleviate the issue but was told there isn't the finances available, and to contact the Town Council to see if they could assist.

Below is a picture of the amount of rubbish the member of the public collected in 1.5hrs.



Below is a picture of the amount of rubbish after 7 days. This is only in that one area, 35m from a bin.



Further to this, Cornwall Council were contacted so that we could understand their role and responsibilities regarding litter in the town.

CC highly recommend this route for anything that comes to STC from the public when it's a Cornwall Council issue - this is the best method for any issues or complaints to be reported to Cornwall Council.

Rubbish collections, recycling collections, street cleaning and public open space cleaning are provided by Biffa. Below are the cleaning details received from Cornwall Council based on how the town is zoned:

Callington Road, Saltash is classed as a **Zone 2** location, therefore, all Zone 2 locations are swept on a **four weekly schedule** as stated in this Contract, however if any location is below **Grade B** as stated in the 'Code of Practice on Litter and Refuse' (extract below) between the scheduled 4 weekly cleanse this can be reported by calling 0300 1234 141 or by e-mailing refuseandrecycling@cornwall.gov.uk the reported location would be cleansed within the 'response times' as set out below.

Grade A: No litter or refuse

Grade B: Predominately free of litter and refuse apart from some small items

Grade C: Widespread distribution of litter and/or refuse with some minor accumulations

Grade D: Heavily affected by litter and/or refuse with significant accumulations

<u>ZONE</u>	<u>CLEANSING FREQUENCY</u>	<u>RESPONSE TIME</u>
Zone 1	Daily	½ day
Zone 2	6/8 weeks	24 hours
Zone 3	6 monthly	14 days

With regards to the provision of additional bins Cornwall Council are not in a position to provide additional bins due to budgetary constraints. There is **not** a statutory duty for Councils to provide litter bins, however **there is a bin directly opposite the fire station and a total of 6 bins along Callington Road, one of these bins being sited last August.**

In relation to cleansing within the actual grounds of the Fire Station this would not be land that is included in this Contract, therefore the responsibility of Cornwall Fire Brigade, however Biffa are responsible for rubbish collections, recycling collections, street and public open space cleaning which would include the pavement directly outside of the fire station.

Regarding Callington Road - if standards fall below grade B between the scheduled cleanse this can be reported and as this location is in a Zone 2 area it will be completed within 24 hours. Just to confirm that this only applied to CC land.

There is more useful information here:

<https://www.cornwall.gov.uk/environment/environmental-protection/environmental-crime/>

Volunteer Service in Saltash

1. Saltash Environmental Action Group (SEA):

There is currently a Litter Ranger Service that is provided by SEA. The Service is available for adults to sign up to a particular street or green area.

SEA promote the Service at every opportunity i.e. May Fair.

SEA offer a long-term loan of a grabber, hoop and hi viz jacket.

Further information can be obtained via the SEA website including how to sign up, and areas that have already been adopted www.seasaltash.org.uk/saltash-litter-rangers/

Summary

I am sure we would all agree there are littering problems in many places, not just Saltash.

Members are asked to be mindful to not only support one area in Saltash when there are many areas tackling litter problems.

The Service Delivery Team litter pick the areas the Town Council is responsible for, but nothing wider than that due to capacity and current service commitments.

Suggested Options

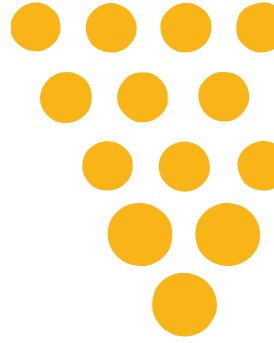
1. Look to work in partnership with Cornwall Council to widen the remit to litter picking (similar to the dog fouling work), we would need to ascertain if they have the capacity to do so;
2. Review and consider Cornwall Councils – supporting your community address low level crime (tackling litter, dog fouling and dogs on restricted beaches) – **agenda item 12**;
3. It is highly recommended to encourage everyone to report rubbish, recycling and waste via Cornwall Council's 'report something' link www.cornwall.gov.uk/report-something/

The recommended option is number 3.

**End of report
Town Clerk**

Public Protection

Supporting your community address low level crime



Tackling littering, dog fouling and dogs on restricted beaches

Are there problems with dog fouling or littering in parts of your town or parish?

Do dog owners ignore seasonal restrictions on beaches or let their dogs run loose in areas where they must be on leads?

It is a criminal offence to breach a Public Spaces Protection Order ([PSPOs dog related](#)) or to drop litter in a public place.

Cornwall Council is offering a couple of options to assist local councils address these issues.

Option 1 – Authorised officers

Available to Town and Parish Council staff only (not Councillors or community groups)

Become an authorised officer to undertake patrols and have the ability to issue Fixed Penalty Notices (FPNs) to any offenders

Option 2 – Education approach

Suitable for employees, local community groups or volunteers

Understand the legislation and what constitutes an offence in order to engage with and educate the community

If offences are witnessed, understand the evidence needed and where appropriate forward the information to Cornwall Council for issue of FPN / warning letters

Ideal for a more low-key approach

For any public areas in the Town or Parish that need cleaning reports can be made via the Cornwall Council website

<https://www.cornwall.gov.uk/rubbish-recycling-and-waste/street-cleaning/>

Contact us

Email: publicprotection@cornwall.gov.uk

Call **0300 1234 212 (opt 2)**

If you would like this information in another format please contact:

Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY

Email: equality@cornwall.gov.uk Telephone: **0300 1234 100**

The Offer

Option 1

Authorise Local Council employee to issue FPNs

An employee of the parish council can be authorised to issue Fixed Penalty Notices. As part of this option, they will receive

- Fixed Penalty Notice training
- Opportunity to undertake a joint patrol in the area with an experienced enforcement officer
- Authorisation documents
- Written guide for issuing of notices
- Local Council keeps 50% of any FPN's paid
- Ongoing support available from Cornwall Council
- Cornwall Council will undertake all admin, follow up of notices and undertake prosecution (where appropriate) for unpaid fines.

