



Saltash Town Council

Konsel An Dre Essa



The Guildhall
12 Lower Fore Street
Saltash
PL12 6JX
Telephone: 01752 844846
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 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:

Essa	Tamar	Trematon
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

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 17th July 2025 at 6.30 pm

PRESENT: Councillors: A Ashburn, R Bickford, J Brady, S Gillies, S Martin, G McCaw, S Miller, P Nowlan, B Samuels, P Samuels, B Stoyel and J Suter.

ALSO PRESENT: 2 Members of the Public, I Bovis (Service Delivery Manager), D Joyce (Office Manager / Assistant to the Town Clerk) and F Morris (Planning and General Administrator).

APOLOGIES: R Bullock, L Mortimore and J Peggs.

21/25/26 TO ELECT A CHAIRMAN.

Councillor Bickford in the Chair to open the meeting and deliver agenda item 1.

It was proposed by Councillor Brady, seconded by Councillor Martin, to nominate Councillor Bickford.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Bickford as Chairman.

Councillor Bickford in the Chair.

22/25/26 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor P Samuels, seconded by Councillor B Samuels, to nominate Councillor Brady.

It was proposed by Councillor Gillies, seconded by Councillor Martin, to nominate Councillor Gillies.

No further nominations were received.

Following a vote it was **RESOLVED** to elect Councillor Gillies as Vice Chairman.

23/25/26 HEALTH AND SAFETY ANNOUNCEMENTS.

The Chairman informed those present of the actions required in the event of a fire or emergency.

24/25/26 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.

None.

- b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.

None.

25/25/26 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

26/25/26 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 10 APRIL 2025 AS A TRUE AND CORRECT RECORD.

Please see a copy of the minutes on the STC website or request to see a copy at the Guildhall.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on 10 April 2025 were confirmed as a true and correct record.

27/25/26 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

- a. To receive the current Committee budget statement.

The Office Manager / Assistant to the Town Clerk gave a brief update with regard to the budget statements and confirmed that there are no areas of concern.

It was **RESOLVED** to note.

28/25/26 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** the next item of business to be received is agenda item 22.

TO CONSIDER THE MAINTENANCE PROGRAMME OF THE WORLD WAR 1 PEBBLE MEMORIAL AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the request and accompanying report received from the members of the former Saltash Great War Commemoration Committee (SGWCC) contained within the circulated reports pack.

The Chairman referred to L Marsh in attendance, a former member of the former SGWCC who with the agreement of the meeting, was invited to speak.

Members discussed the report in detail and debated the position of the Town Council who had adopted the World War I Pebble Memorial on 14 July 2021, and that of the former members of the SGWCC, who are requesting the Town Council consider supporting them in their wish to raise funds to repaint and restore the Memorial.

Members emphasised the importance of receiving Risk Assessments, Insurance documentation, and Health and Safety requirements before any work begins on a Town Council site.

It was confirmed by the former SGWCC that they are both capable of undertaking the task, having done similar projects previously, and willing to fundraise for the restoration, providing all necessary documentation to the Town Council upon appointment of contractors.

The former SGWCC are confident that the artist approached to carry out the work would do so sympathetically, responsibly and professionally. The paints used would be long lasting and the Memorial Pebbles would be decorated in keeping with the original designs.

The former SGWCC are confident that they could oversee the whole project in a professional manner, and that they would prefer to appoint and manage the works themselves, working with the Service Delivery Manager to ensure works are carried out safely.

It was proposed by Councillor Brady, seconded by Councillor P Samuels and resolved:

1. The Town Council appoint an artist and contractor for the repainting and resin coating of the Memorial Pebbles with support for fundraising to be received from the former members of the SGWCC, allocating any shortfall of costs to budget code 6506 Grounds Maintenance and Watering;
2. To note future budgeting of funds be considered at the Services Precept meeting allocating to 6571 SE EMF Saltash Recreational Areas.

Councillor Miller requested a recorded vote.

Ashburn	Against
Bickford	Against
Brady	For
Bullock	Absent
Gillies	Against
Martin	Against
McCaw	Against
Miller	Against
Mortimore	Absent
Nowlan	Against
Peggs	Absent
B Samuels	Abstain
P Samuels	For
B Stoyel	Against
J Suter	Against

Following the recorded vote, the Officer Manager / Assistant to the Town Clerk confirmed that the proposal did not carry.

It was proposed by Councillor Miller, seconded by Councillor Ashburn and **RESOLVED**:

1. To allow the former members of the SGWCC to undertake the restoration project of the Memorials appearance;
2. The former members of the former SGWCC to appoint a contractor and provide relevant risk assessments, method statements and insurance certificates prior to the works commencing and signed off by the Service Delivery Manager;
3. The former members of the former SGWCC to report back to a future Services Committee Meeting on the journey and the outcome of the Community Project;
4. To note future budgeting of funds be considered at the Services Precept meeting allocating to 6571 SE EMF Saltash Recreational Areas.

The Chairman requested a recorded vote.

Ashburn	For
Bickford	For
Brady	Against
Bullock	Absent
Gillies	For
Martin	For
McCaw	For
Miller	For
Mortimore	Absent
Nowlan	For
Peggs	Absent
B Samuels	Abstain
P Samuels	Abstain
B Stoyel	For
J Suter	For

The Officer Manager / Assistant to the Town Clerk confirmed that the proposal carried.

The Chairman thanked the former members of the SGWCC for attending the meeting.

**30/25/26 TO RECEIVE RECOMMENDATIONS FROM TOWN VISION AND
CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members agreed to take Town Visions recommendations together with agenda item 11.

31/25/26

**TO REVIEW THE SERVICES COMMITTEE BUSINESS PLAN
DELIVERABLES FOR QUARTER ONE OF THE 2025/26 FINANCIAL
YEAR AND CONSIDER ANY ACTIONS AND ASSOCIATED
EXPENDITURE**

Members considered the Town Vision recommendations, as outlined in the circulated reports pack, and received and reviewed the Service Committee Business Plan Deliverables for Quarter One 2025/26.

Following a discussion it was proposed by Councillor Bickford, seconded by Councillor Nowlan and **RESOLVED:**

1. To approve the Town Clerk's scores for Quarter One 2025/26;
2. To approve the Town Vision Sub Committee's recommendation (a-h) as attached;
3. To delegate to the Town Clerk to review the recommendations and apply accordingly for review at future Services Committee meeting;
4. To delegate to the Town Clerk to score Quarter Two 2025/26.

TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. Departmental Report;

Members received and reviewed the Service Delivery Department report as contained within the circulated reports pack.

The Service Delivery Manager provided an overview of the report, outlining the department's recent works.

Members discussed Longstone Public Conveniences opening hours and vandalism being experienced and the possibility of closing Longstone Toilets earlier but raised strong concerns due to community reliance during those hours.

Members felt changes could discourage use of Longstone Park and cause confusion, given the widely advertised opening times.

The Service Delivery Manager confirmed Cornwall Council will cut back surrounding shrubbery within 28 days which it was hoped would improve visibility and deter vandalism.

Members suggested that redesigning the entrance to create a more open layout could help deter vandalism.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED**:

1. To note the report received from the SD Department;
2. For Longstone Toilets to remain open as previously agreed - 8:30am to 7:00pm - 1st April to 30th September, delegating to the Services Delivery Manager to review the entrance design to the toilets, reporting back to the Property Maintenance Sub Committee.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

It was **RESOLVED** to note.

d. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

33/25/26 TO RECEIVE A REPORT ON SERVICE DELIVERY EQUIPMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the Service Delivery equipment report contained within the circulated reports pack.

The Office Manager / Assistant to the Town Clerk informed the meeting that the quotes received and contained did not meet financial regulations, therefore it was advised to defer the item, requesting further information be provided at a future Services Committee meeting.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED**:

- a. To defer to the following Services Committee meeting to allow the Service Delivery Manager to provide a revised report containing three detailed quotes for an RTV and battery operated equipment, as per financial regulations, inclusive of a detailed inventory of what the SD Department currently have in stock and its condition, working with the Town Clerk for final sign off;
- b. To note the cost analysis comparing the purchase of a Cherry Picker against ongoing hiring costs.

34/25/26 TO RECEIVE AND REVIEW AMENDMENTS TO THE NOTICEBOARDS POLICY AND CONSIDER ANY ACTIONS.

It was proposed by Councillor Bickford, seconded by Councillor Miller and resolved to **RECOMMEND** the amended Noticeboard Policy to Full Town Council to be held on 7 August 2025, as attached.

35/25/26 TO RECEIVE AN UPDATED REPORT ON THE JUBILEE PONTOON AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the updated report on the Jubilee Pontoon, contained within the circulated reports pack.

The Chairman thanked the Town Clerk for all of her hard work in connection with the repair and refurbishment of the pontoon.

The pontoon is now back in the water and fully operational with all ten berths full and several people on the waiting list.

It was **RESOLVED** to note.

**36/25/26 TO RECEIVE A RECOMMENDATION FROM THE PROPERTY
MAINTENANCE SUB COMMITTEE AND CONSIDER ANY ACTIONS
AND ASSOCIATED EXPENDITURE.**

Members received the recommendation from the Property Maintenance Sub Committee, contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED:**

1. To note the recommendation from the Property Maintenance Sub Committee and approve Annual Maintenance checks are to be undertaken by the Service Delivery Department;
2. To ensure that the 2 yearly inspection costs be included in the 5-year Repair and Maintenance Plan, noting that no appointment to undertake the 2 yearly inspections is required at this stage.

37/25/26 TO RECEIVE A REPORT ON PONTOON MAINTENANCE WORKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report for further maintenance works required to the link bridge section of the pontoon, detailed and contained within the circulated reports pack.

The SD Department had taken advantage of the pontoon not being in place, to carry out maintenance work on the deck boards. It was subsequently noticed that there is some corrosion to the walkway.

These areas are cause for concern and require to be addressed. However, it is not thought that this is an issue which requires immediate attention.

Members considered that the matter should be deferred to the October meeting of the Services Committee to allow opportunity to source alternative quotes and to plan for a programme of works in the winter period.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED:**

1. To approve in principle, repair works to the walkway sections of the pontoon to be undertaken in the winter months to avoid further disruption to the service;
2. To delegate to the Service Delivery Manager to obtain a further two quotes in line with Financial Regulations, reporting back to the following Services Committee meeting;
3. To note Primrose Marine's Pontoon Survey and recommendations.

Councillor Brady gave his apologies and left the meeting.

38/25/26 TO RECEIVE A REPORT ON A PROPOSED ADDITIONAL FERRY SERVICE AND CONSIDER ANY ACTIONS.

It was **RESOLVED** to note.

Councillor Martin left and returned to the meeting.

39/25/26

TO RECEIVE A REPORT FROM THE CHRISTMAS LIGHTS WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the Christmas lights working group report contained within the circulated reports pack.

Members appreciated the cost breakdown, but concerns were raised about the overall expense, particularly for items like road closures, entertainment and prizes.

Members discussed alternative locations emphasising the need for a balanced, safe and well-budgeted event.

Clarification was sought on whether it is a Town Council or Chamber of Commerce led event.

It was proposed by Councillor Gillies, seconded by Councillor Stoyel and **RESOLVED:**

1. To approve a maximum budget of £2,500 allocated to budget code 6506 Grounds Maintenance and Watering;
2. To approve the Administration Department to invite Primary Schools to a ceremony to switch on the Christmas Lights on Fore Street;
3. To approve the Saltash Town Council representatives of the working group to lead on the treasure hunt;
4. To seek clarification of the Christmas Light Switch On working group as to whether this is a Town Council event supported by the Chamber of Commerce;
5. The Christmas Light Switch On working group to confirm the final event arrangements at October's Services meeting.

40/25/26 TO RECEIVE A REPORT ON THE TOWN'S FESTIVE LIGHTING PROVISION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the report on the Town's festive lighting provisions contained within the circulated reports pack.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED**:

1. To note the report and that EICR testing and upgrading of the infrastructure of Fore Street supply points had been completed in-house;
2. To approve a virement of £3,000 from budget code 6506 Grounds Management and Watering to 6515 Festive Lights Maintenance & Electricity, to replace the supply units with new components that match the specification and build quality recently installed, inclusive of stainless-steel brackets and to be completed in-house by the SD Department;
3. To install daylight detection timers for the Festoon Lighting at the same time as replacement of the supply units, working within budget code 6515 Festive Lights Maintenance & Electricity.

41/25/26 TO RECEIVE AN UPDATED REPORT ON CCTV AND S106 APPLICATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members received and reviewed the CCTV report contained within the circulated reports pack.

The Chairman advised Members that the S106 application to fund the cameras in Fore Street had been signed off by the S106 Officer and is due to be considered by the S106 panel.

Members discussed the placement of the CCTV cameras and of the ability to redeploy cameras to different locations.

It was **RESOLVED** to note.

