### **Public Document Pack**



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 <a href="mailto:enquiries@saltash.gov.uk">enquiries@saltash.gov.uk</a> 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 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 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)
- 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)
- 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 or 14/23/24 and Services
  - (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

## Agenda Item 6

#### Services Committee - Guildhall Budget 2023-24

Saltash Town Council

For the month ended 31 July 2023

Account	Actual Received /Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds to Receive/Available to Date 2023/24	Ū	Budget 2025/26	Budget 2026/27	Budget 2027/28
Guildhall Operating Income										
Guildhall Income										
4200 GH Income - Guildhall Bookings	1,916	0	0	10,261	1,311	8,950	11,297	12,438	13,695	15,078
4201 GH Income - Guildhall Refreshments	342	0	0	257	101	156	283	312	343	378
4206 GH Income - Guildhall Misc Property Income	4	0	0	232	0	232	255	281	310	341
Total Guildhall Income	2,262	0	0	10,750	1,412	9,338	11,835	13,031	14,348	15,797
Total Guildhall Operating Income	2,262	0	0	10,750	1,412	9,338	11,835	13,031	14,348	15,797
Guildhall Operating Expenditure										
Guildhall Expenditure										
6400 GH Rates - Guildhall	8,608	0	0	9,808	9,899	(91)	10,798	11,889	13,090	14,412
6401 GH Water Rates - Guildhall	517	0	0	847	103	744	932	1,026	1,130	1,244
6402 GH Gas - Guildhall	3,819	0	0	6,500	509	5,991	7,157	7,879	8,675	9,551
6403 GH Electricity - Guildhall	4,078	0	0	13,000	1,041	11,959	14,313	15,759	17,350	19,103
6404 GH Fire & Security Alarm - Guildhall	743	0	0	1,396	508	888	1,537	1,692	1,863	2,051
6408 GH Cleaning Materials & Equipment - Guildhall	1,270	0	0	1,129	470	659	1,243	1,368	1,506	1,658
6409 GH Boiler Service & Maintenance	463	0	0	1,135	0	1,135	1,250	1,376	1,515	1,668
6410 GH General Repairs & Maintenance	2,838	0	0	2,838	1,039	1,799	3,125	3,441	3,788	4,171
6411 GH Entertainment Licenses	0	0	0	1,000	0	1,000	1,101	1,212	1,335	1,469
6412 GH Lift Service & Maintenance	3,691	0	0	3,303	1,073	2,230	3,637	4,004	4,408	4,854
6413 GH Refreshment Costs - Guildhall	133	0	0	414	114	300	456	502	553	608
6414 GH Equipment - Guildhall	176	0	0	1,108	0	1,108	1,219	1,343	1,478	1,628
6418 GH Professional Fees	1,950	0	0	10,000	300	9,700	11,010	12,122	13,346	14,694
6420 GH Legionella Risk Assessment (Guildhall)	385	0	0	500	140	360	550	606	667	735
Total Guildhall Expenditure	28,672	0	0	52,978	15,196	37,782	58,328	64,219	70,704	77,846
Guildhall Staffing Expenditure										
Guildhall Staffing Expenses	218	0	0	454	37	417	499	550	605	454
6678 ST GH Staff Training (Guildhall)	76	0	0	565	0	565	622	685	754	830
Guildhall Staffing Costs	22,634	0	249	37,386	7,550	30,085	41,162	45,319	49,897	54,936
Total Guildhall Staffing Expenditure	22,928	0	249	38,405	7,588	31,066	42,283	46,554	51,256	56,220
Total Operating Expenditure	51,600	0	249	91,383	22,783	68,849	100,611	110,773	121,960	134,066
Total Guildhall Operating Expenditure	51,600	0	249	91,383	22,783	68,849	100,611	110,773	121,960	134,066
Total Guildhall Operating Surplus/ Deficit	(49,338)	0	(249)	(80,633)	(21,372)	(59,510)	(88,776)	(97,742)	(107,612)	(118,269)
Could be II FAAF For and its one	•				•	•		•		
Guildhall EMF Expenditure	7 200	60.303	0	20.000	335	70.000	0	0	0	0
6470 GH EMF Guildhall Maintenance	7,290	60,303		20,000		79,968				
6696 ST GH EMF Staff Contingency (Guildhall)	7 200	3,000	11,660	739	0	15,399	0	0	0	0
Total Guildhall EMF Expenditure	7,290	63,303	11,660	20,739	335	95,367	0	0	0	0
Total Guildhall Expenditure (Operational & EMF)	58,890	63,303	11,909	112,122	23,118	164,216	100,611	110,773	121,960	134,066
Total Guildhall Budget Surplus/ (Deficit)	(56,627)	(63,303)	(11,909)	(101,372)	(21,707)	(154,877)	(88,776)	(97,742)	(107,612)	(118,269)

<sup>1.</sup> Virement from General Reserves to Guildhall Staffing Costs - £249 - PE 99/22/23

<sup>2.</sup> Virement from General Reserves to 6696 ST GH EMF Staff Contingency - £11,660 - FTC 58/23/24

### Services Committee - Library Budget 2023-24

Saltash Town Council

For the month ended 31 July 2023

Account	Actual Received/Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements	Budget 2023/24	Actual Received/Spend YTD 2023/24	Actual Funds To Receive/Available to Date 2023/24	Budget 2024/25	Budget 2025/24	Budget 2026/27	Budget 2027/28
Library Operating Income										
Library Income										
4517 LI Library - Replacement Membership Cards	656	0	0	48	300	(252)	53	58	64	71
4518 LI Library - Photocopying Fees	999	0	0	600	320	280	661	727	801	882
4524 LI Library Book Sales	481	0	0	320	138	182	352	388	427	470
4526 LI Library Activity Income	0	0	0	250	0	250	275	303	334	367
4527 LI Library Vending Machines Income	0	0	0	50	0	50	55	61	67	73
4529 LI Library Activities Funding Income	350	0	0	600	0	600	661	727	801	882
Total Library Income	2,485	0	0	1,868	757	1,111	2,057	2,264	2,494	2,745
Total Library Operating Income	2,485	0	0	1,868	757	1,111	2,057	2,264	2,494	2,745
Library Operating Expenditure										
Library Expenditure										
6900 LI Rates - Library	13,473	0	0	15,804	13,099	2,705	17,400	19,157	21,092	23,223
6901 LI Water Rates - Library	558	0	0	364	91	273	401	442	486	536
6902 LI Gas - Library	4,788	0	0	5,623	9	5,614	6,190	6,816	7,504	8,262
6903 LI Electricity - Library	1,494	0	0	5,000	743	4,257	5,505	6,061	6,673	7,347
6904 LI Fire & Security Alarm - Library	629	0	0	1,033	327	706	1,137	1,252	1,378	1,518
6908 LI Cleaning Materials & Equipment - Library	1,072	0	0	1,854	52	1,802	2,041	2,248	2,475	2,724
6909 LI Boiler Service & Maintenance - Library	858	0	0	1,135	194	941	1,250	1,376	1,515	1,668
6910 LI General Repairs & Maintenance - Library	991	0	0	2,270	151	2,119	2,500	2,752	3,030	3,336
6911 LI TV License & PRS - Library	0	0	0	428	0	428	471	519	571	629
6913 LI Refreshment Costs - Library	0	0	0	284	0	284	313	344	379	417
6914 LI Equipment - Library	155	0	0	750	0	750	826	909	1,001	1,102
6918 LI Professional Fees (Private Contractors)	11	0	0	20,000	0	20,000	22,020	24,244	26,693	29,389
6920 LI Legionella Risk Assessment - Library	385	0	0	495	140	355	545	601	661	728
6921 LI IT & Office Costs - Library	2,498	0	0	1,652	806	846	1,818	2,002	2,204	2,427
6922 LI Library Activities	2,883	0	250	2,370	1,025	1,595	2,609	2,873	3,163	3,483
	12,420	0	0	23,000		10,701	23,000	23,000		23,000
6923 LI PWLB Loan Repayment & Interest  Total Library Expenditure	42,216	0	250	82,062	12,299 <b>28,935</b>	53,377	88,026	94,596	23,000 <b>101,825</b>	109,789
Library Staffing Expenditure	42,216	U	250	02,002	20,935	55,577	88,026	94,596	101,025	109,769
	400	0		0.444	40	0.400	4.000	0.400	0.400	0.444
Library Staff Expenses	103		0	2,144	16	2,128	1,996	2,198	2,420	2,144
6682 ST LI Staff Training (Library)		0	0	1,101	168	933	1,025	1,129	1,243	1,368
Library Staffing Costs	131,675	0	875	136,189	44,275	92,789	128,105	141,044	155,289	170,973
Total Library Staffing Expenditure	131,778	0	875	139,434	44,459	95,850	131,126	144,371	158,952	174,485
Total Operating Expenditure	173,994	0	1,125	221,496	73,394	149,227	219,152	238,967	260,777	284,274
Total Library Operating Expenditure	173,994	0	1,125	221,496	73,394	149,227	219,152	238,967	260,777	284,274
Total Library Operating Surplus/ Deficit	(171,508)	0	(1,125)	(219,628)	(72,637)	(148,116)	(217,095)	(236,703)	(258,283)	(281,529)
Library EMF Expenditure										
6971 LI EMF Saltash Library Property Refurbishment	10,741	213,363	0	10,000	0	223.363	0	0	0	0
6972 LI EMF Saltash Library Property Returbishment	830	11,522	0	10,000	0	11,522	0	0	0	0
6973 LI EMF Loan Repayments	0	23,000	0	0	0	23,000	0	0	0	0
6974 LI EMF Library Funding	1,340	1,180	(250)	0	0	930	0	0	0	0
	1,340	1,180	(250)	0	152	(70)	0	0	0	0
6975 LI EMF Home Library Service 6698 ST LI EMF Staff Contingency (Library)	0	15,000	82	0	152	15,000	0	0	0	0
Total Library EMF Expenditure	12,911	264,065	(168)	10,000	152	273,745	0	0	0	0
Total Library Expenditure (Operational & EMF)	186,905	264,065	957	231,496	73,546	422,972	219,152	238,967	260,777	284,274
		·		•				·	·	•
Total Library Budget Surplus/ (Deficit)	(184,420)	(264,065)	(957)	(229,628)	(72,789)	(421,861)	(217,095)	(236,703)	(258,283)	(281,529)

Virement from General Reserves to Library Staffing Costs - £875 - PE 99/22/23
 Virement from 6974 EMF Library Funding to 6922 Library Activities - £250 - LI 64/22/23
 Income from Cornwall Council - 6975 EMF Home Library Service - £82

### Services Committee - Maurice Huggins Budget 2023-24

Saltash Town Council

For the month ended 31 July 2023

Account	Actual Received/ Spend 2022/23	B/F	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received /Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Budget 2024/25	U	U	Budget 2027/28
Maurice Huggins Operating Income										
Maurice Huggins Income										
4207 MA Maurice Huggins Room Income	1,189	0	0	1,000	458	543	1,101	1,212	1,335	1,469
Total Maurice Huggins Income	1,189	0	0	1,000	458	543	1,101	1,212	1,335	1,469
Total Maurice Huggins Operating Income	1,189	0	0	1,000	458	543	1,101	1,212	1,335	1,469
Maurice Huggins Operating Expenditure										
Maurice Huggins Expenditure										
7000 MA Rates	429	0	0	486	429	57	535	589	648	713
7001 MA Water Rates	186	0	0	395	61	334	435	479	528	581
7003 MA Electricity	(287)	0	0	2,563	1,235	1,328	2,821	3,106	3,420	3,765
7004 MA Fire & Security Alarm	201	0	0	178	127	51	196	216	238	262
7008 MA Cleaning Materials & Equipment	203	0	0	330	183	147	364	400	441	485
7010 MA General Repairs & Maintenance	245	0	0	565	118	447	622	685	754	830
7018 MA Professional Costs	0	0	0	565	0	565	622	685	754	830
7020 MA Legionella Risk Assessment	385	0	0	462	140	322	509	561	617	679
Total Maurice Huggins Expenditure	1,362	0	0	5,544	2,293	3,251	6,104	6,721	7,400	8,145
Total Maurice Huggins Operating Expenditure	1,362	0	0	5,544	2,293	3,251	6,104	6,721	7,400	8,145
Total Maurice Huggins Operating Surplus/ (Deficit)	(173)	0	0	(4,544)	(1,836)	(2,708)	(5,003)	(5,509)	(6,065)	(6,676)
Maurice Huggins EMF Expenditure										
6472 MA 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
Total Maurice Huggins EMF Expenditure	0	820	0	0	0	820	0	0	0	0
Total Maurice Huggins Expenditure (Operational & EMF)	1,362	820	0	5,544	2,293	4,071	6,104	6,721	7,400	8,145
Total Maurice Huggins Budget Surplus/ (Deficit)	(173)	(820)	0	(4,544)	(1,836)	(3,528)	(5,003)	(5,509)	(6,065)	(6,676)

<sup>1. 7003</sup> MA Electricity Actual includes £971 relating to 2022/23

### Services Committee - Service Delivery Budget 23-2024

Saltash Town Council

For the month ended 31 July 2023

Account	Actual Received/ Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received /Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Budget 2024/25	_	Budget 2026/27	-
Service Delivery Operating Income										
Service Delivery Income										
Grounds & Premises Income	2 422	0	0	4 000	2 022	70	4.404	4.040	F 220	г 070
4500 SE Allotment Rents 4510 SE Public Footpath Grant	3,432 1,573	0	0	4,000 1,722	3,922 0	78 1,722	4,404 1,896	4,849 2,087	5,339 2,298	5,878 2,530
4511 SE Christmas Event income	1,373	0	0	150	0	150	1,890	182	2,298	2,330
4512 SE Misc Income Grounds & Premises	2,472	0	0	0			0	0	0	0
4513 SE Water Rates Income	0	0	0	3,560	87	3,473	0	0	0	0
4523 SE Service Delivery Income - Seagull Bags	1,140	0	0	2,003	432	1,571	2,205	2,428	2,673	2,943
Total Grounds & Premises Income	8,617	0	0	11,435	4,441	6,994	8,670	9,546	10,510	11,571
Town & Waterfront Income										
4520 SE Waterfront Income - Trusted Boat Scheme	1,945	0	0	4,265	2,293	1,972	4,696	5,170	5,692	6,267
4521 SE Waterfront Income - Annual Mooring Fees	6,246	0	0	10,800	9,659	1,141	11,891	13,092	14,414	15,870
4522 SE Waterfront Income - Daily Mooring Fees	875	0	0	2,400	1,750	650	2,642	2,909	3,203	3,527
Total Town & Waterfront Income	9,066	0	0	17,465	13,703	3,762	19,229	21,171	23,309	25,664
Total Service Delivery Income	17,683	0	0	28,900	18,143	10,757	27,899	30,717	33,819	37,235
Total Service Delivery Operating Income	17,683	0	0	28,900	18,143	10,757	27,899	30,717	33,819	37,235
Service Delivery Operating Expenditure										
Service Delivery Expenditure Grounds & Premises Expendture										
6209 SE Oyster Beds	3	0	0	1	0	1	1	1	1	1
6500 SE Tree Survey and Tree Maintenance	7,297	0	0	11,010		11,010	12,122	13,346	14,694	16,178
6503 SE Allotments	1,700	0	0	1,321	127	1,194	1,455	1,602	1,763	1,941
6506 SE Grounds Maintenance & Watering	5,678	0	0	10,000	4,468	5,532	11,010	12,122	13,346	14,694
6508 SE Public Toilets (Operational Costs)	4,839	0	0	4,430	2,197	2,233	4,878	5,371	5,913	6,510
6517 SE Cross (Maintenance)	417	0	0	3,303	58	3,245	3,637	4,004	4,408	4,854
6525 SE Public Toilets (Repairs & Maintenance Costs)	2,048	0	0	2,753	111	2,642	3,031	3,337	3,674	4,045
6526 SE Tools, Equipment & Materials (Store & All Areas		0	0	3,303	434	2,869	3,637	4,004	4,408	4,854
6529 SE Refuse Disposal	5,465	0	0	6,056	1,909	4,147	6,667	7,340	8,082	8,898
6907 SE Seagulls Bags	1,212	0	0	2,002	304	1,698	2,204	2,426	2,671	2,941
Longstone Expenditure										
7100 LO Rates - Longstone	2,157	0	0	2,375	(6,261)	8,636	2,615	2,879	3,170	3,490
7101 LO Water Rates - Longstone	2,203	0	0	4,012	1,285	2,727	4,417	4,863	5,355	5,895
7103 LO Electricity - Longstone	1,086	0	0	6,153	161	5,992	6,774	7,458	8,211	9,041
7104 LO Fire & Security Alarm - Longstone	999	0	0	1,010		531	1,112	1,224	1,347	1,484
7107 LO Rent - Longstone	4,620	0	0	4,955	1,925	3,030	5,455	6,006	6,612	7,280
7108 LO Cleaning Materials & Equipment - Longstone	537	0	0	677	132	545	746	821	904	995
7110 LO General Repairs & Maintenance - Longstone	456	0	0	551	50	501	606	667	735	809
7114 LO Equipment - Longstone	52 570	0	0	1,129	0	1,129	1,243	1,368	1,506	1,658
7121 LO IT & Office Costs - Longstone  Total Longstone Expenditure	578	0	0 <b>0</b>	750 <b>21,612</b>	36 <b>(2,192)</b>	714 <b>23,804</b>	826 <b>23,794</b>	909 <b>26,195</b>	1,001	1,102
Total Grounds & Premises Expendture	12,687 44,634	0	0	65,791		58,375	72,436	79,748	28,841 87,801	31,754 96,670
Town & Waterfront Expenditure	44,034	U	U	03,731	7,410	30,373	72,430	13,140	67,601	30,070
6504 SE Street Furniture (Maintenance)	893	0	0	2,000	233	1,767	2,202	2,424	2,669	2,939
6505 SE Street Lighting	160	0	0	750		750	826	909	1,001	1,102
6511 SE Tourism & Signage	746	0	0	250		68	275	303	334	367
6512 SE Bus Shelters (Maintenance)	0	0	0	565	0	565	622	685	754	830
6515 SE Festive Lights Maintenance & Electricity	1,319	0	0	3,500		3,843	3,854	4,243	4,671	5,143
6519 SE Flags & Bunting	1,780	0	0	2,753	946	1,807	3,031	3,337	3,674	4,045
6522 SE Pontoon (Maintenance Costs) (6522)	7,484	0	0	6,606		6,184	7,273	8,008	8,817	9,707
6524 SE Vehicle Maintenance and Repair Costs	10,775	0	0	12,600	4,541	8,059	13,873	15,274	16,816	18,515
6527 SE Salt Bins Refill	188	0	0	500	0	500	551	606	667	735
6528 SE Pontoon Accommodation	6,282	0	0	11,921	2,186	9,735	13,125	14,450	15,910	17,516
Total Town & Waterfront Expenditure	29,627	0	0	41,445	8,165	33,280	45,632	50,239	55,313	60,899
Total Service Delivery Expenditure Service Delivery Staffing Expenditure	74,261	0	0	107,236	15,581	91,655	118,068	129,987	143,114	157,569
Service Delivery Staffing Expenses	3,906	0	987	5,504	1,377	5,114	6,060	6,672	7,346	5,504
	- ,				,	_	-,		,	

Total Service Delivery Budget Surplus/ (Deficit)	(291,650)	(126,846)	(136,095)	(349,459)	(80,922)	(531,478)	(374,711)	(409,823)	(448,487)	(488,473
Total Service Delivery Expenditure (Operational & EMF)	309,333	126,846	136,095	378,359	99,065	542,235	402,610	440,540	482,306	525,708
Total Service Delivery EMF Expenditure	21,636	126,846	96,849	37,207	18,007	242,895	27,000	27,000	27,000	27,00
<b>Total Town &amp; Waterfront EMF Expenditure</b>	16,836	59,625	96,849	13,207	17,505	152,176	25,000	25,000	25,000	25,00
6700 EMF Staff Contingency (Service Delivery)	0	18,534	96,849	3,207	6,421	112,169	0	0	0	(
6590 SE EMF Utilities & Rates	0	2,157	0	0	0	2,157	0	0	0	(
6584 SE EMF Pontoon Maintenance Costs	73	6,058	0	0	0	6,058	10,000	10,000	10,000	10,00
6582 SE EMF Town War Memorial	0	1,978	0	0	0	1,978	0	0	0	•
6578 SE EMF Equipment and Vehicles (Capital Works)	0	24,749	0	0	11,084	13,665	5,000	5,000	5,000	5,00
6575 SE EMF Street Furniture (New & Replace)	1,411	1,037	0	0	0	1,037	0	0	0	
6574 SE EMF Salt Bins	0	2,464	0	0	0	2,464	0	0	0	
6573 SE EMF Public Art & Maintenance	0	1,443	0	0	0	1,443	0	0	0	,
6572 SE EMF Festive Lights	14,668	51	0	10,000	0	10,051	10,000	10,000	10,000	10,00
6570 SE EMF Notice Boards (Repair & Replace)	685	1,154	0	0	0	1,154	0	0	0	
Town & Waterfront EMF Expenditure	4,000	07,221	U	24,000	302	30,713	2,000	2,000	2,000	2,00
Total Grounds & Premises EMF Expenditure	4,800	67,221	0	24,000	502	90,719	2,000	2,000	2,000	2,00
Total Longstone EMF Expenditure	0	500 500	0	2,000 2,000	0	2,500 <b>2,500</b>	0	0	0	
7170 LO EMF Longstone Depot Capital Works	0	500	0	2.000	0	2,500	0	0	0	
6589 SE EMF Community Tree Planting Initiatives  Longstone EMF Expenditure	532	1,468	0	2,000	0	3,468	2,000	2,000	2,000	2,00
6588 SE EMF Victoria Gardens	532	10,000	0	2 000	0	10,000	2,000	2,000	2,000	2,00
6580 SE EMF Public Toilets (Capital Works)	1,690	8,310	0	0	0	8,310	0	0	0	
6571 SE EMF Saltash Recreation Areas	506	39,054	0	20,000	502	58,552	0	0	0	
6471 SE EMF Heritage Centre	2,071	7,889	0	0	0	7,889	0	0	0	
Grounds & Premises EMF Expenditure	2.074	7.000				7.000				
Service Delivery EMF Expenditure										
Total Service Delivery Operating Surplus/ (Deficit)	(270,014)	0	(39,246)	(312,252)	(62,915)	(288,583)	(347,711)	(382,823)	(421,487)	(461,473
	•		•			•			•	
Total Service Delivery Operating Expenditure	287,697	0	39,246	341,152	81,058	299,340	375,610	413,540	455,306	498,70
Total Operating Expenditure	287,697	0	39,246	341,152	81,058	299,340	375,610	413,540	455,306	498,70
Total Service Delivery Staffing Expenditure	213,436	0	39,246	233,916	65,477	207,685	257,542	283,553	312,192	341,13
Service Delivery Staffing Costs	202,994	0	37,502	217,402	62,152	192,752	239,360	263,535	290,152	319,45

- 1. Virement from General Reserves to Service Delivery Staffing Costs £1,366 PE 99/22/23
- 2. Virement from General Reserves to 6700 ST SE EMF Staff Contingency £89,865 FTC 58/23/24
- 3. Virement from 6700 ST SE Staff Contingency to Service Delivery Staffing Costs £5,920 FTC 58/23/24
- 4. Virement from 6624 ST BB Cemetery Staff Gross Pay to 6618 ST SE Service Delivery Gross Pay £16,622 BB 5/23/24
- 5. Virement from 6625 ST BB Cemetery Empers NI to 6619 ST SE Service Delivery Empers NI £1,387 BB 5/23/24
- 6. Virement from 6626 ST BB Cemetery Staff Empers Pension to 6620 ST SE Service Delivery Empers Pension £3,202 BB 5/23/24
- 7. Virement from 6667 ST BB Cemetery Staff Clothing to 6673 ST SE Service Delivery Clothing £138 BB 5/23/24
- 8. Virement from 6668 ST BB Cemetery Staff Mobiles to 6674 ST SE Service Delivery Mobiles £473 BB 5/23/24
- 9. Virement from 6669 ST BB Staff Travelling Expenses to 6675 ST SE Service Delivery Travelling Expenses £80 BB 5/23/24
- 10. Virement from 6670 ST BB Staff Training to 6676 ST SE Services Staff Training £530 BB 5/23/24
- 11. Virement from 6693 ST BB EMF Staff Contingency to 6700 ST SE Service Delivery Staff Contingency £8,830 BB 5/23/24
- 12. Virement from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery GrossPay £7,038 TBC
- 13. Virement from 6616 ST BA Cemetery Warden Empers NI to 6619 ST SEServices Delivery Empers NI £595 TBC
- 14. Virement from 6617 ST BA Cemetery Warden Empers Pension to 6620 ST SE Services DeliveryEmpers Pension £1,372 TBC
- 15. Virement from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE ServicesDelivery Clothing £59 TBC
- $16. \ Virement from 6664 \ ST \ BA \ Cemetery \ Staff \ Mobile \ Phones \ (Churchtown) \ to 6674 \ ST \ SEServices \ Delivery \ Mobiles £203 TBC$
- 17. Virement from 6665 ST BA Staff Travelling Costs (Churchtown) to 6675 STSE Services Delivery Staff Travelling Expenses £34 TBC
- 18. Virement from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services DeliveryStaff Training  $\pm$ 227 TBC
- 19. Virement from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 STSE Services Delivery Staff Contingency £4,074 TBC

Account	Actual Received/ Spend 2022/23	EMF Balances B/F 2022/23	To/From Reserves & Budget Virements 2023/24	Budget 2023/24	Actual Received/ Spend YTD 2023/24	Actual Funds To Receive/ Available to Date 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28
Isambard House Operating Income										
Isambard House Income	2 000	0	0	10.000	2 402	C F00	11.010	12 122	12.246	14.004
4301 SA Isambard House - Bookings	3,800	0	0	10,000	3,402	6,598	11,010	12,122	13,346	14,694
4302 SA Isambard - Refreshment Income	20	0	0	500	25	475	551	606	667	735
4304 SA Isambard House - Cafe Rental	0	0	0	5,000	0	5,000	5,505	6,061	6,673	7,347
Total Isambard House Income	3,820	0	0	15,500	3,427	12,073	17,066	18,789	20,686	22,776
Total Isambard House Operating Income	3,820	0	0	15,500	3,427	12,073	17,066	18,789	20,686	22,776
Isambard House Operating Expenditure										
Isambard House Expenditure										
6800 SA Rates - Isambard House	3,543	0	0	4,129	3,720	409	4,546	5,005	5,510	6,067
6801 SA Water Rates - Isambard House	586	0	0	645	(586)	1,231	710	782	861	948
6802 SA Gas - Isambard House	573	0	0	6,075	(12)	6,087	6,689	7,364	8,108	8,927
6803 SA Electricity - Isambard House	3,480	0	0	9,020	1,011	8,009	9,931	10,934	12,038	13,254
6804 SA Fire & Security Alarm - Isambard House	603	0	0	1,000	425	575	1,101	1,212	1,335	1,469
6808 SA Cleaning Materials & Equipment - Isambard House	1,724	0	0	1,693	210	1,483	1,864	2,053	2,260	2,488
6810 SA General Repairs & Maintenance - Isambard House	758	0	0	1,000	902	98	1,101	1,212	1,335	1,469
6813 SA Refreshments Costs - Isambard House	0	0	0	210	0	210	231	255	280	309
6814 SA Equipment - Isambard House	650	0	0	989	0	989	1,089	1,199	1,320	1,453
6818 SA Professional Costs - Isambard House	1,660	0	0	2,000	668	1,333	2,202	2,424	2,669	2,939
6821 SA IT & Office Costs - Isambard House	0	0	0	1,000	37	963	1,101	1,212	1,335	1,469
6822 SA Activities & Events	0	0	0	1,000	505	495	1,101	1,212	1,335	1,469
Total Isambard House Expenditure	13,578	0	0	28,761	6,878	21,883	31,666	34,864	38,386	42,261
Isambard House Staffing Expenditure	•			•	,	•	•	•	•	•
6671 ST SA Staff Expenses - Isambard House	0	0	0	282	0	282	310	342	376	414
6672 ST SA Staff Training - Isambard House	0	0	0	1,129	0	1,129	1,243	1,368	1,506	1,658
Total Isambard House Staffing Expenditure	0	0	0	1,411	0	1,411	1,553	1,710	1,882	2,072
Total Operating Expenditure	13,578	0	0	30,172	6,878	23,294	33,219	36,574	40,268	44,333
Total Isambard House Operating Expenditure	13,578	0	0	30,172	6,878	23,294	33,219	36,574	40,268	44,333
Total Isambard House Operating Countries / (Deficit)	(0.750)	0	•	(14 672)	(2.452)	(11 220)	(16.153)	(17 705)	(10 593)	(24 557)
Total Isambard House Operating Surplus/ (Deficit)	(9,758)	U	U	(14,672)	(3,452)	(11,220)	(16,153)	(17,785)	(19,582)	(21,557)
Isambard House EMF Expenditure										
6473 SA EMF Station Building (Purchase & Capital Works)	35,000	57,745	0	0	0	57,745	0	0	0	0
6870 SA EMF Isambard House	0	18,492	0	0	0	18,492	0	0	0	0
6871 SA EMF Tresorys Kernow Funding	286	2,962	(35)	0	2,458	469	0	0	0	0
6872 SA EMF Entertainment Licenses	0	2,132	0	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	35,286	83,331	(35)	0	2,458	80,838	0	0	0	0
Total Isambard House Expenditure (Operational & EMF)	48,863	83,331	(35)	30,172	9,337	104,131	33,219	36,574	40,268	44,333
Total Isambard House Budget Surplus/ (Deficit)	(45,043)	(83,331)	35	(14,672)	(5,910)	(92,058)	(16,153)	(17,785)	(19,582)	(21,557)
	(,)	(,		,, <b>-</b> ,	(-,- 20)	,,,	(==,==0)	(,)	,,	(,-3.)

