



Saltash Town Council

Konsel An Dre Essa



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

6 December 2024

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 12th December 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 (Chairman)	J Dent	S Miller
J Brady (Vice-Chairman)	S Gillies	B Samuels
R Bullock	S Martin	B Stoyel
J Foster	L Mortimore	D Yates
M Griffiths	J Peggs	
S Lennox-Boyd	P Samuels	

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 10 October 2024 as a true and correct record. (Pages 5 - 24)
6. To receive the Services Committee budget statement and consider any actions and associated expenditure. (Pages 25 - 32)
7. To consider Risk Management reports as may be received.
8. To receive and review the Services Committee Business Plan Deliverables, for quarter three and consider any actions and associated expenditure. (Pages 33 - 45)
9. To receive reports from the Service Delivery Department and consider any actions and associated expenditure.
 - a. Departmental Report; (Pages 46 - 60)
 - b. Grounds Maintenance Works; (Pages 61 - 69)
 - c. Work Request Log; (Page 70)
 - d. Vandalism and Anti-Social Behaviour Report; (Page 71)

- e. Statutory and Mandatory Building Asset Checks. (Pages 72 - 79)
- 10. To receive the Town Council Tree Survey report and consider any actions and associated expenditure (Pages 80 - 116)
- 11. To receive a report on grounds maintenance equipment and consider any actions and associated expenditure. (Pages 117 - 118)
- 12. To receive a report on Pillmere Drive Play Park and consider any actions and associated expenditure. (Pages 119 - 125)
- 13. To receive a report on Town Council land and consider any actions and associated expenditure. (Pages 126 - 131)
- 14. To receive an update on the Community Infrastructure Levy Projects and consider any actions and associated expenditure:
 - a. Third Round of Funding - Pillmere Play Park Provisions; (Pages 132 - 137)
 - b. Fourth Round of Funding - Saltash Waterside Improvement Project. (Pages 138 - 142)
- 15. To receive a report on the Christmas lights switch on event 2024, and consider any actions and associated expenditure. (Pages 143 - 145)
- 16. To receive the Borough War Memorial Working Group notes and consider any actions and associated expenditure. (Pages 146 - 152)
- 17. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Pages 153 - 154)
- 18. To receive a draft Churchtown Allotment Colonies Agreement and report and consider any actions and associated expenditure. (Pages 155 - 162)
- 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 February 2025 at 6.30 pm