Cost £120

(£100 per person if multiple from same Town or Parish Council)

Option 2

Train staff, volunteers, councillors or community interest groups

Engagement, encouragement and education can be very important within local communities.

For this option we offer a training session, report card and ongoing support.

- Training on what is an offence and the potential penalties
- Advice on communication skills
- Evidence gathering and what information is needed for a FPN to be issued
- Report card for any reports to be escalated to Cornwall Council
- Evidence from informal patrols will be used to target Council resources for formal patrols if evidence of persistent offending

Cost £40

(£30 per person if multiple from same organisation)

Training Dates

Fixed Penalty Notice training (Option 1) – 15th March (9.30-12)

Community awareness and report training (Option 2) – 21st March (14.00-15.30)

Further dates to be added

To book or express an interest in further dates please contact

publicprotection@cornwall.gov.uk or call 0300 1234 212 (opt 2)

To receive a report from Cornwall Council on low level crime initiatives and consider any actions and associated expenditure.

The below correspondence has been received relating to the potential of future courses from Cornwall Council. There is currently one future course planned being the 25th April 2023.

Good Morning

We can arrange courses to suit, if we have interest. Please contact us once the decision is approved and we can advise of arranged dates or arrange something.

Kind Regards

Technical Support (Community, Environmental Protection & Licensing Unit)

Cornwall Council | Communities & Public Protection

Tel: 0300 1234 212 option 2 | 'Onen hag oll'

End of Report

Assistant Town Clerk

To Receive and note a report from the Service Delivery Department and consider any actions and associated expenditure

Since our last meeting on Thursday 9th February, 2023, Spring has arrived, bringing the occasional dry sunny day, but mainly wind and rain. Once again it has been a busy 3 months.:

Service Delivery Team

I am pleased to announce we have a new member joining our team next month on the 9th May, this will bring our Service delivery General Assistant head count back up to five, in readiness for what I am sure will be a busy grounds and site maintenance season..

Autumn/Winter Bedding

The winter bedding that was planted back in November continue to bloom and give Fore Street borders throughout the Town some welcome Spring colour. The plants and borders have been regularly maintained throughout the last few months; works completed include removal of weeds and dead heading of all the plants to ensure prolonged life and colour. The winter bedding is due to be lifted in week commencing 24th April, the planters and borders will then be prepared for our spring/summer planting.

Spring/Summer Bedding.- Hanging Baskets, Planters and Borders

The spring/summer bedding display will be commencing with the installation of our hanging baskets throughout Fore Street and Waterside; they will be installed at the end of week commencing 24th April.

Planters and borders will be planted in week commencing 1st May, prior to the Coronation and the Mayfair weekend of the 6th and 7th May; the planting colour scheme will be red, white and blue to coincide with the Coronation.

Trees and Tree Surgery works

Our annual Tree Survey has now been completed, the survey identified a small number of trees that require attention. Quotes are now being sought to carry out the schedule of works that are required.

These works include the felling and removal of some Ash Trees that have been seriously effected by Ash die back disease in Ellwell Woods, Pilmere, St. Stephens Churchyard and Churchtown Allotments. The plan is to get these works completed within the next four to six weeks.

The Ash Tree in St, Stephens Churchyard, at the Farm Lane entrance that had created a trip hazard due to its root growth under and through the path was identified to be suffering from advanced Ash die back disease and presented a serious hazard due to its proximity to the internal path and Farm Lane pedestrian and vehicle thoroughfare. It was therefore agreed and authorised by the Joint Burial Committee to address this issue by cutting down and removing the tree; these works have now been completed.



Broken tree outside the Brunel – Cormac will be undertaking the works to remove the broken tree outside the Brunel in Fore Street, this will include the removal of the underground anchor for its roots. They will then be planting a light standard Ginkgo tree, gifted by Cornwall Council, this tree will once again be secured with an underground anchor and protected with a weldmesh cage; timings are yet to be confirmed.

Grass Cutting & Grounds Maintenance Works

Our winter works on pathways, their edges and the removal of moss and overgrowth have been completed; reformative works have also been carried out completed on the shrub beds and borders at the following sites, Huntley Gardens, Silver Street, The Station, North Road, Brunel Statue and Brunel Bust, outside Merkur Slots and Bridge Slip Road, the schedule of works also included digging borders over and the removal of weeds.

Periods of heavy rain throughout the last few months have made it difficult at times to carry out grass cutting at our sites, despite this grass cutting operations have been carried out and completed at Churchtown Cemetery, St. Stephens Churchyard, the Memorial Peace Garden, North Road, the Cornish Cross, many sites around Pilmere, Trematon Pound, our three roundabouts at Liskeard Road, Pilmere and the A388 by Waitrose and our three park sites Ashton Way, Grassmere and Honeysuckle.

The weather in recent weeks has much improved with long sunny days promoting and encouraging vigorous Spring growth, which will require sites to be cut every two to three weeks.

Land Management Program and Grass Cutting Agreements.