To/From Reserves & Budget Virements 2023/24

1. 6871 SA EMF Tresorys Kernow Funding - £35 refund relating to last year's cancelled Beating of the Bounds event
2. 6822 SA Activities & Events - Expenditure includes £450 Murder Mystery offset against income 4301 SA Isambard House Bookings

Joint Burial Board held 27th June 2023

# 5/23/24 TO RECEIVE THE JOINT BURIAL BOARD BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk (ATC) explained the reason for the need to better present the budget statement to offer further clarity of the expenditure to date and the ability to track expenditure throughout the year highlighting any areas that may be close to an overspend. This also identifies areas that may require further consideration by Members when setting the budget for the following Precept year.

The ATC provided a brief overview of the colour coding system contained within the circulated reports pack:

- Green shows funds are on target as predicted at this point of the financial year;
- Yellow shows where the budget has been utilised more than expected at this point of the financial year;
- Red shows an overspend on the budget for what was expected to be utilised at this point of the financial year.

Town Council Members agreed to consider and approve the virements en bloc:

B Jones left the meeting.

It was proposed by Councillor Bickford, seconded by Councillor Peggs and resolved to **RECOMMEND** the following virements to the next Services Committee meeting:

- 1. £16,422.22 from budget code 6624 ST BB Cemetery Staff Gross Pay (St Stephens) to 6618 ST SE Services Delivery Gross Pay;
- £1,387.21 from budget code 6625 ST BB Cemetery Employers NI to 6619 ST SE Services Delivery Employers NI;
- £3,201.96 from budget code 6626 ST BB Cemetery Staff Employers Pension (St. Stephens) to 6620 ST SE Services Delivery Employers Pension;
- 4. £138.00 from budget code 6667 ST BB Cemetery Staff Clothing (St. Stephens) to 6673 ST SE Services Delivery Clothing;
- 5. £473.00 from budget code 6668 ST BB Cemetery Staff Mobiles (St. Stephens) to 6674 ST SE Services Delivery Mobiles;

- £80.00 from budget code 6669 ST BB Staff Travelling Expenses (St. Stephens) to 6675 ST SE Services Delivery Staff Travelling Expenses;
- 7. £530.00 from budget code 6670 ST BB Staff Training (St. Stephens) to 6676 ST SE Services Delivery Staff Training;
- 8. £8,830.00 from budget code 6693 ST BB EMF Staff Contingency (St. Stephens) to 6700 ST SE Services Delivery Staff Contingency.

B Jones returned to the meeting.

Personnel held on 29th June 2023

# 27/23/24 TO RECEIVE THE TRAINING BUDGET, REPORT BACK ON TRAINING ATTENDED AND CONSIDER TRAINING REQUESTS AND ANY ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the training budget and staff training to date.

It was proposed by Councillor Foster, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to approve for a Service Delivery General Assistant to undertake the Powered Pole Pruner training at a cost of £240 allocated to budget code 6676 Service Delivery Staff Training.

### 28/23/24 TO RATIFY SERVICE DELIVERY TRAINING EXPENDITURE.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting to ratify the below Service Delivery training of £695 allocated to budget code 6676 Service Delivery Staff Training:

- 1. Brushcutter/Trimmer LANTRA Certificate and card £220.00
- 2. Hand Held Hedge Trimmers LANTRA Certificate and card £220.00
- Pedestrian and Ride-On Mower LANTRA Certificate and Card -£255.00.

# 30/23/24 TO REVIEW EMPLOYMENT LAW TRAINING FOR LINE MANAGERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to approve the Line Managers to attend Employment Law training delivered by HR Support Consultancy at a total cost of £450. The Town Clerk to arrange a suitable training date subject to the appointment of a Service Delivery Manager.

It was proposed by Councillor Martin, seconded by Councillor Stoyel and resolved to **RECOMMEND** at the next Services Committee meeting approval for Employment Law training cost of £90 allocated to budget code Service Delivery Staff Training;

### Agenda Item 7c

Policy and Finance held on 11th July 2023

39/23/24 TO RECEIVE THE CURRENT STC AND COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

It was **RESOLVED** to note the Town Clerk update on budget reports.

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Burial Authority Committee, Services Committee and Library Sub Committee to consider the virement of funds to bring budgets back within the set expenditure at their next available meeting.

Property Maintenance held on 1<sup>st</sup> August 2023:

#### 32/23/24

TO RECEIVE THE GUILDHALL TENDER REPORT FROM BARRON SURVEYING AND REVISIT THE SCOPE OF WORKS DRAFT PRIORITY LIST AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman announced that Agenda Item 8 is to be received at the same time as Agenda Item 7.

The Chairman informed Members that four tenders were received and analysed by Barron Surveying for Members consideration.

The Chairman referred to the Scope of Works Draft Priority List and confirmed the associated cost is within the available budget.

Members agreed all works detailed in the Draft Priority List were to be undertaken with further discussions to be held regarding the window draft stripping.

Members asked the Town Clerk together with Barron Surveying to identify the windows that require draft stripping to be sure the budget is spent wisely.

The Town Clerk asked Members to consider the appointment of Barron Surveying to project manage the Guildhall works.

It was proposed by Councillor Dent, seconded by Councillor Peggs and resolved to **RECOMMEND** to the next Services Committee meeting:

- To appoint D R Jones to undertake the external repairs and redecoration works to the Guildhall Building at a maximum cost of £78,519+VAT to be allocated to budget code EMF 6470 Guildhall Maintenance:
- 2. To appoint Barron Surveying to arrange a site meeting with DR Jones to go through the works and tender return;
- 3. To delegate authority to the Town Clerk working with Barron Surveying to identify the windows that require draft stripping;
- 4. To appoint Barron Surveying to project manage including full contract administration with frequent site inspections and reports, progress meetings and programme review, dealing with day to day queries, variations, valuation and final account at a percentage fee of 12% of the project value allocated to budget code 6418 GH Professional Fees

The Chairman Cllr Dent and Cllr Bullock declared an interest in the next Agenda Item and left the room.

### 1. North Road Bus Stop:

Repair and maintenance works have been identified to North Road Bus Shelter. Unfortunately, the shelter is known to be a target for anti-social behaviour.

The brick built, tiled roof structure is the responsibility of the Town Council.

The materials originally used included felt battens and imitation slate roof for ease of possible replacement and plastic instead of cast iron guttering for a down pipe. (Civic Amenities Minute Nr. 100/08/09).

Imitation slate to repair the roof is estimated to cost £50-£100 plus labour, with the wooden structure's integrity unknown.

Members are asked to consider if the repair works are to be undertaken or if the shelter should be removed and an alternative use of the space be considered. Budget code 6512 Bus Shelters Maintenance – available budget £565.







### 2. Guildhall ground floor fully accessible toilet window:

Strimming around the building shattered the window. Due to safety of the building an external contractor was appointed for the work to take place - To supply and fit one pane of opaque hardened glass to the front of Guildhall building at a cost of £235.00 allocated to budget code 6410 General Maintenance.

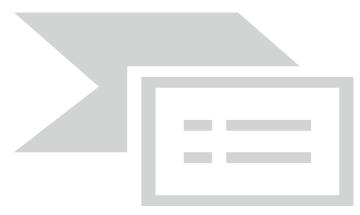
Members are asked to ratify the approved cost of £235 allocated to budget code 6410 General Maintenance.

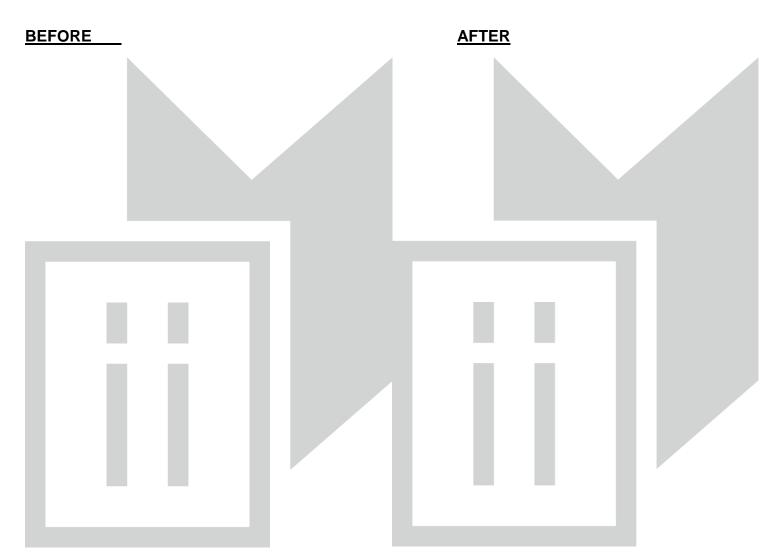
### 3. Belle Vue Public Toilet:

The radar mortise lock has been broken again, it is believed to be caused by anti-social behaviour. It is suspected that the door is being kicked in the late hours and damaging the lock latch, the door then fails because it becomes bent and eventually breaks off. This is the fourth lock Service Delivery have replaced in the last two years at a cost of £200 per lock plus labour.

The Chair and Vice Chair of Services agreed to replace the lock to a standard unit, more robust for the location, locking at the same time as the other public toilets to avoid the ongoing cost to the public purse. The change of operations was promoted on social media.

### Broken lock:





Members are asked to ratify the change in the operational hours to the fully accessible public toilet at Belle Vue in line with the other public toilet operational hours.

### 4. Memorial Peace Garden:

The Services Committee approved to plant in memory of the Late Brad Hine a Hawthorn tree and plaque. These works have been approved by Cornwall Council under Saltash Town Councils Licence to Occupy at no additional cost.

The Service Delivery Team are to carry out the preparation work for the tree (to be installed to the left of the pebble memorial) w/c 18<sup>th</sup> September. Tartendown are to install the tree providing feed, compost, stake etc. SDD will need to water as required.

H G Stacey Ltd are installing the plaque in the top right corner bedding area prior to the unveiling (picture below). The bedding plants will have finished for the year, the soil will be turned over, and the Autum/Winter bedding to be installed once the plaque is in situ.



### 5. LMP Footpath Work:

Due to the lack of resources within the Service Delivery Department we have been unable to fulfil the LMP footpath work. The first cut is May/June and second cut is Aug/Sept. The department did cut 7 footpaths out of 23 (first cut only).

Income received from Cormac for undertaking the works is calculated at £141.08 per km, per cut for specific Gold paths, £7.05 per cut for specific isolated gates or stiles. We don't undertake work to Silver or Bronze footpaths.

This year Saltash Town Council was to receive £1,452.29 for completing various cutting of Public Rights of Way:

- Gold = 17
- Gate/Style = 6

Cormac have been informed and are supportive of our decision. There are many T&P Councils in the same position and some that are not willing to make a loss or add the 'on cost' to the tax payer when the liability is with Cornwall Council.

During no mow May the Team took the opportunity to hit the footpaths that are most used (1 cut) therefore an invoice is to be submitted for the works undertaken to date, which will cover some cost.

Cormac confirmed there have been no complaints received from Saltash therefore presumes the footpaths are OK for the time being. Cormac will cut the footpaths upon complaints received once they have a bulk of work to make it worth their while to travel to Saltash.

The paperwork for next year's LMP is to be issued in January. Members will need to consider if they wish to undertake the work, how the cost will be covered, outsource, cover in-house subject to available resources etc.

A cost exercise is to be undertaken to assist the Town Council in making a formal decision when setting the budget.

Members are asked to ratify the decision to discontinue the LMP Footpath work for the year 2023-24 and to delegate to the SDM to ascertain if there is sufficient resource within the department to undertake the work the following year, and the Finance Officer to carry out a cost exercise for budget setting.

### 6. Service Delivery Reporting System:

To report works to the Service Delivery Department please use the Town Council website (Service Delivery Request Form), this really helps with the internal systems, audit trail, and efficiencies within the department.

Here is the link:

https://www.saltash.gov.uk/service\_delivery\_enquiries.php

Currently the Service Delivery Department working hours are as follows:

Monday to Friday 9am to 5pm returning to lock the public toilets during the Summer months.

Saturday and Sunday 0815 to 1200 returning 1615 to 1915 (Summer months)

Saturday and Sunday 0815 to 1700 (Winter months)

Duty Warden mobile number is available during the above operational hours – 07377 682698

### 7. Churchtown Cemetery:

Works to the boundary hedge starting from the bottom section of the cemetery to the bottom of the allotments is required asap – section highlighted below. The hedge has not been maintained and is now to bigger job for the SDD to undertake.

Three contractors were approached, two contractors submitted quotes – see attached Company A and Company B:

Budget code 6506 Grounds Maintenance and Watering has an availability of £5,532.

Members are asked to consider appointing Company A to undertake Churchtown Cemetery hedge works at a cost of £1,024.50 allocated to budget code 6506 Grounds Maintenance and Watering.



Churchtown Fencing:

The fence to the compound and around the site requires replacing. The cost to purchase/install is around £4,500. There is life in the fence for another year.

Members are asked to consider budgeting sufficient funds for replacement fencing in the year 2024/25.

### 8. Pillmere:

The Admin Department are in the process of obtaining missing Land Registry documents to identify the Town Councils ownership at Pillmere. To date, it would seem a majority of the areas are owned by Saltash Town Council, however, official documentation must be acquired to confirm this is the case. With this in mind, there is a possibility further ground work for the Service Delivery Department will be required.

Depending on the weather throughout the Spring/Summer months depends on the growth. This year the turnaround of the growth has been incredible, grass and hedges are growing a pace!

The pathways around Pillmere require attention, in previous years I am told the SDD undertook the work using shovels, scrapers and powered hand tools, not only is this not cost effective, its demoralising for the team, and a potential welfare issue.

A sub-contractor is needed to undertake the work this year. Unfortunately, quotes have not been received in time for this meeting.

A tractor with a hydraulic verge flail mower (see below pic) is required to cut back the pathways and trim low-lying branches. The SDD will be required to collect the cuttings and offer pedestrian traffic management to ensure the work is undertaken safely. The work has not been carried out for at least two years and requires attention. The aim is for the SDD to continue to maintain the areas but every two years a contractor will be required to undertake the bulk of the work.

Members are asked to consider giving delegated authority to the Town Clerk to appoint a contractor to carry out the work this year within budget, reporting back at a future Services Committee meeting, and to budget for the works to be undertaken every two years.



### 9. Hanging Baskets and Bedding Plants:

Unfortunately the hanging baskets have struggled this year due to various reasons (weather, early bedding, not fully understanding the formation of the baskets and how to care for them) because of this, some were removed and others tidied to keep the town looking vibrant and inviting – see below pictures.

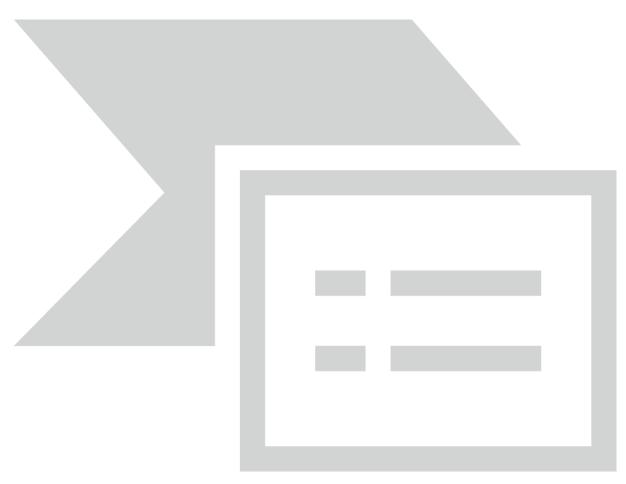
It is important the SDM engages with the supplier early next year to understand the formation of the hanging baskets to be shared with the team to assist with the maintenance.



The bedding plants remain looking vibrant in the town.



As we move towards the Autumn / Winter months it is suggested evergreen planting to replace the flowers and to provide low maintenance for the department. Below is an example.



Members are asked to consider planting evergreen plants, they remain all year round, flowers can be planted around the area during the Summer periods to bring some colour to the beddings and containers.

Members are asked to consider removing the hanging baskets at the end of the month (August).

### 10. STC Working Vehicles:

The Town Council own three diesel vehicles. Two transit vans and a van with a cage. The two vehicles below are suitable for the work carried out, but unfortunately only one is in working order. The transit back and side doors no longer open, a quote was received back in 2021, no action taken to fix the vehicle. I expect the cost has risen.



Unfortunately, the below vehicle was recently broken in whilst parked at the depot. Damaged caused – driver side lock picked, hole drilled in passenger side rear panel towards lock (see below pictures). Tools are not kept in any vehicle overnight therefore nothing was stolen but the vehicle is now in need of repair. Stickers to state that there are no tools or valuables left in this vehicle have been applied.

Further to this, the diesel vehicle experiences constant filter issues due to lack of miles.

Approx cost to repair - £715.41

Insurance excess - £250

Filter works - £590 + VAT

Members are asked to consider obtaining quotes to sale two vehicles in comparison to the repair works and the cost to purchase replacement vehicles reporting back at a future Services Committee meeting.



End of Report Town Clerk



Saltash Town Council 12 Lower Fore St Saltash PL12 6|X

### QUOTATION

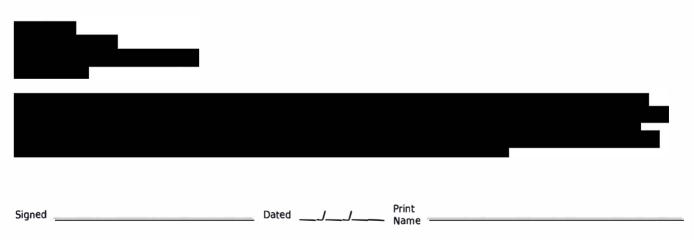
Thank you for the opportunity to provide you with a quotation. Our price for the requested works is given below.

Summary of Works	Conditions of Works / Price
0823.STC.ChurchTownAllotments To flail hedge at Church Town Allotments from Living Elms trees to the bottom corner To fell 1 x Dead Elm	
Quote Valid Until	Payment Terms
18/09/2023	30 days from date of invoice
Quote ID	Total Price exc. VAT
Q2023-006169	£1024.50

All works will be completed by fully trained, qualified operatives and waste will be disposed of at a licensed facility unless otherwise agreed. Our price is inclusive of all labour, materials and delivery charges.

I look forward to hearing from you in due course, however, if you require any clarification please do not hesitate to contact me.

Yours sincerely,





#### Conditions of Sale

. Definitions are as follows: (i) "The Company means

(ii)"The Customer means the customer or the company. (iii) The Contract means any contract for the sale of goods or supply of services by the Company to the Customer. (iv)"The Goods means any goods forming the subject of this contract including parts or components or materials incorporated in them.

#### **Existence in Contract**

2. No contract shall come into existence until the Customer s order (however given) is accepted by the earliest of (a) the Company s written notice (b) delivery of the goods and © the Company s invoice. These conditions shall be incorporated in the Contract to the exclusion of any terms or conditions stipulated or referred by the customer. No variations or amendments of this Contract shall be binding on the Company unless confirmed by it in

3. Prices exclude (freight insurance delivery charges) VAT and other taxes or duties. Prices involved are calculated in respect of the quantity of Goods actually delivered irrespective of the quantity in respect of which any quotation was issued. The Company shall have the right in respect of any uncompleted portion of the Contract to adjust its prices for any increase in the (price of materials parts labour transport charges in work or delivery schedules or quantities or any other) cost of any kind arising for any reason after the date of the Contract.

4. All invoices are payable without discount of any kind in pounds sterling on receipt of or as stated on the invoice at the Company s premises stated on the invoice in no circumstances shall the Customer be entitled to make any deduction or withhold payment for any reason at all. Titles for payment shall be of the essence of the Contract. Without any prejudice to any other rights of the Company if the Customer fails to pay the invoice price by the due date the Customer shall not be allowed any discount given in that invoice (and shall pay interest on any overdue amount from the date of which payment was due to that on which it is made (either before or after judgement) on a daily basis at a rate of 4% pa. over the base rate from time to time quoted by Barclays Bank Plc) and reimburse to the Company all costs and expenses (including legal costs) incurred in the collection of any overdue amount

5. For the purpose of section 12 of the Sale of Goods Act 1979 the Company shall transfer only such title or rights in respect of the Goods as the Company has and if the Goods are purchased from a third party shall transfer only such title or rights as that party had and has transferred to the Company. Notwithstanding the earlier passing of the risk title in the Goods shall remain with the Company and shall not pass to the Customer until the amount due under the invoice for them has been paid in full. Until title passes the Customer shall hold the Goods as bailee for the Company and shall store or mark them so as that they can at all times be identified as the property of the Company. The Company shall be entitled at any time before title passes to repossess (and dismantle [without being liable for any damage caused by doing so] and use or sell) all or any of the Goods (and so terminate [without any liability to the Customer1 the Customer s right to use, sell or otherwise dual in them) and for that purpose (or determining what if any Goods am held by the Customer and inspecting them) enter any premises of the Customer. Until title passes the entire proceeds of the sale of the Goods shall be held in trust for the Company and shall not be mingled with other monies or paid into any overdrawn bank account and shall at all times be identifiable as the Company's money. The Company shall be entitled to maintain an action for the price of the Goods notwithstanding that title in them has not passed to the Customer

Risk Delivery and Performance Goods are delivered to the Customer when the Company makes them available to the Customer or any agent of the Customer or any carrier (who shall be the Customer s agent whoever pays his charges) at the Company's premises or other delivery point agreed by the Company. Risk in the Goods passes when they are delivered to the Customer. The Company may at its discretion deliver the Goods by instalments in any sequence. Where the Goods are delivered by instalments each instalment shall be deemed to be the subject of a separate contract and no default or failure by the Company in respect of any one or more instalments shall vitiate the Contract in respect of the Goods previously delivered or undelivered Goods. The Company may deliver to the Customer and the Customer shall accept in satisfaction of the Contract a lesser number than the number of the Goods ordered. Any dates quoted by the Company for the delivery of the Goods are approximate only and shall not form part of the Contract and the Customer acknowledges that in the performance expected of the Company no regard has been paid to any quoted delivery dates. If the Customer fails to take delivery of the Goods or any part of them on the due date and fails to provide any instructions, documents, licenses, consents or authorisations required to enable the Goods to be delivered on the due date the Company shall be entitled upon giving written notice to the Customer to store or arrange for the storage of the Goods. Risk in the Goods shall then pass to the Customer and delivery shall be deemed to have taken place and the Customer shall pay to the Company all costs and expenses incurred including storage and insurance charges rising

#### **Claims Notification**

7. Any claim for non delivery of any Goods shall be notified in writing by the Customer to the Company within 7 days of the date of the Company s invoice. Any claim that the Goods have been delivered damaged, are not of correct quantity or do not comply with their description shall be notified by the Customer to the Company within 7 days of their delivery. Any alleged defect shall be notified by the Customer to the Company within 7 days of the delivery of the Goods or in any case of any defect which is not reasonably apparent on inspection within 7 days of the defect coming to the Customer's attention and in any event within the period for the Goods not of the Company s manufacture the warranty period given by the manufacturer. Any claim under this condition must be in writing and must contain full details of the claim including the part numbers of any allegedly defective Goods. The Company shall be afforded reasonable opportunity and facilities to investigate any claims made under this condition and the Customer shall if so requested in writing by the Company promptly return any Goods the subject of any claim and any packing securely packed and carriage paid to the Company for

8. Under no circumstances shall the Company have any liability of whatever kind for: (1), the suitability of any Goods for any particular purpose or use under specific conditions whether or not the purpose or conditions were known or communicated to the Company. (2). any descriptions illustrations specifications figures as to performance drawings and particulars of weights and dimensions submitted by the Company contained in the Company s catalogues, price lists or elsewhere since they are merely intended to represent a general idea of the Goods and not to form part of the Contract or be treated as representations. (3). any information, technical recommendations, statements or advice furnished by the Company its servants or agents not given in writing in response to a specific written request from the Customer before the Contract is made: or (4). any variations in the quantities or dimensions of any Goods or charges in their specifications or substitution of any materials or components if the variation or substitution does not materially affect the characteristics of the Goods and substituted materials or components are of a quality equal or superior to those originally specified.

