



Saltash Town Council

Konsel An Dre Essa



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

11 July 2025

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 17th July 2025 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.

Please note if Councillors have any questions on the business to be transacted at this meeting the Clerk must be notified **no later than 12 noon the day before the meeting.**

Yours sincerely,

PP S Burrows
Town Clerk / RFO

To:

Essa	Tamar	Trematon
A Ashburn R Bickford J Brady R Bullock L Mortimore P Samuels	S Gillies S Martin P Nowlan J Peggs J Suter	G McCaw S Miller B Samuels B Stoyel

Agenda

1. To elect a Chairman.
2. To elect a Vice Chairman.
3. Health and Safety Announcements.
4. Apologies.
5. 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.
6. 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.

7. To receive and approve the minutes of the Services Committee held on 10 April 2025 as a true and correct record. (Pages 5 - 24)
8. To receive the Services Committee budget statements and consider any actions and associated expenditure. (Pages 25 - 31)
9. To consider Risk Management reports as may be received.
10. To receive recommendations from Town Vision and consider any actions and associated expenditure. (Pages 32 - 33)
11. To review the Services Committee Business Plan Deliverables for Quarter One of the 2025/26 financial year and consider any actions and associated expenditure (Pages 34 - 43)

12. To receive reports from the Service Delivery Department and consider any actions and associated expenditure.
 - a. Departmental Report; (Pages 44 - 53)
 - b. Grounds Maintenance Works; (Pages 54 - 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 - 80)
13. To receive a report on Service Delivery equipment and consider any actions and associated expenditure. (Pages 81 - 97)
14. To receive and review amendments to the Noticeboards Policy and consider any actions. (Pages 98 - 104)
15. To receive an updated report on the Jubilee Pontoon and consider any actions and associated expenditure. (Pages 105 - 135)
16. To receive a recommendation from the Property Maintenance Sub Committee and consider any actions and associated expenditure. (Pages 136 - 143)
17. To receive a report on Pontoon maintenance works and consider any actions and associated expenditure. (Pages 144 - 150)
18. To receive a report on a proposed additional ferry service and consider any actions. (Pages 151 - 152)
19. To receive a report from the Christmas lights working group and consider any actions and associated expenditure. (Page 153)
20. To receive a report on the town's festive lighting provision and consider any actions and associated expenditure. (Pages 154 - 157)
21. To receive an updated report on CCTV and s106 application and consider any actions and associated expenditure. (Pages 158 - 173)
22. To consider the maintenance programme of the World War 1 Pebble Memorial and consider any actions and associated expenditure. (Pages 174 - 182)
23. To receive a report from Grenfell Avenue Community Allotment and consider any actions. (Pages 183 - 185)
24. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure.

25. 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.
26. To receive a report on the appointment of a contractor to deliver the town's Christmas Lights display and consider any actions and associated expenditure.
27. To consider any items referred from the main part of the agenda.
28. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
29. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 9 October 2025 at 6.30 pm