The agreements for the 2023/2024 season have now been received from Cornwall Council; the schedule of works is currently being reviewed and sites will be visited over coming weeks to assess the scope of works required and carry out site specific site risk assessments before any works are scheduled or commenced.

Statutory Site Inspections

Weekly inspections continue on all premises including fire and security systems, emergency lighting and legionella checks. Vehicles and equipment are inspected weekly with daily pre-start checks. During the checks any issues arising are identified and included in the SDD work programs, prioritising emergency and Health and Safety issues first. Play area equipment is inspected weekly, we also have our annual ROSPA audit inspection in week commencing 24th April.

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

Vehicles

All annual servicing and Ministry of Transport checks for all vehicles have been completed.

Work is progressing on the Fleet report requested at the last Services meeting, reference minute number 110/22/23. A full review and assessment is being carried out on the condition and life expectancy of our current three vehicles and associated maintenance, running and fuel costs. Departmental requirements will be reviewed and current vehicles assessed for suitability of demand and sustainability, to this end a review of hybrid/electric vehicle options will be included within the the report and a cost benefit analysis and comparison carried out.

Plant and Equipment

Planned maintenance and servicing has been carried out on all grounds maintenance equipment as required.

The final plant and equipment asset list has now been reviewed and checked by specialist trade suppliers, please see attached report.

Property Maintenance and Improvements

Maintenance and repairs of the STC buildings is ongoing, with various light fittings, electrical switches and emergency iluminaires lights being replaced as required. The main external door locks at the Maurice Huggins room have been changed to thumb turn euro cylinders to meet Fire Regulation. The main external sliding doors at the library have been maintained and cleaned to resolve recent closing issues. Guildhall reception office storage refurbishment has been completed, with new storage wall units and a bespoke base unit for storage optimisation.

Isambard House

A number of site improvements have been completed, the new notice board, as per minute 31/22/23 has now been installed.

The Railcam Webcams on the north east facing wall, as per minute 35/22/23 is also progressing, we now have a confirmed date for installation of Wednesday 26th April, this will allow the visit of the Duchy Royal Flying Scotsman to be viewed on Railcam.

Two new parking signs have been installed within the car park to address unauthorised parking .

Damage on some internal walls within the main hall and the kitchen have been repaired and painted.

The frame of the heritage “Saltash” station sign has been replaced in readiness for hanging within the main hall above the internal door entrance to the waiting room/café. The sign will be installed in week commencing 24th April.

New storage shelves have been built in the internal storeroom to facilitate and address work place organisation in the building..

Quotes are being sought for the car park surfacing and new barrier installation and a new kitchen unit with sink to be fitted in the agreed location within the main hall.

Allotments

All allotments at Churchtown, Grenfell and Fairmead are in full occupation, all invoices for the 2023/2024 year have been issued and all allotment holders have been informed of the new charges for 2024/2025.

At Churchtown allotments the issue with the dividing hedge/area that was raised at the last Services meeting is yet to be resolved. The area that runs down the middle of the allotment site will be addressed within the next few weeks.

At the Grenfell site a scope of works is being drawn up, the external fencing around the allotment in some areas is in need of repair or replacement, these works will be costed up and presented accordingly.

Hedges and pathways at all sites have been cut back and cleared within the last month.

Pontoon

The Pontoon is in good order, all berth holders have been issued their fees for this year, 2023/2024. We currently have one berth vacant, this has been offered to person at the top of the waiting list, we await confirmation that they wish to take up the offer of the berth, they are given 7 days to accept or decline the offer.

Trusted Boater Scheme – annual membership renewals and fee collections are well underway for this year, with close to twenty renewals already processed; I am sure this number will continue to increase over coming weeks.

Memorial Peace Garden

STC have obtained permission from Cornwall Council to install a Hawthorn Tree in the garden as agreed at the Services meeting held on the 15th September, 2022. The installation will be to the left of the Pebble Memorial. Due to the lateness in season to plant a tree (October – April), it has been decided to hold off planting until Autumn; therefore these works will be added to the SDD Autumn schedule of works.

Churchtown Cemetery

Grass cutting operations and maintenance of shrub borders and hedges is ongoing, we have already completed a number of cuts. The planted shrub borders at the entrance to the cemetery have been cleaned, weeded and the shrubs pruned back.

As agreed and authorized by the Burial Authority Committee, a granite stone sign identifying the Memorial Rose Garden has been procured and will be installed in week commencing 15th May.

St. Stephens Cemetery

Grass cutting operations have commenced in the open areas of the Churchyard, we have scheduled our first cut of the closed area at the front of the Church for week commencing 24th April. Pathways have been cleared and re-edged, all shrubs have been cut back and pruned as required.

Fallen Wall – the schedule of works to re-install and repair the wall that had collapsed and fallen into a residents neighbouring garden has now been completed. The works to make good the residents garden that was damaged in the collapse is scheduled to be completed on Friday, 21st April.



Pathway health and safety issue – The tree at the Farm Lane entrance to the Churchyard, that had Ash die back and had caused the pathway to raise in areas causing a significant trip hazard, has now been removed.

The schedule of works to repair and make good the pathway was completed in week commencing 17th April.



Fore Street Border tops and edges

The schedule of works to replace all the hardwood planter tops have now been completed. As advised Spring/Summer planting of bedding plants will take place in week commencing 1st May.



Town Clock

A specialist clock contractor has inspected the town clock and recommended the internal workings and mechanism of the clock need to be replaced at a considerable cost.

