



# ***Saltash Town Council***

***Konsel An Dre Essa***



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

8 December 2023

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 14th December 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 Brady R Bullock J Foster M Griffiths S Lennox-Boyd	J Dent S Gillies S Martin L Mortimore J Peggs (Chairman) P Samuels (Vice-Chairman)	S Miller B Samuels B Stoyel D Yates

## 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 ratify minute 95/23/24 from the Services Committee meeting held on 12th October 2023. (Pages 5 - 7)
6. To receive and approve the minutes of the Services Committee held on 12th October 2023 as a true and correct record. (Pages 8 - 23)
7. To receive the Town Clerks report on delegated authority to spend and consider any actions and associated expenditure. (Page 24)
8. To receive the Services Committee budget statement and consider any actions and associated expenditure. (Pages 25 - 30)
9. To consider Risk Management reports as may be received.
10. To receive reports from the Service Delivery Department and consider any actions and associated expenditure.
  - a. Departmental Report; (Pages 31 - 40)
  - b. Grounds Maintenance Works; (Pages 41 - 56)
  - c. Work Request Log; (Page 57)
  - d. Statutory and Mandatory Building Asset Checks. (Pages 58 - 65)
  - e. Vandalism and Anti-Social Behaviour Report; (Page 66)
11. To receive Cornwall Council's Local Maintenance Partnership 2024-2025 and consider any actions and associated expenditure. (Pages 67 - 78)

12. To review the amended quote to sub-contract the public conveniences and consider any actions and associated expenditure. (Pages 79 - 94)
13. To receive a report on vehicle rental and consider any actions and associated expenditure. (Pages 95 - 98)
14. To receive a quote for Boiler works and consider any actions and associated expenditure. (Page 99)
15. To receive quotes for Spring and Summer planting and consider any actions and associated expenditure. (Pages 100 - 103)
16. To receive a report on Cormac's improved drainage in the area of Homer Park and consider any actions and associated expenditure. (Pages 104 - 105)
17. To receive a report on CCTV and consider any actions and associated expenditure. (Pages 106 - 112)
18. To receive an update on the Town Council CIL application and consider any actions and associated expenditure. (Page 113)  
**(Pursuant to Extraordinary Services held on 28.8.23 minute nr. 58/23/24)**
19. To receive an update on the use of Public Royal Names and consider any actions and associated expenditure. (Pages 114 - 115)
20. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Pages 116 - 117)
21. 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.
22. To consider any items referred from the main part of the agenda.
23. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
24. To consider urgent non-financial items at the discretion of the Chairman.
25. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 8 February 2024 at 6.30 pm