



Saltash Town Council

Konsel An Dre Essa



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

5 April 2024

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 11th April 2024 at 6.30 pm.**

The meeting is open to members of the public and press. Any member of the public requiring to put a question to the Town Council must do so by **12 noon the day before the meeting** either by email to enquiries@saltash.gov.uk or via The Guildhall, 12 Lower Fore Street, Saltash PL12 6JX.

Yours sincerely,

S Burrows
Town Clerk/RFO

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. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council.
Please note: Any member of the public requiring to put a question to the Town Council must do so by email or via The Guildhall **no later than 12 noon the day before the meeting.**

Members of the public are advised to review the Receiving Public Questions, Representations and Evidence at Meetings document prior to attending the meeting.
5. To receive and approve the minutes of the Services Committee held on 8th February 2024 as a true and correct record. (Pages 5 - 16)
6. To receive a recommendation from the Personnel Committee held on 29th February 2024 and consider any actions and associated expenditure. (Page 17)
7. To receive the current Services Committee budget statements and consider any actions and associated expenditure. (Pages 18 - 23)
8. To consider Risk Management reports as may be received.
9. To receive a report on the Town Council working vehicles and consider any actions and associated expenditure. (Pages 24 - 37)
10. To receive reports from the Service Delivery Department and consider any actions and associated expenditure.
 - a. Departmental Report; (Pages 38 - 45)
 - b. Grounds Maintenance Works; (Pages 46 - 55)
 - c. Work Request Log; (Page 56)

- d. Vandalism and Anti-Social Behaviour Report; (Page 57)
 - e. Statutory and Mandatory Building Asset Checks. (Pages 58 - 66)
11. To receive a report on the revised Town Council Public Conveniences opening hours and consider any actions. (Pages 67 - 68)
 12. To receive an update on the third round of Community Infrastructure Levy Fund and consider any actions and associated expenditure. (Pages 69 - 70)
 13. To receive a report on the fourth round of Community Infrastructure Levy Fund and consider any actions and associated expenditure. (Pages 71 - 80)
 14. To receive a report on revitalising Fore Street and consider any actions and associated expenditure. (Pages 81 - 86)
(Pursuant to Services held on 8.02.24 minute nr. 136/23/24)
 15. To receive a report on becoming Dementia Friendly and consider any actions and associated expenditure.
(Pursuant to FTC held 04.04.24 minute nr.25/24/25)
 16. To receive a BT consultation and consider any actions and associated expenditure. (Pages 87 - 89)
 17. To receive a report from Saltash Heritage Museum and consider any actions and associated expenditure. (Pages 90 - 92)
 18. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Pages 93 - 95)
 19. Public Bodies (Admission to Meetings) Act 1960:
To resolve that pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.
 20. To consider any items referred from the main part of the agenda.
 21. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.

22. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 13 June 2024 at 6.30 pm