Extent of Liability

9. The Company shall have no liability to the Customer (other than liability for death or personal injury resulting from the Company s negligence) for any loss or damage of any nature arising from any breach of any express or implied warranty or condition of the Contract or any negligence breach of statutory or other duty on the part of the Company or in any other way out of or in connection with the performance or purported performance of or failure to perform the Contract except in accordance with this condition. If the Customer establishes that any Goods have been delivered damaged are not of the correct quantity or do not comply with their description the Company shall at its option replace with similar Goods within a reasonable period of time any Goods which are missing lost or damaged or do not comply with their description allow the Customer credit for their invoice value or repair any damaged Goods. If the Customer establishes that any Goods are defective the Company shall at its option replace within a reasonable period of time with similar Goods or repair any defective Goods, allow the Customer within a reasonable period or time with similar doubt of repair any defective goods, allow the Customer credit for their invoice value or to the extent that the Goods are not of the Company is manufacture assign to the Customer (so far as the Company is able to do so) any warranties given by the manufacturer of the Goods to the Company. The delivery of any repaired or replacement Goods shall be at the Company is premises or other delivery point specified for the original Goods. Where the Company is libitative to the company is the company in the company is the company in the company is premised or other delivery point specified for the original Goods. Where the Company is the company is the company in the company in the company is the company in the company in the company is the company in the company in the company in the company in the company is the company in is liable in accordance with this condition in respect of only some or part of the Goods the Contract shall remain in full force and effect in respect of other or other parts of the Goods and no set-off or other claim shall be made by the Customer against or in respect of such other or other parts of the Goods. No claim against the Company shall be entertained for any defect arising from any design or Specification provided or made by the Customer or if any adjustments alterations or other work has been done to the Goods by any person other than the Company. The Company shall not be liable where any Goods the price of which does not include carriage are lost or damaged in transit and all claims by the Customer shall be made against the carrier. Replacements for such lost or damaged Goods will, if available, be supplied by the Company at the prices ruling at the date of dispatch. In no circumstances shall the liability of the Company to the Customer under this condition exceed the value of the Goods

General

10. The Company may subcontract the performance of the Contract in whole or in part. The Contract is between the Company and the Customer as principals and shall not be assignable by the Customer without the express written consent of the Company. The Company shall have a lien on all the Customers property in the Company's possession for all sums due at any time from the Customer and shall be entitled to use sell or dispose of heat property as agent for and at the expense of the Customer and apply the proceeds in and towards the payment of such sums on 28 days notice in writing to the Customer. Upon accounting to the Customer for any balance remaining after payment of any sums due to the Company and the costs of sale or disposal the Company shall be discharged of any liability in respect of the Customer's property. The Company may at its discretion suspend or terminate the supply of any Goods if the Customer Fails to make any payment when or as due or otherwise defaults in any of its obligations under the Contract or any other agreement with the Company becomes insolvent has a receiver appointed of its business or is compulsorily or voluntarily wound up or the Company bona fide believes that any of those events may occur and in any case of termination shall be entitled to forfeit any deposit paid. All materials, drawings, specifications and other data provided by the Company shall remain its property and all technical information, patentable copyright and registered designs arising from the execution of any orders shall become the property of the Company. The Contract and its ect matter are confidential and shall not be disclosed or used for any unauthorised purpo

#### Cancellation

11. Orders for stock items may be cancelled at 14 days written notice. Orders for Goods which have to be made especially for the Customer will be charged in full unless (i) notice of cancellation is received no later than eight (8) weeks before the expected delivery date quoted in the Company's order acknowledgement; and (ii) manufacture of them or any components for them has not commenced at the date of receipt of the Customer's notice of cancellation.

#### Force Maieure

12. The Company shall not be liable for any failure in the performance of any of its obligations under the Contract (or this agreement or deed) caused by factors outside its control

Law and Construction

13. The Contract (or its agreement) shall be governed by the English law and the Customer (or agent as otherwise defined) consents to the exclusive jurisdiction of the English Courts in all matters regarding the Contract (or this agreement) except to the extent that the Company invokes the jurisdiction of the courts of any country

#### Notices

14. Any notices to be given under the Contract (or this agreement) shall be in writing and telexed by facsimile transmission or forwarded by its first class prepaid (registered recorded delivery) letter post to the receiving party as its business address as last notified in writing to the other party and shall be deemed to have been given on the date of email or in the case of postal communication one day after the legal date of postage. Quotations remain valid for 90 days for non-plant items. Plant stock prices are subject to availability and can only be guaranteed for orders placed before 30th September. After this date current availability and prices can be checked by telephoning during office hours.

### **COMPANY B**



## **QUOTE**

Saltash Town Council Saltash Town Council 12 Lower Fore Street Saltash Cornwall PL12 6JX GBR **Date** 22 Aug 2023

Expiry 3 Sep 2023

**Quote Number** QU-1204

**VAT Number** 399214069



Description	Quantity	Unit Price	VAT	Amount GBP
Works at Churchtown Cemetery G1 - Hedge running along southern boundary from dead elm to group of trees in the corner - Reduce in height to match section near dead elm and trim allotment side hard and neatly.  **Satellite view attached for reference** T1 - Dead elm - Fell to ground level.	1.00	2,260.00	20%	2,260.00
			Subtotal	2,260.00
		TO	OTAL VAT	452.00
		то	TAL GBP	2,712.00

### Terms

All waste created will be removed / Unless wanted by the allotment.

eeding / Fertiliser - Been Added Weekly Each N	onday Druing 20223Irrigation Rounds May to October 2023	March 48 49 50 51 52	April 1 2 3	-	flay 8 9 10	June 11 12 13 1	July 4 15 16 17	August 18 19 21		ember 24 25 26 2	October 27 28 29 30	November 31 32 33 3			ary February 42 43 44 45 46	
te Name	Description of Works															
aterside Hanging Baskets	Cummar Hanging Docksto Installation				200					+						$\Box$
	Summer Hanging Baskets Installation irrigation (Watering)	<del>                                     </del>		+++	26				+++	+++	10		++++		++++	+++
	Removal Of Hanging Baskets - End Of Season															$\Box$
ore Street Hanging Baskets	Summer Hanging Baskets Installation				26						10		+	+++	+++	+++
	irrigation (Watering)				26						10					
oggo Cardon	Removal Of Hanging Baskets - End Of Season							-	-	$\perp$		$\Box$				$\Box$
eace Garden	Winter Bedding removal and preparation of borders for Summer Bedding			16	26	NB: need to p	rep before pro	perly - dig o	ver and weed	l 2 weeks pri	or to planting	and again 2 o	lays prior to plai	nting		
	summer bedding installation				26											
	dead head and weed irrigation	<del>-   -   -   -   -   -   -   -   -   -  </del>		+					+++	+++		+++	+++	+++	<del>                                     </del>	+++
	summer bedding removal and preparation of borders for winter bedding															
	winter bedding installation															
altash Station	dead head and weed	18 30	24	4 27				+	+	+++		$\vdash$			++++	+++
aliash Station	Winter Bedding removal and preparation of borders for Summer Bedding					NB: need to p	rep before pro	perly - dig o	ver and weed	l 2 weeks pri	or to planting	and again 2 d	lays prior to plai	nting		
	summer bedding installation														$\Box\Box$	
	dead head and weed irrigation	<del>-                                     </del>	+	+	26				+++	+++	+	+++	+++	++++	++++	+++
	summer bedding removal and preparation of borders for winter bedding				20								1111			
	winter bedding installation	<del>                                     </del>					<del>                                     </del>			<del>                                     </del>			<del>                                     </del>	<del>                                     </del>	<del>                                     </del>	
AD 01.1	dead head and weed	23 30	24	4 25												$\Box$
AB Statue / Brunel Bust (Adjacent to 4 Fore treet)																
	Winter Bedding removal and preparation of borders for Summer Bedding			11	17 25	NB: need to p	rep before pro	perly - dig o	ver and weed	l 2 weeks pri	or to planting	and again 2 c	lays prior to pla	nting		
· · · · · · · · · · · · · · · · · · ·	summer bedding installation	+	++	++-	25	$\Box$	+++	+	+	+	++-	$\Box$	+++	+++	++++	++
	dead head and weed irrigation	<del>                                     </del>	<del>                                     </del>	+++					+++	+++	+++	+++	+++	+++	++++	+++
	summer bedding removal and preparation of borders for winter bedding	<del>                                     </del>		<del>                                     </del>					$\top$	<del>     </del>	+++		<del>                                     </del>	<del>                                     </del>	<del>           </del>	
	winter bedding installation									<del></del>						
	dead head and weed	17 30	24	4 26												$\Box$
orth Road (Bridge Slip Road) 13 x Metal Panters																
On The Court of th	Winter Bedding removal and preparation of borders for Summer Bedding			12		NB: need to p	rep before pro	perly - dig o	ver and weed	l 2 weeks pri	or to planting	and again 2 d	lays prior to pla	nting		
	summer bedding installation	<del>-                                     </del>		+++	25		+	+++	+++	+++	+++	+++	+++	++++	++++	+++
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	dead head and weed	17 30	24	4 27												
ore Street - 5 x planters plus outside Belvoir state Agents																4
state Agents	Winter Bedding removal and preparation of borders for Summer Bedding	<del> </del>		10		NB: need to p	rep before pro	perly - dig o	ver and weed	l 2 weeks pri	or to planting	and again 2 d	lays prior to plai	nting		$\Box$
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	winter bedding installation dead head and weed	16 30	24	4 25			++++		+++	+++			+++	+++	+++	+++
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anted) and brick planter	Winter Bedding removal and preparation of borders for Summer Bedding			10		NP: pood to p	ron before pro	porty dia o	vor and wood	12 wooks pr	or to planting	and again 2 a	days prior to play	ntina		++
	summer bedding installation	<del>                                     </del>			25	ND. Heed to p	lep belore pro	perry - dry or	ver and weed	I Z Weeks pii	or to planting	anu ayam 2 u	lays prior to plai	nung	<del>-                                      </del>	+++
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	summer bedding removal and preparation of borders for winter bedding															
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ore Street KEAST MEWS - 3 x planters	dead head and weed		24	4 26				+								
or or eer remot intervo - 5 x planters	Winter Bedding removal and preparation of borders for Summer Bedding			11		NB: need to p	rep before pro	perly - dig o	ver and weed	l 2 weeks pri	or to planting	and again 2 o	lays prior to plai	nting		
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	dead head and weed	<del>- - - -</del>	++	++-					++	++	+++	+++	+++	+++	+++-	+++
	irrigation	<del>                                     </del>	++	++-					+++	+++	+++	+++	+++	+++	++++	+++
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ore Street THE COURTYARD - 2 x planters	summer bedding installation dead head and weed irrigation												++++	+++	<del>                                     </del>	
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	summer bedding installation dead head and weed irrigation summer bedding removal and preparation of borders for winter bedding															
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	dead head and weed																						I	$\mathbf{L}$
Rotary Club Boats																								
	Fore Street - Slot Machine Co, RAB Statue, North Road, Dawes Close																							
Lions Club Boats																								
	Peace Garden																					Т		

Page 34

	power washing paths																				
	salt spreading																				
nurchtown Cemetery Hut & Compound																					
	litter pick	7	6	П	П																
	debris removal	7	6	П																	
	weed removal		6			$\top \top$							$\mathbf{I}$	$\Box$							
	moss removal / treatment ( No Longer Done)			П	$\Box$								П								
	herbicide appplication (No Longer Done)			П									П								
	power washing paths			П	П																
	salt spreading				$\Box$																

Cemetery Mowing	Month	March	April	May		June	July		Augu	ust	Septe	ember		Oc	ober	Nove	mber		Decemb	er		January		Febru	ary	March
Cemetery Mowing	Week Number	49 50 51 52	1 2 3	4 5 6 7	8 9 1	10 11 12	13 14 1	5 16 17	18 19	21 21	22 2	23 24	25 26	27	28 29 30	31	32 33 3	34	35 36	37 38 3	9 4	0 41 4	2 43	44 4	5 46 47	48 49 50 51
Site Name	Description of Works																									
Churchtown Cemetery (total of 1/2 man day)																										
	ride on mow and strim	15	18	9	1	2	26	17	9																	
	pedestrian mow and strim	15	18	9	1	2	26	17	9																	
	Allotment Paths	15	18	9	1	2	26	17	9																	
	remove Christmas / Easter wreaths																									
	Memorial Inspections																									
St Stephens Church Yard (total of 12.5 man days)																										
	LC (Lawn Cemetery) - 2 man day	28																								
	ride on mow, pedestrian mow and strim				4	6		19	10 14																	
	LCA (Lawn Cemetery A) - 2 man day							20																		
	ride on mow, pedestrian mow and strim	28			4	6			10 14																	
	AC (Around Church) - 1 & 1/2 man days																									
	ride on mow, pedestrian mow and strim																									
	AC Cremation Plots																									
	ped box mow and strim & clear paths				5	7																				
	OSA (Old Section A) - 3 man days			21																						
	pedestrian mow and strim							25								ĺ		1			1					
	OSB (Old Section B) - 3 man days																									
	ride on mow, pedestrian mow and strim				1	12 14		25																		
	OSC (Old Section C) - 3 man days															ĺ		1			1					
	ride on mow, pedestrian mow and strim				1	2 14										ĺ		1			1					
	Memorial Inspections - LC & LCA																				1					
	Memorial Inspections - AC & OSA				8 11 1	2															1					
	Memorial Inspections - OSB & OSC	1111		6 7	7 8										111											
	remove Remembrance Wreaths (Easter)	1111													111											
	remove Christmas / Easter wreaths	<del>                                     </del>	$\top$									$\neg$	$\neg \vdash$													

Meadow & Wild Flower	Month		March		Ар	ril	N	Лау		June	9		July		Α	ugust		Se	ptemb	er		Octobe	er	No	vembe	er	D	ecem	ber		Janua	ary	F	ebrua	ry		March
weadow & wild Flower	Week Number	48 4	9 50 5	1 52	1 2	3 4	5	6 7 8	9 1	0 11	12 1	3 14	15 16	6 17	18 1	9 21	21 2	22 23	24	25 26	27	28 2	9 30	31 3	2 33	34 3	35 36	6 37	38 3	9 40	41	42 43	3 44	45 4	6 47	48 4	49 50 5
Site Name	Description of Works																																				
St Stephens Churchyard																																					
	cut down at end of flowering season												16	6	9																						
	rake up arising 7 / 10 days after cut down														9																						
	cut and collect area after raking																																				
Elwell Woods Meadow																															4 7						
	cut down at end of flowering season																																				
	rake up arising 7 / 10 days after cut down																																				
	cut and collect area after raking																																				
Celtic Cross Site	_																																				
	cut down at end of flowering season																																				
	rake up arising 7 / 10 days after cut down																																				
	cut and collect area after raking											1 1		11							1																
ilmere Green Meadow Area	_																																				
	cut down at end of flowering season												16	6																							
	rake up arising 7 / 10 days after cut down											1 1									1																
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Weekly Mowing	Month	March	April	May	June	July	August	September	October	November	December	January	February	March
Weekly Mowing	Week Number	49 50 51 52	1 2 3 4	5 6 7 8	9 10 11 12 13	14 15 16 17	18 19 21 21	22 23 24 25 26	27 28 29 30	31 32 33 34	35 36 37 38 39	40 41 42 43	44 45 46 47	48 49 50 51 5
Site Name	Description of Works													
St Nicholas & Faith War Memorial														
	Litter Pick	1 8 15 22	4 14 18 25	3 10 17 24	1 7 14 21 28	5 12 21 28	6 17							
	box mow and strim	8 22	4 18	17	14	12	17							
	edging shears on grass edges						17							
	clean grass clippings from memorial and surround						17							
	remove Remembrance Wreaths (Easter)													
Peace Garden														
1	Litter Pick	1 8 15 22	4 14 18 25	5 10 17 24	1 7 14 21 28	5 12 21 28	6 17							
	box mow and strim	8 22	4 18	5 10 17 24	1 7 14 21 28	12 28	17							
1	edging shears on grass edges						17							
	clean grass clippings from memorial and surround						17							
	remove Remembrance Wreaths (Easter)													

#### Service Delivery Department Request Log for Councillors STC Officers and Members of the Public

Enquiry Number	Date	Clir /Officer Name	Method of engly	Brief Details	H&S Priority	PRIORITY LEVEL	Allocated To	Action Confirmed	scheduled Date	SDM Sign Off	Completion Date
10710	23/02/23	Lindsay Mansfield	Teams/Phone	GH Chamber - Blind broken.	NO	M	RA	MC to look at 23.02.2023	10/03/23		
10713	27/02/23	Dickie Cochrane	Vehicle Inspection	EA14 ZCZ - Door lock not working correctly - horn keeps sounding when locking	NO	L	RA	Quote required, to be booked in from 01/04/2023	30/04/23		
10714	27/02/23	Dickie Cochrane	Vehicle Inspection	BX15 HWJ - Beacon on roof - cover missing.	YES	Н		Quote required from DB Autos 09/03/23 - requested 08/03/23	17/03/23		
#REF!	09/03/23	Shaun Webber	Email	Internal Heritage Station Sign to be put up, internally within Isambard House.	NO	M		SDM to confirm fixing location with Station Committee. 27/04/2023 Still Awaiting Materials.	17/03/23		
#REF!	29/03/23	Sinead Burrows	1667817787	Guildhall - Pictures to be installed in the Town Clerk office. There is no urgency for this work to be carried out. Please ask the appointed member of staff to refer to the Town Clerk for instructions prior to carrying out the							
#REF!	30/03/23	Fiona Morris	616155336	Heritage Building - A piece of guttering is missing on the Heritage Building water splashing out at the back of the building where the roof slopes down to meet a flat roof.	-			To contact Lizzy Asprey or another member of the Heritage Team.			
10724	06/04/23	Dickie Cochrane	email	Churchtown Allotments - Plot 10 - to be cleared of rubbish and possibly she	ed			Completed By SDGA Kevin Cotton.			10/04/23
10728	24/04/23	Dave Orton	764318640	Library - would it be able to have a wooden mock up Morrison Shelter made for children to be able to crawl into? Shaun was given the picture a couple of weeks ago. Ideally for May 2nd which is the beginning of our 'Saltash at War' month for Local History.				MC Made And Delivered To Site.			12/04/23
10734	05/05/23	Ricky Lumley	495231762	Guildhall - Light above lift in upper office not working				MC- Already Aware Of This - New Fitting Required. New Fitting Installed Today (MC)			06/05/23
10735	17/05/23	Lindsay Mansfield	email to service	St Stephens church - could grass be cut just prior to (ideally 1 week before) their annual fete being held on 1st July 2023 (to allow for outdoor stalls etc)				To be scheduled for 26/06/23			
10736	17/05/23	Andrew Tritton (leader of Saltash Chronicles)/Sinead Burrows	email dated 17.05.2023	Guildhall - Embroidery needs to be taken down for repair with consultation & date to be agreed with Andrew Tritton who needs to be present when taken down. Dates Andrew have requested are 23/24 Nov or 29/30 Nov				Embroidery removal booked for 30.11.2023			
10738	18/05/23	Rachel Ackland	Telephone call Member Of The Public.	Broken Proximity/Kedpad Reader - Needs Replacing. Broken Top Maglock -Needs Replacing.				M.Cotton Has Investigatate & Ordering Parts Required To Fix - Awaiting Purchase Order To Complete 18/05/2023	ASAP		19/05/23
10740	24/05/2023 &	Sinead Burrows	Email	Memorial Peace Garden - Hawthorn Tree to be planted as a priority duty for the Late Brad Hine. Works to be carried out and completed ready for 1st Week September 2023 (for 11th September approx)				Sinead Burrows to manage project - ground requires working before tree planted.	(Pending)		
10744	26/05/23	Fiona Morris	50541240	Alexandra Square Toilet - Feedback from member of public - Soap is often on the floor and that perhaps a device could be fitted to catch any soap which would inadvertently fall onto the floor causing a hazard. It is very difficuly to turn off the hot tap and it is oftern necessary to pull the tap fitting upwards to stop the flow.				Small Hole In Dispenser Unit. Replaced With New 16/08/2023 (MC)			16/08/23
10746	30/05/23	Rachel Ackland	Verbal	Pontoon - Check all signage for correct info - contact details and prices					(Pending)		
10750	11/06/23	Kevin Cotton	Weekend duty worksheet	Pontoon - Decking come loose on walkway				Awaiting Three Quote: Corserve Factillities [] Dick Clarke []	(Pending)		
10751	12/06/23	Michael Cotton	Pontoon Insp Sheet	Pontoon - Gantry decking & railings - loose board & signage requires urgent attention - out of date info					(Pending)		
10758	23/06/23	Ricky Lumley	483232055	Guildhall - Locks required on the ATC desk drawers please				Completed On The 19/08/2023 (MC)	When MC Free		19/08/23
10761	28/06/23	Michael Cotton	Email	Pontoon Gate - 1. Vandalism to keypad/reader. 2. Automatic gate closer shutting to fast and could potentially damage door and mag locks.				21/07/2023 New Keypads Installed. Get Closer Pending Early Next Week. (MC)	25/07/23		19/08/23
10762		Kayne Appleby	Teams/Phone	Fairmead Allotments - Plot 6 - inspection required due to ternination of tenancy				ASDM to inspect plot on 13.07.2023. Plot inspected and deposit being refunded. RA to allocate plot 6 for new tenancy			12/07/23
10763	07/07/23	Dave Orton	1633087668	Library - a flashing/strobing strip light above our public computers which needs to be replaced. We have currently turned those lights off							

10765 07/07/23 Sinead Burrows email St Stephens Cemetery - Section LCA - possibility of Japanese Knotweed TC reported to authority. Awaiting response from them 12/07/23 growing and action accordingly. Confirmed Not To Be Japanses Knott Weed (MC) 10766 09/07/23 Sinead Burrows Email Library - Awaiting parts for the outer doors from Entry before installation can take place age 10769 10/07/23 TC to establish ownersip of hedge with Will Glassup 10.07.2023 Sinead Burrows Verbally Pillmere - Primrose Walk towards Grassmere Way (near to Honeysuckle 12/07/23 Play Park) - concern regarding trees. Resident issue with satellite dish and action accordingly. 10/07/23 Sinead Burrows Verballv Killigrew Avenue - trees - complaint regarding overhang of trees into her RA emailed lady 10.07.2023 to arrange date/time to 28/07/23 10770 garden meet up with ASDM to discuss. Action accordingly thereafter. Meeting arranged for 17.07.23 at 0900 hrs at 62 Killigrew Avenue. Further metting arranged with ASDM/Adrian White to discuss actioning. 21/07/2023 STC & SEA To Cut Down Hazel Tree To Suitable Size Dave Orton 1448484413 10771 10/07/23 Library - weeds growing on the front and side perimeter of the library Emailed reply that weeding is not to be carries out 10/07/23 unless a health & safety or highways issue 10.07.2023 (????? We Do Weed STC Buildings - Michael 10772 10/07/23 Dave Orton 104725 The Library CCTV has totally stopped working and needs a service Email sent to Dave to advise he needs to call out A&M engineer asap please Security and arrange date and time of callout 10.07.2023. DVR unit being fitted by A&M Security 10773 10/07/23 Sinead Burrows email Churchtown Toilet Door - Has notice been installed and when will lock be ASDM requested to action via email 10.07.2023. 19/07/23 All Works Completed On 19/07/2023 (MC) 10774 10/07/23 Sinead Burrows email Pillmere - 55 Grassmere Way - to identify is trees are STC or CC ASDM requested to action via email 10.07.2023 responsibility via site visit 10/07/23 Frith Road - ASDM to confirm to Sinead if pathway from Frith Road to New ASDM requested to action via email 10.07.2023 10775 Sinead Burrows email Road is STC responsibility or CC 10776 Call back - to contact Colin Massey regarding trees at Pillmere 07961 RA followed up enquiry but no answer - left a message 10/07/23 Sinead Burrows email 594654 for him to call back regarding his concerns. 11.07.2023 10778 12/07/23 Sinead Burrows verballv All STC buildings - Check Service plans that are in place for all buildings RA to carry out and complete 10779 13/07/23 Sinead Burrows Email Pontoon - Signage requires updating and renewing. Also, lock to notice SB to work up signage information and run through with board needs to be replaced as no key for exisiting lock. MC & RA before being made up. 10781 18/07/23 Sinead Burrows Email Tree watering on behalf of SEA - Please liaise with Adrain White from SEA To contact Adrian White of SEA in Spring 2024 to to discuss watering the trees as carried out for the summer of 2023 with discuss the matter the addition of a few more trees in the same area 10782 18/07/23 Waterside Notice Board - requires cleaning and to source correct locks. ASDM to allocate cleaning of notice board and to source Sinead Burrows email correct locks. 10783 19/07/23 Sinead Burrows Pillmere - Oak Apple Close - SB/ASDM visit site required re: tree ASDM/TC carrying out site visit at 1500 hrs 20.07.2023 02/08/23 email Site Visit Carried Out Information Sent To Town Clerk overgrowth and report back accordingly For Actioning (MC) Town Clerk Has Replied To EA14 ZCZ - Still driving in limp mode. Recommeneded by SDGA's to take (1) RA to book vehicle in with Andersons Garage (2) 10784 17/07/23 SDD staff Staff meeting Garage Busy Please Re-Schedule (MC) to Andersons Garage for second opinion. 10785 17/07/23 SDD staff Staff meeting YA11 SVY - rear door on van broken (See line 64). Ra to get quotation from Andersons Garage for repair as well as heater broken - on permanent 10786 17/07/23 SDD staff Staff meeting Log sheet for equipment and stock - RA to create and roll out when RA to action - to include a comments column. confirmed by TC 17/07/23 SDD staff Staff meeting 10787 Pontoon - Berth numbers to be installed on decking in front of each berth along with new signage. Staff meeting 10788 17/07/23 SDD staff Flag storage - MC/RA to find suitable storage lcation and email SDGA's when decided. 10789 17/07/23 SDD staff Staff meeting Grounds Maintenance - Merkur slots - to order bark for ground coverage Materials Order/PO Done And Green On Zahara For Job On Travis Perkins Saltash Awaiting To Place Order With (possibly 5 tonnes - 1 tonne dumpy bags) delivered to site. lold) Supplier Near Time Of Job (MC) Ladders - 2 x McAllister MCLT3 (C175309) - both require new top and 10790 17/07/23 SDD staff Staff meeting RA/MC to source and order. 10791 Email from SDGA Dickie Trip Hazard On Main Pontoon Between Public Section And Bert 1. Made ASDM - To Inspect And Carry Out Repair ASAP 31/07/23 27/07/23 SDD staff Yes safe by SDGA Richard Cochrane, by sticking hazard tape to warn public of 31/07/2023 And Updated Logged Enquiery Accordingly Cochrane hazard (MC)