42/25/26 TO RECEIVE A REPORT FROM GRENFELL AVENUE COMMUNITY ALLOTMENT AND CONSIDER ANY ACTIONS.

Members praised the Grenfell Avenue Community Allotment for their excellent report, which clearly demonstrates the effective use of the plot.

It was **RESOLVED** to note.

43/25/26 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

44/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** 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.

45/25/26 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.

The Chairman confirmed that the meeting was now in Part Two and reminded Members that the items discussed are of the **strictest confidence** and must **not** be discussed or shared with others.

Members are to ensure all **CONFIDENTIAL** papers are returned to the Office Manager / Assistant to the Town Clerk immediately after this agenda item.

Members discussed the report received.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED**:

1. To note that this matter is taken in part two of the Public Bodies Act 1960 due to commercial sensitivity and contractual reasons;
2. To note that the procurement process was properly followed and that three bids were received. The Council approved the recommendation made by the evaluation panel as part of the procurement process to appoint Company A for a three-year period commencing in 2025, at a total cost of £88,242.90, subject to a full site survey;
3. The contract will be funded through equal annual payments of £29,414.30, allocated to Budget Code 6572 EMF Festive Lights, for the design, supply, installation, maintenance, removal, storage, with necessary approvals obtained as required, of all Christmas/festive lights and decorations;
4. To delegate authority to the Town Clerk to oversee the management of the contract between Saltash Town Council and Company A, including approval of any additional costs, provided they remain within the allocated budget of £90,000, reporting back to future Services Committee meetings as necessary.

46/25/26 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

47/25/26 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** that the public and press be re-admitted to the meeting.

48/25/26 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and **RESOLVED** to issue the following Press and Social Media releases:

1. Vandalism reporting for public conveniences (Social Media Post);
2. CCTV, at the appropriate time;
3. Pebble Memorial Restoration in partnership with former members of the Saltash Great War Commemoration Committee;
4. Christmas Lights and the partnership with the Christmas Event, at the appropriate time;
5. Grenfell Avenue Community Allotment.

DATE OF NEXT MEETING

Thursday 9 October 2025 at 6.30 pm

Rising at: 8.58 pm

Signed: _____
Chairman

Dated: _____

- a. Add under Strategic Priority 1 'Actions' – To continue to work and support Town Team with their initiatives to improve the Town by providing administrative, finance and funding support as necessary;
- b. Review Strategic Priority 4 'Aim' – Promote and encourage walking and cycling routes in the community, to see how the 'Aim' can be met or readjust if necessary;
- c. Add under Strategic Priority 4 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;
- d. Review Strategic Priority 5 'what success looks like' – Continue to be environmentally and hedgehog friendly, recycle as much green waste as possible, adopt sustainable watering techniques – Members to consider what additional 'Actions' could be included to help achieve this 'Aim' or readjust if necessary;
- e. Add under Strategic Priority 5 'Aims' - To support community initiatives for tree planting and wildflower meadows – add under 'Actions' - STC to continue to provide funding for tree planting initiatives and continue to support Rotary with watering of flower beds in the Town Centre;
- f. Under Strategic Priority 5 'Aims' - Continue to be a Plastic Free Town Council – under 'Actions' add - to enhance promotions of STC's plastic free status and explore further opportunities for improvement in this area – such as partnering with external organisations to educate councilors, staff and the wider community on the importance of avoiding single-use plastics;
- g. Under Strategic Priority 6 'Aims' – Provide, maintain and support mental health and wellbeing with street furniture and green public spaces – under 'Actions' add – Working in partnership with Town Team to install new street furniture and sensory planting in Fore Street;
- h. Under Strategic Priority 6 'Aims' – Continue to provide pontoon facilities allowing access to the river and support better connectivity to neighbouring areas – add under 'Actions' - Successful ferry service from the Royal William Yard to Saltash (return) and the opportunity to watch the British Firework Championships from the river Tamar;

Saltash Town Council Noticeboards

RESPONSIBLE COMMITTEE: SERVICES

This is a policy/procedure document of Saltash Town Council to be followed by both Councillors and Employees.

Current Document Status			
Version	V1	Approved by	
Date		Responsible Officer	LM
Minute no.		Next review date	Annual

Version History					
Date	Version	Author/ editor	Committee/ date	Minute no.	Notes
06.2024	2024 DRAFT	SB	Services 13.06.2024	31/24/25	New policy. Recommended to FTC.
07.2024	2024	SB	FTC 04.07.2024	116/24/25a	Approved.
03.2025	2025	SB	P&F 11.03.2025	164/24/25c(19)	Reviewed
07.2025	V2	LM	Services 17.07.2025	34/25/26	Recommended to FTC

Document Retention Period
Until superseded

Introduction

The provision of a community noticeboard is not a statutory duty of Town and Parish Councils; however, Saltash Town Council recognises the benefit of such a facility to its residents and provides many noticeboards for community notices to be displayed.

Background

Saltash Town Council uses physical noticeboards to share relevant local information, as set out in the policy below. The policy tries to strike a balance between size of notice and space available to enable maximum availability and content. Priority should always be given to Town Council notices.

Location of Town Noticeboards

There are 7 general Town Council noticeboards in Saltash:

1. Fore Street
2. Waterside
3. St Stephens Church
4. Yellow Tor Road
5. Pillmere
6. Callington Road
7. Fairmead Road

There are 3 premises specific Town Council noticeboards in Saltash:

1. Saltash Library Hub
2. Isambard House
3. Jubilee Pontoon

Use of Town Noticeboards

General noticeboards can display (in order of priority):

- Town Council information and notifications, e.g. meetings, agendas, minutes, statutory notifications, AGAR, calls to tender, fees and charges, schedule of meetings calendar, consultations and Councillor information. (up to A4)
- Town council events, or those supported by the Town Council through festival or community chest funding, with the relevant acknowledgement as stated in the grant policy. (up to A4)
- Relevant public information events. (up to A4)
- Saltash based time specific community events. (up to A5)
- Saltash based time specific charity events. (up to A5)
- Saltash based organisations adverts (up to postcard/A6)

Any notice that is to be left in the noticeboards for more than three weeks are to be laminated or on suitable paper to reduce fading or curling.

Time specific event posters to be put in the noticeboard no earlier than three weeks before the event.

An organisation may only display a maximum of two notices at any time one. This may be reduced to one notice per organisation if there is insufficient room.

If there is insufficient room for current/important notices to be displayed, longtime posters will be removed and re-displayed when space becomes available, or event notices will be put in two weeks before the event rather than three weeks before the event.

A request for a notice to be permanently displayed can be made by an organisation for consideration by the Town Clerk. Where a notice is displayed permanently it may still be taken down temporarily to display Town Council notices.

Do not cover or overlap notices/posters. Avoid overcrowding.

The noticeboard in Fore Street is kept as one side for Saltash based community notices and the other side is split 50/50 for Town Council information only on one half and all Town Council events on the other half. Priority should be given to time specific events; ongoing activity notifications could be placed on the community side of the noticeboard if room dictates.

Premises specific noticeboards are to only have notices advertising events and meetings held in that location. General Town Council notices are only permitted under the direction of the Town Clerk. Community notices are not permitted in premises specific noticeboards.

Saltash Library Hub Noticeboard can display:

1. Agendas and Minutes for the library sub-committee.
2. Events held at the Library that meet the policy requirements for general noticeboards.

Isambard House Noticeboard can display:

1. Agendas and Minutes for the station property sub-committee.
2. Events held at Isambard House that meet the policy requirements for general noticeboards.
3. Relevant transport notices.
4. Trackside Café operational hours, menu, waiting room and toilet facilities.

Jubilee Pontoon Noticeboard can display:

1. Pontoon related notices, e.g. pontoon fees and charges, maintenance works.
2. Ferry information.
3. Visitor information.
4. Pop up sites.
5. Waterside event notices (subject to available space), that meet the policy requirements for general noticeboards.

No commercial advertising is allowed in any noticeboard. Exceptions will be made when Saltash Town Council is working in partnership with the commercial organisation e.g. Plymouth boat trips operating from the Town Council's pontoon or when the commercial activity is taking place in a Saltash Town Council premises e.g. an art show held at Isambard House.

Notices will not be displayed which advertise events outside the Town of Saltash except for free or charity events which are considered to be a benefit to the health and wellbeing of residents.

Political notices will not be displayed.

The Town Council has the right to refuse a poster should it not comply with the policy rules or space is not available at the time of the request.

Requirements to be met by advertisers

Notices should be submitted to The Guildhall, 12 Lower Fore Street, Saltash, PL12 6JX ready to be displayed.

The Town Council is not responsible for printing posters for display.

Notices should contain information on the date of posting and the date the notice should be taken down.

If not clear from the notice the name and contact details of the author should be added to the notice, should we need to contact you.

Authority to use noticeboard and related matters

Town Council officers have the authority to display notices on the noticeboards.

If in doubt, ask the Town Clerk.

Display of material on the Town Council website

Notices approved for the physical town noticeboards will also be displayed on the virtual Town Council noticeboard and events diary (www.saltash.gov.uk). The same policy guidelines as above will apply.

To receive the Services Committee budget statements and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 7 October 2025

Officer Writing the Report: Finance Officer

Officers recommendation:

Members are asked to consider making the recommended virement to avoid budget being overspent.

Committee	Budget Code TO	Details	Virement Amount	Budget Code FROM	Details
Services	6534 SE Pontoon Broadband	Balance Available £132 Committed costs £168	£50.00	7121 LO IT & Office Costs - Longstone	Reason for virement: Monthly contract increased more than estimated at Precept Planning

Signature of Officer:
Finance Officer

Services Committee - Guildhall Budget 2025-26
 Saltash Town Council
 For the 5 Months ended 31 August 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Guildhall Operating Income				
4200 GH Income - Guildhall Bookings	1,916	2,000	1,618	382
4201 GH Income - Guildhall Refreshments	228	242	153	90
4206 GH Income - Guildhall Photocopying Income	59	69	68	1
Total Guildhall Operating Income	2,204	2,311	1,839	472
Guildhall Operating Expenditure				
6400 GH Rates - Guildhall	10,729	11,051	10,729	323
6401 GH Water Rates - Guildhall	765	827	84	743
6402 GH Gas - Guildhall	3,502	5,718	38	5,680
6403 GH Electricity - Guildhall	5,041	9,728	894	8,834
6404 GH Fire, Security Alarm & CCTV - Guildhall	1,229	1,012	903	109
6408 GH Cleaning Materials & Equipment - Guildhall	1,176	1,385	736	649
6409 GH Boiler Service & Maintenance	677	1,255	0	1,255
6410 GH General Repairs & Maintenance	3,003	3,203	781	2,422
6412 GH Lift Service & Maintenance	2,852	3,741	1,237	2,504
6413 GH Refreshment Costs - Guildhall	428	245	39	206
6414 GH Equipment - Guildhall	658	4,725	1,056	3,669
6418 GH EMF Legal & Professional Fees	9,603	418	0	418
Total Operating Expenditure	39,662	43,308	16,496	26,812
Total Guildhall Operating Surplus/ Deficit	(37,459)	(40,997)	(14,657)	(26,340)
Guildhall EMF Expenditure				
6470 GH EMF Guildhall Maintenance	77,531	27,422	6,927	20,495
Total Guildhall EMF Expenditure	77,531	27,422	6,927	20,495
Total Guildhall Expenditure (Operational & EMF)	117,193	70,730	23,423	47,307
Total Guildhall Budget Surplus/ (Deficit)	(114,990)	(68,419)	(21,584)	(46,835)

To/From Reserves & Budget Virements
 1. 6410 GH General Maintenance & Repairs includes income received for resale of shelving £65

Key

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Services Committee - Library Budget 2025-26
 Saltash Town Council
 For the 5 Months ended 31 August 2025