Due to the significant cost of replacing and updating the internal mechanisms, two other contractors have been approached and quotes requested for servicing and repairing the clock. These visits are due to take place this month. I will review and circulate all schedules of work and costings when all surveys have been completed and quotations have been received.

Town Speakers

As per minute number 117/22/23 from our last Services Meeting, the inconsistency of sound levels are due to be investigated along Fore Street. Each individual loudspeaker will be set up and aligned to produce the optimum level of sound and the sound system adjusted to ensure sound levels throughout Fore Street are suitable and meet health and safety regulations.

These works are scheduled to be carried out and completed this month on the 26th April, when we have a cherry picker on site to put up the towns bunting.

Risk Assessments

All Risk Assessments are in place and signed off by our appointed Health & Safety contractor.

Fire Risk Assessments

All Fire Risk Assessments are in place and signed off by our appointed Health & Safety contractor

Lone Working Devices

Lone working devices continue to be used in conjunction with mobile phone devices that all Service Delivery Team members are equipped with.

Key Holding Services

Our out of hours call out management contractor has been in place now for all of this year, since the 1st January, we have only had one call incident, this was a false alarm caused by a power cut at the Guildhall.

Storage

The Work place organisation project to address site storage solutions on all sites is progressing, the works to build storage shelves in the internal store room at Isambard House has delivered additional storage capacity and is now being utilised.

Further review of the Town Council listed items not in constant use is ongoing and will be complete by the end of May.

Pursuant to Services held on 09.02.2023 minute nr. 112/22/23, I enclose below the response received from Cornwall Council Parking Operations Manager

Thank you for your email and I am sorry for the delay in replying. Any change to the use of a car park or part of a car park for more than 28 days will require planning permission. We would also need to be compensated for the loss of income from the spaces used, and any reduction of spaces should not significantly impact the availability of parking in the town.

To work out the loss of income, we would look at the total income for the car park in previous years for the dates concerned, and then work out the proportion of this based on the number of spaces used. For example if you were using 10% of the spaces, the charge would be 10% of the income for the relevant dates. For information, the income year to date (April 2022 to Feb 2023) is just over £24k, and there are 64 spaces in the car park.

Please note however that the way we charge is currently being reviewed so this may change in future.

It is the change in use rather than the amount of space used that is considered for planning so even 1 space would still need planning permission.

Signage

The schedule of works to review, update and replace as required all STC signage throughout all buildings and sites is ongoing, new signs have already been installed at the Pontoon and Isambard house Car Park, all of our public toilets will be fitted with new site signs in week commencing 24th April.

It is planned that the signage review schedule of works required at all buildings and sites will be completed by the middle of June.

SDD completed the task of installing all the Dog Fouling Prevention signs throughout the town in the last month.

Access Control – Fire Alarm Interface

The access control system at the Guildhall has now been fully intergrated with the fire alarm system in accordance with Fire Regulations.

Bunting and Flags.

New bunting has been procured for this year, it will be put up on the 26th April, when we have a cherry picker on site.

The Fore Street flag pole holders will also be inspected and maintained as required on this day and flags installed for the Coronation and May Fair Festivities.

Public Toilets

The opening times of our public toilets at Longstone Park, Belle Vue Car Park, Alexandra Square Car Park and the Waterside changed on the 1st April, to spring /summer opening times, which are 08:30 to 19:00.

Sharps Incidents

The good news continues with reference to Sharps Incidents we have had to deal with, there have been no incidents in the last 6 months, the last incident was at the end of September 2022.

Vandalism / Anti Social Behaviour Incidents

Previous minutes - Services Minutes held 9th February 2023

110/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

Vandalism

Due to the recent incident of theft at Isambard House Members expressed concern for Town Council Properties.

Members asked the SDM to look into appropriate localised CCTV, that records Town Council assets, to protect against theft incidents such as the recent incident at Isambard House. Reporting to a future services meeting.

It was **RESOLVED** to note.

In recent months we have unfortunately seen a significant increase in incidents of vandalism and anti-social behavior in and around our toilet sites.

Please see the attached incident log.

End of report

Service Delivery Manager

SERVICE DELIVERY VANDALISM/ANTI SOCIAL BEHAVIOUR INCIDENT LOG 2023

Page 90

DATE OF INCIDENT	SITE/LOCATION	DESCRIPTION OF DAMAGE	CORRECTIVE ACTIONS	REPAIR COSTS OF MATERIALS	NO OF SDGA HOURS
13-16/01/2023	Isambard House	Theft of brass door handles	Purchase new door handles and fit them to the doors, make good and paint the doors.	£206.83	Ongoing
02/02/2023	Alexandra Square Toilets	Damage to internal door & door furniture, nappy bin and sanitary bin	Replace door and door furniture, paint as required	£119.66	6 hours
09/02/2023	Waterside Toilets	Damage to internal door and door frame to mens cubicle	Repair door and door frame.	N/A	4 hours
28/02/2023	Brunel Statue	Top hat broken off from main part of statue	Statue wrapped to prevent further damage, hat repaired by Rotary.	N/A	1 hour
03/04/2024	Longstone Toilets	Graffiti on internal walls and cubicle	Walls cleaned, all graffiti removed.	N/A	2 hours
04/04/2023	Belle Vue toilets	Soap dispenser and toilet roll holder damaged and ripped off brackets on wall	Toilet Roll holder and soap dispenser replaced.	£71.86	1 hour
05/04/2023	Waterside Toilets	Human faeces on ground of entrance to ladies toilet.	Area deep cleaned.	N/A	1 hour
06/04/2023	Belle Vue Toilets	Human faeces spread on internal walls of main toilet in all areas	Area deep cleaned.	N/A	2 hours
12/04/2023	Grassmere Way Play Park	Graffiti vandalism on internal side of fence	Graffiti to be cleaned off fence.	TBC	Ongoing
12/04/2023	Fore Street outside Codfathers	Hand sanitisation unit on street pillar vandalised	Damaged unit removed, new unit to be installed.	N/A	1 hour
20/04/2023	Longstone Toilets	Graffiti on external wall (adjacent to mens block)	Graffiti to be cleaned off and wall repainted.	TBC	Ongoing

