



Saltash Town Council

Konsel An Dre Essa



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

18 August 2023

Dear Councillor

I write to summon you to an **Extraordinary Services Committee meeting** to be held at the Guildhall on **Thursday 24th August 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,

Councillor J Peggs
Chairman of Services

To:

Essa	Tamar	Trematon
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 receive and approve the minutes of the Services Committee held on 8th June 2023 as a true and correct record.
6. To receive the Services Committee budget statement and consider any actions and associated expenditure. (Pages 5 - 10)
7. To receive and consider the following Committees recommendations:
 - a. Joint Burial Board held on 27th June 2023; (Pages 11 - 12)
 - b. Personnel held on 29th June 2023. (Page 13)
 - c. Policy and Finance held on 11th July 2023; (Page 14)
8. To receive and consider a recommendation from the Property Maintenance Sub Committee held on 1st August 2023. (Page 15)
9. To receive reports from the Service Delivery Department and consider any actions and associated expenditure:
 - a. Departmental Report; (Pages 16 - 32)
 - b. Grounds Maintenance Works; (Pages 33 - 43)
 - c. Work Request Log; (Pages 44 - 46)
 - d. Vandalism and Anti-Social Behaviour Report; (Page 47)
 - e. Statutory and Mandatory Building and Asset Checks; (Pages 48 - 52)

10. To receive Pontoon quotes and consider any actions and associated expenditure. (Pages 53 - 55)
11. To receive a report on the use of mobile device management and consider any actions and associated expenditure. (Pages 56 - 57)
12. To receive a report on Latchbrook former play areas and consider any actions and associated expenditure. (Pages 58 - 76)
(Pursuant to Services held on 08.06.23 Minute Nr. 37/23/24)
13. To receive an update on the Town Council CIL application and consider any actions and associated expenditure
(Pursuant to Services held on 08.06.23 Minute Nr. 39/23/24)
14. To receive a report on the Town Loudspeakers and consider any actions and associated expenditure. (Pages 77 - 89)
(Pursuant to Services held on 27.04.23 Minute Nr. 13/23/24)
15. To receive a bench report and consider any actions and associated expenditure. (Pages 90 - 91)
16. To receive a report on the use of Public Royal Names and consider any actions and associated expenditure. (Pages 92 - 93)
(Pursuant to Services held on 13.10.22 minute nr. 80/23/24)
17. To receive a report from the Great War Commemorative Events Committee and consider any actions and associated expenditure. (Pages 94 - 99)
18. To receive a report on allotment software and consider any actions and associated expenditure. (Pages 100 - 101)
19. To receive a report on the allotment contract and consider any actions and associated expenditure. (Pages 102 - 108)
20. To receive a draft allotment policy and consider any actions and associated expenditure. (Pages 109 - 119)
21. To receive a report on the Window Wanderland 2023 and consider any actions or associated expenditure. (Pages 120 - 122)
22. To receive a report on the High Street Catenary Wires and Town Council Christmas Lights 2023 and consider any actions and associated expenditure. (Pages 123 - 134)
(Pursuant to Services held on 27.04.23 minute nr. 14/23/24 and Services held on 8.06.23 minute nr. 36/23/24)
23. To receive a report on Town Council Christmas Trees 2023 and consider any actions and associated expenditure. (Pages 135 - 137)

24. To receive a report on the Christmas Light Switch on Event 2023 and consider any actions and associated expenditure. (Page 138)
25. To receive a report on Town Council Christmas Lights 2024 and consider any actions and associated expenditure. (Pages 139 - 172)

Date of Next Meeting: Thursday 12 October 2023 at 6.30 pm