10792	07/08/23	Josh Floyd	Vehicle Inspection	BX15 HWJ - Driver front wing damage	MC to investigate (requested by Sinead Burrows) Investaged and 100% new damage need to speak to SDGA Who Used The Vehicle On The 19th July 2023.		
10796 J	09/08/23	Sinead Burrows	verbally	Churchtown Cemetery - Area of hedgerow around the bee hives requires cuttimg back.	Sinead Burrows to liaise with bee keepers to arrange suitable date works can be carried out.		
10800	21/08/23	Josh Floyd	Vehicle Inspection	WK59 DNE - O/s Mirror needs correct one fitted (cable tied on at present).  Beacon on top also broken off - currently resting on water tank	Faults reported on vehicle inspection dated 24.07.2023.  RA emailed Dave @ Vincent Tractors for quote on mirror - awaiting reply. Beacon fault to be addressed.		
10801	21/08/23	Josh Floyd	Vehicle Inspection	YA11 SVY - Scratch on sliding door and damage on drivers wing. Scratch on rear passenger quarter and front seat ripped.	Defects reported via vehicle inspection sheet on 24.07.2023. To action		
10802	21/08/23	Sinead Burrows	email	Ashton Way Park - vandalised and repairs required as follows: Grafitti needs removing and fence made safe/repaired ASAP.	Damage reported to Police 21.08.2023. SDGA Kevin Cotton Attened Site And Removed As Much As Possible. Chemical From Supplier Needs To Be	(Pending)	
10803	21/08/23	Lindsay Mansfield	Teams	Belle Vue Disabled Toilets - Light not working (Reported via phone to Lindsay from resident)	Left message for Michael to check it out ASAP 21.08.2023.		
10804	21/08/23	Grahame O'Donoghue	Phone call	Longstone Toilets - Mens toilets - door lock not working	Is Working With Force Needs Light Adjusting When I Have Free Time In Future 21/08/2023 (MC)	(Pending)	
10805	20/07/23	Sinead Burrows	verbally	ASDM To Install New Locks And Hinges As Required To Secure Site Accordingly.	All Materials Ordered 20/07/2023 Job Completed 09/08/2023		09/08/23
10806	08/08/23	Sinead Burrows	verbally/email	SDGA(s) To Correct Black Sign Post - (Tourist Info/Direction Post) Near Guild Hall And Secure In Correct Position And Make Safe.	SDGA Kevin / Michael Fixed And New Metal Screws Installed.		09/08/23
10807	20/07/23	Sinead Burrows	verbally	ASDM To Install New Locks As Required To Belle Vue Disabled Side Toilet Accordingly To Replace Recent Vandalised Radar Mortise	All Work Completed (MC)		10/08/23

# SERVICE DELIVERY VANDALISM/ANTI SOCIAL BEHAVIOUR INCIDENT LOG 2023

DATE OF			DATE REPORTED		CRIME REFERENCE	
INCIDENT	SITE/LOCATION	DESCRIPTION OF DAMAGE	TO POLICE	POLICE LOG REFERENCE	NO.	COMMENTS
13-16/01/2023	Isambard House	Theft of brass door handles	26/01/2023	Not Applicable	50230020297	Purchase new door handles and fit them to the doors, make good and paint the doors.
02/02/2023	Alexandra Square Toilets	Damage to internal door & door furniture, nappy bin and sanitary bin	07/02/2023	DP-5491-23-5050-IR01	50230031794	Replace door and door furniture, paint as required
09/02/2023	Waterside Toilets	Damage to internal door and door frame to mens cubicle	01/03/2023	DP-9284-23-5050-01	Not Applicable	Repair door and door frame.
28/02/2023	Brunel Statue	Top hat broken off from main part of statue	01/03/2023	DP-9284-23-5050-01	Not Applicable	Statue wrapped to prevent further damage, hat repaired by Rotary.
03/04/2024	Longstone Toilets	Grafitti on internal walls and cubicle	09/04/2023	DP-14761-23-5050-01	50230081041	Walls cleaned, all grafitti removed.
04/04/2023	Belle Vue toilets	Soap dispenser and toilet roll holder damaged and ripped off brackets on wall	09/04/2023	DP-14985-23-5050-01	50230081026	Toilet Roll holder and soap dispenser replaced.
05/04/2023	Waterside Toilets	Human faeces on ground of entrance to ladies toilet.	Not Applicable	Not Applicable	Not Applicable	Area deep cleaned.
06/04/2023	Belle Vue Toilets	Human faeces spread on internal walls of main toilet in all areas	Not Applicable	Not Applicable	Not Applicable	Area deep cleaned.
12/04/2023	Grassmere Way Play Park	Grafitti vandalism on internal side of fence	21/04/2023	DP-17609-23-5050-01	50230131725	Grafitti to be cleaned off fence.
12/04/2023	Fore Street outside Codfathers	Hand sanitisation unit on street pillar vandalised	Not Applicable	Not Applicable	Not Applicable	Damaged unit removed, new unit to be installed.
20/04/2023	Longstone Toilets	Grafitti on external wall (adjacent to mens block)	21/04/2023	DP-17609-23-5050-01	50230131722	Grafitti to be cleaned off and wall repainted.
19/06/23	Longstone Toilets	Unrepairable damage to metal toilet roll holder and toilet roll set alight (mens cubicle)	20/06/23	DP-28058-23-5050-01	50230183588	
15/07/23	Waterside toilets	Nappy bin lid smashed in	18/07/23	DP-33003-23-5050-01	TBA	New bin ordered by RA - being delivered by South West Hygiene to site
23/07/23	Longstone Depot	Damage to EA14 ZCZ - drivers door lock and n/s side panel damaged due to attempted break in	24/07/23	DP-34006-23-5050-01	50230215415	
24/07/23	Waterside Toilets	Skylight smashed leaving debris on the floor	25/07/23	DP-34162-23-5050-IR01	50230216122	
03 or						
04/08/2023	Belle Vue toilets	Radar lock vandalised - broken on the inside and prized away from door on outside	24/08/23	DP-39228-23-5050-01	TBA	
19 or		Vandalism in park - graffiti on 2 litter bin tops, graffiti on tarmac paths and damage to wood				
20/08/2023	Ashton Way Play Park	capping on wood panelling.	21/08/23	DP-38652-23-5050-01	TBA	

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Description	Frequency last do	due	contractor used	Contact Details	Contact	termination dates	Notes	Mar-23 48 49 5	0 51	Apr-23	3 4	lay-23	Jun	n- <b>23</b> 9 10 11	Jul-23	14 15 16	Aug-23	21 22	<b>Sep-23</b> 23 24 25	_	ct- <b>23</b>	_	lov- <b>23</b>	33 34 3	ec- <b>23</b>	7 38 39	Jan- <b>24</b>		<b>Feb-24</b> 44 45 46	Mar:	24 49 50	51
Guildhall Building								Guildh	_	uilding	3 4	3 0 /		9 10 11	12 13	14 13 10	10 19	21 22 .	23 24 23	20 20	20 27 28	29 30 .	31 32	33 34 3	3 30 37	36 39	40 41	42 43	44 43 40	0 47 48	49 30	531
asbestos register	annual *		in house (Report To Be Done By Contractor)					П	П		H		П	ПП							TT			П	TT		$\Box$	$\Box \Box$	$\Box$		ıTT	П
	aiiiuai		TJ Electrical					111	H		+	+	$\Box$	+++	++		HH	++	+		+		+	+	++	+-	${}^{\dagger}$	$\Box$	+	+	,	$\dashv$
Electrical Installation	5 yr	28/07/22 27/	7/27 (Approved Contractor)		<u> </u>		displayed	+++	+	+++	+	+	╀	+++	+	+	H	++	+	+	+	+	++	+	$+\!+$	++-	$+\!+\!-$	H	++	+	H	$\dashv$
DEC (Energy Effiency Certificate)	10 yearly	26/03/18 25/	3/28 Elmhurst Energy Systems, HI Devon			POA	certificate	$\sqcup \sqcup$	Ш			25.03.2	028		$\perp \downarrow$	$\perp \perp \perp$	Ш						$\perp \downarrow \downarrow$	$\perp \perp$	$\bot$	<u></u>	$\perp \perp \perp '$	Ш	4	<u> </u>	Ш	
Water Cooler Sanitising / exchange	6 months	23/09/22 23/	3/23 Thirsty Work				4 units			28										23								Ш			<del>لك</del>	
office air con - fixture	2 per year	04/08/22 04/	12/23 Jackman Peckover														4								Ш			Ш	Ш		Ш	
							12 Months						Ш																		,	
Portable Appliance Testing (PAT) CCTV Service			1/23 Saltash Town Council (Michael Cotton) 2/23 A&M Security		1		Scheduled.	+++	++	+++	+	++	╫	+++	+	+	HH	++	++	+	++		++	+	1/	-	$+\!+\!-$	$\vdash$	$+\!+$	+	$\overline{}$	$\dashv$
gas installation	+		12/23 Jackman Peckover	01752 727999					$\Box$			$\top$											$\top \top$			世	Ш	団	士	$\pm \pm$	Ш	I
boiler service and radiator checks	annual**	23/02/22 23/	12/23 Jackman Peckover	01752 727999																												
Cast Aluminium Condensing Hot Water Heating Boiler			1/23 Zurich - Crimson	07764 149397	Nigel Hughes				П															21		П	$\square$			$\Pi$	ı	T
Bladder Type Pressuristaion Heatin	3								T		$\top \top$			$\Box$					11						$\top$	$\prod$	$\Box$			+	,	T
Vessel passenger lift service and maintenance	4 per year		1/23 Zurich - Crimson 1/23 OTIS	07764 149397 07970 244136	Nigel Hughes Rob Shaw	31/05/23		$\dagger \dagger \dagger$	22	+	+	++	+		+	++	H	24	+	+ +	++	24	+	21	#	+	H	16	+	++-	+	$\dagger$
Passenger lift LOLER Inspections			12/23 Zurich - Crimson			32/03/23				1	+	+			11	+			$\dagger \dagger$				$\dagger\dagger$	+	+	H				<del>       </del>	,	$\top$
intruder alarm	6 Monthly *	1	12/23 Zurich - Crimson 13/23 ASG		1			++	23	++	+	++	++	+++	+	+	H	++	+	30	++	++	+	+	++	+	$H^{+}$	$\vdash \vdash \vdash \vdash$	+	1	<del>,      </del>	+
Automatic Fire Detection System			ASG			02/02/22	confirmed date 05/01/2022	$\Box$	20	111	$\dashv \dagger$	$\top$	$\sqcap$		1	$\top \Box$	ПП		11				$\top$	$\top \top$	$\top$	$\sqcap$		$\sqcap \uparrow$	$\top$	$\prod$	,	
·	6 Monthly * 30/09/	2 30/03/23			1	02/03/22	05/01/2022		23	+++	+	+	++	+++	+	+	Н			30	++		++	+	++	++	HH	$\Box$	++	+	<del>i T</del>	7
Fire Risk Assessment (FRA)	annual * 25/01/3	1	Jeff Hicks			POA	displayed		++		+		H	+++	+		Н		+		++		+	+	++	++-	H	H	+	+	;	$\dashv$
Fire Fighting Equipment (FFE) Fire Alarm Drill	Annual 14/12/2 6 Monthly * 23/03/2		Chubb in house			13/12/22	certificate	+++	22	+++	+	++	₩	+++	+	+	HH	+	++	22	++	+	++	++	++		12	$oldsymbol{arphi}$	$+\!\!+\!\!\!+$	+	H	+
Fire Alarms	weekly		in house					2 9 1	6 23	31	+	+	$\Box$	+++	++	+	HH		+	22	+		+	+	++	+-	${}^{\dagger}$	$\Box$	+	+	,	+
Emergency Lighting Emergency Lighting Maintenace	weekly		in house (Michael Cotton) Saltash Town Council - In House					2 9 1	6 23	31	$\Box$		П											$\Box$	$\Box$	$\Box$	$\Box$	Ш		$\square$	$\Box$	
Visit	6 Monthly 06/04/	3 06/10/23	(Michael Cotton)					Ш		6	Ш	$\perp \perp$	Ш	Ш	Ш		Ш							$\perp \perp$	Ш	Ш.	$oxed{oxed}'$	Ш	Ш	$\perp \perp \perp'$	$\Box$	
Legionella (clear pipes / taps)	weekly		in house					2 9 1	6 23	31			Ш																		,	
Legionella Tempertaure Testing	monthly		AquaStorage System Cleansing Ltd					П																								
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Station Building - Is	ambard House						no achortos	Station	Buil	lding - Is	sambar	rd Hou	ise												<b>-</b>	#	—					_
asbestos register	annual *	21/06/17	Asbestos Log held at the Station				no asbestos present!	$\sqcup$	$\perp \perp$	$\perp \downarrow \downarrow$	+	$\perp \perp$		+++	$\perp$	$\perp$	Ш		+		$\bot \bot$		$\perp$	+	$+\!\!+\!\!\!+$	<del>     </del>	$\square$	$\coprod$	$+\!\!\!+\!\!\!\!+$	#	$\vdash$	$\dashv$
electrical installation	5 yr	01/	TJ Electrical 17/23 (STC Approved Contractor)			POA			Ш		$\perp \downarrow \downarrow$		Ш				Ш								$\bot \bot$	Ш'	igspace	Ш	$\perp \! \! \perp$		Ш	┙
DEC (Energy Effiency Certificate)	10 yearly		tba			POA			Ш				Ш				Ш								Ш						Ш	
Destable Applicate Tasking (DAT)			Saltash Town Council				12 Monthly						Ш															/			,	
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ag  $\Theta$ 

Legionella Temperature Testing

AquaStorage System Cleansing Ltd

egionella (clear pipes / taps) mergency Lighting Weekly & Main Test Annually Inhouse Michael Cotton









Description	Quantity	Unit Price	VAT	Amount GBP
Proposed deck replacement of Saltash pontoon.	1.00	10.125.00	20%	10.125.00

To remove all existing deck boards (approximately 65m long).

Remove sub timbers to metal frame work.

Dispose of all existing timber deck and frame.

Supply and fit treated timber subframe.

Supply and fit hardwood deck boards to new frame work.

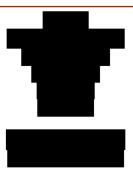
All timber subframe to be bolted with stainless steel bolts, washers and nuts.

All deck boards to be fixed on both edges to lower frame work with 50mm stainless steel 10 gauge screws.

This will provide a long lasting frame and deck set up to the pontoon.

Ensure all working areas are safe when work is in progress and once complete clear all waste materials from site.

TOTAL GBP	12,150.00
TOTAL VAT 20%	2,025.00
Subtotal	10,125.00





#### **ESTIMATE**

Date: 22.08.2023.

Saltash Council 12 Lower Fore St Saltash Cornwall PL12 6JX

Attention of Mr. M. Cotton,

#### Ref: Old Ferry Road Parking, Boat Moorings Walkway.

To refurbish old decking board and replace 2 x 2 timber, screw and patch in with new decking:

Price to include materials and labour: £4,800.00

To replace with standard decking and 2 x 2 timbers and screws:

Price to include materials and labour: £5,800.00

To replace with hardwood board and 2 x 2 timber and screws

Price to include materials and labour: £7,958.00

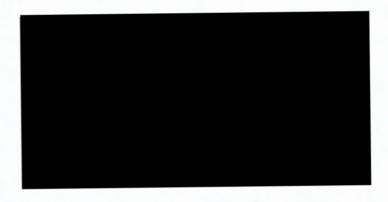
To replace with composite board and 2 x 2 timber and screw:

Price to include materials and labour: £7,988.00

Yours sincerely



#### **COMPANY C**



22/08/2023

Estimate to Saltash Town Council for work to be carried out on the walkway to the pontoon at the Riverside Saltash.

To remove the old wooden decking and replace it with new Slate/Graphite composite decking and composite barrers. All screws to be A2 stainless steel grade also all bolts to be grade A2 with Nylon Lock Nuts and washers.

The work will involve completing sections of the gangway during normal working hours and on completion of each section made safe for public use in the evenings and weekends so as to try to ensure as little disruption as possibe, the work has been estimated to take approximately two weeks weather depending and with no unforseen problems occurring.

All old wooden decking will be removed form site at the end of the job.

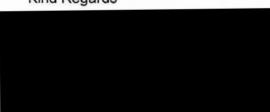
Unfortunatly this price for the decking has a very short timeline due to an over buy at the wholesalers, hence the price who have given me first refusal on the decking and free delivery.

If this estimate is accepted I will require three payments one third on acceptance and placing the order one third on delivery and one third on completion.

Total Cost Including Materials Labour and Disposal of all Rubbish

£12,000

Kind Regards



# To receive a report on the use of mobile device management and consider any actions and associated expenditure

It has been identified that for security reasons and potential GDPR risks the necessity to procure a Mobile Device Management system is required for the Town Council owned and distributed mobile devices.

Currently mobile devices are managed by the end user. Passwords provided when issuing a device can be changed and the device locked from the Town Council. This results in additional administration hours being needed to unlock and restore the factory settings prior to redistribution. It is also worth nothing features on a mobile device such as Application ID's can be retained even after the resetting process with employees' personal details such as personal contact numbers, email addresses and saved passwords being stored on the device's history.

The Town Council has a responsibility to:

- 1. Ensure the security of any personal data that it controls/processes.
- 2. Ensure that personal data is accurate and up to date.
- 3. Ensure when employees leave the organisation the right to be forgotten from devices they may have used during their employment as it will no longer be necessary to hold their personal data for that purpose.

An MDM system will allow the Administration Department to easily manage accounts, policies, apps and restrictions whilst providing the end user with the protection of their personal data upon the end of their employment or in the event of loss / damage.

#### MDM commands include:

- Installation of apps
- Restarting Device
- Wiping Device
- Installing updates
- Enable Lost Mode
- Clear Activation Lock

# IT has more control when devices are Supervised Configure accounts Configure global proxies Install, configure and remove apps Require a complex passcode Enforce all restrictions Access inventory of all apps Remotely erase the entire device Install, configure and remove apps Supervised Remotely erase the entire device Remotely erase the entire device Place devices in Lost Mode Prevent app removal

## **Budget:**

Our IT Consultant has provided associated costs for the MDM subscription and background work required to get the system installed and operational as detailed below:

Item	Cost
MDM 3-year subscription for 8 devices	£440.00
Set up	£400.00
Total Cost:	£880.00+vat

Budget Code: 6674 Service Delivery Staffing Cost

**Available Budget:** £192,752

**End of report Administration Officer** 

At the June Services Committee meeting Members agreed to:

# 37/23/24 TO RECEIVE A CONSULTATION ON SIX FORMER PLAY AREAS IN THE LATCHBROOK AREA AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE

It was proposed by Councillor B Samuels, seconded by Councillor Martin and **RESOLVED** to delegate the Assistant Town Clerk:

- 1. To respond to the correspondence in the circulated reports pack detailing the Town Council show an interest in acquiring the property at Latchbrook;
- 2. To state the likely use of asset would be to meet the detail within the Town Council Neighbourhood Plan LEI14:

Dilapidated Play Spaces - Any children's play area where equipment has been removed due to safety or economic reasons should be preserved for future reinstatement or retained as Public Open Space. In the event of the decision being taken to abandon the use, tree planting and landscaping would be the required alternative use.

Saltash Town Councils expression of interest was submitted.

An online meeting was held on 15<sup>th</sup> August to discuss the next steps, those in attendance were - Community Link Officer, Assistant Town Clerk, Cornwall Councillor Worth, Chairman of STC and Councillor Yates Ward Member.

Below is an overview of what was discussed:

- 1. Saltash TC will take a report to their Services committee meeting on 24<sup>th</sup> August to determine in principle whether they are willing to sign up to the attached management agreement for the six Latchbrook play areas.
- 2. If the committee agrees to take on a Management Agreement, this will be taken to full council at start of September or latest early October with a view to having the agreement in place by 31<sup>st</sup> October. At the same time they will set a timetable to make a decision on full devolution of the sites we indicated as near to six months as possible but we can live with a little longer but this timetable needs to be set at the outset.

- 3. If the Town Council decides not to proceed with Devolution and terminate the Management Agreement it is understood that the sites will be offered on the open market initially through a tender process to adjacent home owners.
- 4. If the Town Council decides to proceed with Devolution, the Management Agreement will stay in place until such time as the transfer of the sites completes.

Last week the Town Clerk, Assistant Service Delivery Manager, Chairman of STC and the Chairman of Services visited the six former play areas.

My professional advice to STC is to thank Cornwall Council for providing us the opportunity to consider all six areas during their release process, however, due to the work required to bring the sites back to an acceptable condition Saltash Town Council reject the offer and ask CC to consider retaining the areas as public open spaces in line with the Saltash Neighbourhood Plan, should CC wish to sell on the open market a covenant be included to exclude properties being built on the land that should remain as public open spaces.

#### My reasons are based on:

- 1. There is a significant amount of staff hours to bring all six areas to an acceptable state and associated cost (staff, machinery, fuel, waste removal, external contractors, vehicles). Access to some sites is more tricky than others (additional time). Saltash Town Council have not budgeted for the works to take place.
- 2. There are large trees surrounding the six areas, a majority encroach onto neighbouring properties and pathways, ownership is not clear, works to the trees would most certainly be required now and in the future at a significant cost. Saltash Town Council have not budgeted for external works to take place.
- 3. Neighbours are disappointed in the state the areas have been left and would most certainly be contacting the Town Council upon transfer of ownership for improvements.
- 4. There is a possibility of damage to neighbouring garages due to vegetation growth over many years.
- 5. There doesn't seem to be any Cornwall Council condition reports for the sites.
- 6. The six areas do not form part of Saltash Town Council devolution programme.

Below are pictures of the six sites together with <u>estimated</u> staff hours and costings, based on the sites remaining as public open spaces, other usage may incur further additional hours and cost.

#### **Highfield Play Park**

Initial estimated staff hours	Staff costs initial estimated	Monthly estimated staff hours	Staff costs monthly estimated	Estimated additional initial cost (machinery, waste removal, fuel etc)	Monthly additional cost (machinery, waste removal, fuel etc)
14 hours / 2 days	£231.84	4 hours / ½ day	£66.24	£300-£500	£200





# **Hallet Close**

Initial estimated staff hours	Staff costs initial estimated	Monthly staff hours	Staff costs monthly estimated	Estimated additional initial cost (machinery, waste removal, fuel etc)	Monthly additional cost (machinery, waste removal, fuel etc)
21 hours / 3 days	£347.76	7 hours / 1 day	£115.92	£300-£500	£250





# **Sycamore Road**

Initial estimated staff hours	Staff costs initial estimated	Monthly estimated staff hours	Staff costs monthly estimated	Estimated additional initial cost (machinery, waste removal, fuel etc)	Monthly additional cost (machinery, waste removal, fuel etc)
14 hours / 2 days	£231.84	4 hours / ½ day	£66.24	£300-£500	£200





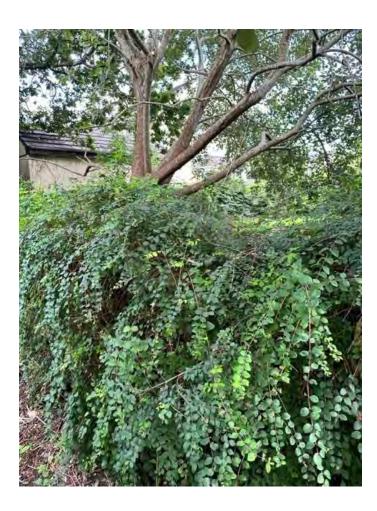
# **Edward Crescent**

Initial estimated staff hours	Staff costs initial estimated	Monthly estimated staff hours	Staff costs monthly estimated	Estimated additional initial cost (machinery, waste removal, fuel etc)	Monthly additional cost (machinery, waste removal, fuel etc)
28 hours / 4 days (fence works required)	£463.68	7 hours / 1 day	£115.92	£500+	£300









# **Snell Drive**

Initial estimated staff hours	Staff costs initial estimated	Monthly estimated staff hours	Staff costs monthly estimated	Estimated additional initial cost (machinery, waste removal, fuel etc)	Monthly additional cost (machinery, waste removal, fuel etc)
35 hours / 5 days (fence works required)	£579.60	14 hours / 2 day	£231.84	£500+	£300









### To receive a report on Latchbrook former play areas and consider any actions and associated expenditure

### **Cook Court**

	Initial estimated staff hours	Staff costs initial estimated	Monthly estimated staff hours	Staff costs monthly estimated	Estimated additional initial cost (machinery, waste removal, fuel etc)	Monthly additional cost (machinery, waste removal, fuel etc)
1	14 hours / 2 days	£231.84	4 hours / ½ day	£66.24	£300-£500	£200

External tree contractor – unknow cost. Site specific visit required.