Account	Prior YTD 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Library Operating Income				
4517 LI Library - Replacement Membership Cards	13	50	16	34
4518 LI Library - Photocopying Fees	941	600	408	192
4524 LI Library Book Sales	131	300	85	215
4526 LI Library Activity Income	0	180	0	180
Total Library Operating Income	1,085	1,130	509	621
Library Operating Expenditure				
6900 LI Rates - Library	13,099	13,492	13,099	393
6901 LI Water Rates - Library	327	403	132	271
6902 LI Gas - Library	3,196	6,216	18	6,198
6903 LI Electricity - Library	3,414	4,946	560	4,386
6904 LI Fire, Security Alarm & CCTV - Library	788	1,143	1,243	(100)
6908 LI Cleaning Materials & Equipment - Library	739	983	393	590
6909 LI Boiler Service & Maintenance - Library	292	905	288	617
6910 LI General Repairs & Maintenance - Library	2,326	2,510	1,606	904
6911 LI TV License & PRS - Library	291	474	42	432
6913 LI Refreshment Costs - Library	49	315	44	271
6914 LI Equipment - Library	734	830	176	654
6921 LI IT & Office Costs - Library	1,558	1,827	667	1,160
6922 LI Library Activities	2,465	3,000	2,264	736
6975 LI Home Library Service	20	550	0	550
6923 LI PWLB Loan Repayment & Interest	23,993	23,509	11,815	11,694
6680 ST LI Staff Clothing (Library)	0	250	0	250
6681 ST LI Staff Travelling Expenses (Library)	53	250	14	236
Total Operating Expenditure	53,343	61,603	32,361	29,242
Total Library Operating Surplus/ Deficit	(52,258)	(60,473)	(31,852)	(28,621)
Library EMF Expenditure				
6918 LI EMF Legal & Professional Fees (Private Contractors)	600	13,105	0	13,105
6971 LI EMF Saltash Library Property Refurbishment	64,455	155,909	16,226	139,683
6972 LI EMF Library Equipment & Furniture	3,050	5,575	0	5,575
6974 LI EMF Library Funding	0	1,430	0	1,430
6976 LI EMF Library General Maintenance	0	5,100	300	4,800
Total Library EMF Expenditure	68,104	181,119	16,526	164,593
Total Library Expenditure (Operational & EMF)	121,447	242,722	48,888	193,834
Total Library Budget Surplus/ (Deficit)	(120,362)	(241,592)	(48,379)	(193,213)

To/From Reserves & Budget Virements

- 1. New code created to separate Internal Refurbishment costs (6971 LI EMF Saltash Library Property Refurbishment) from Property & Maintenance General Maintenance costs (6976 LI EMF Library General Maintenance).
- 2. 6974 LI EMF Library Funding includes Income Received from Seed Bed Funding - £500
- 3. 6904 LI Fire, Security Alarm & CCTV - Library overspent by £100 due to including annual costs of £275 relating to 2026/27. These costs will be adjusted at Year End

Key

- Spending is on target as predicted at this point in the financial year
- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement

Services Committee - Isambard House (Station Building) Budget 2025-26
 Saltash Town Council
 For the 5 Months ended 31 August 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Isambard House Operating Income				
4301 SA Isambard House - Bookings	8,043	6,500	2,266	4,234
4302 SA Isambard House - Refreshment Income	130	120	312	(192)
Total Isambard House Operating Income	8,173	6,620	2,578	4,042
Isambard House Operating Expenditure				
6800 SA Rates - Isambard House	3,842	3,958	3,842	116
6801 SA Water Rates - Isambard House	693	714	(1,579)	2,293
6802 SA Gas - Isambard House	438	3,000	73	2,927
6803 SA Electricity - Isambard House	4,817	7,494	1,417	6,077
6804 SA Fire & Security Alarm - Isambard House	473	967	403	564
6808 SA Cleaning Materials & Equipment - Isambard House	1,026	1,350	716	634
6810 SA General Repairs & Maintenance - Isambard House	1,889	2,560	60	2,500
6813 SA Refreshments Costs - Isambard House	81	500	367	133
6814 SA Equipment - Isambard House	426	1,094	58	1,036
6818 SA Professional Costs - Isambard House	105	3,211	0	3,211
6821 SA IT & Office Costs - Isambard House	0	500	0	500
6822 SA Activities & Events	1,886	1,106	0	1,106
Total Operating Expenditure	15,676	26,454	5,358	21,096
Total Isambard House Operating Surplus/ (Deficit)	(7,503)	(19,834)	(2,780)	(17,054)
Isambard House EMF Expenditure				
6473 SA EMF Station Building (Purchase & Capital Works)	31,822	41,566	423	41,143
6870 SA EMF Isambard House Retention Fund	0	18,492	0	18,492
6871 SA EMF Tresorys Kernow Funding	35	562	0	562
6872 SA EMF Entertainment Licenses	0	2,132	0	2,132
Total Isambard House EMF Expenditure	31,857	62,752	423	62,329
Total Isambard House Expenditure (Operational & EMF)	47,533	89,206	5,781	83,425
Total Isambard House Budget Surplus/ (Deficit)	(39,360)	(82,586)	(3,203)	(79,383)

Key

Recommendation to reclassify **6818 SA Profeesional Fees - Isambard House** as an EMF code and rename to **6818 SA EMF Professional Fees - Isambard House**

Spending is on target as predicted at this point in the financial year

Spending is higher than anticipated and needs to be monitored closely

Budget is overspent - requires investigation and recommend virement

Services Committee - Maurice Huggins Budget 2025-26
 Saltash Town Council
 For the 5 Months ended 31 August 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Maurice Huggins Operating Income				
4207 MA Maurice Huggins Room Income	1,230	1,400	585	815
4208 MA Maurice Huggins Room Refreshments	0	200	0	200
Total Maurice Huggins Operating Income	1,230	1,600	585	1,015
Maurice Huggins Operating Expenditure				
7000 MA Rates	429	443	429	14
7001 MA Water Rates	339	437	130	307
7003 MA Electricity	963	2,251	148	2,103
7004 MA Fire & Security Alarm	235	243	219	24
7008 MA Cleaning Materials & Equipment	310	366	259	107
7010 MA General Repairs & Maintenance	156	1,656	143	1,513
7019 MA Refreshment Costs - Maurice Huggins	0	150	0	150
Total Maurice Huggins Operating Expenditure	2,433	5,546	1,328	4,218
Total Maurice Huggins Operating Surplus/ (Deficit)	(1,203)	(3,946)	(743)	(3,203)
Maurice Huggins EMF Expenditure				
6472 MA EMF Maurice Huggins Room	0	4,823	0	4,823
7071 MA EMF Maurice Huggins (Furniture & Sundry Items)	0	606	0	606
Total Maurice Huggins EMF Expenditure	0	5,429	0	5,429
Total Maurice Huggins Expenditure (Operational & EMF)	2,433	10,975	1,328	9,647
Total Maurice Huggins Budget Surplus/ (Deficit)	(1,203)	(9,375)	(743)	(8,632)

Key
Spending is on target as predicted at this point in the financial year
Spending is higher than anticipated and needs to be monitored closely
Budget is overspent - requires investigation and recommend virement

Services Committee - Service Delivery Budget 2025-26
 Saltash Town Council
 For the 5 months ending August 2025

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Service Delivery Operating Income				
Grounds & Premises Income				
4500 SE Allotment Rents	5,359	5,000	6,685	(1,685)
4510 SE Public Footpath Grant	806	1,226	1,226	(0)
4512 SE National Grid Wayleave Income	15	0	1	(1)
4513 SE Water Rates Income	755	1,113	109	1,004
Total Grounds & Premises Income	6,935	7,339	8,022	(683)
Town & Waterfront Income				
4520 SE Waterfront Income - Trusted Boat Scheme	2,037	2,000	1,250	750
4521 SE Waterfront Income - Annual Mooring Fees	8,614	13,364	11,605	1,759
4522 SE Waterfront Income - Daily Mooring Fees	7,200	750	650	100
Total Town & Waterfront Income	17,851	16,114	13,505	2,609
Total Service Delivery Operating Income	24,787	23,453	21,527	1,926
Service Delivery Operating Expenditure				
Grounds & Premises Expenditure				
6209 SE Oyster Beds	0	1	3	(2)
6500 SE Tree Survey and Tree Maintenance	8,262	20,000	1,850	18,150
6503 SE Allotments - Churchtown	1,324	1,000	0	1,000
6532 SE Allotments - Grenfell	0	3,500	120	3,380
6533 SE Allotments - Fairmead	0	2,000	20	1,980
6506 SE Grounds Maintenance & Watering	10,721	20,450	12,479	7,971
6508 SE Public Toilets (Operational Costs)	6,533	7,051	1,817	5,234
6517 SE Cornish Cross (Maintenance)	328	400	53	347
6525 SE Public Toilets (Repairs & Maintenance Costs)	1,441	3,043	352	2,691
6526 SE Tools, Equipment & Materials (Store & All Areas)	4,747	5,318	2,587	2,731
6529 SE Refuse Disposal	6,181	6,694	2,646	4,048
6530 SE Allotment Software Subscription	669	462	420	42
6531 SE Public Toilet Commercial Cleaning	34,370	38,469	15,941	22,528
Total Grounds & Premises Expenditure	74,575	108,388	38,288	70,100
Longstone Expenditure				
7101 LO Water Rates - Longstone	2,345	1,782	1,583	199
7103 LO Electricity - Longstone	1,580	1,629	413	1,216
7104 LO Fire & Security Alarm & CCTV - Longstone	89	1,117	585	532
7107 LO Rent - Longstone	4,680	6,084	1,950	4,134
7108 LO Cleaning Materials & Equipment - Longstone	650	363	131	232
7110 LO General Repairs & Maintenance - Longstone	1,194	2,500	120	2,380
7114 LO Equipment - Longstone	0	1,700	996	704
7121 LO IT & Office Costs - Longstone	616	1,773	738	1,035
6673 ST SE Services Delivery - Clothing	1,374	2,504	836	1,668
6674 ST SE Services Delivery - Mobiles	904	2,060	1,037	1,023
6675 ST SE Services Delivery Staff Travelling Expenses	1,874	1,721	537	1,184
Total Longstone Expenditure	15,305	23,233	8,926	14,307

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
Town & Waterfront Expenditure				
6504 SE Street Furniture (Maintenance)	1,394	2,575	196	2,379
6505 SE Street Lighting	501	773	56	717
6511 SE Tourism & Signage	60	15,000	0	15,000
6512 SE Bus Shelters (Maintenance)	0	582	0	582
6515 SE Festive Lights Maintenance & Electricity	3,751	6,869	4,141	2,728
6519 SE Flags & Bunting	2,378	3,043	629	2,414
6522 SE Pontoon (Maintenance Costs)	2,250	3,090	1,644	1,446
6524 SE Vehicle Maintenance and Repair Costs	9,332	10,815	3,742	7,073
6527 SE Salt Bins Refill	0	554	0	554
6528 SE Pontoon Accommodation	5,496	6,656	2,797	3,859
6534 SE Pontoon Broadband	0	272	140	132
Total Town & Waterfront Expenditure	25,162	50,229	13,344	36,885
Total Service Delivery Operating Expenditure	115,041	181,850	60,557	121,293
Total Service Delivery Operating Surplus/ (Deficit)	(90,254)	(158,397)	(39,031)	(119,366)
Service Delivery EMF Expenditure				
Grounds & Premises EMF Expenditure				
6471 SE EMF Heritage Centre	250	35,966	0	35,966
6571 SE EMF Saltash Recreation Areas	2,014	52,791	0	52,791
6580 SE EMF Public Toilets (Capital Works)	1,686	26,398	0	26,398
6588 SE EMF Victoria Gardens	519	14,481	0	14,481
6589 SE EMF Community Tree Planting Initiatives	0	3,145	39	3,106
6591 SE EMF Open Spaces & Trees	0	16,212	0	16,212
6593 SE EMF Cornish Cross (Maintenance)	0	5,217	0	5,217
6595 SE EMF Legal & Professional Fees (Grounds & Premises)	0	6,800	1,307	5,493
Total Grounds & Premises EMF Expenditure	4,469	161,010	1,346	159,664
Longstone EMF Expenditure				
7170 LO EMF Longstone Depot Capital Works	1,212	17,038	0	17,038
Total Longstone EMF Expenditure	1,212	17,038	0	17,038
Town & Waterside EMF Expenditure				
6570 SE EMF Notice Boards (Repair & Replace)	550	956	(47)	1,003
6572 SE EMF Festive Lights	12,421	50,568	775	49,793
6573 SE EMF Public Art & Maintenance	0	1,443	0	1,443
6574 SE EMF Salt Bins	96	2,272	0	2,272
6575 SE EMF Street Furniture (New & Replace)	133	1,367	0	1,367
6578 SE EMF Equipment and Vehicles (Capital Works)	34,286	68,500	0	68,500
6582 SE EMF Town War Memorial	14,540	1,978	0	1,978
6584 SE EMF Pontoon Maintenance Costs	29,035	118,902	109,850	9,052
6590 SE EMF Utilities & Rates	0	2,157	0	2,157
6598 SE EMF Crime Reduction (CCTV)	0	65,739	45,065	20,674
Total Town & Waterside EMF Expenditure	91,061	313,882	155,643	158,239
Total Service Delivery EMF Expenditure	96,742	491,930	156,989	334,941
Total Service Delivery Expenditure (Operational & EMF)	211,783	673,780	217,547	456,233
Total Service Delivery Budget Surplus/ (Deficit)	(186,996)	(650,327)	(196,020)	(454,307)

Account	Prior Year 2024/25	Budget Including Virements 2025/26	Actual YTD 2025/26	Budget Available 2025/26
<u>To/From Reserves & Budget Virements</u>				
1. Virement from General Reserves to 6471 SE EMF Heritage Centre - FTC 113/25/26 - £20,000				
2. Virement from General Reserves to 6595 SE EMF Legal and Professional Fees (Grounds & Premises) - £5,000 - FTC 113/25/26				
3. Virement from General Reserves to 6506 SE Grounds Maintenance & Watering for Albert Road yellow lines - £5,000 - FTC 337/22/23				
4. Virement from 6506 SE Grounds Maintenance & Watering to 6515 SE Festive Lights Maintenance & Electricity - £3,000 - SE 40/25/26				

Key

- Spending is on target as predicted at this point in the financial year
- Spending is higher than anticipated and needs to be monitored closely
- Budget is overspent - requires investigation and recommend virement

To review the Services Committee Business Plan Deliverables for Quarter Two for the year 2025/26 and consider any actions and associated expenditure.