Grounds Maintenance Plant and Equipment Assessment Review

As part of the review, two specialist grounds equipment specialists reviewed all the relevant equipment and assets with SDGA and SD management input, they then reported back with their professional findings on suitability, condition and life expectancy.

Please see attached sheet 1, items highlighted in red are all items that have come and are coming to the end of their operational usage and need to be replaced and updated.

On site demonstrations were given by suppliers of proposed equipment models and specifications, the SDGA's were able to use the equipment and their feedback was taken into account when preferred options were chosen.

Taking into account the findings of the reviews and the grounds maintenance schedules of works it is advised that we need to procure the following items of equipment:

- 2 x Brush cutters/Strimmer's
- 1 x Hand held Blower
- 1 x Back pack Blower
- 3 x Pedestrian Mowers
- 1 x Stand On/ Ride on Cemetery Mower
- 1 x Trailer (to replace the one we have that is too big)

Please see attached sheet 2 for specifications and models recommended.

In summary the total spend with recommended models would be £14,775, less part exchange values offered of £3,600, this would leave a total of **£11,275**.

Additional items that cannot be part exchanged, will need to be sold, process and procedure to be advised.

Budget Code : 6578 EMF Equipment & Vehicles (Capital Works)

Budget availability 2023-2024: £24,249

End of Report
Service Delivery Manager.

MAIN GROUNDS OPERATIONAL ASSETS

Sheet 1

MAKE	MODEL	DESCRIPTION	CONDITION	MACHINE USAGE	EST. LIFE EXPECTANCY	PART EX	Part Ex Value
Hand Held Equipment							
Stihl	F591	Bike Handle Brushcutter/Strimmer	Tired	Daily	6 months	NO	N/A
Stihl	F591	Bike Handle Brushcutter/Strimmer	Tired	Daily	6 months	NO	N/A
Stihl	F591	Bike Handle Brushcutter/Strimmer	Tired	Daily	6 months	NO	N/A
Stihl	F5460	Large Bike Handle Brushcutter/Strimmer	Good	Weekly	12-24 months	N/A	N/A
Stihl	F5460	Large Bike Handle Brushcutter/Strimmer	Good	Weekly	12-24 months	N/A	N/A
Stihl	FR460TC	Back Pack Power unit with strimmer and brush attachments	Good	Qtrly	Yearly.	YES	£200
Stihl	BG86	Handheld Blower	Tired	Daily	6 months	YES	£30
Stihl	BG86	Handheld Blower	Tired	Daily	6 months	YES	£30
Stihl	BR350	Backpack Blower	Good	Daily	18-24 months	N/A	N/A
Stihl	HS56C	Handheld Hedge Trimmer	Good	Qtrly	18-24 months	N/A	N/A
Stihl	HS56C	Handheld Hedge Trimmer	Good	Qtrly	18-24 months	N/A	N/A
Stihl	KM94	Split Shaft Power Hedge Trimmer Attachment	Good	Qtrly	18-24 months	N/A	N/A
Stihl	KM94	Split Shaft Power Hedge Trimmer Attachment	Good	Qtrly	18-24 months	N/A	N/A
Stihl	HT133	Telescopic Pole Pruner	Good	Qtrly	18-24 months	N/A	N/A
Ride on Mowers							
Kubota	F3890	Kubota Power Unit with Trimax FX155 Flail	Good	Weekly	36 month	N/A	N/A
Westwood	V25-50HE	Lawn Tractor with 50" Read Exchange Deck	B/Down	Weekly	Obsolete	YES	£500
Wright	Stander	Stand on Mower with 48" Deck	B/Down	Weekly	Obsolete	YES	£200
Pedestrian Mowers							
Kersten	UBS HYDRO	Power Unit with Zanon Flail and sweeper	Good	Weekly	36-48 months	N/A	N/A
Viking	M8655G	4 Wheel Mower with collection	B/Down	Daily	Obsolete	YES	£10
Viking	M8655G	4 Wheel Mower with collection	B/Down	Daily	Obsolete	YES	£10
Stihl	RM655	4 wheel Lawn Mower with Roller	Good	Daily	NOT USABLE	YES	£500
Stihl		Small 4 Wheel Lawn Mower	B/Down	Daily	NOT USABLE	YES	£100
Equipment Surplus to Operational Requirements.							
Record		Band saw	Tired	Never	N/A	NO	TBC
Record		Table Planer	Tired	Never	N/A	NO	TBC
Record		Table Saw	Tired	Never	N/A	NO	TBC
Record		Duct Collector	Tired	Never	N/A	NO	TBC
Titan		Hedge Cutter	Tired	Never	N/A	NO	TBC
Mountfield		Leaf Blower	Tired	Never	N/A	NO	TBC
DR		TR4 Wheeled Trimmer	B/Down	Never	N/A	YES	£20
Boom		Boom Sprayer Unit for RTV	Good	Never	N/A	TBC	TBC
Brian James		Cargo Shifter Trailer	Good	Never	N/A	YES	£2,000
						TOTAL	£3,600