### To receive a report on Latchbrook former play areas and consider any actions and associated expenditure

Total initial estimated staff cost	Total monthly estimated staff cost	Total initial estimated additional cost (machinery, waste removal, fuel etc)	Total additional Monthly cost (machinery, waste removal, fuel etc)
£2,086.56	£662.40	£3,000	£1,450

End of Report Town Clerk

# Agenda Item 14

# To receive a report on the Town Loudspeakers and consider any actions and associated expenditure.

### **Background**

In November 2020 Town Team in conjunction with Saltash Town Council as the accountable body successfully applied for Saltash section 106 funding to the total value of £9,050.00 to install outdoor loudspeakers on Fore Street, with the intention of enabling music or announcements to be heard along the length of Fore Street. The total amount utilised from the funding was £6,590.50 +vat with funds unused returned to Cornwall Council.

As part of the s106 application (attached), it states how ongoing maintenance would be funded and the Town Council agreed:

If it is agreed that the Town Council adopts the system then the maintenance can be undertaken by our own Service Delivery Assistants.

It is also states that as part of the application:

It is envisaged that the Town Council will cover expenditure such as insurance, music licenses and maintenance in future years. We would look for the Town Council to adopt the system once installed.

### **Related Minutes**

Fully Town Council 5th November 2020.

# 192/20/21 TO CONSIDER A PROPOSAL TO INSTALL A LOUDSPEAKER SYSTEM IN FORE STREET AND TO APPLY FOR S106 MONIES TO FUND THIS

Town Clerk reconnected to the meeting and took the position of Town Clerk. Councillor Dent proposed to delegate authority to the Mayor, Councillor B Samuels and Councillor Rance to submit an application for a maximum value of £20,000 upon receipt of a third quote. Councillor Lennox-Boyd seconded the proposal.

It was **RESOLVED** to agree to delegate authority to the Mayor, Councillor B Samuels and Councillor Rance to submit an application for a maximum of £20,000 following the receipt of a third quote.

### Full Town Council 3rd December 2020.

# 238/20/21 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN

S106 Application – Loudspeakers.

The Chair spoke of the successful S106 application which had been previously submitted and approved for the purchase and installation of loudspeakers to be situated on Fore Street. The Chair added that the S106 panel required confirmation of the following conditions:

A contractor to be appointed. The Chair informed Members Clockwork Audio have been appointed.

An application be completed for necessary consent of the speaker's installation and location. The Chair informed Members this had been applied for.

The noise decibel levels be determined. The Chair informed Members this has been determined at 80-85 decibels.

Saltash Town Council will manage the sound system and offer free use to the community upon application and approval, as previously discussed and resolved at the Full Town Council meeting of 5th November 2020 4775

It was proposed by Councillor Dent, seconded by Councillor Martin and following a recorded vote of 9 for, 4 abstentions, 1 against and 2 absent:

It was **RESOLVED** to comply with the conditions of the S106 application.

### Servicing

From review with the supplier, it has been suggested that the loudspeaker system has a basic service check. The speakers can be evaluated at ground level for this assessment.

A basic service check would involve setting up the audio equipment housed in the rack cabinet and carrying out tests on the various individual items. This would be followed by a walk test to check the functionality and output level of the speakers. The service call includes any minor repairs that can be carried out on the day.

The cost of the service check would be £180.00 + VAT including travel and would take a couple of hours. The time frame would be pending the contractor's availability to action these works.

Following the assessment, if any work is required to the system, it would require a return visit at an additional cost to the Town Council. A cherry picker would be required to allow access to each individual speaker, the cherry picker would need to be sourced by the Town Council at an additional cost.

**Budget Code:** 6504 Street Furniture (Maintenance)

**Budget Availability: £1,767** 

### **License**

### **PRS / PPL Overview**

PPL collects and distributes money on behalf of performers and record companies for the use of their recorded music.

PRS for Music collects and distributes money on behalf of songwriters, composers and music publishers, for the use of their musical compositions and lyrics. In 2018 PPL and PRS for Music joined to launch PPL PRS Ltd.

### Fore Street License.

The current Town Council license (attached) is at a cost of £3,446.94 + VAT, the license is for the period **29/11/2022 to 28/11/2023**, covering the following during this time.

License type	Description	Details	Royalties + VAT
PPL	Background Music - Miscellaneous	Audible Area (SQM): 2000 Details of area or room: Based on 2SQM per person - 1000 capacity	£784.10
PRS	Background music	Audible Area: 2000 CD or other Device	£1,282.68
PPL	Single and Casual Events with Background Music	Average Attendance Per Occasion: 5000 Total Number of Days: 1 Mayfair Recorded Music Event	£100.08
PRS	Other events	Room Name: Mayfair Event Capacity: 5000 No of Sessions: 1	£590.00
PPL	Single and Casual Events with Background Music	Average Attendance Per Occasion: 5000 Total Number of Days: 1 Christmas Recorded Music Event	£100.08
PRS	Other events	Room Name: Christmas Event Capacity: 5000 No of Sessions: 1	£590.00
		Total	£3,446.94

Required for Meet your Councillors.

For the next license period due to commence **29/11/2023** to **28/11/2024**, the associated cost for the license would be similar to the current year if all the events where included plus any increases, currently PRS/PPL are reviewing their fees for future licenses.

The below links refer to the tariffs and charges for a PRS and PPL license and the license that is applicable for the Fore Street loudspeakers.

Budget Code: 6227 Town Speakers PRS Licence (Policy and Finance Budget)

**Budget Availability: £1,331** 

### **PPL**

https://pplprs.co.uk/wp-content/uploads/PPLPP018-BGM-Miscellaneous-Sept-22.pdf

### **PRS**

https://pplprs.co.uk/wp-content/uploads/Local-Authorities-LA-2023.pdf

Members are asked to consider the next steps:

- 1. To approve expenditure of £180.00 + VAT for the contractor to service the system reporting back at a future Services Committee meeting, allocated to budget code 6504 SE Street Furniture (Maintenance) current available budget £1,767.
- 2. Upon an agreed date and time for the service to take place, promote on social media to highlight the service is taking place.
- 3. Budgeting the license fees for future events in the town,
- 4. Budget the license fee for Meet Your Cllr Sessions only,
- 5. Review the need and associated cost of individual event licenses to be obtained by event organisers updating the Town Council Loudspeaker Policy and Booking Form.

### **End of Report**

**Assistant Town Clerk** 

# <u>Saltash Section 106 Funding Deployment Panel</u> <u>Application Form (Draft)</u>

### A. Overview

Saltash Town Team, with Saltash Town Council as the accountable body The Guildhall, Lower Fore Street, Saltash, Cornwall PL12 6JX

### 2. Title of Project:

Loudspeaker system on Fore Street

### 3. Brief Description of Project:

To install outdoor loudspeakers on Fore Street, enabling music or announcements to be heard along the length of Fore Street.

- **4. Total Funding Requested:** £ 9050
- 5. Dates/instalments that funding is Required: ASAP
- **6.** Please tick to indicate that the following documents have been enclosed:

Copy of Accounts (except for public bodies)

Copy of Standing Orders (except for public bodies)

Copy of Insurance for this project (if applicable)

O

### **B.** Declaration

I confirm that all of the details on this form, including any attachments, are correct to the best of my knowledge, and understand that false or inaccurate information on the form may result in funding being refused or withdrawn

Project Contact: Councillor Brenda Samuels

Date: 16th November 2020

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•	About	tha	anniica	ant Ara	anisation
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1	1. Brief description of aims of organisation: Saltasii fown Count						
2	2. Status of organisation						
	Charity CIC			=	Commun	ity Organisa —	tion O O
3	Date fou	ınded	i	N/A			
4	Project (	Conta	act name	Councill	or Brenda S	Samuels	
	Position			Town Co	uncil represe	entative on To	own Team
	Contact to	el.		07917	114142		
	Email			b.samu	els@saltash	.gov.uk	
5	. Senior C	onta	ct name				
	Position						

6. Please give a brief description of other projects delivered by the organisation; particularly those of a similar nature to the project you are bidding for.

Installation and maintenance of street furniture such as benches and hanging baskets as well as Christmas lights.

7. In the event that your organisation ceased to exist, what would happen to its resources and assets?  $\ensuremath{\mathsf{N/A}}$ 

Contact tel.

**Email** 

### **D. About the Project / Project Element**

### 1. Title of Project

This project sets out to have permanent loudspeakers installed on 12 lamp posts on Fore Street, with speaker cable running along the catenary wires that carry the Christmas lighting. At each end of the street, the speaker cable will be brought down to a patch box so that it can be connected to a portable rack unit, which will house the mixer and amplifier. This rack unit will be stored in a secure place such as the Guildhall when not in use.

### 2. Description

Unlike other Cornish towns, Saltash does not have a market square. Instead, we use Fore Street for events. Organisers usually locate a stage at the bottom of Fore Street, and pay for temporary loudspeaker systems to enable sound to be heard on Fore Street. Such systems are costly: the recent application for VE Day, for example, quoted £1,500 for a speaker system. There are cheaper options such as horn speakers, but the sound rarely carries the length of Fore Street and volunteer organisers need to set up the speakers themselves.

In countries that are hit by earthquakes or tsunami, nearly every 'High Street' has a loudspeaker system to warn people to evacuate. The loudspeakers are also used to amplify music at festivals and sometimes even to pipe out birdsong.

Having permanent loudspeakers on the lamp posts will offer us the ability to play recorded music on Saturdays (Christmas music on Saturdays in December, for example), enable live music (even a single busker) to be heard the length of Fore Street and enhance the quality of visitor experience.

# 3. Please tick to indicate which priorities your project (element) meets, and explain how it meets them.

- i) Town Centre Regeneration
  With increased popularity of online shopping and the retail giant of Plymouth on our doorstep our town centre can be a difficult arena for businesses to thrive. Even before we were engulfed in a pandemic many retailers in the town centre were struggling to make a profit. We need to invest in making our town centre a friendly, enjoyable place to visit to encourage footfall. The installation of loudspeakers will enable us to play music and enhance the atmosphere. It will also give us the facility to make announcements either related to public safety or promotion of town events.
- ii) Generation of Employment Space
  The long-term vision is to have regular markets in Saltash selling local produce and crafts. A loudspeaker system will enhance the atmosphere and encourage footfall to markets. It will also give us a stage for local talent.
- iii) Other Community Benefit
  - Reducing costs and hassle for event organisers
  - Enhancing the experience at events and Festivals
  - Generating positive publicity for Saltash as the first town in Cornwall (the first town in the UK?) to have a town centre loudspeaker system
  - Delivering the potential for the establishment of a Community Radio
- 4. Details of volunteer time involved in project

Hundreds of volunteer hours in organising events and markets.

- 5. Details of other sources/amounts of funding secured
- **6. Details of other sources/amounts of funding pending**It is envisaged that the Town Council will cover expenditure such as insurance, music licenses and maintenance in future years. We would look for Town Council to adopt the system once installed.

### 7. Breakdown of costs

Item	Cost	Source of cost
12 x Clever Acoustics MH50	Total cost	Clock Work
100v line music horn &	including all	Audio
brackets	works below	
	£7250	
1 x cloud media mixer		As above
Clever Acoustics SL350		As above
amplifier		
Q Audio		As above
QVVM190HHhandheld		
wireless microphone system		
Denon DN500CB media		As above
player		
6U heavy duty flightcase for		As above
the above including patch		
Installation of speakers	£900	As above
Installation of speaker cable	£900	As above
TOTAL	£9050(exc VAT)	As above

### 8. Total costs requested from Section 106 Funding £9050

### 9. If approved, when would the project begin?

Our aim is to have the speakers installed early December, to help boost Christmas trade coming out of the second national lockdown.

### 10. When would the project be complete?

Installation and set up will take no more than two days.

# 11. What ongoing maintenance would be required, and how would this be funded (including if it is part of the bid) If it agreed that the Town Council adopts the system then the maintenance can be undertaken by our own Service Delivery Assistances.

### 12.Do you require insurance for this project? Yes

Insurance will be covered under the Town Council's insurance, once the system is adopted. All possible contractors have their own insurance for installation.



# 13. Does the project require work valued at £2,500 or above from any individual supplier? Yes

If yes, please note that submitting this form commits you to obtain three quotations for any such piece of work.

As this is such a unique project we have now been able to obtain the three quotes required. One is for £24,892.50, one for £7250 plus installation and cabling, one for £11365 and one for £6543 less robust system

.

# 14. Does the project require work valued at £25,000 or above from any individual supplier? No

If yes, please note that submitting this form commits you to carry out a full tender process for any such piece of work.

# 15.Do you require any further permission(s) for this work, including planning permission? If so, please indicate the permissions required and current stage.

No although it might be necessary to liase with SSE if attachment to any of the existing lamppost is necessary.

**16.** Please provide a brief summary of any project risks and how they will be mitigated:

Risk Item	Severity	Proposed Mitigation
Electrical fault	Medium	6 monthly maintenance checkup by Town Council SDGA's
Fixings check for wear and tear	Low as reg Checks will be in place	SDGA checks when assessing other areas of maintenance i.e. hanging baskets and bunting

NOTE: A FURTHER SECTION D SHOULD BE SUBMITTED FOR EACH DISCRETE PROJECT OR PROJECT ELEMENT. Please number as D1, D2 etc.



# E. Project Management 1. Project Manager name Ray Lane Position Town Clerk Contact tel. 01752 844846 Email townclerk@saltash.gov.uk 2. Breakdown of Project Management Costs Item Cost Source of cost (included in Section D

Item	Cost	Source of cost (inc. estimate).	included in Section D estimates?
None as covered by STC staff			
Covered under warranty for first year			
Total	£		

### F. Total Costs requested from Section 106 Funding

1. Costs from Section D1	£	
2. Costs from Section D2	£	
3. Costs from Section E	£	
4. TOTAL COSTS	£	9050.00

### **G. Treatment of Value Added Tax**

Please note that the grants under this scheme are provided net of VAT.

### Report on the removal of bench on St Stephens Road

A local resident has informed me that the bench on St Stephens Road has been removed. This bench was located at the top of St Stephens Road/Long Park Road junction. The resident is concerned as this bench was well used, especially by elderly residents that have just walked up St Stephens Road from the town.

The Town Clerk has contacted the Town Council's Community Link Officer (CLO) who confirmed that the bench was removed for safety reasons as it was beyond significant repair. CLO has confirmed that there is currently no Cornwall Council funding to replace it, as the budget is focussed on critical issues.

I would like us to discuss the potential for STC to pay for a new bench out of our own budget. There are no other benches nearby for people to use instead.

See attached photos of the bench that once was.





The Town Council have previously purchased composite benches for Churchtown Cemetery in duck egg blue. However, duck egg blue is not currently available but a Teak finish is in stock.

'The Winawood three seater bench has been made from heavy duty plastic, making it strong and durable, while being easy to wipe clean. The material means it will never need to be treated, it will not warp and it will never let you down. The bench has been given an authentic teak wood effect finish with grain, making it an attractive feature for any garden or patio.'

Cost of Bench £357.50+vat

Delivery £5.00

Anti-theft fixings £100+vat (approx.)

The above costs are not inclusive of expected labour.

Budget Code: 6504 SE Street Furniture (Maintenance)

Available Budget: £1,767

End of report Clir Bullock

# Agenda Item 16

To receive a report on the use of Public Royal Names and consider any actions and associated expenditure.

Following the Services Committee meeting held on 13th October 2022 pursuant to minute no.

80/22/23 TO RECEIVE A REPORT TO COMMEMORATE THE PASSING OF OUR LATE MAJESTY QUEEN ELIZABETH II AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that the Cabinet Office has confirmed that Saltash Town Council would need permission to use 'Royal', 'Queen Elizabeth II' or 'Queen' and subject to the usual strict criteria governing the use of the titles, guidance will be published in due course.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Assistant Town Clerk to keep moving this project forward, to find out about the criteria, guidance, permissions, possible locations and to bring back to the Services Committee when further information is available.

### Criteria, guidance, permissions has been published 4th July 2023.

This guidance has been produced for communities, organisations and individuals who may wish to mark the passing of Her Majesty Queen Elizabeth II and commemorate her extraordinary reign through the use of her name and title, for example by naming a park, garden or street. This is to ensure the use of Queen Elizabeth II's name continues to be undertaken in a dignified and appropriate manner.

This information is taken from the following weblink with the guidance attached to this report.

Public Royal names memorialisation guidance - GOV.UK (www.gov.uk)

### **Possible locations**

A original request was received as a public question at the Service committee meeting held 4<sup>th</sup> October 2022 for the memorial peace garden to be renamed as the 'Queen Elizabeth II Memorial Peace Garden' – together with the idea of the story board in her honour.

Other suggested locations that could be renamed to commemorate the passing of our late Majesty Queen Elizabeth II are as follows

- Play Parks located in the Saltash area.
- Longstone park with permission from CC
- Churchtown cemetery.

**End of report** 

**Assistant Town Clerk** 

### PUBLIC ROYAL NAMES MEMORIALISATION GUIDANCE

### USE OF NAMES AND TITLES OF QUEEN ELIZABETH II FOR MEMORIALISATION

Permission to use the title 'Royal', or the names and titles of members of the Royal Family, including the name of the late Queen, and other protected Royal titles is a mark of favour granted by the Sovereign, acting on the advice of his Ministers.

The protected Royal titles are sparingly granted and strict standards are applied. As a matter dealt with under the Royal Prerogative, information about any criteria which may exist and the reasons for the grant or refusal of an application are not disclosed.

Communities, organisations and individuals may wish to mark the passing of Her Majesty Queen Elizabeth II and commemorate her extraordinary reign through the use of her name and title, for example by naming a park, garden or street.

Requests that incorporate 'memorial' or 'remembrance' in a proposed name are likely to be looked upon favourably, where possible. The full title of Queen Elizabeth II will continue to be closely protected and only be granted for applications with strong Royal connections.

To ensure the use of Queen Elizabeth II's name continues to be undertaken in a dignified and appropriate manner, approval will be required. Requests should be directed to the relevant teams below. It is suggested that the following information be included in any request:

- Reason(s) why the name is being sought
- A history of the organisation/body
- Details of any Royal connections or associations (where applicable)
- Any other information that is considered appropriate
- The application should be made by the senior officer of the organisation, e.g. Chairman, President, Chief Executive, or Honorary Secretary.

Careful consideration will be given in due course to the commissioning of an official national memorial to Queen Elizabeth II.

Anyone may create and erect or display an <u>unofficial</u> statue or portrait, subject to the usual planning regulations and approvals. Formal approval is not required unless there is a commercial element to the project. However, for any large-scale, public-facing projects, organisations may wish to write to the Private Secretary's Office at Buckingham Palace for information purposes as a courtesy.

### Contact information

England & Northern Ireland: royalnames@cabinetoffice.gov.uk

**Scotland:** protocolandhonours@gov.scot

Wales: brandingqueries@gov.wales and royalnames@cabinetoffice.gov.uk

### SALTASH GREAT WAR COMMEMORATIVE EVENTS COMMITTEE

# CHAIRMAN – GENERAL SECRETARY SUE HOOPER MBE 1 DOWN CLOSE, SALTASH, CORNWALL – PL12 4PZ

TOWN CLERK
MRS SINEAD BURROWS
SALTASH TOWN COUNCIL
SALTASH GUILDHALL
17 LOWER FORE STREET
SALTASH
PL12 6JX

### 31st July 2023

Dear Mrs Burrows and Councillors,

It is with the deepest appreciation and gratitude that I acknowledge dedication the unstinting work and of the Great War Commemorative Events Committee, which indeed, over the past five years has worked tirelessly and very closely with the Saltash Town Council, local community, businesses, organisations, churches and various local authorities. Moreover, Saltash schools and retirement homes; with the sole purpose of commemorating the end of the Great War; and honouring the Saltash fallen brave and valiant.

The Committee have organised over 25 events and projects, including; community poppy carpets, WW1 Silent Soldier, Perspex Soldiers and a WW1 Pebble Memorial situated in the Saltash Memorial Peace Garden.

Furthermore, WW1 memory and story boards and plaques on Saltash Railway Station, Saltash Waterside, Saltash Memorial Peace Garden and Saltash.net Community School. In addition, a WW1 Anthology and CD in association with Saltash and Plymouth Schools.

The Committee additionally, organised WW1 re-enactments, Hand across the River Tamar, WW1 films and Sing-A-Longs. One of the highlights of the Committee's events was the community musical drama 'Lowena' based on Wearde Encampment during the Great War and beyond. Moreover, the Committee produced a Wearde Encampment supporting booklet.

Furthermore, recently completed was to acknowledge the history of Defiance Halt, with a Plaque and information board sited at Defiance Halt Railway Bridge. Defiance Halt Railway Station, hosted railway travel facilities for the personnel of the Wearde Encampment and HMS Defiance.

The final project from the Committee, is an engaging illustrated booklet, encompassing over 2,000 years of Saltash's involvement in Warfare in various aspects and importance; which indeed, has shaped Saltash and its landscapes, fittingly, many aspects and relics still remain as evidence today.

The Saltash GWCEC most sincerely acknowledges and appreciates the support given to our group throughout these past 5 years by Saltash Town Council unequivocally.

The Committee is now looking to retire from its projects, and proudly reflect upon the work that has been done on behalf of Saltash.

With that in mind, the Committee have asked me to write to the STC to request that the Council kindly considers adopting our more recent memorial projects, which are sited at Defiance Halt.

The Committee have installed a History Board and Plaque on the site of where Defiance and Wearde Camp personnel for decades boarded the train at Defiance Halt.

There will be little to do to the installations (the Plaque is placed on the wall) (and the History Board is placed on the existing Network Rail stanchion) as although the Committee has been granted written permission (see attached) from Network Rail to install the memorials, it is only Network Rail personnel that can enter and maintain the surrounding site of greeneries. Therefore, the memorials will only need very limited and occasionally inspection - (which can be discussed) - (see photos attached).

Members of our Committee would gladly attend a discussion meeting with Saltash Town Council for furtherance of consideration from Councillors.

I look forward to hearing from you in due course, at the same time reiterate our sincere thanks and warm appreciation for all the past financial and practical help and support given to our Committee by the Saltash Town Council.

Yours sincerely,

Sue Hooper MBE

Chairman and General Secretary

Saltash – Great War Commemorative Events Committee

- Forwarded message -----

From: Chris O'connell <chris.o'connell@networkrail.co.uk>

To: Lynn Sylvia Marsh

**Sent:** Thursday, 5 May 2022 at 08:45:22 BST

Subject: RE: SR - 220425-000274 - Request to Discuss Putting Plaque on Bridge of Historical

Importance - Bridge - Wearde Quay Road, Saltash

### **OFFICIAL**

Good Morning Lynn,

Some good news, we are happy for you to erect and maintain the plaque, either colour will be fine.

We would prefer the plaque to be fastened to the disused gates, however, if not, it can be fastened directly into the stonework, avoiding mortar joints, to the side of the gateway.

Once completed if you could send in photographs that would be great.

If you have any further concerns, please let me know.

Kind Regards

Chris





# Agenda Item 18

# To receive a report on allotment software and consider any actions and associated expenditure.

Quotes have been sought for a software package that would allow efficient management of the Town Council owned allotments. Most available software packages allow for full management and inspection of allotment plots. The intention is to obtain a package that will cover the following.

Company A - 3 Year Contract

- Plot site records
- Invoicing
- Site inspection records and schedules, with the ability to complete on site digitally
- Tenancy agreements and notices
- Outstanding fees and reminders
- Waiting list management
- Offer letters.

### Quotations as follows:

Company A – 3 Year Contract					
Item	Cost + VAT	Comments:			
Initial Set up	£144	1 concurrent user.			
Training (2 Hour Online)	£164	<ul> <li>5 year, 3 year, 1 year &amp; monthly contracts available (3 year shown)</li> </ul>			
Annual Fees	£264	<ul> <li>Initial setup includes user setup, email and configuration of module.</li> </ul>			
Total Year 1	£572	<ul> <li>Band 3 account up to 100 plots.</li> <li>Inclusive of inspection app integration. App only</li> </ul>			
Ongoing Yearly Cost	£264	available on Android devices.			
for Length of Contract		<ul> <li>Digital maps can be created for an additional charge.</li> </ul>			
		Software and data held on UK servers.			
Android Tablet with	Up to £200	Samsung Android Tablet with carry strap, hand			
case including carry		strap case to install site inspection app.			
strap and hand strap.					
	Company B – 3 Year Contract (Minimum)				
Item	Cost + VAT	Comments			
Purchase of Software	£375	<ul> <li>Inspection app is at an additional annual cost for integration to management software.</li> </ul>			
Online set up and training	£275	<ul> <li>Integration app is from a third Party and is at an additional cost. (Price detailed).</li> </ul>			
Annual support and	£225	Inspection app compatible with Android and IOS			
maintenance multi 5		devices.			
user licenses Total Year 1 (with	£1,125	Annual license fee allows access for 5 users.  Pate would be stored as STC server.			
mobile inspection App)	21,120	Data would be stored on STC server.			
Total Year 1 (Without	£875				
Mobile inspection App)					
Ongoing Yearly Cost	£225				
for Length of Contract					
Inspection App Charge	£150				
(Third Party)					
Inspections App	£100				
Integration					
Page 100					

	Company C – 1 Year Renewal					
Item Cost + VAT		Comments				
Monthly Subscription of £35 (Billed Annually)	£420	<ul> <li>No requirement for app as package is web based / cloud based.</li> </ul>				
On Boarding Fee	£249	Can operate from any device with a web browser.				
Total Year 1 £669		Unlimited users.				
Ongoing Monthly Subscription of £35 (Billed Annually)	£420	<ul> <li>Mapping software is included in the price (mapping is scheduled for release in September this year).</li> <li>Unlimited user access to the account at any one time.</li> </ul>				
		<ul> <li>Compliant with UK and EU data protection regulations.</li> </ul>				
		<ul> <li>Training for new users is provided at no extra cost.</li> </ul>				
		<ul> <li>Data backups and support at no extra cost.</li> </ul>				

Members are asked to consider budgeting for a software package to assist with the work of the allotments and to improve efficiencies going forward.

Budget code: 6208 PF Subscriptions.

There are insufficient funds to cover an Allotment software package.

Therefore, Members are asked to consider a virement from budget code 6500 SE Tree Survey and Tree Maintenance to 6208 PF Subscriptions.