Report to: Services Committee

Date of Report: 27.09.25

Officer Writing the Report: Town Clerk / RFO

Officers Recommendations

Members are asked to note that the Town Clerk has been unable to complete the Services Business Plan deliverables for Quarter Two. It is recommended that this item be deferred to a future Services Meeting for further consideration.

Members are asked to consider if there are any specific 'actions' they wish the Town Clerk to take into consideration when reviewing the Deliverables.

Report Summary

Due to the volume of Town Council business and the need to prioritise urgent matters, the Town Clerk has temporarily set aside the Services Business Plan Deliverables.

These will be revisited once immediate priorities have been addressed.

Apologies for any inconvenience caused.

Should Members wish the Town Clerk to consider any specific 'actions', please include these when setting a resolution.

End of Report

Town Clerk / RFO

To receive a departmental report from the Services Department and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 08.10.25

Officer Writing the Report: Acting Service Delivery Manager

Officers Recommendation:

Members are invited to consider the following recommendations in relation to Points 6 and 7 of the Summary Report:

Point 6 Jubilee Pontoon:

It is recommended that:

1. Immediate replacement of the failed unit to the top north side commence in accordance with the Tenancy at Will Agreement.
2. Immediate replacement of the three existing battery packs to all units to ensure safe continuity of service.
3. Delegated authority to the Service Delivery Manager replace for any failed units to the ensuring that the replacement units are regulation compliant and marine grade navigational lights of at least 1-2NM (Nautical Miles) visibility certified by an accredited wholesaler.
4. X1 solar powered marine grade RED max1-2NM visibility navigational light be purchased at a cost of £672.00.
5. X3 solar powered marine grade battery replacement kits be purchased at a cost of £140.00 each.
6. Delegated authority to the Service Delivery Manager to purchase battery replacement kits at an ongoing cost of approximately £600 every 5 years.
7. Total cost £1,092. be allocated to budget code 6584 EMF Pontoon Maintenance Cost.

Point 7 Kubota RTV 900:

It is recommended that:

1. The existing Rough Terrain Vehicle (RTV) be traded in and replaced with a like-for-like model of approximately 3-4 years old, ensuring continued continuity of operational efficiency and reliability for the Department. Please refer to **appendix G** for a picture and quote.
2. It is purchased at a cost of £17,215 + VAT minus part-exchange of £3,000 = £14,215.
3. Allocated to budget code 6578 EMF Vehicles and Equipment.

Report Summary

1. Waste Management:

Saltash Town Council buildings:

waste disposal for general waste, mixed recycling, and food waste are collected twice weekly, Wednesdays and Sundays by the SERVICE DELIVERY department which ensures town council sites remain clean, safe, and compliant with environmental standards.

Service Delivery projects:

Is managed via two routes. The departmental general skip or disposed of at our approved local commercial waste and recycling yard.

Wherever feasible materials are segregated and recycled to minimise landfill impact and align with environmental best practice.

Service Delivery Green waste:

Is managed sustainably by Saltash Town Council's Service Delivery Department, primarily through a "cut and drop" approach utilising mulching mowers and woodchippers to break down organic material into fine chippings that naturally decompose into the ground. This method reduces labour time and disposal costs, lowers the Council's carbon footprint, and returns nutrients to the soil while maintaining a clean and orderly finish. Where on-site composting or reuse is not viable, green waste is transported to an approved local commercial yard for disposal. All transfers are fully documented with waste transfer notes in accordance with legal requirements and standard operating procedures.

2. General Weekly Health & Safety:

Weekly health and safety checks to all Saltash Town Council sites and land are being carried out by the Acting Service Delivery Manager in accordance with internal procedures. These inspections ensure that operational areas remain compliant, hazards are identified promptly, and corrective actions are taken where necessary. Including but not limited to items such as Fire Alarm testing, Emergency Lighting testing, and Legionella's preventative measures including temperature recording every month as per standard operating procedures.

3. Churchtown Cemetery:

Major electrical works has been completed by the Assistant Service Delivery Manager who is now fully qualified to undertake electrical work and issue the appropriate certification. The works involved a full re-wire and consumer unit replacement/upgrade and the containment system upgraded in galvanised steel trunking and conduit which is more suitable for the commercial environment and external factors it faces, such as, regular use from staff with plant and machinery and grounds maintenance equipment. The provisions also included additional spare ways for future EV charging points and additional socket outlets to accommodate the use of battery powered plant and equipment in the future. Emergency lighting inside has also been installed to provide alternative temporary lighting in the event of a power failure to comply with health and safety at work regulations.

Strategic Value: Completing these works in-house has delivered measurable cost efficiencies compared with outsourcing to external contractors, while also ensuring that institutional knowledge of the site remains within the Service Delivery Team. The future-proofing measures incorporated into the design will enable the Council to respond proactively to technological developments, such as, EV infrastructure and electric powered grounds equipment, thereby reducing the need for disruptive and costly retrofits in the medium term.

Please refer to **appendix A** for a picture of the installation.

4. St Stephens Churchyard:

The headstone and memorial safety audit 2025 are now underway, following standard operating procedures and guidance from the Institute of Cemetery and Crematorium Management (ICCM). This includes the use of treated wooden stakes to secure unstable or unsafe memorials. Section LCA has been completed, with only minor staking and strapping tasks remaining. The number of unsafe or unstable headstones identified has been significantly higher than originally anticipated. This has affected both the progress and the expected timeline for completion.

The current completion status stands at approximately 24% with full completion now expected by the end of January 2026.

Despite these delays, the quality of work remains high, and the site is beginning to reflect a safer and professionally maintained environment because of the new system being introduced. It is hoped that the installation of warning signs will prompt individuals with an interest in specific memorials to make contact and arrange for repairs to be carried out in accordance with current installation standards. This may result in a reduction in the number of unsafe memorials as remedial works are undertaken by qualified stonemasons

Please refer to **Appendix B** - for a picture of the sign and strapping system in place.

5. Grounds Maintenance and Grass Cutting:

Grass cutting:

The Service Delivery remains committed to maintaining all grassed areas under Town Council jurisdiction to the highest standards. Recent works include the three Saltash roundabouts at Pillmere, Waitrose, and Latchbrook (delivered under the LMP contract with Cornwall Council), as well as the Town Centre and Waterside, Pillmere Estate, Churchtown Cemetery, St Stephens Churchyard, Town Council play areas, and allotments. Most sites are cut on a weekly or fortnightly basis in line with the scheduled maintenance programme, with the team working diligently to ensure a consistent, neat, and professional appearance across all locations.

Wildflowers around Saltash:

are managed with a strong commitment to biodiversity and environmental best practices by the Service Delivery Department. Designated wildflower areas, as well as naturally occurring blooms on Council land, are left undisturbed during their flowering periods to encourage seasonal growth. This approach balances high presentation standards with the Council's environmental responsibilities, aligning with wider local authority sustainability objectives and reinforcing Saltash Town Council's leadership in sustainable grounds maintenance.

Wildflower sections installed by the Council and local groups such as Saltash Environmental Action (SEA) have now reached the end of their seasonal cycle and have been carefully trimmed and raked in preparation for the next bloom period.

Public Open Spaces:

The Service Delivery Department continues to maintain public open spaces in accordance with the established grounds maintenance schedule. This includes key sites such as the Town Centre and Waterside, Cornish Cross, Elwell Woods, St Stephens, Churchtown, and the three Saltash Town Council managed play areas. The current operational focus is on the Pillmere estate and its surrounding pathways and open spaces, where end-of-season maintenance is actively underway. Works include hedge trimming and vegetation clearance to address encroachment overgrowth, to ensure safe pedestrian access, and prevent any obstructions to that of street lighting columns that may be affected by overhanging branches to ensure good visibility as early evening hours draw in. Maintenance activities are being delivered in phased sections to align with departmental priorities and pre-scheduled commitments. Significant progress has already been made, with many pathways now presenting a clean, orderly, and most importantly safe environment for the many Saltash residents who rely on these routes daily.

Please refer to **appendix C** for a pictures of the works on Pillmere pathways.

In-house tree works:

The Service Delivery Department currently maintains limited but effective in-house arboriculture capability. All Service Delivery General Assistants (SDGAs) are trained in the use of a chained cutting pole-saws as a mandatory skill, while two team members where selected to advance to hold a chainsaw qualification, enabling them to undertake small to medium-sized tree felling operations. This capability has proven highly valuable, allowing for rapid response to ad-hoc maintenance requirements and the efficient clearance of fallen trees across Council sites, followed by immediate site tidying. The presence of in-house expertise has significantly improved operational efficiency, reducing reliance on external contractors for routine tree work tasks and delivering cost savings. To further enhance this capacity, a proposal will be presented at the next Personnel Committee meeting to approve training for an additional SDGA-qualified operative. This would support expansion into more complex arborist works and allow progression for existing staff who already hold chainsaw qualifications to advance to the next level, thereby broadening the scope of tree works deliverable in-house.

External Tree Works and Annual Tree Survey 2025:

The use of external contractors for advanced tree works and survey reporting remains essential and will continue to be relied upon as part of Saltash Town Council's ongoing liabilities.

Given the inherent risks associated with advanced arboriculture tree operations particularly those involving tree climbing or the use of Mobile Elevating Work Platforms (MEWPs) professional arborists from the Council's approved contractor list are required to ensure safe and compliant delivery. Recognising the limitations of in-house capacity is a responsible and informed approach that prioritises safety and operational integrity. On certain larger-scale projects, qualified Service Delivery Grounds Assistants (SDGAs) have supported contractors by undertaking clearance of smaller sections, thereby reducing overall labour costs. The annual tree survey for 2025 is scheduled to commence in the coming weeks, with the appointed contractor conducting a full assessment. The resulting report will be presented at the next Services Committee meeting, along with recommendations for any essential remedial actions or areas identified as high-risk from a health and safety perspective.

The Town Council budgeted for the works to take place in the year 2025-26.

Undertaken by specialist contractors with the necessary expertise and daily operational experience in the trade. On certain large tree works the SDGA team have been working on the same job together cutting up and clearing away the smaller sections and reducing the overall labour costs from the contractor appointed to undertake the work.

Hanging Baskets and Town Bedding Plants:

Hanging Baskets: Installed in early June, removed recently due to an accelerated end to the flowering season, primarily driven by prolonged heat and dry weather.

Summer Bedding Plants: Currently performing well. Regular weeding has been maintained, and the plants are expected to continue providing coverage until early November, when transition to winter bedding will commence.

New Planter Asset: The newly installed metal black planters purchased by Saltash Town Team and adopted by Saltash Town Council earlier in the year have been formally handed over to the Service Delivery department. Ongoing maintenance will align with established pre-planned schedules to ensure consistency across town planting schemes.

6. Jubilee Pontoon:

Back in Full Operation:

Since having the pontoon back after the major repairs and enhancements to the main floating sections of the pontoon. I am pleased to say it is now completely operational and secure for the all the people who use the pontoon daily and the pedestrian ferry service, which has been extremally popular this year with a lot of people using the new service.

Pontoon Signage:

We have updated the rules and regulation boards to reflect the Town Council changes in prices for overnight stays and visiting boats for the 2025/2026 period.

Two new notice for 'Private Berths' has been installed either side of walkway to remind regular users not to moor in the private numbered berths. To support this, replacement round number discs (1–10) have been re-installed for clear identification. These discs were originally in place but were lost during storm damage and subsequent refurbishment works.

Please refer to **appendix D** for a photographic image of the updated sign.

The Pontoon Access Control System and Gate:

The Assistant Service Delivery Manager, and one SDGA operative, has undertaken a full re-wire of the access control system operating the main gate to the Jubilee Pontoon. The intervention was required following failure of the maglocks power supply. Inspection identified that the original containment system had fully corroded, damaging both the data cabling and low-voltage power feeds to the maglock and keypad, leaving the system vulnerable to unauthorised tampering and access.

The system has now been re-wired in a new containment system, using heavy duty hot dipped galvanised steel conduit steel copex with an outer PVC coating and secured in place by marine grade saddles. This method is ensuring reliable and secure connections to the access control system. This upgrade not only restores operational integrity but also delivers enhanced resilience to improved weather protection and anti-vandalism measures. By completing the works in-house, the Council has restored full functionality and saved huge financial costs by keeping the work in-house. Additional benefit includes a greater reliability and ease of future maintenance on the site.

