



# **Saltash Town Council**

**Konsel An Dre Essa**



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

6 October 2023

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 12th October 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](mailto: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,

S Burrows  
Town Clerk

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
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 consider Risk Management reports as may be received.
6. To receive and approve the minutes of the Extraordinary Services Committee held on 24th August 2023 as a true and correct record. (Pages 5 - 21)
7. To receive the Services Committee budget statement and consider any actions and associated expenditure. (Pages 22 - 27)
8. To consider the Services Committee priorities for the next three years working within the six Town Council Strategic Priorities. (Page 28)
9. To receive and consider the following Sub Committees recommendations:
  - a. Library held on 22nd August and 2nd October 2023; (Pages 29 - 47)
  - b. Station Property held on 15th September 2023; (Pages 48 - 57)
  - c. Property Maintenance held on 28th September 2023. (Pages 58 - 65)
10. To receive and consider a recommendation from the Burial Authority held on 25th September 2023. (Page 66)
11. To set the Services Fees and Charges for the year 2024/25 recommending to the Policy and Finance Committee. (Page 67)
12. To set the Services Committee budgets for the year 2024/25 recommending to the Policy and Finance Committee. (Pages 68 - 71)
13. To receive reports from the Service Delivery Department and consider any actions or associated expenditure;

- a. Departmental Report; (Pages 72 - 83)
- b. Vandalism and Anti-Social Behaviour Report; (Page 84)
14. To receive quotes for the Town Clock and consider any actions and associated expenditure. (Pages 85 - 88)
15. To receive quotes to sub-contract the public conveniences and consider any actions and associated expenditure. (Pages 89 - 101)
16. To receive a report on living roof bus shelters and consider any actions and associated expenditure. (Pages 102 - 105)
17. To receive a maintenance report on the Town Council Loud Speaker System and consider any actions and associated expenditure. (Pages 106 - 108)
18. To receive and note a report on the High Street Catenary Wires. (Pages 109 - 111)
19. To consider amendments to the Town Council Playpark Match Funding Policy recommending to the Policy and Finance Committee. (Pages 112 - 128)
20. To receive a report on mental health organisation plaques and consider any actions and associated expenditure. (Pages 129 - 131)  
**(Pursuant to Services held on 08.06.23 Minute Nr. 38/23/24)**
21. To receive a request from the Chamber of Commerce and consider any actions and associated expenditure. (Page 132)
22. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Pages 133 - 135)
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.
24. To consider any items referred from the main part of the agenda.
25. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
26. To consider urgent non-financial items at the discretion of the Chairman.
27. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 14 December 2023 at 6.30 pm