



Saltash Town Council

Konsel An Dre Essa



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

2 February 2024

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 8th February 2024 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,

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. (Page 5)

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 14th December 2023 as a true and correct record. (Pages 6 - 31)
6. To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure. (Pages 32 - 33)
7. To receive the Services Committee budget statements and consider any actions and associated expenditure. (Pages 34 - 39)
8. To receive a virement report and consider any actions and associated expenditure. (Page 40)
9. To receive reports from the Service Delivery Department and consider any actions and associated expenditure:
 - a. Departmental Report; (Pages 41 - 50)
 - b. Grounds Maintenance Works; (Pages 51 - 61)
 - c. Work Request Log; (Page 62)
 - d. Vandalism and Anti-Social Behaviour Report;
 - e. Statutory and Mandatory Building Asset Checks. (Pages 63 - 70)
10. To consider Risk Management reports as may be received.
11. To receive a report on Cormac's improved drainage in the area of Homer Park and consider any actions and associated expenditure. (Page 71)
(Pursuant to Services held on 14.12.23 minute nr. 112/23/24)

12. To receive a report on the Town Council Allotment Fees and Charges and consider any actions and associated expenditure. (Pages 72 - 75)
13. To receive an update on the Town Council CIL project and consider any actions and associated expenditure. (Pages 76 - 77)
14. To receive the draft Christmas Light Tender and consider any actions and associated expenditure. (Pages 78 - 90)
15. To receive a report on mental health organisation plaques and consider any actions and associated expenditure. (Page 91)
16. To receive a report on bunting and consider any actions and associated expenditure. (Pages 92 - 93)
17. To consider Agreements for the following sites and any associated expenditure:
 - a. Alexandra Square Shrub Bed; (Pages 94 - 95)
 - b. Huntley Gardens and Sliver Street; (Pages 96 - 97)
 - c. Saltash Station Platform. (Pages 98 - 100)
18. To receive a report on CCTV and consider any actions and associated expenditure. (Pages 101 - 102)
19. To receive a report on the Longstone Park gate and consider any actions and associated expenditure. (Page 103)
20. To receive a request from Saltash Chamber of Commerce and consider any actions and associated expenditure. (Page 104)
21. To receive a request from Town Team and consider any actions and associated expenditure. (Page 105)
22. To receive a report from Saltash Environmental Action and consider any actions or associated expenditure. (Page 106)
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 18 April 2024 at 6.30 pm