Please refer to **appendix E** for pictures of the installation.

Pontoon Navigational Lights:

The Jubilee Pontoon has historically operated with four red solar-powered navigational lights, positioned at approximately 4 metres in height, spaced 1 metre apart, and mounted on galvanised navigational posts located at both the north and south ends of the main hammerhead of the floating pontoon.

These lights are programmed to activate during sunset hours, ensuring the pontoon remains clearly visible to both commercial and private sea-going vessels. Their presence is a legal requirement, in accordance with Trinity House guidance and the International Regulations for Preventing Collisions at Sea (COLREGS).

It is recommended that solar light batteries be replaced every five years to maintain reliable performance and compliance. The Jubilee Pontoon lights have not changed for 6 years to date.

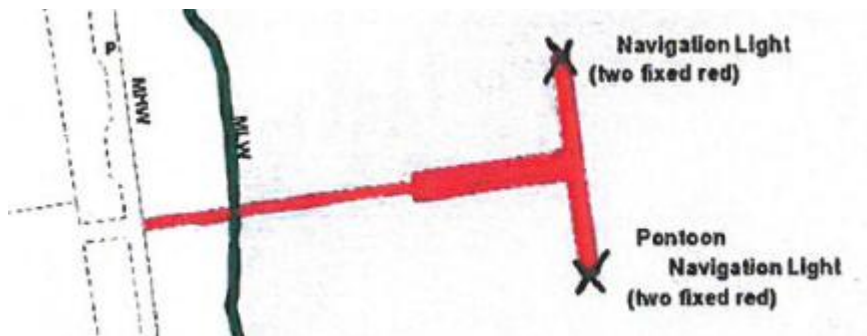
Current Status:

Three out of four lights remain operational.

One unit has failed and has been reported by Trinity House as requiring urgent remedial action.

In 2017, the Town Council agreed to enter into a Tenancy at Will with Cornwall Council for the Jubilee Pontoon. Section 3.4 of the agreement outlines the responsibilities relating to the navigation lights:

- 3.4 The Tenant shall ensure that the solar powered navigational lights in the positions marked with an "X" on the attached plan are regularly monitored and kept in good working order.



Please refer to the '**Officer Recommendation**' section of the report to consider the recommendations.

7. Plant, Machinery and Equipment:

RTV Kubota 900:

Having personally attended numerous commercial plant and equipment demonstration events, including showcases of the latest electric and technically advanced models, I can confidently state that none currently rival the performance and reliability of the Kubota RTV 900. This 4x4 utility buggy remains the backbone of the Service Delivery Department's vehicle fleet, in near-constant use throughout the year due to its versatility and dependability. It supports a wide range of operational tasks, including grounds maintenance, irrigation rounds for hanging baskets and town bedding plants, and general site logistics. While mechanically sound, the vehicle is now exhibiting clear signs of wear and tear consistent with its age and intensive usage. Bodywork corrosion is present, and the likelihood of more frequent and costly repairs is increasing. A full service is scheduled for January 2026 with welding alone estimated at £1,000. The current trade-in value is approximately £3,000, while a newer model equipped with enhanced features has been quoted at £17,215.

Please note that when setting this year's Council budget, £15,000 was allocated for the purchase of an RTV. In addition, £45,000 was budgeted for a replacement vehicle, which is now considered to be not fully required. As such, a portion of this budget could be reallocated to support the purchase of the RTV subject to not receiving £3,000 part-exchange.

Please refer to **Appendix G** for pictures of the current RTV.

Please refer to the '**Officer Recommendation**' section of the report to consider the recommendation.

Electric powered grounds maintenance power tools:

Pursuant to Services Committee held 17 July - minute number 33/25/26.

The Town Clerk has requested that the newly appointed Service Delivery Manager compile an inventory of existing Service Delivery equipment, identify potential new equipment needs, and research available options on the market. This should include obtaining quotes in accordance with the Council's Financial Regulations and reporting the findings to a future meeting of the Services Committee.

Report Images

Refer to the attached Appendices A to G for further information.

Quotes Provided

Refer to Appendix G for costing for a 'used' Kubota.

Financial Regulations/ Procurement Threshold

In relation to Point 7 in the 'Report Summary'.

Does this project meet the procurement threshold?

Yes - where the value is between £500 and £3,000 excluding VAT, the RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

The RTV is a specialist piece of machinery. While alternative suppliers do exist, they are located outside the local area, and we have been unable to obtain two additional quotes. Although there is the option to purchase online, this route presents significant risks due to limited knowledge of both the equipment and the supplier.

The Town Clerk, in her capacity as Responsible Finance Officer, does not support this option due to the potential risk to the Town Council. As a result, only one quote has been provided by a local and reputable supplier. Please refer to **Appendix H** for further details.

Budgets

Budget Availability: £68,500.00

Budget Codes: 6578 EMF Vehicles and Equipment

Committed Spend: £17,2150.00 +VAT (-£3,000 part exchange of current model)

Budget Remaining: £54,285.00

Budget Availability: £9,732.79

Budget Codes: 6584 EMF Pontoon Maintenance Cost

Committed Spend: £1,112.50

Budget Remaining: £8,620.29

Signature of Officer:

Acting Service Delivery Manager

Appendix A to G

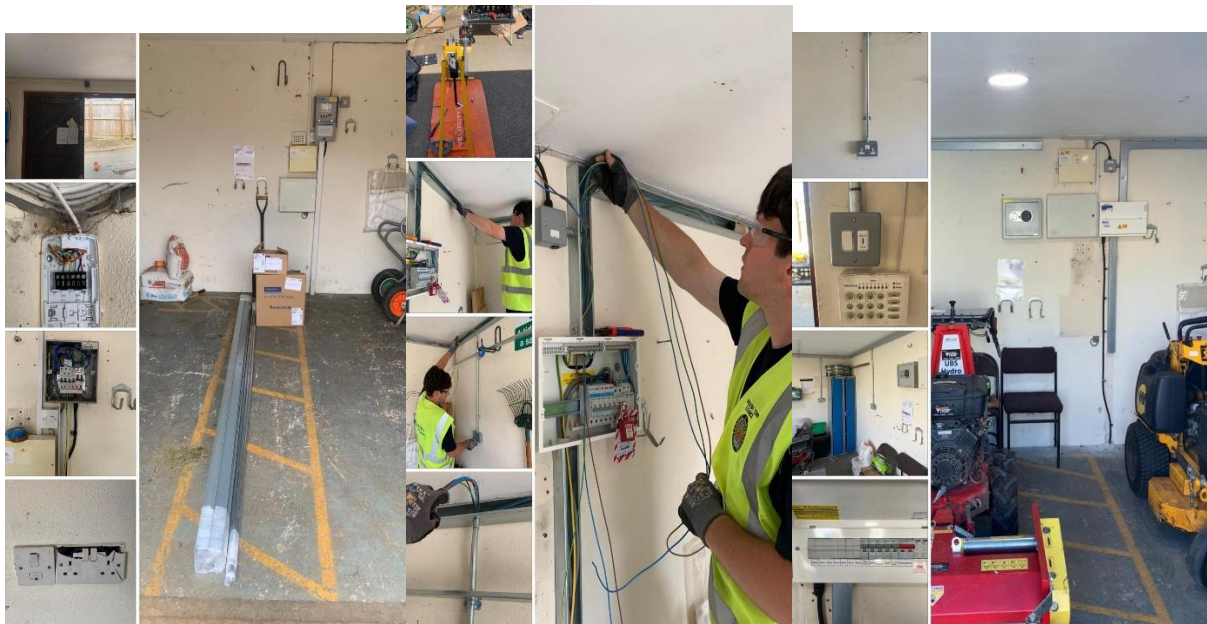
Appendix A - Churchtown Cemetery:

Pictures of recent electrical work completed at Churchtown Cemetery store.

Before

During

After



Appendix B - St Stephens Churchyard:

A current unstable and unsafe memorial staked and strapped with a warning notice attached. (new internal system to make safe)




Appendix C – Grounds Maintenance and Grass Cutting:

Photographic pictures of recent works completed from the SDGA's in Pillmere estate.



Appendix D: Jubilee Pontoon:

Photographic picture of signage updated recently on the pontoon



Saltash Town Council
Working for the People of Saltash

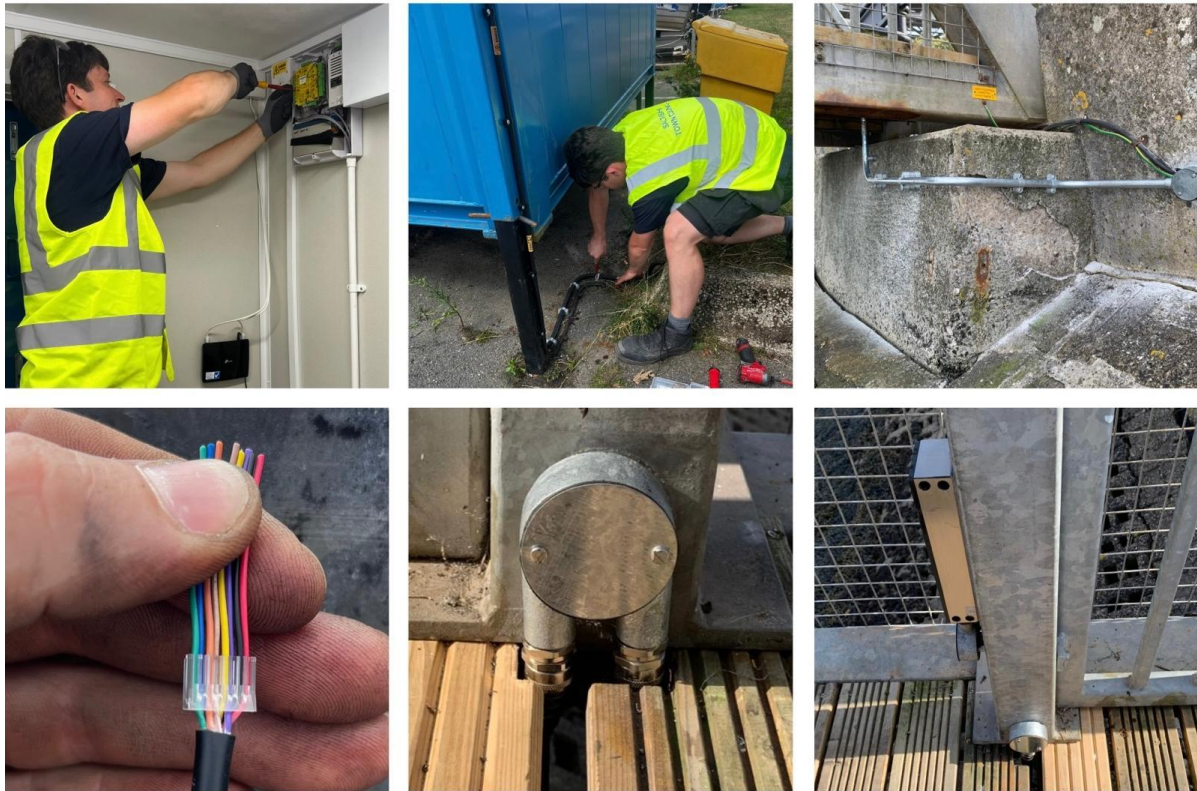
PONTOON RULES AND INFORMATION

- Saltash welcomes visiting boats.
Non members are entitled to a maximum 30 minutes free stay subject to availability, on the public section only (see Pontoon layout map). If a longer duration is required a day permit **MUST** be purchased at a charge of £30.
Trusted Boater Scheme members are entitled to a maximum 2 hours free stay subject to availability, on the public section only (see Pontoon layout map). If a longer duration is required a day permit **MUST** be purchased at a charge of £30, or use 1 of your 2 free overnight stay visits included within your membership entitlement.
- Only vessels holding a permit obtained from Saltash Town Council may occupy one of the numbered berth which has been allocated to them. This will also be subject to the size of the vessel and valid documentation.
- Unlicensed vessels occupying any berth, without prior arrangements may be subject to a fine per day or be removed.
- DO NOT** leave at any time, boating equipment, ropes, and cans of fuel or other items on the pontoon causing an obstruction or safety hazard.
- FISHING, SWIMMING OR DIVING IS STRICTLY PROHIBITED.** This is dangerous at low tide along with fast flowing currents.
- Saltash Town Council will not be held responsible for any injury or accident when the rules have not been followed.
- Saltash Town Council will not tolerate any abusive or violent behaviour to its staff or other pontoon users. Any person displaying this behaviour will be asked to leave immediately. The Police will be contacted if required. Berth holders may have their permit suspended.
- The Duty Warden reserves the right to ask any person or persons to leave the pontoon whose behaviour is deemed to be threatening or dangerous to others. The pontoon will be regularly checked each day by the Duty Warden.
- In the event of an emergency the person reporting the incident MUST remain calm. The procedure is to contact the Emergency Services, stating what the emergency is and what service or action is required.**

SALTASH TOWN COUNCIL, 12 LOWER FORE STREET, SALTASH. PL12 6JX
TEL: 01752 844846 DUTY WARDEN: 07377 682698

Appendix E: Jubilee Pontoon:

Photographic pictures of recent access control works complete to the Jubilee Green Public pontoon.