GROUNDS MAINTENANCE NEW EQUIPMENT REQUIREMENTS/PROPOSAL

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MACHINE TYPE	QTY REQ.	OPTION 1	PRICE	OPTION 2	PRICE	OPTION 3	PRICE	COST
Brushcutter/Strimmer	2	HUSQVARNA 525 RXT	£410	ECHO 5RM2621 TESU	£399	STIHL F591	£425	£850
Handheld Blower	1	HUSQVARNA 525 BX	£360	ECHO P82620	£215	STIHL BG86	£254	£254
Backpack Blower	1	HUSQVARNA 360 BT	£595	ECHO P8B2620	£399	STIHL BR350	£340	£340
Pedestrian Mower	3	GRIN MOWER PM46A	£1,310	TORO Proline PR053TC	£1,450	Cramer CR82LM61SX Electric	£1,125	£3,930
Cemetery Mower	1	Toro Granstand 36" Stand on Mower	£9,950	Wright Sport Stander 36" Stand on Mower	£7,600	N/A	N/A	£7,601
Trailer	1	Used Ifor Williams P8e Trailer	£1,800	N/A	N/A	N/A	N/A	£1,800

TOTAL £14,775

Less Part Exchange Value **£3,600**

TOTAL OVERALL SPEND £11,175

Preferred Option

All costs exclude Value added tax

To Receive and Consider a Christmas and Festive Lights Report and Any Associated Expenditure

Previous minutes - Services Minutes held 9th February 2023

110/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

Christmas and Festive Lights

Members discussed the life span of the River of Lights and asked the SDM to further investigate the condition of the catenary wires.

Members requested the SDM provide a report, with costings for Members consideration, at the next Services Committee meeting for additional festive lighting options.

Update:

Our Christmas light decorations were inspected by our Christmas Decorations contractor, their findings were as follows:

Cross Street Christmas Motifs x 3

Fair condition for their age, but they are coming to the end of their life, it is recommended they are replaced after 1 to 2 more years of use.

Christmas Lamppost Motifs x 10

Once again, fair condition for their age, but as above it is recommended they are replaced after 1 to 2 more years of use.

Christmas Snowfall lighting into trees, Bottom of Fore Street

As above fair condition, but it is recommended they are updated and replaced in 1 to 2 years.

Snowfall lighting into three trees in Fore Street.

As above fair condition, but it is recommended they are updated and replaced in 1 to 2 years.

Festoon Lighting

These lights are now over ten years old, we had some issues this year with light bulb housings not working despite being fitted with new bulbs last year. It is planned these fittings will be checked, cleaned and maintained on Wednesday, 26th April, when the bunting is being installed, post this inspection we will be able to confirm how many lights are not working and give an update on their condition and life expectancy.

Catenary Wires

Quotations are currently being sought for testing the weight load and tension testing for all STC catenary wires. This work will be scheduled for early June once quotations have been received.

**End of Report
Service Delivery Manager.**

**Service Delivery Manager report update reference Service Delivery Vehicle
Fleet Report.**

Previous minutes - Services Minutes held 9th February 2023

**110/22/23 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY
DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE**

Vehicles

Members expressed concern for the condition of vehicle SD1. The SDM responded that vehicle SD1 had recently passed its MOT.

The SDM made Members aware a fleet report is to be provided with detailed cost options including recommendations for solutions at a future Services Committee meeting.

Update:

Work is progressing on the Full Fleet report requested at the last Services meeting, reference minute number 110/22/23.

A full review and assessment is being carried out on the condition and life expectancy of our current three vehicles and associated maintenance, running and fuel costs.

All annual servicing and Ministry of Transport checks for all vehicles have been completed: all vehicles are now serviced and MOT'd up until the end of this year and early 2024.

Departmental requirements are being reviewed and current vehicles assessed for suitability of demand and sustainability, to this end a review of hybrid/electric vehicle options will be included within the full fleet report and a cost benefit analysis and comparison carried out.

End of report.

Service Delivery Manager

To receive a report on the progress of work on Town Council Play parks and consider any actions and associated expenditure

Previous minutes - Services Minutes held 9th February 2023

116/22/26 TO RECEIVE A REPORT ON THE TOWN COUNCIL PLAYPARKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

The SDM provided a verbal overview on the report received and circulated within the reports pack.

Members discussed the urgency to improve play areas within Saltash with some play areas not being fit for use due to location.

Members asked if the Town Council play areas could be assessed, and suitable proposals be received for further consideration at a future Services Committee meeting.

It was proposed by Councillor Peggs seconded by Councillor P Samuels and **RESOLVED** that the SDM obtains three quotes for new equipment and design of the Town Council playparks reporting back at a future Services meeting.

Update:

Three contractors have now visited site and surveyed and inspected in detail each park.

Two contractor reports and proposals have now been received, the third is due by Friday 12th May.

It is proposed the two reports received to date will be presented to members at the Services meeting on Thursday 27th April in order for members to review and assess progress.

ROSPA Annual Audit 2023

Our annual ROSPA audit will take place on 26th April, the schedule of works to repair and replace external and internal infrastructure will be reviewed, discussed and agreed as part of this audit.

Once the scope of works and the appropriate specifications have been agreed, quotations will be sought and presented to members for their consideration and approval.

