



# ***Saltash Town Council***

***Konsel An Dre Essa***



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

3 October 2025

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 9th October 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](mailto: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,

S Burrows  
Town Clerk / RFO

To:

<b>Essa</b>	<b>Tamar</b>	<b>Trematon</b>
A Ashburn R Bickford (Chairman) J Brady R Bullock L Mortimore P Samuels	S Gillies (Vice-Chairman) M Johns S Martin P Nowlan J Peggs J Suter	G McCaw S Miller B Samuels B Stoyel

## 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 17 July 2025 as a true and correct record. (Pages 4 - 27)
6. To receive the Services Committee budget statement and consider any actions and associated expenditure. (Pages 28 - 36)
7. To consider Risk Management reports as may be received.
8. To review the Services Committee Business Plan Deliverables for Quarter Two for the year 2025/26 and consider any actions and associated expenditure. (Page 37)
9. To receive reports from the Service Delivery Department and consider any actions and associated expenditure.
  - a. Departmental Report; (Pages 38 - 55)
  - b. Grounds Maintenance Works; (Pages 56 - 71)
  - c. Work Request Log;
  - d. Vandalism and Anti-Social Behaviour Report;

- e. Statutory and Mandatory Building Asset Checks.
10. To receive an updated report on the purchase of land at Pillmere and consider any actions and associated expenditure.
  11. To receive an updated report on pontoon maintenance and consider any actions and associated expenditure. (Pages 72 - 77)  
**(Pursuant to Services held on 17.07.25 minute nr. 37/25/26)**
  12. To receive an update on the Town's festive lighting provision and consider any actions and associated expenditure. (Pages 78 - 82)  
**(Pursuant to Services held on 17.07.25 minute nr. 40/25/26)**
  13. To receive a report from the Christmas Lights Working Group and consider any actions and associated expenditure. (Pages 83 - 86)
  14. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Pages 87 - 88)
  15. 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.
  16. To consider any items referred from the main part of the agenda.
  17. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
  18. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 23 October 2025 at 6.30 pm