Appendix F - Jubilee Pontoon:

Photographic pictures of the solar powered navigational light to be installed on the Jubilee Green public pontoon. And screen shot of quotation.



Description	Quantity	Unit Price	VAT	Amount
<i>Replacement Batteries:</i>				
[72835] Battery Replacement Pack (4v 5Ah) for M650 Genuine replacement battery pack for the M650 product	3.0 Unit(s)	140.00	20%	£ 420.00
<i>Replacement Solar 1Nm AtoN Lantern:</i>				
[M650HR] M650H Solar Powered 1-2NM LED Lantern (Red) -Set to 1Cd/1Nm Fixed On	1.0 Unit(s)	672.00	20%	£ 672.00
[MOB-FK-2] Bolt kit FK-2 comprising of 3 M6 x 40mm SS fixings	1.0 Unit(s)	6.00	20%	£ 6.00
Courier Delivery Charge - England & Wales - Up to 15kg: Standard Courier Delivery Charge	1.0 Unit(s)	14.50	20%	£ 14.50
Untaxed Amount				£ 1,112.50
VAT on £ 1,112.50				£ 222.50
Total				£ 1,335.00

Shipping Description: England & Wales - Up to 15kg

Appendix G - Plant, Machinery and Equipment:

Existing Kubota RTV pictures – 16 years old.







New (Used) Kubota RTV Qoute and Picture.

DESCRIPTION	QTY	VINCENTS PRICE (£)	VAT (£)	AMOUNT (£)
Used Kubota RTV X1110 Cab	1	16,995.00	3,399.00	20,394.00
2021 Machine				
Road Registered				
Full Cab				
4WD				
Diff Lock				
Power Steering				
Kubota Diesel 3 Cylinder Engine				
Hydraulic Tipping Cargo Bed				
Radio				
Heater Kit				
50mm Ball Hitch				
1200Hours (Circa)				
Serviced				
Bedliner				
VHT Transmission				
3 Month Warranty				
Beacon Kit Fitted	1	220.00	44.00	264.00
LED Flashing Beacon				
PLEASE NOTE: Items to be ordered will require a 10% deposit.				SUBTOTAL: £17,215.00
Additional Notes:				VAT 20% from £17,215.00 £3,443.00
				TOTAL (GBP): £20,658.00

The above is an estimate and is subject to change as a result of changes in manufacturer pricing as per our T&Cs of Sales found at: https://www.vincentractors.co.uk/wp-content/uploads/2018/05/TERMS-AND-CONDITIONS-OF-SALE-2018_May18.pdf

Title of goods shall not pass to Purchaser until full payment has been received.

Machinery Sales payment **MUST** be received and funds cleared prior to delivery.



End of Appendices.

Weekly Grass Cutting	Month	July (4)				August (5)					September (6)						October (7)				
	Week Number	13	14	15	16	17	18	19	20	21	22	23	24	25	26	26	27	28	29	30	
Site Name	Description of Works																				
Memorial Peace Gardens																					
Every Friday	Litter Pick	4	11	18	29	6	13	20	25	29	3	10	17	24	30	1	8				
	Box mow and Strim	4	11	18	29	6	13	20	25	29	3	10	17	24	30	1	8				
	Weeding	4	11	18	29	6	13	20	25	29	3	10	17	24	30	1	8				
	Path Edging Reforming																				
	Remove Remembrance Wreaths (Easter)																				
St Nicolas Church War Memorial																					
Every Friday	Litter Pick	4	11	18	29	6	13	20	25	29	3	10	17	24	30	1	8				
	Box mow and Strim	4	11	18	29	6	13	20	25	29	3	10	17	24	30	1	8				
	Weeding	4	11	18	29	6	13	20	25	29	3	10	17	24	30	1	8				
	Path Edging Reforming																				
	Remove Remembrance Wreaths (Easter)																				

Fortnightly Grass Cutting (+ Site Waste Collection)	Month	July (4)					August (5)					September (6)					October (7)				
	Week Number	13	14	15	16	17	17	18	19	20	21	22	23	24	25	26	26	27	28	29	30
Site Name	Description of Works																				
Grassmere Way Play Area																					
	Litter Pick (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	empty bin (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Box mow and Strim																				
Honeysuckle Close Play Area																					
	Litter Pick (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	empty bin (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Box mow and Strim																				
Ashton Way Play Area																					
	Litter Pick (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	empty bins (Wednesday & Sundays)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			
	Box mow and Strim																				
Roundabouts & Trematon Pound Sites:																					
Trematon Pound																					
	Litter Pick	2						5									2				
	Box mow and Strim	2						5									2				
Liskeard Road / Yellow Tor Road Roundabout:																					
	Litter Pick	2															2				
	Box mow and Strim	2															2				
A388 Waitrose Roundabout:																					
	Litter Pick	2															2				
	Box mow and Strim	2															2				
Callington Road / Pillmere Drive Roundabout:																					
	Litter Pick	2															2				
	Box mow and Strim	2															2				
Pillmere - Various Sites:																					
(1) Pillmere Drive (Full Length)																					
	Litter Pick															29					
	Box mow and Strim															29					
(2) Pillmere Drive - by substation																					
	Litter Pick															29					
	Mow and Strim															29					
(3) Pillmere Drive - road calming islands																					
	Litter Pick															29					
	Mow and Strim															29					
(4) Meadow Drive Walk																					
	Litter Pick															29					
	Mow and Strim															29					
(5) Pillmere Green																					
	Litter Pick		14													29					

	Ride-On Mow	14												29					
	Pedestrian Mow & Strim	14												29					
(6) Grassmere Way (behind fence)																			
	Litter Pick													29					
	Pedestrian Mow & Strim													29					
	cut back undergrowth & brambles etc													29					
(7) 10 Grassmere - path entrance																			
	Litter Pick	14												29					
	Pedestrian Mow & Strim	14												29					
(8) 47 Grassmere - knee rail fence																			
	Litter Pick	14												29					
	Pedestrian Mow & Strim	14												29					
	cut back undergrowth & brambles etc	14												29					
(9) 85 Grassmere - path entrance																			
	Litter Pick													29					
	Pedestrian Mow & Strim													29					
	cut back undergrowth & brambles etc													29					
(10) Pillmeree Old Adventure Play Area																			
	<i>(Now Twice A Year Cutting)</i>																		
	Litter Pick													29					
	Strim													29					
(11) Dartmoor View																			
	Litter Pick	14												30					
	Ride On Mow	14												30					
	Strim													30					
(12) 2 Dartmoor View - knee rail fence																			
	Litter Pick	14												30					
	strim	14												30					
	cut back undergrowth & brambles etc													30					
(13) 72 Grassmere Way - path entrance																			
	Litter Pick													30					
	Strim													30					
(14) 121 Grassmere Way - path entrance																			
	Litter Pick													30					
	Strim													30					
(15) Opposite 122 Grassmere Way - Path Entrance																			
	Litter Pick													30					
	Strim													30					
(16) Pilmere Meadow																			
	Litter Pick	14												30					
	mow walkway through meadow	14												30					
	mow perimter against knee rail fence 1m wide	14												30					
(17) 1 Bridle Way - path entrance																			
	Litter Pick	15												30					

	Strim	15													30					
(18) 173 Grassmere - verge																				
	Litter Pick	14													30					
	Strim	14													30					
(19) 45 Meadow Drive																				
	Litter Pick	14													30					
	mow and strim	14													30					
(20) 10 Meadow Drive / 1 Harebell Close - verge (currently a resident maintains Harebell close side)																				
	Litter Pick	14		28											30					
	Strim	14		28											30					
(21) Honeysuckle Way																				
	Litter Pick	14		28											30					
	mow and strim	14		28											30					
(22) Primrose Walk																				
	Litter Pick	14		28											30					
	mow and strim	14		28											30					
(23) 5 The Gable End																				
	Litter Pick	14		28											30					
	mow and strim	14		28											30					
(24) 10 Oak Apple Close - path entrance																				
	Litter Pick	14		28											30					
	mow and strim	14		28											30					
(25) 7 Chestnut Close - path entrance																				
	Litter Pick	14		28											30					
	mow and strim	14		28											30					
(26) Pathways that run to South of the Pillmere Estate and Pillmere Drive to Dartmoor View																				
Contractor With Flail Arm Deep Cut Back (Annually)															30					
	Litter Pick	14		28											30					
	mow and strim	14		28											30					
	Ride-On Mowing	14		28											30					
(27) Pathways that run in middle of the estate - Pillmere Green, Grassmere Way, Bridle Way																				
Contractor With Flail Arm Deep Cut Back (Annually)															30					
	Litter Pick	14		28											30					
	mow and strim	14		28											30					
	Ride-On Mowing	14		28											30					
Town Work - Various Sites:																				
Silver Street																				
	Litter Pick			18											30					
	box mow and strim			18											30					
Huntley Gardens																				
	Litter Pick			18											30					
	strim			18											30					

[illegible]

[illegible]

[illegible]

(15) Opposite 122 Grassmere Way - Path Entrance																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
(16) Pilmere Meadow																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
	Raise Tree Crowns and Remove Epicormic Growth																		
(17) 1 Bridle Way - path entrance																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
(18) 173 Grassmere - verge																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
(19) 45 Meadow Drive																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
(20) 10 Meadow Drive / 1 Harebell Close - verge (currently a resident maintains Harebell close side)																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
(21) Honeysuckle Way																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
	Cut Back Brambles																		
(22) Primrose Walk																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
	Cut Back Brambles																		
(23) 5 The Gable End																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
(24) 10 Oak Apple Close - path entrance																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
(25) 7 Chestnut Close - path entrance																			
	Hedge Cutting and Re-Shaping																		
	Prune Ivy On Walkways /Fencing																		
(26) Pathways that run to South of the Pillmere Estate and Pillmere Drive to Dartmoor View																			
	Hedge Cutting and Re-Shaping											30							
	Prune Ivy On Walkways /Fencing											30							
	Cut Back Brambles											30							
	Ensure Light Cloumbs Clear And Cut Back											30							
(27) Pathways that run in middle of the estate - Pillmere Green, Grassmere Way, Bridle Way																			

[illegible]

Bedding Plants & Hanging Baskets		Month	July (4)					August (5)					September (6)					October (7)					
		Week Number	13	14	15	16	17	17	18	19	20	21	22	23	24	25	26	26	27	28	29	30	
Site Name		Description of Works																					
Waterside Hanging Baskets																							
	Summer Hanging Baskets Installation																						
	irrigation (Watering)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
	Removal Of Hanging Baskets - End Of Season																27						
Fore Street Hanging Baskets																							
	Summer Hanging Baskets Installation																						
	irrigation (Watering)		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
	Removal Of Hanging Baskets - End Of Season																27						
Peace Garden			NB: need to prep before properly - dig over and weed 2 weeks prior to planting and again																				
	Winter Bedding removal and preparation of borders for Summer Bedding																						
	summer bedding installation		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
	dead head and weed																						
	irrigation																						
	summer bedding removal and preparation of borders for winter bedding																						
	winter bedding installation																						
	dead head and weed		6					11															
Saltash Station			NB: need to prep before properly - dig over and weed 2 weeks prior to planting and again																				
	Winter Bedding removal and preparation of borders for Summer Bedding																						
	summer bedding installation		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
	dead head and weed																						
	irrigation																						
	summer bedding removal and preparation of borders for winter bedding																						
	winter bedding installation																						
	dead head and weed		6					11					2										
RAB Statue / Brunel Bust (Adjacent to 4 Fore Street)			NB: need to prep before properly - dig over and weed 2 weeks prior to planting and again																				
	Winter Bedding removal and preparation of borders for Summer Bedding																						
	summer bedding installation		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
	dead head and weed																						
	irrigation																						
	summer bedding removal and preparation of borders for winter bedding																						
	winter bedding installation																						
	dead head and weed		6					11					2										
North Road (Bridge Slip Road) 13 x Metal Panter's			NB: need to prep before properly - dig over and weed 2 weeks prior to planting and again																				
	Winter Bedding removal and preparation of borders for Summer Bedding																						
	summer bedding installation		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
	dead head and weed																						
	irrigation																						
	summer bedding removal and preparation of borders for winter bedding																						
	winter bedding installation																						
	dead head and weed		6					11					2										
Fore Street - 5 x planters plus outside Belvoir Estate Agents			NB: need to prep before properly - dig over and weed 2 weeks prior to planting and again																				
	Winter Bedding removal and preparation of borders for Summer Bedding																						
	summer bedding installation		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
	dead head and weed																						
	irrigation																						
	summer bedding removal and preparation of borders for winter bedding																						
	winter bedding installation																						