End of report Assistant Town Clerk

# Agenda Item 19

# To receive a report on allotment software and consider any actions and associated expenditure

Quotes have been sought for a software package that would allow efficient management of the Town Council owned allotments. Most available software packages allow for full management and inspection of allotment plots. The intention is to obtain a package that will cover the following.

Company A – 3 Year Contract

- Plot site records
- Invoicing
- Site inspection records and schedules, with the ability to complete on site digitally
- Tenancy agreements and notices
- Outstanding fees and reminders
- Waiting list management
- · Offer letters.

### Quotations as follows:

Item	Cost + VAT	Comments:
Initial Set up	£144	1 concurrent user.
Training (2 Hour	£164	<ul> <li>5 year, 3 year, 1 year &amp; monthly contracts available</li> </ul>
Online)		(3 year shown)
Annual Fees	£264	<ul> <li>Initial setup includes user setup, email and configuration of module.</li> </ul>
Total Year 1	£572	<ul> <li>Band 3 account up to 100 plots.</li> <li>Inclusive of inspection app integration. App only</li> </ul>
Ongoing Yearly Cost	£264	available on Android devices.
for Length of Contract		<ul> <li>Digital maps can be created for an additional charge.</li> </ul>
		<ul> <li>Software and data held on UK servers.</li> </ul>
Android Tablet with case including carry	Up to £200	<ul> <li>Samsung Android Tablet with carry strap, hand strap case to install site inspection app.</li> </ul>
strap and hand strap.		
	Company	B – 3 Year Contract (Minimum)
Item	Cost + VAT	Comments
Purchase of Software	£375	<ul> <li>Inspection app is at an additional annual cost for integration to management software.</li> </ul>
Online set up and training	£275	<ul> <li>Integration app is from a third Party and is at an additional cost. (Price detailed).</li> </ul>
Annual support and	000-	
	£225	<ul> <li>Inspection app compatible with Android and IOS</li> </ul>
maintenance multi 5	£225	<ul> <li>Inspection app compatible with Android and IOS devices.</li> </ul>
maintenance multi 5 user licenses		
maintenance multi 5	£225	devices.
maintenance multi 5 user licenses Total Year 1 (with		<ul> <li>devices.</li> <li>Annual license fee allows access for 5 users.</li> <li>Cloud based software, not locked to one computer</li> </ul>
maintenance multi 5 user licenses Total Year 1 (with mobile inspection App) Total Year 1 (Without	£1,125	<ul> <li>devices.</li> <li>Annual license fee allows access for 5 users.</li> <li>Cloud based software, not locked to one computer for access.</li> </ul>
maintenance multi 5 user licenses  Total Year 1 (with mobile inspection App)  Total Year 1 (Without Mobile inspection App)  Ongoing Yearly Cost	£1,125 £875	<ul> <li>devices.</li> <li>Annual license fee allows access for 5 users.</li> <li>Cloud based software, not locked to one computer for access.</li> </ul>

Company C – 1 Year Renewal			
Item	Cost + VAT	Comments	
Monthly Subscription	£420	<ul> <li>No requirement for app as package is web based /</li> </ul>	
of £35 (Billed Annually)		cloud based.	
On Boarding Fee	£249	<ul> <li>Can operate from any device with a web browser.</li> </ul>	
Total Year 1	£669	Unlimited users.	
		<ul> <li>Mapping software is included in the price (mapping</li> </ul>	
Ongoing Monthly	£420	is scheduled for release in September this year).	
Subscription of £35		<ul> <li>Unlimited user access to the account at any one</li> </ul>	
(Billed Annually)		time.	
		<ul> <li>Compliant with UK and EU data protection</li> </ul>	
		regulations.	
		<ul> <li>Training for new users is provided at no extra cost.</li> </ul>	
		<ul> <li>Data backups and support at no extra cost.</li> </ul>	

Members are asked to consider budgeting for a software package to assist with the work of the allotments and to improve efficiencies going forward.

**Budget Code:** 6503 Allotments **Budget Availability:** £1,194

The report states there are available funds however the funds are for unknown water costs and maintenance works to plots therefore Members are asked to consider creating a new budget code titled - Subscriptions - and budget the cost for the year 2024-25.

End of report Assistant Town Clerk





# CHURCHTOWN ALLOTMENTS BY SALTASH TOWN COUNCIL

An AGREEMENT made the day of BETWEEN SALTASH TOWN COUNCIL (hereinafter called "the Council") by the hand of Sinead Burrows, its Clerk and duly authorised Agent of the one part and (hereinafter called "the Tenant") of the other part.

### WHEREBY:

- 1. The Council agrees to let and the Tenant agrees to take on a yearly tenancy the allotment gardens numbered \_on the Council's allotment site off Churchtown Cemetery at an annual rental as determined by the Council on first April each year.
- 2. The Tenants hereby agree with the Council as follows:-
- (1) To pay the prescribed rental in advance without deduction by first April in each year.
- (2) To use the land as allotment gardens and for no other purpose and in particular not to keep any animals or birds thereon so as to be prejudicial to health or a nuisance.
- (3) Allotment holders are to use their best endeavours to keep the allotment gardens free from weeds and well manured and otherwise maintain them in a good state of cultivation and fertility and good condition and to keep any pathway or cart track included therein or abutting thereon reasonably free from weeds and to keep any of the said pathways or tracks sufficiently clear to permit access to the allotment gardens whilst pushing a wheelbarrow.
- (4) Not to cause or permit any nuisance or annoyance to the occupiers of any adjoining or neighbouring land of the Council or obstruct or encroach on any path or roadway set out by the Council for the use of the tenants of the allotment gardens.
- (5) Not to under let assign or part with the possession of the allotment gardens or any part of them without the written consent of the Council.
- (6) Not without the written consent of the Council to cut or prune any timber or other trees or take or carry away any mineral gravel sand earth or clay.
- (7) To keep any hedge that forms part of the allotment gardens properly cut and trimmed, all ditches properly cleansed and to use their best endeavours to protect any hedge, fence or gate and any noticeboard which has been or may be at any time erected by the Council upon the allotment garden.

- (8) Not to erect any building on the allotment gardens unless it lies strictly within the planning conditions laid out by Cornwall Council and the specification of conformity as determined by Saltash Town Council.
- (9) Not to use barbed wire for a fence adjoining any path set out by the Council for the use of occupiers of the allotment gardens.
- (10) No corrugated iron or asbestos sheets of any nature to be used or brought on to the site.
- (11) Not without the written consent of the Council to plant any trees or fruit bushes or any crops which require more than twelve months to mature.
- (12) Not to deposit or allow other persons to deposit on the allotment gardens any refuse or any decaying matter (except manure and compost in such quantities as may be reasonably required for use in cultivation) or place any matter in the hedges or ditches situate in or surrounding the allotment gardens or adjoining land.
- (13) Not to bring any dog into the cemetery and allotment gardens.
- (14) Not to keep animals or any livestock of any kind upon the allotment.
- (15) Not to erect any notice or advertisement on the allotment gardens without the consent of the Council.
- (16) To permit any officer or Agent of the Council to enter and inspect the allotment gardens.
- (17) To indemnify and keep indemnified the Council from and against any liability in respect of any action, claim, demands, costs and any liability whatsoever by reason of or arising from the act of neglect or default of the tenant including failure to comply with their obligations under the tenancy agreement.

A TENANCY may be terminated in any of the following manners:-

- 1. By re-entry by the Council at any time giving three months previous notice in writing to the Tenant on account of the allotment gardens being required (e.g. grave space required).
- (i) For any purpose for which it has been appropriated under any statutory provision.
- (ii) For building, mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes.
- 2. By re-entry by the Council at any time after giving one month's previous notice in writing to the Tenant.
- (i) If the rent or any part thereof is in arrear for not less than 40 days.

(ii) If it appears to the Council that there has been a breach of the conditions and agreements on the part of the Tenant herein contained provided that if such breach be of the conditions or rules affecting the cultivation of the land at least three months have elapsed since the commencement of the tenancy.
(iii) If the car parking facility for allotment holders is not utilised and parking continues to takes place in Churchtown Cemetery car park / turning circle.
AS WITNESS the hands of the parties hereto the day and year first before written.
Signed Sinead Burrows, Town Clerk
Signed
The tenant will pay a nominal deposit of £50 at the time of signing this agreement. This will be refunded to the tenant provided the allotment plot is left in a clean and tidy condition on termination of this contract.
I have read the terms and conditions and I agree to rent an allotment at an annual rental as determined by the Council on 1st April each year.
Date
Signed
Address

Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX Tel. 01752 844846

E-mail: enquiries@saltash.gov.uk

www.saltash.gov.uk

Telephone No.

E-mail address:

### NALC'S TEMPLATE TENANCY AGREEMENT FOR AN ALLOTMENT GARDEN

THIS AGREEMENT made on the [insert date] day of [insert month] 20 [complete] between [insert full name of Council]

of [insert Council's address] ('the Council') and [insert full name of tenant]

of [insert tenant's address] which it is agreed that:

('the tenant') by

- 1. The Council shall let to the tenant the Allotment Garden situated at [insert full postal address] and referenced as [insert number] in the Council's Allotment Register ('the Allotment Garden') [outlined in red for identification purposes only on the plan attached].
- 2. The Council shall let the Allotment Garden to the tenant for a term of one year commencing on the [insert date] day of [insert month] 20[complete] [and thereafter from year to year] unless determined in accordance with the terms of this tenancy.
- 3. The tenant shall pay a yearly rent of  $\mathfrak{L}$  [insert amount] whether demanded or not which shall be payable:
  - [a] in four equal instalments the first such instalment shall be due on the commencement of the tenancy with subsequent instalments due on:
    - [insert date] day of [insert month]
    - [insert date] day of [insert month]
    - [insert date] day of [insert month]

[and for every year after the first year of the tenancy the first instalment shall be due on the anniversary of the commencement of the tenancy and subsequent instalments due on the same dates as above].

- [b] in full on the [insert date] day of [insert month] 20[complete] [and for every year after the first year of the tenancy on the [insert date] day of [insert month]].
- 4. The tenant shall use the Allotment Garden only for the cultivation of fruit, vegetable and flowers for use and consumption by [him/herself] and [his/her] family.
- 5. The tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetable and flowers in the Allotment Garden.

- 6. The tenant shall reside within [insert name of parish/community/neighbourhood/village/town] during the tenancy.
- 7. During the tenancy, the tenant shall:
  - a) keep the Allotment Garden clean and in a good state of fertility and cultivation:
  - b) not cause a nuisance or annoyance to the owners or occupiers of land adjoining the Allotment Garden;
  - c) not keep livestock or poultry in the Allotment Garden other than reasonable numbers of hens or rabbits which shall not be kept for a business or a trade;
  - d) not bring to or keep animals in the Allotment Garden except those referred to in (c) above without first obtaining the Council's written consent;
  - e) not assign the tenancy nor sub-let or part with the possession of any part of the Allotment Garden:
  - f) except for buildings or structures which are reasonably necessary for the keeping of hens and rabbits referred to in (c) above and which may be subject to the tenant first obtaining planning permission, the tenant shall not erect a shed, greenhouse or other building or structure on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission;
  - g) not fence the Allotment Garden without first obtaining the Council's written consent;
  - h) maintain and keep in repair the fences and gates forming part of the Allotment Garden:
  - i) trim and keep in decent order all hedges forming part of the Allotment Garden:
  - j) not plant any tree, shrub, hedge or bush without first obtaining the Council's written permission;
  - k) not cut, lop or fell any tree growing on the Allotment Garden without first obtaining the Council's written consent and if appropriate planning permission:
  - be responsible for ensuring that any person present in the Allotment Garden with or without the tenant's permission does not suffer personal injury or damage to his property;
  - m) permit an inspection of the Allotment Garden at all reasonable times by the Council's employees or agents;
  - n) not obstruct or permit the obstruction of any of the paths or roads which provide a means of access to and from the Allotment Garden or the Allotment Garden of another tenant [shaded brown for identification purposes only on the plan attached].
- 8. The tenant shall observe additional rules that the Council may make or revise for the regulation and management of the Allotment Garden and other allotment gardens let by the Council.

- 9. The Council shall pay all rates, taxes, dues or other assessments which may at any time be levied or charged upon the Allotment Garden.
- 10. The tenancy may be terminated by the Council serving on the tenant not less than twelve months' written notice to quit expiring on or before the 6th day of April or on or after the 29th day of September in any year.
- 11. The tenancy may be terminated by the Council by service of one month's written notice on the tenant if:
  - a. the rent is in arrears for 40 days or;
  - b. three months after the commencement of the tenancy the tenant has not observed the rules referred to in clause 8; or
  - c. the tenant lives more than one mile outside [insert the name of parish/community/neighbourhood/village/town].
- 12. If the tenant shall have been in breach of any of the foregoing clauses or on account of the tenant becoming bankrupt, the Council may re-enter the Allotment Garden and the tenancy shall thereupon terminate but without prejudice to any right of the Council to claim damages for any such breach or to recover any rent already due before the time of such re-entry but remaining unpaid.
- 13. The termination of the tenancy by the Council in accordance with clause 12 or after re-entry by the Council in pursuance of its statutory rights, shall not prejudice the tenant's statutory rights to compensation.
- 14. The tenancy may be terminated by the tenant by serving on the Council not less than two months' written notice to quit.
- 15. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant.
- 16. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the parties' address. Any notice to be served by the tenant shall be addressed to the Council's [Clerk/ Allotments' Manager].

Signed by	
The tenant	
and	
[signa [insert name and job title in capita For and on behalf of the Council	ture of the Council's Proper Officer]   letters]





**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		Date			
Responsible Officer					
Next review date	As required				

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Date	Version	Author/ editor	Committee/ date	Minute no.	Notes				
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# Document Retention Period Until superseded



## Contents

Introduction and Scope	3
Eligibility	. 3
Allocation of Plots	. 3
Allotment Tenant Responsibilities	4
Change of Contact Details	. 4
Charges	. 4
Allotment plot	. 4
Conduct	
Subletting	. 5
Vater	
Parking	. 5
Buildings and Structures	
Town Council Responsibilities	. 5
Site Management	. 5
Termination of Allotment Tenancy Agreements	
Cancellation by the Tenant	. 6
Cancellation by the Town Council:	. 6
Enforcement	
Breach of residential conditions	. 7
Death of a Tenant	7
Return of land	. 7
Complaints	
Personal Data	7
pendix 1: Definitions	. 8
pendix 2: Relevant Legislation	. 9
Small Holdings and Allotments Act 1908	. 9
and Settlement Facilities Act 1919	9
Allotments Act 1922	. 9
Allotments Act 1925	. 9
Allotments Act 1950	. 9
Other legislation:	10
	Eligibility Allocation of Plots Allotment Tenant Responsibilities Change of Contact Details Charges Allotment plot Conduct Use of Chemical Sprays and Fertilisers Subletting Water Parking Buildings and Structures Town Council Responsibilities Site Management Termination of Allotment Tenancy Agreements Cancellation by the Tenant Cancellation by the Town Council: Enforcement Power to Evict Non payment of charges Breach of residential conditions Death of a Tenant Return of land Complaints Personal Data Dendix 1: Definitions Death of 2: Relevant Legislation Small Holdings and Allotments Act 1908 Land Settlement Facilities Act 1919 Allotments Act 1925 Allotments Act 1950

## Saltash Town Council

## **Allotments Policy**

Saltash Town Council reserves the right to change the Allotments Policy, rules and procedures from time to time. Any changes will be notified to the tenants in advance and tenants will be expected to comply with any rule changes following the consultation and notification process.

## 1. Introduction and Scope

Allotments and community gardens are a great way to grow your own food and enjoy the fresh air whilst learning about cultivation, observing wildlife and improving mental health and wellbeing.

Saltash Town Council provides three allotments sites in the town, Fairmead Road, Grenfell Avenue and Churchtown. Plots are allocated when they become vacant, subject to an application process to confirm eligibility and signature of a Tenancy Agreement. The Town Council operates a waiting list for all sites. (See allocation of plots below.)

## 2. Eligibility

Applicants for tenancy of an allotment must be over the age of 18 and live within the Saltash Town Boundary. Where a tenant moves outside of the Town boundary, they will be required to end their tenancy.

The Town Council operates a waiting list for allotments. Where a resident is added to the waiting list it is their responsibility to ensure that they notify the Town Council of any change to their contact details.

#### 3. Allocation of Plots

When a plot becomes vacant the person at the top of the waiting list will be offered the plot in writing, usually by email. The offer should be accepted in writing within 10 working days. Where there is no response the person will be removed from the waiting list and the plot offered to the next person on the list.

A tenant may only start work on a plot on completion of all required paperwork and payment of tenancy fees. Fees may be reduced proportionally at the discretion of the Town Council where a plot is allocated part way through the year.

All allotment tenants are required to provide proof of insurance at the start of the tenancy agreement and annually at renewal. The Town Council accepts no liability for any loss, damage or injury to Tenants, or any other person or their belongings occurring on allotment sites.

Page 113 DRAFT 08/2023

## 4. Allotment Tenant Responsibilities

When signing the Tenancy Agreement, the Tenant agrees to the terms laid out in the agreement.

## **Change of Contact Details**

The Tenant should immediately notify the Town Council in writing of any change in contact details.

## **Charges**

A deposit is required from all new Allotment Tenants at the commencement of tenancy, repayable on termination of the tenancy providing that the allotment plot is left in an acceptable condition.

Charges are reviewed annually by the Town Council as part of the budget setting process. Tenants are given twelve months' notice in writing of any change to charges.

Tenants will be invoiced annually and fees should be paid in full by 1<sup>st</sup> April each year to retain the tenancy of the allotment.

Water is provided at two allotment sites. Where water is provided there is an additional annual charge to Allotment Tenants on those sites.

## Allotment plot

The allotment should be maintained in a good state of cultivation and kept free from weeds. Pathways should be kept clear. New tenants will be permitted adequate time to bring a plot to an acceptable level of cultivation.

The land is not to be used for any purpose but as allotment gardens cultivating fruit, vegetables, herbs and flowers for use and consumption by the Tenant and their family. Selling or undertaking of a business in relation to the cultivation on the allotment plot is not allowed. Surrounding trees and hedges may not be trimmed by Tenants and pathways must be free of allotment holder items, such as, chairs, wheelbarrows, soil etc. Any issues of overhanging should be reported to the Town Council.

The following are prohibited on allotment sites at any time:

- a. Dogs, poultry or livestock (as to be prejudicial to health or a nuisance)
- b. Alcohol and/or drugs
- c. Bonfires
- d. Barbed wire
- e. Taking/removal of any mineral/ gravel/ sand/earth or clay.

### Conduct

Tenants should not take, remove or borrow crops, equipment or supplies that belong to other Tenants without the prior consent of the owner.

Tenants should not cause or permit any nuisance or annoyance to any other Tenant or obstruct or encroach onto other plots or pathways. Disputes between Tenants should be referred to the Town Council to investigate. The decision of the Town Council will be final and binding.

Page 114 DRAFT 08/2023

## **Use of Chemical Sprays and Fertilisers**

The Town Council encourages chemical free, organic cultivation methods. However, where Tenants use pesticides or fertilisers on their plot they must:

- a. Only use domestic grade pesticides;
- b. Take all reasonable care to ensure that other plots, pathways, hedges and trees are not adversely affected;
- c. Select and use pesticides so that there is minimal risk to members of the public, birds and other wildlife, with the exception of vermin or pests;
- d. Comply at all times with current pesticide regulations. Tenants are advised to refer to the Health and Safety Executive database to ensure that specific products may be lawfully used.

Storage of pesticides and other potentially toxic chemicals on allotment plots or in sheds is not permitted.

## **Subletting**

Subletting of the plot is not permitted without the written permission of the Town Council.

#### Water

Where water is provided on site it is solely for the use of watering crops. Attachment to the water points for automatic continuous watering, sprinklers or drip feed systems is not permitted. Tenants should ensure that water is not left running unattended.

#### **Parking**

Where a parking facility is provided, it should be used. Parking in prohibited areas may lead to the termination of the Tenancy Agreement by the Town Council.

## 5. Buildings and Structures

No building or structure may be erected on the allotment without the written consent of the Town Council. Buildings/structures must conform to any relevant planning conditions laid out by Cornwall Council and specifications of conformity as determined by the Town Council.

All buildings erected with the consent of the Town Council must be maintained in a good state of repair and should only be used in connection with the use and management of the allotment plot. Residential use or sleeping is not permitted

When a tenancy agreement is terminated, the Tenant will be required to remove all buildings and structures from the plot before it is reallocated.

## 6. Town Council Responsibilities

The Town Council will promote best practice on all allotment sites and encourage sustainable environmental management.

## **Site Management**

The Town Council will seek to ensure the sites are accessible and usable for all allotment tenants.

Page 115 DRAFT 08/2023

The Town Council will undertake regular site inspections and reserves the right to access any plot to undertake inspections. Monthly site inspections will include checking the condition of pathways, gates, site boundaries and identify any other issues that need resolving.

Plots will be inspected at regular intervals to ensure they are in active use and being cultivated.

Allotment tenants should report any site problems to the Town Council.

## 7. Termination of Allotment Tenancy Agreements

## **Cancellation by the Tenant**

Tenants wishing to cancel their Tenancy Agreement should do so in writing to the Town Council. The Town Council will not refund any rent paid in that year where the cancellation is at the request of the tenant.

## **Cancellation by the Town Council:**

The Town Council has the right to terminate the tenancy agreement where the Tenant is in breach of the allotment rules as agreed by the Tenant when signing the Tenancy Agreement.

#### **Enforcement**

The following enforcement procedure will apply:

- Informal warning Tenants who fail to comply with their tenancy agreement will be contacted in writing and requested to address the issues of non-compliance within one calendar month.
- 2. Formal warning Tenants who fail to respond to an informal warning within one calendar month will be issued with a formal written warning and requested to address the issues of non-compliance within two weeks.
- 3. Notice to quit Tenants who fail to respond to a formal warning within the provided notice will be given notice to quit.
- 4. Where a Tenant has been given notice to quit and fails to vacate the allotment, the Town Council is entitled to take possession of the plot and exclude the Tenant.

#### Power to Evict

In the event of a serious breach of the Tenancy Agreement or where the Tenant becomes bankrupt or compounds with their creditors, the Town Council reserves the right to serve immediate notice to quit.

### Non-payment of charges

The Town Council reserves the right to terminate the Tenancy Agreement giving one month's written notice to quit where the allotment rent is in arrears for 40 days or more.

Page 116 DRAFT 08/2023

## **Breach of residential conditions**

If it appears to the Town Council that the Tenant, not less than three months after the commencement of the tenancy, is resident more than one mile outside of the Town Boundary, the Town Council may give the Tenant a month's written notice terminating the Tenancy.<sup>1</sup>

#### **Death of a Tenant**

The tenancy of the allotment shall terminate upon the death of the tenant. Next of kin will be given adequate time to remove personal possessions and produce from the plot. Unless otherwise agreed in writing, the tenancy will terminate two months after the death of the tenant.

The plot will be returned to the possession of the Town Council in the interim period until a new tenant is assigned.

#### Return of land

Where the land being used as Allotment Gardens is required for providing new services, the Town Council shall cancel Tenancy Agreements. In such circumstances the Town Council shall give Tenants 12 months written Notice to Quit expiring on or before 6 April or on or after 29 September in any year.<sup>2</sup>

## 8. Complaints

All complaints should be directed to the Town Clerk. The Town Council Complaints Procedure can be found on the Town Council website.

#### 9. Personal Data

Allotment Tenants and residents who supply their personal data to be added to the Allotment Waiting List should refer to the Privacy Notice on the Town Council website for details on how we use your data.

**DRAFT 08/2023** 

Page 117

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<sup>&</sup>lt;sup>1</sup> s.30(2), 1908 Act as amended by s.23, 1922 Act

<sup>&</sup>lt;sup>2</sup> s.1(1)(a), 1922 Act as amended by s.1,1950 Act

## **Appendix 1: Definitions**

#### Saltash Town Council:

includes any committee of the Town Council and/or any Officer of the Town Council appointed under the Allotments Acts 1908 and 1950.

### Allotment garden:

a piece of land not exceeding 250 square metres although there is no set standard size.

#### Allotment Tenant:

a person over the age of 18 who resides within the Saltash Town boundary and has entered into a Tenancy Agreement for an allotment on one of the Town Council sites.

## Allotment Tenancy Agreement:

the legal document signed by the Tenant and Saltash Town Council when renting an allotment.

#### Allotment Rent:

the annual charge for renting an allotment from the Town Council.

#### Cultivation:

actively growing plants or with a plot ready to accept crops during the main growing season on not less than 70% of the total plot area.

#### Non-cultivation Notice:

a formal notice issued by the Town Council notifying the Tenant of the requirement to commence cultivation of face further action that might lead to the termination of the Allotment Tenancy Agreement.

Page 118 DRAFT 08/2023

## **Appendix 2: Relevant Legislation**

The Legislation relating to allotments

## **Small Holdings and Allotments Act 1908**

Consolidated all previous legislation and laid down basis for all subsequent legislation.

Placed a duty on local authorities to provide sufficient allotments, according to demand.

Made a provision for local authorities to purchase compulsory land to provide allotments. Established the framework for the modern allotments system.

#### **Land Settlement Facilities Act 1919**

This Act was mainly to assist returning servicemen and opened up allotments to all, not just 'the labouring population'. Made metropolitan borough councils allotment authorities for the first time.

#### **Allotments Act 1922**

This Act was established to provide allotment tenants with some security of tenure. It also provided tenants with greater compensation at the termination of their tenancy and limited the size of an allotment to one-quarter of an acre, specifying that it should be used mostly for growing fruit and vegetables.

#### **Allotments Act 1925**

Required local authorities to recognise he need for allotments in any town planning development. Established 'statutory' allotments which a local authority could not sell or convert to other purposes without Ministerial consent. This Act was intended to facilitate the acquisition and maintenance of allotments, and to make further provision for the security of tenure for tenants.

## **Allotments Act 1950**

This included:

- the amendment of the provisions relating to rents that may be charged for allotments:
- the extension of period of notice to quite to 12 months for allotment gardens;
- compensation payable to plot holder at whatever season of the year a tenancy terminates;
- making plot holders who have allowed their plot to deteriorate through neglect liable to pay compensation on quitting; and
- allowance of certain forms of livestock (hens and rabbits) to be kept although this can be, in some cases, restricted by local by-laws\*.

\*NOTE: Saltash Town Council does not permit any form of livestock on allotment plots.