Funding

Community Infrastructure Levy (CIL)

reference funding a press release was issued in early April by Cornwall Council in relation to the launch of the latest round of the Community Infrastructure Levy (CIL) fund; this fund is focussed on supporting children and young people.

The previous round supported projects including **play areas, play equipment**, skate parks, pre-schools and schools.

Below is a relevant extract from the CIL web page:

Round 3

The third CIL Fund round opened on Monday 3 April 2023. This allows

- *constituted community groups, including local councils, and*
- *not for profit organisations*

to bid for between £20,000 and £100,000.

The fund is available to support local infrastructure projects which help to either:

- *alleviate the impact of development on an area,*
- *or help development to come forward,*
- *and focus on supporting children and young people.*

Any eligible group or organisation that would like to apply for CIL funding, needs to submit an Expression of Interest form. This needs to be submitted before 5pm on Thursday 22 June 2023.

Projects that are considered suitable for CIL support, will then be invited to submit a full application. Groups and organisations will be given a further four months to develop this. Successful projects are expected to be announced in early 2024.

Anyone wishing to apply should:

- *read the [Expression of Interest guidance](#) document*
- *and complete the Expression of Interest form ([Expression of Interest - PDF version](#) or [Expression of Interest - word version](#)).*

The completed form should be sent cil@cornwall.gov.uk before 5pm on Thursday 22 June 2023. Any forms received after this deadline will not be accepted.

It is proposed to members that STC apply for the funding and submit an Expression of Interest form before 5pm on Thursday 22nd June 2023.

Budget Code: 6571 EMF Saltash Recreation Areas

Budget availability 2023-2024 : £59,500

End of report

Service Delivery Manager

Tree Saltash Report: Phase 1 2022/3

The idea behind Tree Saltash is to beautify the town. Although Saltash is surrounded by good woodlands and parks, some of the built-up housing areas and streets do look bare for lack of trees. Trees enhance the appearance of the place, and they filter air pollution and provide shelter from wind and sun, all the time also sequestering greenhouse gases. Where possible, we have planted unusual trees, as we think that Saltash residents deserve something a little different!

Tree Saltash is an initiative of the voluntary Saltash Tree Wardens and was supported by Saltash Town Council and Forest for Cornwall's 'Forest for My Place' initiative.

The inaugural planting event took place in National Tree Week, on Town Council land at the Library, on the initiative of the Library Manager, where a decorative crab apple was planted by the Mayor (30 Nov) with the assistance of the children of Brunel School.



For the main planting event on 6th December, volunteers planted 10 trees on various sites around Brooking Way, Buller Park, Carew Gardens and Oaklands Close. Then, patches of hedging were planted in Porter Way, and in Warraton Road either side of the entrance to Warraton Close.



On 10th December (in falling snow!) the Venture Scouts planted an avenue of five liquidambar trees in the playing field alongside Yellowtor Lane.



The Tree Saltash team also helped other planting events including the Royal British Legion's oak on Jubilee Green; and planting of trees and shrubs at the Roman Catholic Church Our Lady of the Angels.

From February 2023 onwards, more limited planting events were held as follows: Frobisher Drive, where another liquidambar replaced fallen trees, and hedging was planted to hide plain garage walls; at the top of Coombe Woods between Prowse rise and Spencer Gardens, where 3 birches and a scattering of smaller saplings; a circle of hawthorn saplings (funded by Saltash Bakery charity box) was set at the football field in Broad Walk, hoping to act as nursery protection for a standard tree to be planted in Autumn 2023; a third maple was added to Oaklands Green in response to a specific request by a resident; the hedgerow at Porter Way was extended; and right at the close of the planting season on 30th March the last remaining hawthorns were used to thicken up a hedge in Latchbrook Valley.

The Wardens have in mind some sites for the next planting season (November to March) and would welcome more suggestions.

Adrian White

Jo Allen

Derek Holley

SEA report to Services Committee April 2023

'Tree Saltash' Aftercare

The Tree Saltash team are committed to aftercare for the trees that were planted; the one thing we can't manage ourselves is delivering water to trees during periods without rain. We have the Wardens and volunteers who can do the actual watering, but water is heavy and we need to get it onto the various sites. We would appreciate the help of Service Delivery with their bowser, once weekly during dry periods.

The needy trees are situated around the Brooking Way, Porter Way, Oaklands Close area; Warraton Close; Yellowtor Lane; Broad Walk; and finally Prowse Rise and Frobisher Drive (but local help may be adequate in these two sites).

Dry periods are occasionally in Spring (extra water requirements during leaf burst), occasionally in June and September, and most commonly in July and August.

During any dry period, each tree will need to be given 1-2 gallons of water every week. We would anticipate liaising with Services for a particular morning of the week when we can have volunteers ready with watering cans, to meet the bowser on the various sites. This would be set up 'on demand' depending on the rainfall, by arrangement between Wardens and the Services Manager.

It is difficult to estimate the need: we guess we will need between zero and 8 trips by the bowser each year, taking perhaps 2 hours.

We would be pleased to discuss this application with Services and with the Town Council

Adrian White on behalf of SEA and Tree Wardens

SALTASH CHRONICLES EMBROIDERY PROJECT

Report for Saltash Town Council Services Committee on the condition of the embroidery and to seek approval to sew the work back together.

BACKGROUND

The Saltash Chronicles is a piece of embroidered artwork depicting the history of the town of Saltash. It is constructed of 27 panels where wool is embroidered onto linen. The panels were originally all sewn together to produce a single work approximately 106 feet in length and displayed in the local Baptist church. The work was gifted to the town council on 12/12/2019.