[illegible]

Buildings External Grounds Pre-Planned Maintenance Program	Month	July (4)				August (5)					September (6)					October (7)					
	Week Number	13	14	15	17	17	18	19	20	21	22	23	24	25	26	26	27	28	29	30	
Site Name + Frequency	Description of Works																				
Longstone Depot																					
Weekly	Litter Pick	5	12	19	26	1	8	15	22	27	3	10	17	24	30	1	8				
4-6 Weekly	Debris Removal							15													
4-6 Weekly	Weed Removal							15													
Annually	Moss Removal / Treatment (Chemical Free)																				
Council's Request > Stopped	Herbicide Appplication (Stopped)																				
Annually	Power Washing Paths																				
6 Monthly	Windows, Doors & Frames Cleaning																				
As Required	Cold Weather Salt Spreading (Winter Months)																				
Longstone Park Toilets																					
Weekly	Litter Pick	5	12	19	26	1	8	15	22	27	3	10	17	24	30	1	8				
4-6 Weekly	Debris Removal							15				10				1					
4-6 Weekly	Weed Removal							15				10				1					
Annually	Moss Removal / Treatment (Chemical Free)																				
Council's Request > Stopped	Herbicide Appplication (Stopped)																				
Annually	Power Washing Paths																				
6 Monthly	Windows, Doors & Frames Cleaning																				
As Required	Cold Weather Salt Spreading (Winter Months)																				
Maurice Huggins Room																					
Weekly	Litter Pick	5	12	19	26	1	8	15	22	27	3	10	17	24	30	1	8				
4-6 Weekly	Debris Removal							15				10				1					
4-6 Weekly	Weed Removal							15				10				1					
Annually	Moss Removal / Treatment (Chemical Free)																				
Council's Request > Stopped	Herbicide Appplication (Stopped)																				
Annually	Power Washing Paths																				
6 Monthly	Windows, Doors & Frames Cleaning																				
As Required	Cold Weather Salt Spreading (Winter Months)																				
Belle Vue Toilets																					
Weekly	Litter Pick	5	12	19	26	1	8	15	22	27	3	10	17	24	30	1	8				
4-6 Weekly	Debris Removal							15				10				1					
4-6 Weekly	Weed Removal							15				10				1					
Annually	Moss Removal / Treatment (Chemical Free)																				
Council's Request > Stopped	Herbicide Appplication (Stopped)																				
Annually	Power Washing Paths																				
6 Monthly	Windows, Doors & Frames Cleaning																				
As Required	Cold Weather Salt Spreading (Winter Months)																				
Alexandra Square Toilets																					
Weekly	Litter Pick	5	12	19	26	1	8	15	22	27	3	10	17	24	30	1	8				
4-6 Weekly	Debris Removal							15				10				1					

[illegible]

To receive an updated report on pontoon maintenance and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 08.10.25

Officer Writing the Report: Acting Service Delivery Manager

Pursuant to: Services Committee held 17 July – minute number 37/25/26

Officers Recommendations

Members are invited to consider the appointment of Company C to undertake remedial works to the Jubilee Pontoon during the Winter period, when usage is typically lower due to necessary closure. At a total cost of £4,980.00 to be allocated to budget code 6584 – EMF Pontoon Maintenance.

Report Summary

Pontoon Main Gantry Essential Maintenance

Recent inspection identified heavily rusted and structurally compromised metal sections on the underside of the pontoon walkway gantry. The Council approved in principle for the repair work to take place subject to additional quotes to comply with Financial Regulations.

These areas may affect the long-term integrity and safety of the structure and require remedial attention.

Three formal quotations have now been received from local engineering companies who carry out marine project work.

Proposed works will focus on restoring structural soundness and preventing further deterioration.

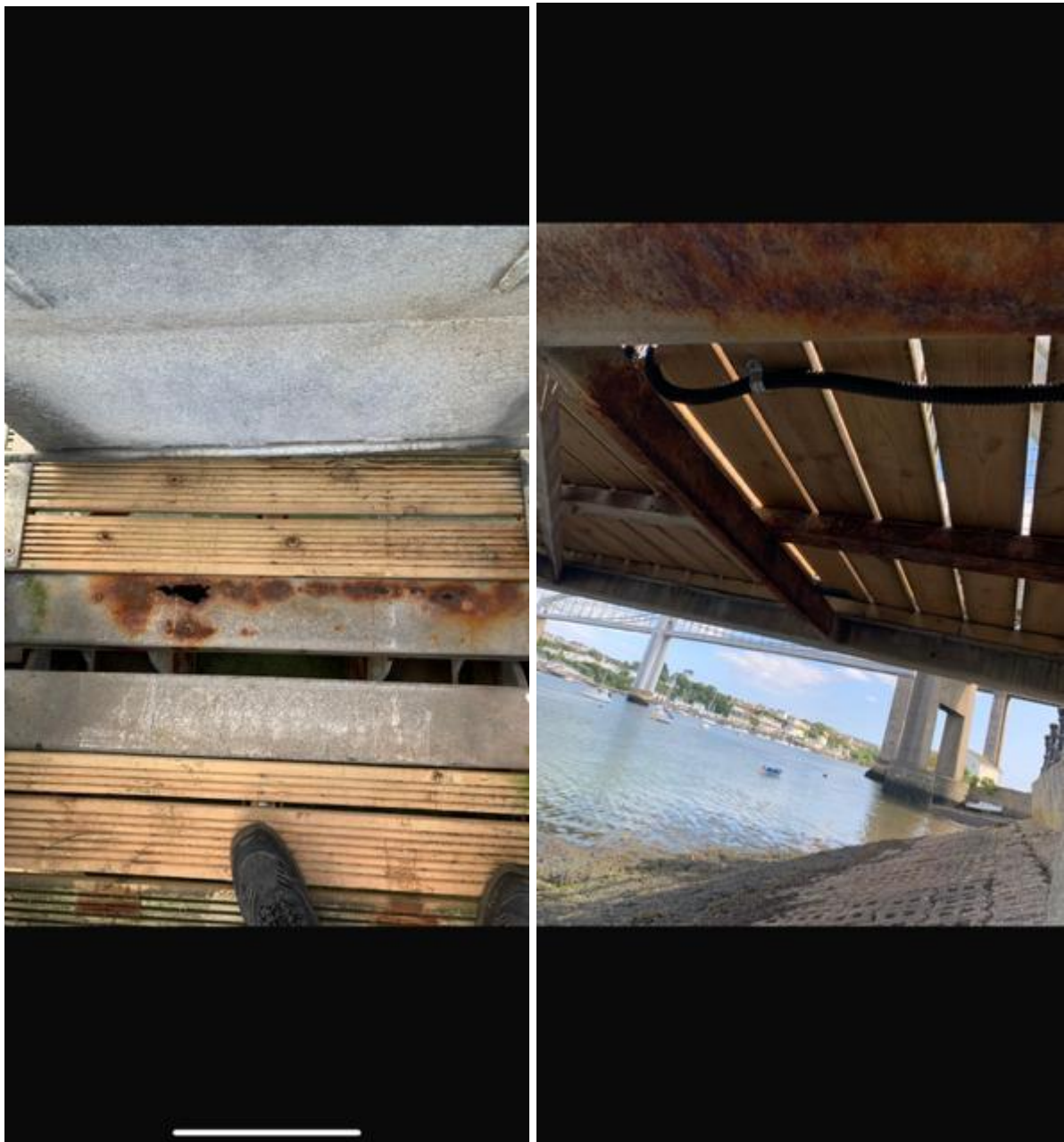
A decision will be required to proceed with the most suitable contractor based on scope, cost, and method general scope is detailed below.

Scope of essential works involve:

- cut out affected rusted structural box sections.
- refabricate using suitable heavy-duty materials for a like-for-like repair.
- weld and reinforce new sections to restore structural integrity.
- clean and chip away surface-level rust.
- fill minor holes and apply undercoat primer and sealers.

- finish with anti-corrosion and oxidation-resistant coatings to mitigate environmental exposure.
- appointed contractor must submit a detailed method statement and risk assessment.

Report Images



Quotes Provided

Refer to the attached three quotes titled for further information

Company A

Company B

Company C

Budgets

Budget Availability: £9,052.

Budget Codes: 6584 EMF Pontoon Maintenance Cost

End of Report

Acting Service Delivery Manager

1 September 2025

Quotation for works to Jubilee Pontoon

Scope of Work

➤ Bridge Deck / Steels

- To attend Jubilee Pontoon in Saltash
- Remove bridge deck boards to gain access to steels
- Grind back to bare steel and replace any damaged / corroded sections
- Apply rust treatment to any affected areas
- Prepare and apply suitable paint coatings including primer and topcoat
- Repair damaged sections of steel in main frame structure
- Prepare and apply suitable paint coatings including primer and topcoat to main frame structure

TOTAL £ 5,950.00 + VAT

FULL SCOPE OF WORK TO TAKE APPROXIMATELY 1 WEEK.

This quotation includes all labour, materials and yard facilities, including rubbish disposal.

VALIDITY: This estimate is open for acceptance for 30 days from the above date.

TERMS: 30% on booking / arrival
 70% prior to launch / completion
 BACS transfer.

Padstow Boatyard terms and conditions apply. Copy available at:

www.padstow-boatyard.com/Terms-and-Conditions.pdf

We trust that our quotation reflects your requirements. Should you have any queries, require additional information or wish to place an order, please contact the undersigned quoting our reference Jubilee Pontoon Works. Any funding claim payment schedule agreed with the MMO and Padstow Boatyard will supersede these requested payment terms.

Quote

Saltash Town Council
12 Lower Fore Street
PL12 6JX
Ref: Jubilee Pontoon Works
1/9/25

1. Remove bridge deck boards to gain access to steel sections, grind back and apply appropriate protective coatings to the good steel. Crop out and replace as necessary the damaged sections, prime and apply coatings. Supply of workboat to gain access from below

Labour & Materials = £3,950

2. Carry out repairs to various damaged sections of steel in main frame structure

Labour & Materials = £1,470

Total = £5,420 + Vat
=£6,504

This quotation includes all labour, materials and yard facilities, including rubbish disposal.

This estimate is valid for 60 days from the above date.

Payment terms:

Full Payment is required on completion of works

We welcome your business!

QUOTE

Saltash Town Council
Saltash Town Council
12 Lower Fore Street
Saltash
Cornwall
PL12 6JX
GBR

Date
14 Jul 2025

Expiry
1 Jul 2025

Quote Number
QU-00118

Reference
Jubilee Pontoon Bridge

VAT Number
278448063

Description	Quantity	Unit Price	VAT	Amount GBP
Repair to damaged steel section in main frame. Labour & Materials	1.00	1,280.00	20%	1,280.00
Various box sections under walkway boards are showing signs of corrosion - these need to be cleaned back, new steel inserted as required and protective coatings applied. This will involve removing the wood decking for access. Labour & Materials	1.00	3,700.00	20%	3,700.00
			Subtotal	4,980.00
				TOTAL GBP PLUS VAT 4,980.00

To receive an update on the Town's festive lighting provision and consider any actions and associated expenditure

Report to: Services Committee

Date of Report: 08.10.25

Officer Writing the Report: Acting Service Delivery Manager

Pursuant to: Services Committee held 17 July – minute number 40/25/26

Officers Recommendations

Members are asked to note the update and approve the additional expenditure required to complete the works requested by the Council, at a total cost of £880. This amount is to be allocated to budget code 6515 – Festive Lights Maintenance & Electricity.

Report Summary

Fore Street Festoon Lights and Christmas Lighting Infrastructure Update:

The Festoon and Christmas lighting infrastructure works were approved at the last Services Committee meeting, following recommendations from the Assistant Service Delivery Manager. However, the installation of daylight detection timers for the Festoon lighting system could not be carried out at this stage, as the associated costs exceeded the allocated budget.

These were based on findings from his electrical installation condition reports (EICR) and identified remedial actions. The works also agree to have all the high-level enclosures and socket outlets replaced with new IP68 rated equipment due to the existing ones having moisture ingress and upgrading the rusted and loose lamppost fixing brackets changed with a high-quality stainless-steel alternatives that match the decorative lamppost design.

Additionally, all high-level 16amp socket outlets along Fore Street have now been rewired to ensure they are independently supplied, separating them from the festoon lighting circuit. This upgrade ensures compliance with BS 7671 wiring regulations and significantly improves safety. A further benefit is the ease of fault identification and future maintenance, allowing faults to be identified and traced from ground level without the need for extensive cherry picker hire costs for basic fault finding and testing to save both time and resources while maintaining one of Saltash Town Council's most important infrastructures in the town.