Page 119 DRAFT 08/2023

## Other legislation:

The Local Government Act 1972 amended the allotments legislation in a number of matters of detail, for example, removing the requirement upon local authorities to establish allotments committees (contained in Section 12 of the Allotments Act 1925).

Other Acts which have impacted upon allotments include the Town and Country Planning Act 1990, the Local Government Planning and Land act 1980 and the Acquisition of Land Act 1981.



Page 120 DRAFT 08/2023

## To receive a report and consider running a Window Wanderland event for Christmas 2023

## **Information:**

In previous years Window Wanderland has been a Saltash Chamber of Commerce led event in the community.

The Town Council have participated, promoted, and encouraged local organisations in the Town Centre to partake.

However, due to the cost-of-living crisis and cost of electricity last year, the Town Council made the decision to decorate the windows but not to illuminate after 5pm.

Saltash Chamber of Commerce detailed in their monthly report to FTC as followed:

"...the Chairman said that he had been contacted by Window Wanderland to ask if the Chamber wanted to organise such again this year. The feedback from those that organised it previously was that they didn't have the time capacity to do so again and the Chair was asked to write to Saltash Town Council to ask if they would like to take it on."

The Administration Department contacted the Chairman of the Chamber of commerce for further comment on the reasons for not leading the project and received the following response:

"....the main reason was the time commitment for the members who organise it.

Traders have said it was of benefit and in the last few days I have been wondering whether it was something for Town Team for which the "active membership" is wider. I have not raised it with town team at present and will now wait to see what STC decide.'

## Permissions:

Currently the Town Council have two window designs provided by Livewire and Sir Robert Gefferys School that have been situated adjacent to the roadside of Lower Fore Street.

The Town Council have received permission from both Sir Robert Geofferys School and Livewire to reuse the designs if Members wish to partake in Window Wanderland 2023.

It is proposed to take part in this year's free event with an additional reusable design to be installed on the third window in the Guildhall Long Room and Isambard House. Proposed reusable designs as attached. Please note lighting solutions can be used for other window designs such as Remembrance. Library has battery operated lighting solutions used in previous years.

## **Associated Cost:**

- Lighting timers £24.99 per unit (two units required)
- Materials £19.99 (cost to be halved between GH and Station)
- Administration Department to provide a maximum of two hours to create designs ready for installation.

## Guildhall:

**Budget:** 6301 Stationary

**Budget Availability: £4,397.00** 

## Station:

**Budget:** 6822 SA Activities and Events

**Budget Availability: £495.00** 

### Members are asked to consider:

- 1. The Town Council to register and partake in the free Window Wanderland event with decorated windows at the Library, Guildhall and Isambard House
- 2. Window designs to be lit by automatic timers between 16:30 and 22:00 daily in line with the Town Councils light switch on and festive lighting schedule;
- 3. Approve the Administration Department to create a window display for the third window in the Guildhall Long room and the platform side of Isambard House;
- 4. Procure lighting timers and materials at a total cost of £70.00 allocated to budget codes 6301 Stationary and 6822 SA Activities and Events;
- 5. The Town Council to further encourage the Town Team should they wish to pursue a wider Town Event.

End of Report Administration Officer

## **Overview Report Festive Lighting 2023**

## Information:

## Festoon Lighting

There are factors Members should give consideration to prior to appointing a contractor for the year 2023 and approving any maintenance works in the lead up to the Light Switch on and Christmas season.

The distance between each lamp is currently 200-300ml.

Several contractors have advised that the distance is extremely close for a large area such as Fore Street and are to provide quotes for festoon lighting with a 500-600ml distance between each lamp.

An increased distance would assist in alleviating the regularity of the loss of bulbs during the Christmas period, whilst providing a cost saving of around a third on electricity charges and subsequent replacement of bulbs.

Examples of potential cost savings:

- Currently 1600 lamps in Fore Street;
- Reduction of 534 lamps;
- Cost of lamps at 2022 prices of £2.40 per lamp;
- Approximate saving of £1281.16.
- It cost approximately £395.20 for electricity on Fore Street between 01/12/2021 to 28/02/2022;
- An approximate cost saving of £131.73 as a third less electricity supply is required.

The rubber seals on the festoon lighting are IP44. The current industry standard is up to IP66. Due to the festoon lighting being stationary throughout the year the condition of the lighting is subject to the elements and deterioration, with previous procurement and installation having been actioned over 5 years ago.

When a lamp is switched on, the lamp conducts heat resulting in the rubber seal expanding, as it was designed to do. When the lamp is then turned off after several hours the rubber contracts and any droplets on the external area of the lamp can be drawn into the inner section between the lamp and electrical elements. This can result in a loss of bulb due to water damage as well as the internal elements becoming brittle.

Both factors – distance and condition of the currently installed festoon lighting contribute as to why there will always be a loss of lamps in the lead up to Christmas.

A visual inspection was undertaken by the ASDM to ascertain how many bulbs have been lost to date. As of 18.08.23 there are 34 bulbs requiring replacement.

## Guildhall Wall Wash Lights

Investigations are continuing for the Guildhall Wall Wash Lights with quotes being received to install a timer and set up colour changing facilities.

## Brunel Bust and Cornish Cross Lighting

Timers have been procured and are to be installed by the SD Team. The Cornish Cross and Brunel Bust will be lit green in conjunction with all festive lighting during specified hours of 16:30 and 23:00.

## Fairy Lights in Trees Outside Brunel House

It has been ascertained that pre-existing fairy lights located in the trees outside Brunel House are broken and damaged and have been for a while. These are required to be removed and disposed of by the SD Department.

## **Bunting**

Members are requested to consider the costs associated with the removal of bunting if it is to be retained and reused.

The bunting cost approximately £400.00 to procure for the year 2022/23.

Bunting entangles itself around the catenary wires and festoon lighting resulting in it requiring to be cut and disposed of annually. If Members wish for the bunting to be retained and reused the following year, there will be a significant cost occurred that must be considered.

### Christmas Flags

The SD Department are to confirm they are in good condition for the year 2023 with installation detailed in the proposed schedule.

#### **Budgets**

Further consideration is required to be given to the budget codes 6515 Festive Lights and Maintenance and 6572 SE EMF Festive Lights for the year 2024/2025 to ensure sufficient funds are allocated to the correct budget codes for annual works required in the lead up to the festive period.

### Schedule Overview

The catenary wires require checking annually. Quotes have been sought and provided for Members' consideration. Some of the companies approached were able to provide a quote for both catenary wire checks and festive electrical light installation for the year 2023.

This could offer a cost saving due to the number of times labour, inclusive of a Mobile Elevated Working Platform (MEWP), is required on site to undertake possible maintenance works and complete safety checks to the catenary, festoon lighting infrastructure and installation / removal of festive lighting for the year 2023.

A proposed schedule of works has been drafted. Costs are subject to requirements and the necessity for maintenance works to be undertaken.

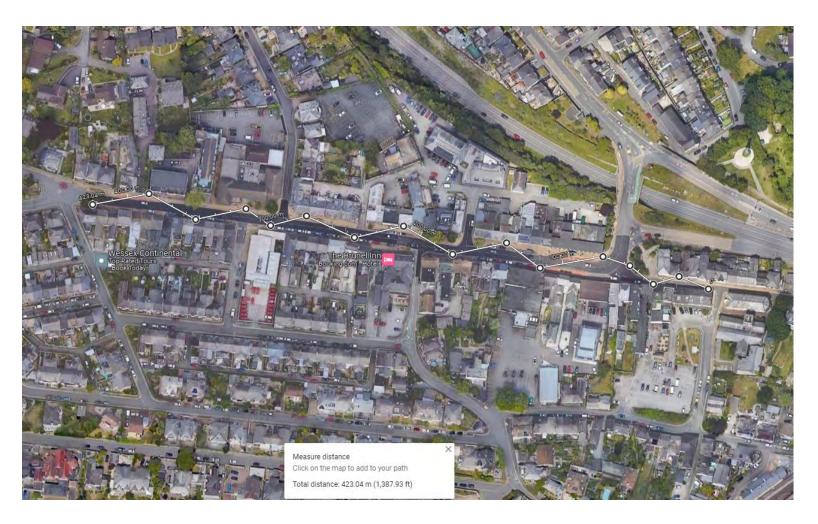
It is recommended all maintenance works be delegated to the Town Clerk to oversee and manage in the lead up to Christmas for the year 2023.

**End of Report** 

**Administration Officer** 

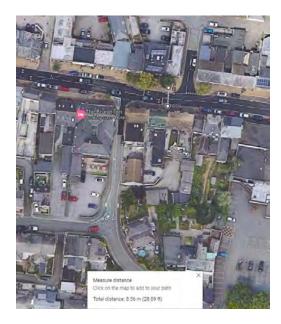
## **Catenary Wire Above Fore Street**

## Measurements and Locations:









Catenary Wire total length is approximately 464.05 Meters.

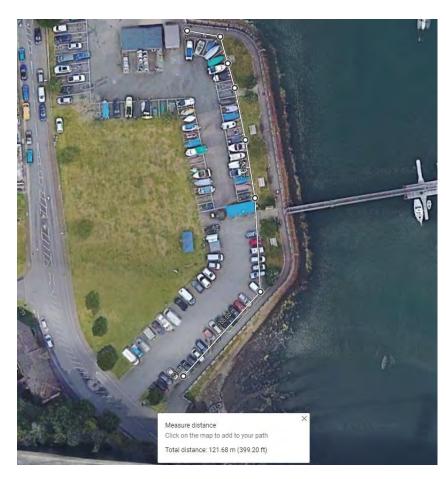
Currently bunting, festoon lighting are installed above the highways with the bunting to removed and cross motifs to be erected in time for the festive period.

## <u>Catenary Wires – Waterside</u>



Catenary Wire total length is approximately 220.26 Meters.

Currently festoon lighting is installed.



## Information:

An email was sent to request documentation for the catenary wires installed in 2021 by the Town Councils appointed contractor.

The response received is as follows:

'NAME retired early 2022 and at the current time we don't have a new office that covers your area.

Your message mentioned pull testing certificates, these where not passed over when he retired but they should be completed annually so would not be valid now.

As said we don't have a team who can complete this for you but if you look at the construction fixings association website you should be able to find a local accredited person who can complete this for you.

They usually change a set fee per fixing they test (and additional charges for any replacements).

The spec for the wire and fixings used should have been submitted at time of install as part of the RAMs, As this is a direct document sent to clients and I don't have a copy unfortunately.'

No further documentation or certification has been located. Due to the lack of a Method of Inspection nor Quality Level of Inspection Certificate, load testing cannot be confirmed but instead a recommendation will be provided by an appointed contractor confirming if the wires are suitable for proposed use. Due to the way the load of a catenary wire is tested, a destructive means of test, the end result is the catenary wires requiring replacing.

As the catenary wires have not been inspected this poses a health and safety risk as it is unclear if they are fit for purpose. Quotes for a visual inspection are to be considered by Members. The inspection will ascertain the materials, quality and condition of the installed catenary wires and anchor bolts.

Please note this inspection should be completed annually.

Sections of the wires along Fore Street were replaced following Christmas 2021 as the weight load was compromised when installing recycled fabric bunting.

Catenary wires are installed to support the weight of festoon lighting and without the Method of Inspection or Quality Level of Inspection Certificate it is unknown if the load of the bunting is supported. This could result in the wires requiring complete replacement in the near future due to the load being unascertained.

## Quotes for Visual Inspection of Catenary Wires:

Company	Details	Total Cost
A	Contacted on numerous occasions.	Quote not received
В	I can confirm that I have attended Fore Street, Saltash, to evaluate the proposed catenary assessment and have expressed that we would not be able to deliver on this project as it is not within our normal range of works.	Quote not received
С	Company C has provided a further quote for the festive lighting for the year 2023.  This company has been recommended by Torpoint Town Council.	£1,430.00+vat
D	On annual leave for two weeks. No response received to date.	Quote not received
E	Company E has provided a further quote for the festive lighting for the year 2023.  This company provide light installation and maintenance for Plymouth City Council.	£1,400.00+vat

## Budget Information:

**Budget Code:** 6572 SE EMF Festive Lights

**Budget Availability:** £10,051.00

Members are asked to consider the following:

- 1. To appoint a contractor to complete a visual inspection test as soon as possible;
- 2. Delegate any repairs and maintenance works following the inspection to the Town Clerk to oversee and action reporting back to the following Services Committee meeting;
- 3. To note the current lack of Method of Inspection nor Quality Level of Inspection Certificates for installed Catenary wires.

End of Report Administration Officer

## **Festive Light Work Schedule and Costings 2023**

Description	Appointment and Delegation	Α	В	С	Christmas Trees
Visual check of catenary wires and its condition and the festoon which is installed on the wire reporting back findings conduct anchor point tests where fixings are fitted into a solid substrate - Fore Street and Waterside	Pending appointment of contractor	Do not offer this service.	£1,430.00	£1,400.00	N/A
Repair and maintenance work to be completed on catenary wires subject to visual report findings.	To delegate to the Town Clerk	Do not offer this service.	Subject to results of Visual Inspection – potential additional cost.	Subject to results of Visual Inspection – potential additional cost.	N/A
PAT testing of all festive light equipment (In house PAT Testing carried out on fairy lights)	Pending appointment of contractor	Included in installation costs	£47.60	£144.50	N/A
Apply for Highways Limits Licence					£97.00
Delivery and installation of Christmas Trees inclusive of picket fence (SD Department and Contractor)	Monday 30 <sup>th</sup> October 2023	N/A	N/A	N/A	£750.00
Window Wanderland displays installed and lighting prepared for light switch on event.  (Admin/ Library – Hours to be displayed 16:30-22:00)	Thursday 2 <sup>nd</sup> November 2023	N/A	N/A	N/A	ТВС
<ul> <li>Festive Light Infrastructure tests</li> <li>Replacement of lamps</li> <li>Removal of bunting</li> <li>Install Cross Motifs, Lamppost Motifs and Snowfall Lighting</li> </ul>	Friday 3 <sup>rd</sup> November 2023 (Two weeks prior to switch on event)	<ul> <li>£725.00</li> <li>£810.00</li> <li>£2.50 per lamp</li> <li>£90 p.h. approx. 6 hours</li> <li>£3,250.00</li> </ul>	<ul> <li>Included</li> <li>£980.00 Lamps to be sourced in-house. </li> <li>Included</li> <li>£2,850.00</li> </ul>	<ul> <li>£1,400.00</li> <li>Included Cost of lamps TBC</li> <li>£150.00</li> <li>£1,750.00</li> </ul>	£110.00
SD Team to install Christmas Flags, set the timers and change the colour of the Brunel Bust and Cornish Cross and decorate the Christmas Trees	W/C 13 <sup>th</sup> November 2023	N/A	N/A	N/A	N/A
Maintenance work to be completed on Festive Infrastructure.	Tuesday 14 <sup>th</sup> November	Subject to results of infrastructure tests – potential additional cost	Subject to results of infrastructure tests – potential additional cost	Subject to results of infrastructure tests – potential additional cost	N/A
Check festive lighting in correct working order prior to switch on event, replacing any loss of lamps,		£440 first two hours,	£980.00	£1,400.00	

completing any repair and maintenance works as required.		£80 per hour therefter			
Light Switch On Event (SD and Administration Department)  Hours to be displayed between 16:30 until 23:30 daily.	Friday 17 <sup>th</sup> November 2023 4:30PM	N/A	N/A	N/A	N/A
Check all festive lighting in correct working order and replacing any loss of lamps prior to Christmas Day.	Delegation to Town Clerk to manage suitable date and works required.	£440 first two hours, £80 per hour thereafter	£980.00	£1,400.00	
Light Switch Off	Saturday 6 <sup>th</sup> January 2023	N/A	N/A	N/A	N/A
Removal of Christmas lighting inclusive of Christmas Trees and place any items required into annual storage.	Monday 8 <sup>th</sup> January 2023	£450.00	£420.00	£583.00	£70.00
*Approxima	te Total	£6135.00	£7,687.60	£8227.50	£1,027.00

Budget:

**Budget Code:** 6572 SE EMF Festive Lights.

**Budget Availability:** £10,051.00

**Budget Code:** 6515 Festive Lights and Maintenance

**Budget Availability: £3,843.00** 

\*In reference to the approximate total costs, please note this varies due to work hours required and replacement bulbs requiring to be procured.

# To receive a report on Town Council Christmas Trees 2023 and consider any actions and associated expenditure

## Information:

Three quotes for Christmas trees were requested for the year 2023:

Company	Description	Cost (per tree)	Delivery	Installation	Total Cost (+vat)
A	20ft Nordmann Fir Christmas Tree	£220	£30 (per tree)	No	£500
В	Up to 20ft Nordmann Fir Christmas Tree	£200 (Approx) Must pick tree in October	£25	No	£425
С	Unable to quote until	last two weeks	of November	2023	

## Erection of trees

Information on how other Town and Parish Councils install their Christmas Trees was sought.

- Torpoint: Team volunteers to place big Christmas Tree in centre of Town all qualified with scissor lift certificates.
- Callington: Pay a local Haulage company to attend site and use a small crane in conjunction with their Operations Team to erect and secure tree in place.
- Liskeard: Group of volunteers install with the use of a tele handler.
- Looe: Did not have Christmas Tree in 2022 in previous years East Looe Trust have installed with the use of a forklift with a cage.

Due to health and safety requirements, it has been ascertained the trees are required to be installed using suitable equipment with a certified driver.

As there is no access for a vehicle to gain entry to Victoria Gardens, a small crane will be required to erect the tree. Installation is expected to be completed quickly with the operated crane being approximately 2.5 metres in width, legs out for stability.

This would impede on the highway slightly and would require the Services Department to assist with the temporary diversion of traffic around the vehicle. Out-of-hours can be requested however the middle of the day would be preferable due to it being light.

Cornwall Streetworks have confirmed a Highway Limits Licence will be required.

Quotes have been obtained; numerous companies were approached with many companies not able to provide the service requested:

Company A £250.00

Company B Awaiting cost

Highway Limits Licence: £97.00 (4 week turnaround from receipt of application)

## **Decoration of Trees**

In November 2022 the Town Council purchased 6 x 5M Warm White Fairy Lights, connectable LED lights which are used to decorate both trees in conjunction with the relevant transformers.

Due to vandalism and wear and tear some of the lights are required to be replaced. The Assistant Service Delivery Manager (ASDM) has PAT tested all Town Council fairy lights and advised the replacement of 1 x transformer and 9 x 5M White Fairy Lights, connectable LED lights are required. This is an approximate cost of £110.00+vat.

Trees to be decorated by the SD Team W/C Monday 13<sup>th</sup> November 2023.

## **Delivery and Removal**

Delivery and installation: W/C 30th October 2023

Delivered to Victoria Gardens and Waterside at a cost stated above. SD Team required on site to receive, secure trees, and assist with traffic control at Victoria Gardens.

Removal and disposal: Monday 8th January 2024

SD Team attend site and cut down the trees and transport to Green Waste Recycling. The approximate cost of recycling both trees is £70.00.

#### Staff time allocation:

- installation and decoration approximately half a day.
- removal and disposal approximately half a day.

(SDGA ½ day (3.75hrs) including Employers NI & Employers Pension approx. £62.50)

#### Budget:

**Approximate Total Costs:** £1,027.00+vat **Budget Code:** 6572 SE EMF Festive Lights.

**Budget Availability: £10,051.00** 

**Budget Code:** 6515 Festive Lights and Maintenance

**Budget Availability: £3,843.00** 

## **Electricity Supply**

Services received a report in 2022 on the consumer unit for Victoria Gardens. The ASDM has visited the site and confirmed all is safe and in working order following an RCD check.

The ASDM has put in place temporary measures to secure the unit by installing a new lock on the door. Further repair works to the door will be required in the near future.

The electricity supply unit is currently the property of Cornwall Council, it is worth noting the electrical system is dated, further works may be required to update if Members wish to expand festive lighting at Victoria Gardens in future years.





## Members are asked to consider:

- 1. The Town Council procuring two 20ft Nordmann Fir Christmas trees inclusive of delivery and recycling;
- 2. Appoint an external contractor to erect the Christmas Trees at both the Waterside and Victoria Gardens;
- 3. Apply for a Highway Limits Licence at a cost of £97.00+vat;
- 4. Procure 9 x 5M Warm White Fairy Lights and 1 x transformer at a cost of £110.00+vat;
- 5. Note staff time and costs allocated for erecting, decorating, and dismantling the Christmas Trees:
- 6. All costs are to be taken from budget code 6572 SE EMF Festive Lights.

### **End of report - Administration Officer**

# Agenda Item 24

# To receive a report on the Christmas Light Switch on Event 2023 and consider any actions and associated expenditure

## **Background**

The annual Christmas light switch on event takes place in November. The event in 2022 took place on Friday 17<sup>th</sup> November at 4.30pm in Victoria Gardens. The event is organised in partnership with Saltash Rotary Club who provide Santa's sleigh and Santa. Traditionally the Mayor joins Santa on the sleigh on Lower Fore Street and rides up Fore Street to Victoria Gardens. Saltash Town Council invite children from local schools to sing carols in Victoria Gardens where the Mayor greets residents and visitors before switching on the lights.

For reference neighbouring Christmas light switch on dates are as follows: Plymouth City Centre Thursday 16<sup>th</sup> November 2023 Plymouth Barbican 18<sup>th</sup> November 2023 Crownhill and Plympton 24<sup>th</sup> November 2023

## **Proposal**

Invite Saltash Rotary to work in partnership on the event as in previous years. The Mayor of Saltash to ride in Santa's sleigh with Santa from Lower Fore Street to Victoria Gardens, leaving approx. 4.15pm. The Mayor and Mayoress to hand out sweets to children in the gardens and formally switch the lights on at 4.30pm.

Invite children from local schools to sing carols in Victoria Gardens as part of the switch on event. During the switch on event last year at Victoria Gardens, it was noted the audible level of the Mayor whilst conducting his Christmas speech was low. It is suggested to procure a mobile, battery powered PA system similar to the following link at a total cost of £180 + VAT.

https://www.amazon.co.uk/Fenton-Portable-Speaker-Bluetooth Microphones/dp/B07BNCTLMP/ref=sr\_1\_29?keywords=outdoor%2Bpa%2Bsystem&qid=1692508 749&sr=8-29&th=1

#### Members are asked to consider:

- 1. The event to be held on Friday 17<sup>th</sup> November 2023. The switch on to take place at 4.30pm.
- 2. Invite Saltash Rotary Club to work in partnership for the 2023 event, following the above schedule.
- 3. To invite Children from local schools to conduct carol singing as part of the switch on event.
- 4. To approve expenditure of up to £180.00 + VAT for a mobile PA system to be purchased from budget code 6202 PF Civic Occasions available budget £4,815.

End of Report Receptionist / Mayors Secretary

# To receive a report on Town Council Christmas Lights 2024 and consider any actions and associated expenditure.

Two proposals have been received to date and are included in the reports pack as examples of what is available under various rental agreements and hire purchase options.

Members are requested to give consideration to future year's festive lighting for budgeting reasons and to ensure sufficient time is given to the project.

After speaking with many Town and Parish Councils there are a variety of options to choose from. Therefore, before any works can be continued guidance as to the Town Council's vision for the intention of future Christmas Light displays is requested to allow for appropriate budget setting.

Many Councils go out to tender for their festive decorations.

If the Town Council were to go out to Tender for Christmas Lighting it can include all works to catenary wires, installation, maintenance and management leading up to Christmas inclusive of the Town Council's light switch on event.

