



Saltash Town Council

Konsel An Dre Essa



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

18 September 2026

Dear Councillor

I write to summon you to the **Meeting of Services Committee** to be held at the Guildhall on **Thursday 24th September 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 R Bullock L Mortimore P Samuels Vacancy	S Gillies (Chairman) M Johns S Martin P Nowlan J Peggs J Suter	S Slavin S Miller B Samuels B Stoyel

Agenda

1. To Elect a Vice Chair.
(Written Ballot)
2. 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.
3. Health and Safety Announcements.
4. Apologies.
5. Declarations of Interest:
 - a. To receive any declarations from Members of any registerable (5A of the Code of Conduct) and/or non-registerable (5B) interests in matters to be considered at this meeting.
 - b. The Town Clerk to receive written requests for dispensations prior to the start of the meeting for consideration.
6. Public Questions - A 15-minute period when members of the public may ask questions of the Town Council. (Pages 5 - 6)

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 three 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.
7. To receive and approve the minutes of the Services Committee held on 11 June 2026 as a true and correct record. (Pages 7 - 15)
8. To receive a recommendation from the Policy and Finance Committee and consider any actions and associated expenditure. (Pages 16 - 17)
9. To review the Services Business Plan Deliverables and consider any actions and associated expenditure. (Page 18)
10. To receive the Services Committee budget statements and consider any actions and associated expenditure. (Pages 19 - 25)
11. To receive the Five Year Plan and consider any actions and associated expenditure. (Pages 26 - 30)



12. To consider Risk Management reports as may be received.
13. To receive reports from the Service Delivery Department and consider any actions and associated expenditure:
 - a. Departmental Report; (Pages 31 - 63)
 - b. Grounds Maintenance Works; (Pages 64 - 74)
 - c. Work Request Log; (Pages 75 - 78)
 - d. Vandalism and Anti-Social Behaviour Report; (Page 79)
 - e. Statutory and Mandatory Building Asset Checks. (Pages 80 - 81)
14. To receive a report on the appointment of City Security and consider any actions and associated expenditure. (Pages 82 - 84)
15. To receive a report on the procurement of software for the Services Department and consider any actions and associated expenditure.
16. To receive a report on the Services Committee Working Groups and consider any actions. (Pages 85 - 86)
17. To receive a report on town planting and consider any actions and associated expenditure.
18. To receive a report on Victoria Gardens and the Maurice Huggins Rooms and consider any actions and associated expenditure.
19. To receive a report from Saltash Environmental Action and consider any actions and associated expenditure. (Page 87)
20. To receive a report on street furniture at Treledan, Saltash and consider any actions and associated expenditure.
21. To receive a report on producing a Condition Report and Forecast Budget Costs and consider any actions and associated expenditure. (Pages 88 - 98)
22. To receive a maintenance report on Isambard House and consider any actions and associated expenditure.
23. To receive a report on the Guildhall Refurbishment and consider any actions and associated expenditure.
24. To receive a report on the public conveniences and consider any actions and associated expenditure. (Pages 99 - 109)

25. To receive a report on the Pontoon and consider any actions and associated expenditure.
26. To receive a report on the appointed concessionaire at Trackside and consider any actions and associated expenditure.
27. To receive a report on the purchase of land at Pillmere and consider any actions and associated expenditure.
28. To receive a report on Tranche 1 Devolution and consider any actions and associated expenditure.
29. To receive a report on Chapel Field, Saltash and consider any actions and associated expenditure. (Pages 110 - 111)
30. To receive a report on the town loud speakers and consider any actions and associated expenditure. (Pages 112 - 116)
31. 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.
32. To consider any items referred from the main part of the agenda.
33. Public Bodies (Admission to Meetings) Act 1960:
To resolve that the public and press be re-admitted to the meeting.
34. To confirm any press and social media releases associated with any agreed actions and expenditure of the meeting.

Date of Next Meeting: Thursday 15 October 2026 at 6.30 pm