Completion & Handover Notes

The installation works are now fully completed and ready to be handed over to the appointed Christmas light decorators to simply “plug and play”.

It is recommended that a final maintenance visit be scheduled shortly before the official switch-on event. This will allow for any required bulb replacements to be carried out accordingly, ensuring the Festoon lighting presents at its best on the day and over the Christmas period.

A number of Festoon lamps appear to be approaching the end of their service life. Some have become extremely dim and should be replaced at the same time while a cherry picker is on hire, to maintain a consistent visual effect.

Project over run:

It should also be noted that the works took an additional day and a half to complete.

This was due to adverse weather conditions arriving unexpectedly in the night and some additional faults were identified during high-level inspections, including several undersized cables and some damaged cable inside the main lighting columns that required urgent replacement, which unfortunately extended the programme of works, creating addition cost to the Council.

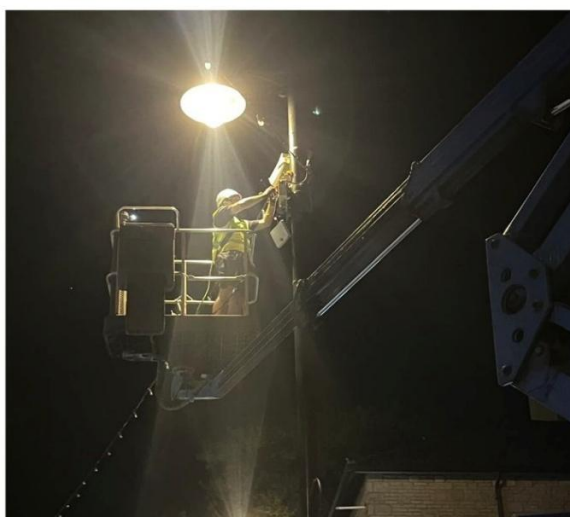
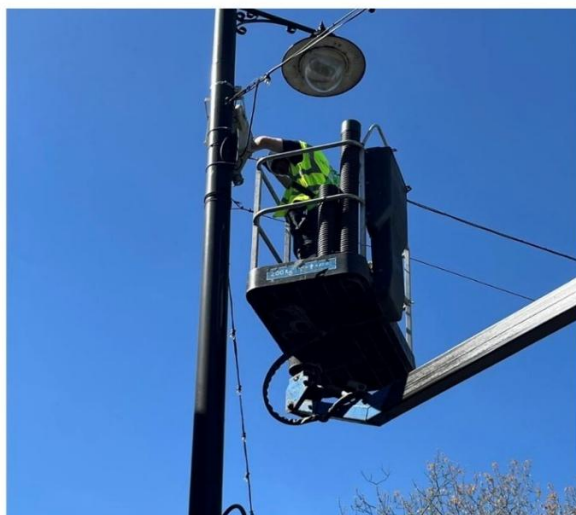
Additional cherry picker hire charges: £750.00 including VAT

Additional Materials: £140 +VAT

Total Additional Cost Accrued: £880.00

Report Images

Pictures of Assistant Service Delivery Manager completing Fore Street essential infrastructure electrical installation works.



Christmas Lights Install Update:

Following ongoing liaison between the Town Clerk and the appointed contractor, the installation of the Christmas lights is scheduled to begin on Thursday 9 October, with completion expected by Saturday 11 October. Contracts have been signed as instructed by the Council.

Members previously agreed via email not to include the projector in this year's display, due to its proposed location and associated costs. It was not considered cost-effective at this time, but may be revisited in future years, potentially delivered in-house.

During the ordering process from the supplier in France, ten motifs were unfortunately damaged by a forklift truck. The contractor contacted the Town Clerk urgently to request a decision on an alternative design to avoid delays to the installation schedule.

The Town Clerk consulted with the Chair and Vice Chair of the Services Committee, as well as the Mayor and Deputy Mayor.

Although the replacement motifs are more expensive than those originally ordered, the contractor has agreed to cover the additional cost, as the damage was not the fault of the Council.

Please note that the revised motif design applies only to Year 1 of the contract. The original design will be reinstated for Years 2 and 3.



Original design to be installed in years 2 and 3.



Budgets

Budget Availability: 2,728.

Budget Codes: 6515 Festive Lights Maintenance & Electricity

Signature of Officer:

Acting Service Delivery Manager

To receive a report from the Christmas Lights Working Group and consider any actions and associated expenditure.

Report to: Services Committee

Date of Report: 1st October

Working Group / Cllr Writing the Report: Brian Stoyel

Working Group / Cllr Recommendations

Report Summary:

At the Services Committee meeting held on 17.07.25 the Town Council approved a maximum budget of £2,500 for associated costs for the switch on event.

To date the following has been spent:

Item	Cost
Road Closure and event management and steward – Diverse Events	£1,850.00
Cornwall Badges for competition	£18.70
Elves for competition	£62.79
Total spent to date	£1,931.49
Money allocated by Services Committee (minute nr. 39/25/26)	£2,500
Balance Remaining	£568.51

The working group has been unable to secure a celebrity to attend and switch on the lights. As an alternative, they are now exploring the option of inviting a professionally costumed character, such as Disney's Stitch or Marvel's Spider-Man. This will be further discussed and confirmed at the next working group meeting scheduled for 10 October.

The Elf Hunt has been well received by local businesses and shops, with 20 'Elves on the Shelves' already purchased. Due to strong interest from others wishing to take part, the working group is considering purchasing an additional 15 elves.

The event has been confirmed as a Town Council initiative, supported by the Saltash Chamber of Commerce.

Final arrangements to date are outlined in the attached notes from the meeting held on 5 September – please see Appendix A. A brief summary is provided below:

Date: Thursday, 14th November

Schedule:

17:15 – 19:45 – Traffic & Event Management under the direction of appointed event management team - Diverse Events

17:45 – Parade departs from the Guildhall: Sleigh with the Mayor, led by the Town Crier, proceeds up Fore Street to the Superdrug corner

18:15 – Christmas Lights Switch-On outside Superdrug

19:35 – Event concludes

All aspects of the event have been examined and deemed under control at this time of the event lead up.

Signature of Cllr / Working Group Title:

Christmas Lights switch on

Cllr Brian Stoyel

APPENDIX A

Christmas lights switch on 14th November working group

Minutes

Friday 5th September 1400hrs Guildhall

Guildhall Long Room

1. **Apologies:** Freya Pretty
2. **Location confirmed** – Superdrug corner
3. **Traffic & Event Management** - Closure 1715hrs – 1945hrs under the control and direction of Diverse Events cost £1,850 assisted by Steve with regards to Sleigh movement.
4. **Comms management** - Poster – attached the selected one
Size A3 required 6 A4 required 50 plus some as large as possible in STC sites - Freya
5. **Social Media** - guidance – Freya to create, and forward to Rachel and Lisa for added distribution
6. **Letter from the Mayor** finalised – circulation, distribution by Peter, Rachel, Freya, Julia when contacting outlets for their support
Letter to schools from the Mayor - Rachael
7. **Chamber of Commerce** promising engagement to date – Peter
8. **Fore Street retailers** engagement – Peter, Julia & Rachel – telling the story of the event helps with getting support good support so far
9. **Window dressing** promotion, plans – Peter, Julia & Rachel when talking to participants
List of shops participating - Peter
10. **Elf Hunt** – Coordinators Rachael, Julia
Competition and promotion Friday evening & Saturday morning until 1200hrs
Entry design by Julia
20 shops possibly engaged in the hunt 'elves on shelves' in shops encouraging shoppers to enter shops. *Post meeting suggested more elves purchased to get more shop engagement*
Entries into Christmas Box - Lisa
Winners announced Saturday at 1400hrs during Saltash Market - Rachel
Available from? Distribution by? – Lisa, Rachel, Julia
11. **Elf Hunt** Prizes – Saltash Studios (Peter), Bounce (Lisa), Bandits (Rachel,) Bookshelf (Julia)
Promote these sponsors in any publicity & social media - Freya
12. **Saltash Youth Group Network** – Julia waiting for the next Core meeting September.
Hilary to write appropriately in the next SYGN next agenda/minutes
13. **Parade route & timing** – confirmed with Diverse Events commence 1745 from the Guildhall assemble around and towards the rear - Sleigh with Mayor proceed up Fore Street led by the Town Crier to Superdrug corner – 1930hrs leave Superdrug for Guildhall – Brian
14. **Carols** around sleigh impromptu with the help of singing group and others (Julia) – sheet of carols – use of QR codes (Richard to assist Julia)
15. **Street music** – royalty free through the STC street system whilst Sleigh in motion – check on coverage (low volume) & loud speaker STC application form completion - Richard
Sleigh Amplification check by Brian to see if this will be adequate – Richard/Freya/Brian
16. **Celebrity switch on** – David Braine (BBC weatherman) being approached and try for BBC weather broadcast from Fore Street – Peter to confirm in due course
17. **Post meeting thoughts regarding event timeline:**
Full discussion at next meeting
Fore Street alight with festoon lights

1715 Procession walkers assemble rear of Guildhall
1720 Sleigh arrives Guildhall – Driver Steve Miller with Rtn. David Willcocks
1725 Mayor on Sleigh
1730 Town Cryer leads procession slowly up Fore Street calling Oyez Oyez tolling Bell
 Sleigh carries Mayor, slowly, in procession behind Town Cryer
 Procession of children, groups behind Sleigh
 Street amplification provides Christmas music at low volume.
1745 On arrival of Sleigh at Superdrug – Mayor disembarks to mingle with the crowd (giving out a few soft sweets? Care with allergies?????) – Sleigh manhandled or driven into position (Steve and crew) legs lowered and secured
 Switch off street amplification
 Use Sleigh amplification with microphone
1800 Christmas music playing and singing around Sleigh
1810 Town Cryer on pavement reads a (Proclamation) introduces Mayor
1815 Mayor stands on front of sleigh - words of welcome and introduces the evening – New Town lights - shops open until 1930 - Elves on shelves - get entry forms from Julia - when completed either today or tomorrow - place in Christmas Post Box - mention lantern parade
 -
 Thank sponsors – Saltash Studios, Bounce, Bandits, Bookshelf etc.etc.
 Julia on hand to give a lolly to every entrant
1820 Carols / Christmas music
1825 Mayor introduces celebrity
 Celebrity says a few words of welcome from front of Sleigh and starts countdown
 Plunger box !!!!!!! Count down 10,9,8,7 ----- 1
1830 Switch on possibly remotely by phones to Service delivery personnel
 Carol singing / music
1840 Mayor and Celebrity mingle to the top of Fore Street (both sides)
1900 Sleigh prepared for its return journey **home** (Steve & helpers)
 Mayor and celebrity walk down Fore St (both sides) visiting shops eventually returning to Guildhall
1930 Mayor and Celeb reach the Guildhall
1935 Refreshments for Mayors group with celeb, guests and Councilor's in Guildhall

18. Date of next meeting – Guildhall -10 October 1000hrs



SEA Report to STC Services Committee September 2025

Elwell Woods

We are disappointed at the poor response to repeated cutting of the invasive heliotrope which is invading the orchard and suppressing the native wildflowers. At this time of year, it is just about to regrow very actively. We shall persist with physical methods, and try additional smothering. Would it be acceptable to the public for us to smother large areas of the orchard with the black plastic as used on Celtic Cross last year.

If the Council has different view on how to deal with the heliotrope, we would like to hear it.

One apple tree in the orchard is apparently died suddenly, which we thought was due to drought. Looking at my records, I find another apple tree about 4m away died suddenly in May 2018, in a similar fashion. I would like your permission to send some small portions of root to RHS for analysis in case we have some disease in the orchard.

Tree Saltash

We are extremely grateful to the Services Delivery for watering a specific list of trees during the hot summer. Without water, some of the trees undoubtedly would have died, and because of Services Delivery's attention, they are all now thriving. Thank you.

The tree planting season approaches, so if any Councillors have areas of land in their ward suitable for planting trees, they are welcome to contact us (treesaltash@gmail.com). We naturally seek permission of the landowner: if this is Cornwall, then we work through Forest for Cornwall. We sign up with Cormac annually for public liability insurance when working on Cornwall land.

One of the birches planted beside the Celtic Cross died (it was ring-barked by voles or similar). We would like to replace it this Autumn. We are still planning to plant other trees this November/March, a total of about 8 trees. We intend to recycle posts and cages as much as possible, but will need to replace some. We estimate that our maximum costs for trees and accessories will be as follows:

Cost of trees, up to maximum	£400.00
Tudor environmental weldmesh roll 25m x 1.2m	£122.92
Bond Timber stakes 8 @ £13.50	£108.00
British Hardwood crossbars 8 @ 2.33	£18.64
British Hardwood PVC belting roll 38mm 1 roll	£37.57
Bags of bark, 6 at £8.00	£48.00
Total of estimate	£735.13

We would appreciate your approval of these costs.

Adrian White

SEA

End of report.