Attached are the following documents:

- 1. Saltash Town Council Five Year Spend and Existing Festive Lighting;
- 2. Christmas Lighting Design Proposal 1 Tender/Contractor Appointed
- 3. Christmas Lighting Design Proposal 2 Tender/Contractor Appointed
- 4. Christmas Lighting Design Proposal 3 Purchased in-house/Contractor Appointed to install

End of report

Administration Officer

	Christmas Lights					
			Five Year Spend and Existing Festive Lighting			
Page	Year	Budget Code	Description of Works / Equipment	Committee and Minute Nr Approval	Total Cost	
Qe C	2017/18	6572 SE EMF Festive Lights	Install catenary wire & lighting for phase 2 of the Waterfront□		£1,300	
	2017/18	6572 SE EMF Festive Lights	Installation of Christmas Lights		£2,400	
141	2017/18 2017/18	6572 SE EMF Festive Lights 6515 Festive Lights and Maintenance	Final Payment of the 2017 Christmas Decorations & Lights Electricty Supply		£7,200 £438.62	
	2017/10	03131 estive Lights and Maintenance		expenditure on Christmas Lights for 2017/18	£11,339	
	2018/19	6572 SE EMF Festive Lights	Deposit payment for Christmas Lights 2018		£3,925	
	2018/19	6572 SE EMF Festive Lights	Installation of christmas decorations		£11,775	
	2018/19	6572 SE EMF Festive Lights	Installation of christmas Tree and lights in V.Park		£1,500 £350	
	2018/19 2018/19	6515 Festive Lights and Maintenance 6515 Festive Lights and Maintenance	100x LED bulbs for Waterfront lights Insulation tape and cable ties		£350 £2.16	
	2018/19	6515 Festive Lights and Maintenance	Electricity Supply		£584.35	
	2010/10	coro i convo Ligino ana Maintenance		expenditure on Christmas Lights for 2018/19	£18,137	
					,	
	2019/20	6572 SE EMF Festive Lights	reinforcing bar- Christmas tree top of fore street		£15.13	
	2019/20	6572 SE EMF Festive Lights	Installation of Christmas Decorations as per Proposal		£4,500	
	2019/20	6515 Festive Lights and Maintenance	Steeple- timed fused spur		£39.99	
	2019/20	6515 Festive Lights and Maintenance	Kewstickuno voltage stick- waterside lights		£9.99	
	2019/20	6515 Festive Lights and Maintenance	Electricty Supply	avnanditura an Christmas Lights for 2010/20	£733.74	
			Iotai	expenditure on Christmas Lights for 2019/20	£4,515.13	
			The Christmas Decorators - Guildhall lights- Architectural lighting for Year-Round use on the Guildhall. To supply and install wall wash lighting at window level to the front and side of the Guildhall.	SERVICES COMMITTEE MEETING – 14th		
	2020/21	6572 SE EMF Festive Lights	with programmable controller inside on the first floor, inc first years maintenance.	October Minute number 30/20/21	£4,100	
			This years 2020 Christmas Lights	SERVICES COMMITTEE MEETING – 14th		
	2020/21	6572 SE EMF Festive Lights		October 2020 minute number 37/20/21 and	£14,156	
		0072 <b>0</b> 2 2 1 0070 2.g0		CL&TE SUB COMMITTEE – 7th October Minute number 31/20/21	2: 1,100	
			The Christmas Decorators - Guildhall lights- Architectural lighting for Year-Round use on the G			
	2020/21	6572 SE EMF Festive Lights		October 2020 & CL&TE Sub committee 7th	£3,668.50	
		3		October Minute number 30/20/21	,	
			PAYABLE CREDIT NOTE The Christmas Decorators - Guildhall lights- Architectural lighting fo	r Voor-		
			Round use on the Guildhall	i i cai		
	2020/21	6572 SE EMF Festive Lights	To supply and install wall wash lighting at window level to the front and side of the Guildhall, wi	ith	-£4,250.00	
		,	programmable controller inside on the first floor, inc first years maintenance.		,	
			Raytech Super Clik 0 Gel-Filled Straight Cable Joint Black Code 247HF - materials needed to			
	2020/21	6515 Festive Lights and Maintenance	complete the repair/re-hanging of the all-year-round festoon lighting to the south side of the waterfront [ Union Inn pub side ]		£59.79	
	2020/21	6515 Festive Lights and Maintenance	Raytech Barney-N Gel-Filled Straight Cable Joint Black Code 466HF Unit Price £6.05 [Qty x 6	]	£36.25	
	2020/21	6515 Festive Lights and Maintenance	16A Terminal Strips Pack of 10 Code 91532 Unit Price £5.75 [ Qty x 1 ]		£5.74	
	2020/21	6515 Festive Lights and Maintenance	6A Terminal Strips Pack of 10 Code 60804 Unit Price £3.54 [ Qty x 1 ]		£3.53	
	2020/21	6515 Festive Lights and Maintenance	Cable Ties Black 300 x 4.5mm Pack of 100 Code 31536 Unit Price £2.05 [ Qty x 10 ]		£16.67	
	2020/21	6515 Festive Lights and Maintenance	Cable Ties Black 370 x 7.5mm Pack of 100 Code 24453 Unit Price £6.05 [ Qty x 10 ]		£60.42	
	2020/21	6515 Festive Lights and Maintenance	1.5 Boxes E27 Light Bulbs 1.2w Warm White £180.00		£180.00	
	2020/21	6515 Festive Lights and Maintenance	Electricty Supply		£1,058.92	
			Total	expenditure on Christmas Lights for 2020/21	£19,095.82	

2021/22	6572 SE EMF Festive Lights	ConnectGo Medium Transformer, UK Plug, Black Cable
2021/22	6572 SE EMF Festive Lights	ConnectGo Outdoor LED Fairy Lights, Connectable, Dark Green Cable in white
	<u> </u>	·
2021/22	6572 SE EMF Festive Lights	MK IP66 4-Terminal Weatherproof Outdoor Junction Box 95 x 65 x 95mm
2021/22 2021/22	6572 SE EMF Festive Lights	3X UC4 Timber Green Square Fence post (H)1.8m (W)75mm, Pack of 5 ORBIX OSC OBX-SCT-PK Screw Box
	6572 SE EMF Festive Lights	
2021/22	6572 SE EMF Festive Lights	Verve HM2123 1 Gang 35mm Pattress Surface Back Box White
2021/22	6572 SE EMF Festive Lights	Steeple 6A RCBO 30mA B Curve 6kA
2021/22	6572 SE EMF Festive Lights	14 x Fence posts 1.8mx45mm
2021/22 2021/22	6572 SE EMF Festive Lights	12 x Picket fence panels 1.8mx1.0m
2021/22	6572 SE EMF Festive Lights	14 x Fence posts 1.8mx45mm
	6572 SE EMF Festive Lights	Delivery
2021/22	6572 SE EMF Festive Lights	2x Greenbrook T205-SCR Digital 7-Day Fused Timer Spur Switch
2021/22	6572 SE EMF Festive Lights	Special GreenBrook 1 Gang Weatherproof Enclosure IP66 Grey (PENCIG)
2021/22	6572 SE EMF Festive Lights	20ft Christmas tree @ £10 per foot
2021/22	6572 SE EMF Festive Lights	STEEPLE 230X180X88 IP65 ENCLOSURE
2021/22	6572 SE EMF Festive Lights	STEEPLE GLAND COMPRESSION IP68 20MM GREY
2021/22	6572 SE EMF Festive Lights	ABB CONNECTOR ASSEMBLY WEATHERPROOF 3POLE 16A  KSR Lentern 6 Sided Hanging F37 75W Block External Light KSR Lentern 6 Sided Hanging F37
2021/22	6572 SE EMF Festive Lights	KSR Lantern 6 Sided Hanging E27 75W Black External Light- KSR Lantern 6 Sided Hanging E27
	_	75W Black External Light
2021/22	6572 SE EMF Festive Lights	NIGLON 16APLUG3BU 2P+E 16A Industrial Plug Straight Cable Mounted 240V Blue (£2.29 per
	3	meter)
2021/22	6572 SE EMF Festive Lights	NIGLON 16APLUG3BU 2P+E 16A Industrial Plug Straight Cable Mounted 240V Blue Type: Industrial
	3	Plugs & Sockets
0004/00		Repairs to Festive Light supply point 6 Lower Fore Street - Change the RCD main switch to a normal
2021/22	6572 SE EMF Festive Lights	main switch and then install individual RCBOs for each circuit. Supply and install a new main switch,
		3 x 30mA RCBOs and a contactor unit
2021/22	6572 SE EMF Festive Lights	Install and then take down and storage of 10 x Lamppost Dressings in Fore Street
2021/22	6572 SE EMF Festive Lights	Install and then take down and storage of 3 x Cross Street features in Fore Street £400
		Inspection and maintenance / replace non-functioning bulbs with matching of the existing Festoon
		lighting in Fore Street and Lower Fore Street, ALL lamppost Dressings and Cross Street Features in
2021/22	6572 SE EMF Festive Lights	Fore Street and Lower Fore Street, the Festoon lighting at Waterside Green and Jubilee Green.
		Fortnightly visits £400 per visit (first 2 hours) then £80 per hour plus cost of replacement products
		Lights to 40 facture these in Fare Otherst and those in front of Clat Machine Common descripts
2021/22	6572 SE EMF Festive Lights	Lights to 10 feature trees in Fore Street and trees in front of Slot Machine Company decorated with
	Ç	string light and snowfalls.
2021/22	6572 SE EMF Festive Lights	Catenary wire and power supply to Lamppost R009, then Snowfall lighting dressed into tree
2021/22	6572 SE EMF Festive Lights	Snowfall lighting to trees by middle cross street dressing (by Oggy Oggy Pasties)
		Storage of 10 x 2m Lamppost Dressings and 6 x Cross Street Dressings (possibly reduced to 3 Cross
2021/22	6572 SE EMF Festive Lights	Street Features)
2021/22	6572 SE EMF Festive Lights	405 replacement bulbs at £2.40 each
2021/22	6572 SE EMF Festive Lights	17 hours additional labour for inspection to Christmas lights at £80.00 per hour
	· ·	
2021/22	6515 Festive Lights and Maintenance	Electricity Supply
		Total expenditure on Christmas Lights for 2021/22
0000/00	0570 05 5145 5 14 14 14	25/04/00 Labour 5 5 Llaura @ 200 50 Dev Llaur
2022/23	6572 SE EMF Festive Lights	25/04/22 Labour 5.5 Hours @ £28.50 Per Hour
2022/23	6572 SE EMF Festive Lights	26/04/2022 £400 for van cherry picker hire and first 2 hours on site. Additional out of hours 5.0 hours
	SOLE OF FINE LOCKED FIGURE	@ £80.00ph

2022/23	6572 SE EMF Festive Lights	25/04/22 Labour 5.5 Hours @ £28.50 Per Hour	£156.75
2022/23	6572 SE EMF Festive Lights	26/04/2022 £400 for van cherry picker hire and first 2 hours on site. Additional out of hours 5.0 hours @ £80.00ph	£800.00
2022/23	6572 SE EMF Festive Lights	27/04/22 - £400 for van cherry picker hire and first 2 hours on site Additional out of hours 5.0 hours @ £80.00ph□	£800.00
2022/23	6572 SE EMF Festive Lights	28/04/22 - £400 for van cherry picker hire and first 2 hours on site Additional out of hours 5.0 hours @ £80.00ph	£800.00
2022/23	6572 SE EMF Festive Lights	Materials Total	£1,442.43
2022/23	6572 SE EMF Festive Lights	2 x 20ft Nordmann Fir Christmas Trees @ £220 per tree	£440.00

£50.00

£399.97 £11.92 £292.50 £20.74

£3.21 £23.00

£0.00 £365.00

£106.75 £25.00 £49.98 £80.00 £400.00

£29.45 £2.70 £12.38

£10.86

£114.41

£335.00 £500.00 £400.00

£1,200.00

£900.00 £800.00 £500.00

£400.00 £972.00 £1,360.00 £790.59

£10,160.34

£4.88

			GRAND TOTAL	£78,950.44
			Total experience on official as Lights for 2022/25	210,700.10
			Total expenditure on Christmas Lights for 2022/23	£15,703.15
	2022/23	6515 Festive Lights and Maintenance	Electricity Supply	£1,035.21
	2022/23	6572 SE EMF Festive Lights	Materials – 1500 lamps @ £1.80 per lamp (established cheaper cost per bulb from original quote of £2.40)	£2,700.00
	2022/23	6572 SE EMF Festive Lights	Remaining hours - 4 nights @ 6 hrs per night for 2 men @ £80 per hour	£1,920.00
	2022/23	6572 SE EMF Festive Lights	Replace all lamps along Fore Street with warm white LED lamps (also remove bunting). Lift hire 4 nights @ £400 per night (this includes the first 2 hours on site for 2 men)	£1,600.00
	2022/23	6572 SE EMF Festive Lights	Visit on 14/12/2022 - Lift hire and first 2 hours for 2 guys	£400.00
143	2022/23	6572 SE EMF Festive Lights	Visit on 14/12/22 - Inspect Christmas lighting and replace further defective lamps along Fore Street 4 hours @ £80.00ph = £320.00	£320.00
Ф	2022/23	6572 SE EMF Festive Lights	Installation and take down of Christmas decorations in Saltash Fore Street	£2,750.00
age	2022/23	6572 SE EMF Festive Lights	Storage of Lampost and Cross street Dressings from January to November 2022	£400.00
Ų	2022/23	6572 SE EMF Festive Lights	Delivery	£5.82
	2022/23	6572 SE EMF Festive Lights	6 x 5M Warm White Fairy Lights, Connectable, 50 LED's, Dark Green Cable	£47.95
	2022/23	6572 SE EMF Festive Lights	ConnectGo Medium Transformer UK Plug, Black Cable	£24.99
	2022/23	6572 SE EMF Festive Lights	Delivery of Christmas Trees - 2 trips @ £30 per trip	£60.00

**Existing Festive Lighting** Quantity Description of Item Visual Notes Could be utislised in suitable area at the Waterside should Members wish to Lamppost Motifs star and snowflake designs explore the possibility of extending the lighting further afield in the future. Christmas Trees with 6 x 5M Warm 2 White Fairy Lights, Connectable, 50 LED's, Dark Green Cable ASDM to PAT Test and inform of any required lengths requiring replacing Cross Street Motiffs in three designs To note that only three designs can be installed along Fore Street due to 3 stars, trees and presents three columns / lamposts being situated symetrically in the high street. Snowfall lights Stock picture as no pictures recorded of lighting. The fairy lights that have remained in the trees outside Brunel House are Fairy lights in trees situated outside Brunel House damaged and not in working order. These are required to be removed by SD Festoon Lighting installed above Fore Street from black The Town Council's festive light contractor has advised the fixtures are coloumns at the bottom / entrance to Fore Street in a crissdetiorated due to weather. Advice received that due to the fixtures currently cross formation to top of Fore Street lamppost R007 being 200-300ml apart this attributes to a higher probablity of light bulbs being dead in the lead up to the switch on event and during the festive



period.

# Saltash Christmas Lighting

Example 1: Of possible designs and options for Christmas Lights 2024/2025

Various options for purchase over period of 3 years or 5.

Date: 17/08/23 Page: 1







works in partnership with the manufacturer and is the UK technical support hub for the incredible Twinkly Pro lighting system.

is excited to further build on a number of world and European festive lighting firsts and continue to push the boundaries of festive lighting possibilities.

The Twinkly Pro lighting system gives us exactly that. Intelligent, interactive and simple to install and control. Transform instantly any element or feature within a display. It simply provides a foundation to create, play, repeat within all your festive designs no matter how complex.

The Twinkly lights are revolutionising the Christmas lighting market. Whether you are looking to light complex 3D shapes and structures or 2D column displays.

The incredible Twinkly Pro system allows for any element to be turned into a virtual video screen. Simple control and endless variations of colour and effects allow light shows and entire areas to be changed in seconds from anywhere. The possibilities are truly endless.









Date: 17/08/23

Page: 9

Click on the images to watch videos

Saltash

# Twinkly Projects Click on the images to watch videos

twinkly Pro





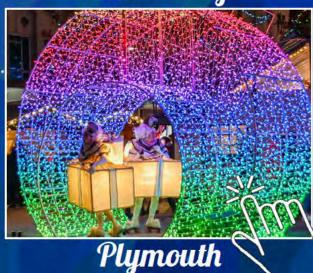
Barton Grange

Kirkby

Peterborough







Watford

Sunderland

Date: 17/08/23

Page: 11



Date: 17/08/23

# Twinkly Useage Ideas Click on the images to watch videos







Trees

Tunnel

Maypole Tree







Curtains

Cone Tree

Columns





# Examples Of Shows We Offer Click on the images to watch videos

As standard we will program your new twinkly scheme with our "Full Colour" shows, we beileve this gives you the most from your new lighting scheme. However you may chose to have a specific colour scheme (and you can change this each year). We can also program your lights in different colours for events and diffirent holidays. See some examples here, but the only limit is your imagination!



Date: 17/08/23 Full Colour



Winter Lighting



Gold & Sliver



**Valentines** 

# Saltash

# Twinkly Event lighting

twinkly PRO

Click on the images to watch videos

IT has the astronomic upload shows for different events through the year, from January to December you can get full use of your new lighting!









Halloween



Thank you NHS







Pride Month



Diwali

Aport Ukraine

# altash

# Our Products - Festive Motifs

### Materials Used in Construction

- Aluminium Box Frame
- Size 25mm x 25mm x 3mm wall thickness
- LED Ropelight
- LED Mini Lights with Rubber cable
- Junction Box IP68

### Specification

- IP rating: Display IP68, Plug IP54
- Wind Loading: 0.20 or 20%
- LED Life Expectancy: 10,000 Hour
- Number of LEDs in Ropelight: 30 per metre

### Power Cable Lead

- 3m Power Lead
- Commando Plug

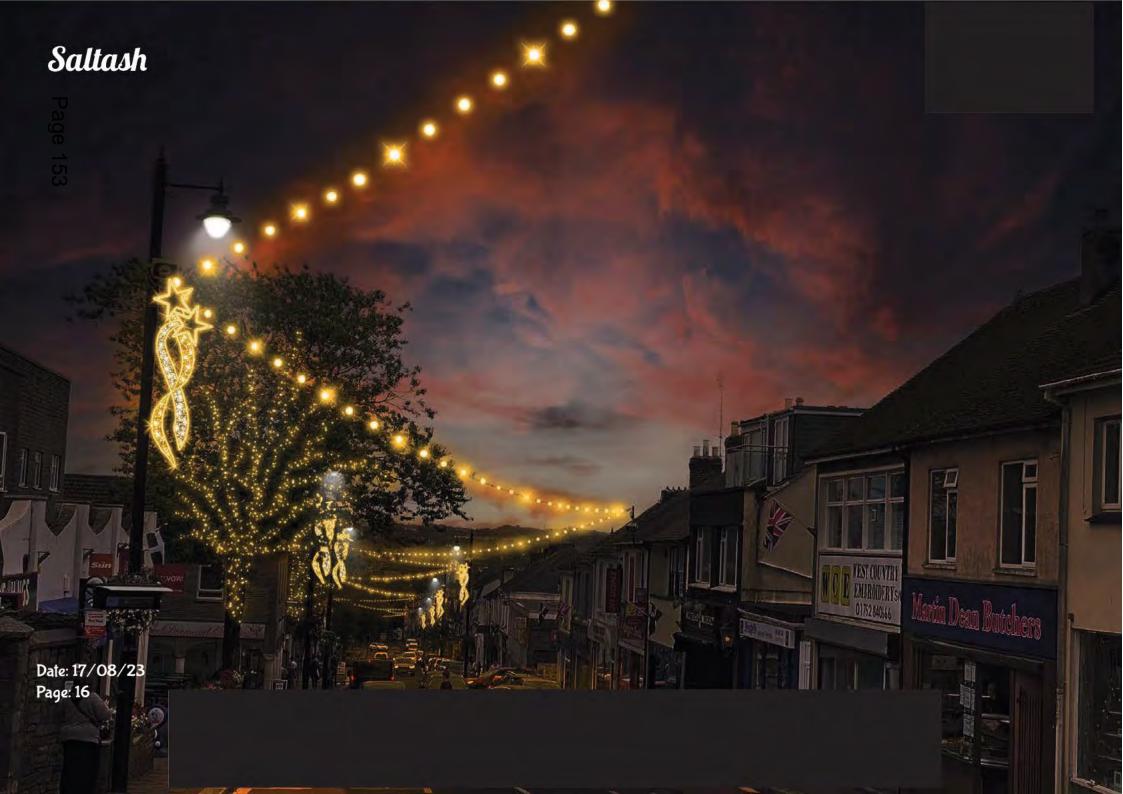


### Wind Support Brackets

- Protection from side and front winds
- Unique to Fotodiastasi products



go further than the industry standard with the design specification of our motifs. The British weather can be like no other around the world, and with that in mind, we ensure all of our frames can withstand the rigorous seasons. All of our box frames are increased from the standard 1.5mm to our own specification of 3mm wall thickness to ensure our frames are very difficult to twist or crack out of shape in even the strongest winds. Unlike some companies, all of our frames come complete with lead and I.P. rated commando plug. Another important feature which separates us from the competition is that all of our MiniLED displays are rubber cable as opposed to PVC, as PVC has a much shorter lifespan in the British weather conditions:















Date: 17/08/23 Page: 23

## Costings

Page 160

SUMMARY OF OPTIONS	1
Purchase Option	
Product Total	£41,916.80
installation / Dismantle - Year 1	£21,150.00
Total - Year 1	£63,066.80
Install / Dis Future 2 Years at £9050.00	£18,100.00
Per Year	
Grand Total After 3 Years	£81,166.80
3 Year Payment Option Per Year	
Product Total Installation / Dismantle -	£13,244.75 £14,510.00
Total Per Year	£27,754.75
Grand Total After 3 Years	£83,264.25
5 Year Payment Option Per Year	
Product Total	£9,169.44
Installation / Dismantle -	£13,230.00
Total Per Year	£22,399.44
Grand Total After 3 Years	£111,997.20

Payment Terms - 14 days from invoice. Prices Quoted plus VAT

40% on order, 40% November, 20% January Multi Year Contract - 40% on order, future years April, 40% November, 20% January

Total Energy is 3.5Kw/hour Based on 500 operating hours at approx £0.35p per Kw Hour estimated electricity cost is £612.50

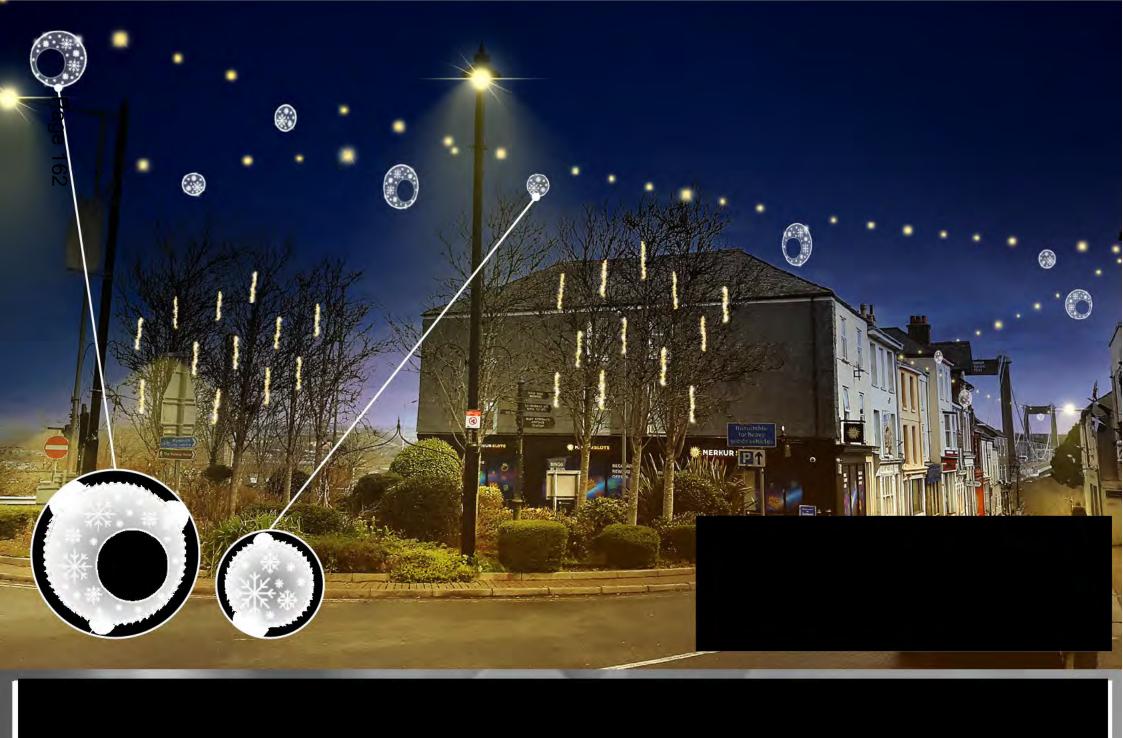
Date: 17/08/23

Page: 26

Example of budget hire over 3 years at a maximum cost of £9,500.00 per year

# Saltash Town Council

CHRISTMAS LIGHTING PROPOSAL

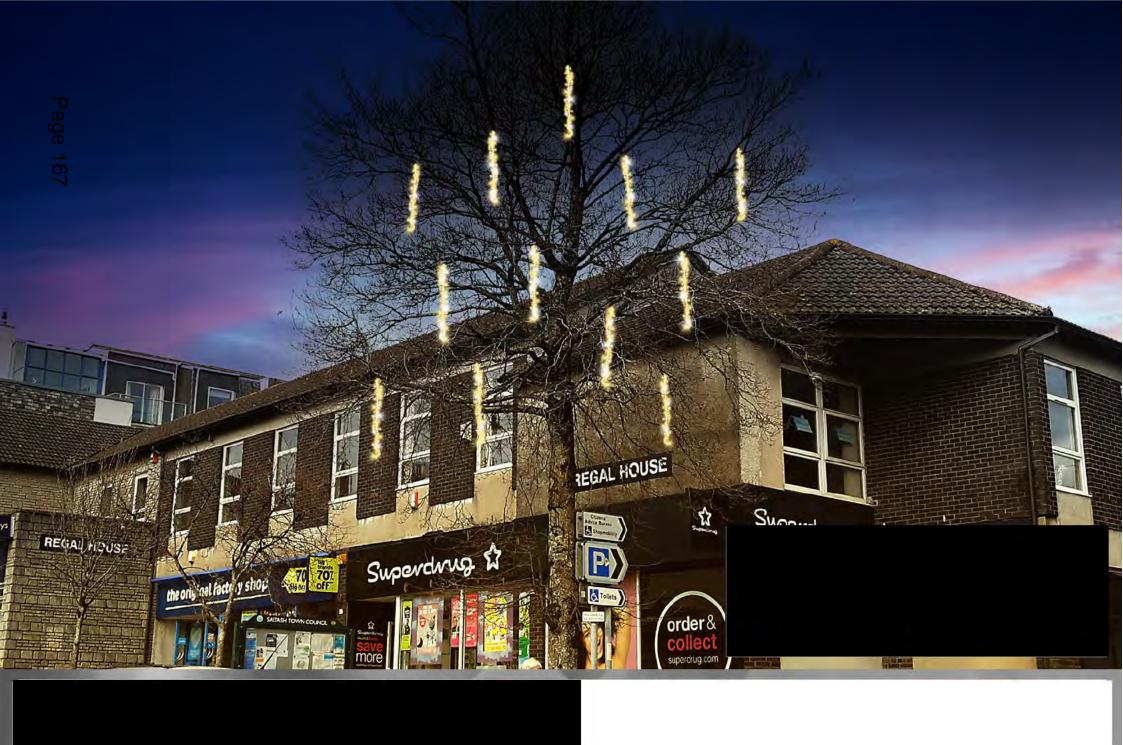








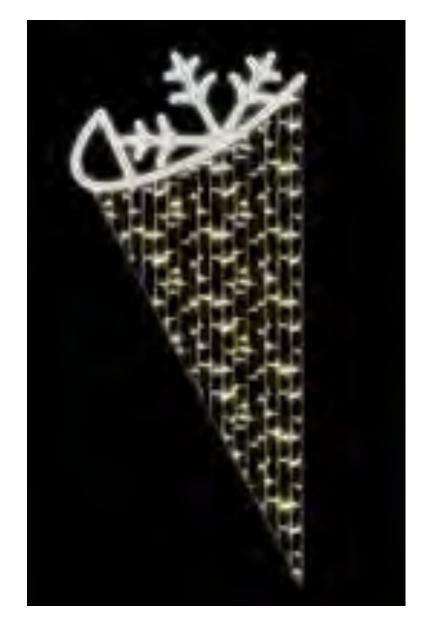




### Example costs for information purposes only



200cm by 90cm 240 mains voltage with commando plug £268.33 ex vat



200cm by 85cm mains voltage with commando plug £249.99 ex vat



200cm by 140cm mains voltage with commando plug £793.64

210cm by 54cm mains voltage with commando plug £911.82 ex vat



200cm by 700cm mains voltage with commando plug £3550.91



If the Town Council purchased outright further consideration and costs would need to be accounted for such as storage, installation, maintenance and replacement should any damage occur.