The work is currently displayed in 3 rows in the upper room at the Guildhall. The rows are mounted on poles along one wall, suspended from the picture rail above.

VISIT TO THE CHRONICLES

The Chronicles were visited and inspected on the 06/04/2023. Present were:

Andrew Tritton - SCEP Project Leader

Yvonne Oake - SCEP Embroidery advisor

Ruth Allen – SCEP Embroiderer

Denise Watkins – SCEP Embroiderer (currently stewarding SCEP viewings at the Guildhall)

Mr & Mrs John and Sue Hooper – Guests

REPORT

The Chronicles were presented as above.

The work has become quite grubby in places and requires cleaning. It has been divided into sections two-panels in length, (ie a total of 13 sections not including the 'Thank You' panels in row 3). The sections have then been joined together using binder clips which makes the work's appearance rather awkward and unprofessional.

The division of the work was achieved by unpicking the machine sewing between the panels and any embroidered work across the joins was simply cut using scissors.

A light visual inspection with the work in situ showed no damage by carpet moths or any other common infestation.

REPAIR

The work cannot be repaired in situ and needs to be taken down and removed from site. Before repair, the work needs to be thoroughly cleaned by dry-cleaning (as was done originally with no damage to the material or embroidery). The panels then need to be machine-sewn together and hand hemmed as originally done and any

embroidery across the joins reinstated. Yvonne Oake who undertook this work in the first instance has volunteered to carry out this work at her workshop in Looe. The joining and re-embroidery should take approximately 70-100 hours and would be completed over a period of three months.

In order to fit along the suspension poles (now that 2-3 inches between each panel will not be concealed) the end panel will be removed from row 1 and attached to row 2. The end panels on row 2 will be relocated at the beginning of row 3 which will eventually include the proposed new panel (see below).

The 'Thank You' panels currently in row 3 would need to be re-sited on the wall opposite their current location (below the embroidered Saltash seal).

It has been suggested that a small panel on the achievement of Florence Tout could be made and added between panels 20 & 21 (Saltash WMC and the Scout troop fire) to be in chronological order. Florence Tout (Sue Hooper's mother) won the last ever river Tamar Swim Race run in 1938 at the age of 17 in record time. This is considered a worthy addition to the Chronicles. Sue Hooper has kindly offered to sponsor the panel if the work is agreed. This work would be carried out by Andrew Triton in conjunction with the restoration work.

It has also been suggested that a new panel be added at the end of the work to include the Garden of Remembrance, the restoration of the Railway station and the Coronation of King Charles III. The artwork and embroidery would be conducted by Yvonne and Andrew. This work would take approximately 500 hrs and would be added to the Chronicles at a later date. It is hoped that if approved, the work on the Chronicles can commence at the end of November 2023 with Yvonne Oake and Andrew Triton present when the work is taken down.

PROTECTION

A full and detailed inspection of the work needs to be carried out to ensure there is no damage or infestation and the work should then be sprayed to prevent such*. It is recommended that pheromone traps are located at strategic points around the embroidery and these should be checked and replaced on an annual basis (approx. £80 per annum).

There appears to be no degradation due to UV, however fitting UV filters to the windows is advised.

*Andrew Triton will carry out a full inspection when the panels are taken down and spraying would take place before they are remounted.

COSTS

The required restoration works for the embroidery will be undertaken on a voluntary basis.

Any materials costs for the restoration would be borne by SCEP. The cost of dry cleaning will be borne by SCEP.

The cost of protecting the work, ie pheromone traps and anti-moth spray (approx. £80 per annum) should be the responsibility of the town council.

EXTRA BOOKLETS

SCEP has offered to supply 50 booklets free of charge. They are available for collection on request.

Andrew Tritton

SCEP project leader

14 April 2023

Councillors may wish to note that I was kindly contacted by Mr Andrew Tritton, suggesting that my late mother's swimming achievements be displayed on the Saltash Chronicles. I can do no better than ask Councillors to read my report below. I hope this helps, and whatever the outcome, myself and my late mother's immediate family were very honoured and humbled to have received such a kind and unsolicited approach from Andrew and his team.

THE LAST RIVER TAMAR LONG DISTANCE SWIM 1938

Just before WW2 broke out in 1938, the late Florence Mabel Tout swam in the annual long-distance River Tamar race from Neil Point (Landulph) to Saltash Pier.

It was a 3 & 1/2 mile sprint, in the Women's section of the race, and my late mother won the race by many lengths.

(This was the last such annual event due to WW2 breaking out in 1939); the race was never staged again.

The race was for the David Jordan Perpetual Silver Trophy; which was a magnificent and valuable solid silver Cup.

Champion swimmer, Florence Tout aged 17 years at the time, was the youngest and fastest person ever to win this most prestigious event, and she swam the race in an astonishing 59 minutes! Swimming in turbulent waters.

Florence had won previous races for the under 16 years (across the River Tamar from Saltash Passage to Saltash Slip) – however, the long-distance swim from Landulph to Saltash was a great and notable challenge for the competitors at the time.

Following her passing in 1997, when I was Mayor of Saltash during that same year, in memory of my mother, I proudly presented her coveted Silver Trophy to the Saltash Heritage Museum, and I was

delighted when I saw it on display for the first time during the Museum's 'Three Rivers' display some years ago.

The Trophy is currently on display again at the Saltash Museum for the current exhibition.

Thank you

Sue Hooper MBE