



Saltash Town Council

Konsel An Dre Essa



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

5 June 2026

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 11th June 2026 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 **no later than three working days 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 before the meeting.**

Yours sincerely,

PP S Burrows
Town Clerk / RFO

To:

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

Agenda

1. Civility and Respect Pledge Reminder.

The Town Council has adopted the Civility and Respect Pledge. Members are reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

2. To elect a Chairman.
(Written Ballot)
3. To elect a Vice Chairman.
(Written Ballot)
4. Health and Safety Announcements.
5. Apologies.
6. 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.
7. 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 3 working days 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.

8. To receive and approve the minutes of the Services Committee held on 30 April 2026 as a true and correct record. (Pages 5 - 16)
9. To receive and approve the minutes of the following closed Sub Committees as a true and correct record and review any outstanding actions:
 - a. Property Maintenance held on 25 September 2025; (Pages 17 - 23)
 - b. Station Property held on 29 September 2025. (Pages 24 - 32)



10. To receive the Services Committee budget statements and consider any actions and associated expenditure. (Pages 33 - 39)
11. To receive the Property Maintenance 5 Year Plan and consider any actions any associated expenditure. (Pages 40 - 63)
12. To consider Risk Management reports as may be received.
13. To review the Services Business Plan Deliverables and consider any actions and associated expenditure; (Pages 64 - 68)
14. To receive reports from the Service Delivery Department and consider any actions and associated expenditure.
 - a. Departmental Report; (Pages 69 - 80)
 - b. Grounds Maintenance Works;
 - c. Work Request Log; (Pages 81 - 82)
 - d. Vandalism and Anti-Social Behaviour Report;
 - e. Statutory and Mandatory Building Asset Checks.
15. To receive a Town Council S106 application and consider any actions and associated expenditure. (Pages 83 - 92)
16. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure.
17. 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.
18. To consider any items referred from the main part of the agenda.
19. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
20. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 10 September 2026 at 6.30 pm