

Services Committee

Aims	Objective	Action	Responsibility	Timescale
To keep the town looking its best	To keep the town free of weeds	Carry out weed control in an environmentally free way	Town Clerk and Service	September 2020
		Review the effectiveness of weed removal		
		Report back to committee and agree any further actions	Town Clerk and Services	September 2020
	To maintain all street furniture in the town	Maintain all street furniture and order parts as required	Town Clerk	April 2020
		Carry out an audit of all town street furniture	Town Clerk	April 2020
		Compile inventory to be included in the Town Council asset register	Town Clerk	April 2020

		<p>Inspect all town street furniture</p> <p>Prepare schedule of maintenance based on priority</p> <p>Provide committee with full inventory and schedule of maintenance for approval</p>	<p>Town Clerk</p> <p>Town Clerk</p> <p>Town Clerk</p>	<p>April 2020</p> <p>April 2020</p> <p>April 2020</p>
	<p>To continue providing hanging baskets and bedding plants in the town and surrounding areas</p>	<p>Install and maintain throughout the summer months by way of regular feed and watering</p> <p>To appoint a supplier to provide the baskets and planting</p>	<p>Town Clerk</p> <p>Town Clerk</p>	<p>May 2020</p> <p>January 2020</p>
<p>To enhance the look of the town</p>	<p>To expand the floral display in Saltash by planting a wider selection of flowers and adding new planting and hanging baskets in Fore</p>	<p>Instruct contractors to order flowers/plants as required</p> <p>Instruct the Service Delivery department to prep the areas</p>	<p>Town Clerk & Services</p> <p>Town Clerk & Services</p>	<p>January 2020</p> <p>April 2020</p>

	Street, Waterside and at Town Council premises			
To promote the town and it's Your Neighbourhood competitions and encourage more residents and businesses to take part	To combine the floral display in Saltash and it's Your Neighbourhood Competition awards ceremonies	Liaise with the Town Council regarding a date for the awards ceremony	Town Clerk	March 2020
		Send out invitations to all participants	Admin	March 2020
		Prepare certificates and trophies	Admin	March 2020
		Purchase refreshments	Admin	
		Request staff attendance to assist at the event	Town Clerk	March 2020
To enhance the Town during the festive period by increasing the amount of decorative illuminations	To erect a third cross street decoration, increase the lights at Fore Street to Lower Fore Street and the Waterside	Obtain quotations from lighting contractors	Town Clerk	August 2020
		Appoint a contractor	Committee	August 2020
		Instruct a contractor	Town Clerk	August 2020

To increase financial support from local businesses	To obtain additional sponsorship	Contact local businesses	Service Delivery Manager	May 2020
To enhance and protect open spaces in the town	Audit of open spaces	Investigate and visit all open spaces in Saltash	Town Clerk & Services	June 2020
		Create inventory of all open spaces and portfolio	Town Clerk	July 2020
		Establish ownership of open spaces	Town Clerk	July/August 2020
		Present findings to committee for further actions	Town Clerk	October 2020
To be pro-active in encouraging the community to get involved in looking after and enhancing its open spaces	Create a leaflet to promote the Town Council's play parks and open spaces	Design a leaflet detailing the project	Town Clerk & Committee	March 2020
	To promote the need for volunteers	Promote and distribute the leaflet	Town Clerk	March/April 2020

		Issue a press and social media release and advertise the need for volunteers via the local Saltash newspaper, Town Council website, noticeboards, Meet Your Cllr session	Town Clerk	April 2020
		Arrange volunteer days to enhance open spaces	Town Clerk	April 2020
To improve areas of the town not in public ownership	To encourage and work with land and property owners to raise their standards	Identify areas of land that require attention	Town Clerk & Committee	March 2021
		Ascertain who owns the land	Town Clerk	April 2021
		Contact the owner to discuss the land and help where possible	Town Clerk	April/May 2021
To create opportunities for leisure, exercise and well-being for the town residents and visitors by improving	To ensure all footpaths paths are clean, safe, and attractive	Carry out regular path inspections	Services	October 2020 and March 2021
			Services	

<p>and promoting the town's network of cycle paths, footpaths, and walking routes</p>		<p>Report inspection outcomes at committee meetings and agree any further actions and expenditure</p>		<p>October 2020 and March 2021</p>
	<p>To use the noticeboards within the town to publicise Saltash footpaths</p>	<p>Design and create map of footpaths</p> <p>Locate potential noticeboards that can be used to advertise footpaths</p> <p>Present findings to committee for further actions</p>	<p>Town Clerk</p> <p>Services</p> <p>Town Clerk</p>	<p>January 2021</p> <p>February 2021</p> <p>June 2021</p>
	<p>To produce leaflets publishing Saltash footpaths and possible routes, including things to look out for and the history of the area</p>	<p>Design and create leaflet</p> <p>Present leaflet to committee for approval</p> <p>Circulate leaflet to local businesses/organisation</p>	<p>Admin</p> <p>Town Clerk</p> <p>Admin</p>	<p>October 2020 and March 2021</p>

To create a safe and secure environment in the town	To appoint and install a CCTV system to the identified areas	<p>Contact Chamber of Commerce and Police for guidance</p> <p>Work up a CCTV procedure to ensure compliance</p> <p>Report back to committee</p>	<p>Town Clerk</p> <p>Working Group</p> <p>Working Group</p>	September 2020

EXAMPLE

Personnel Committee

Aims	Objective	Action	Responsibility	Timescale
To be a more effective Council	To be accredited with the Local Council Award Scheme Quality Award by April 2023	Oversee completion of all requirements of the scheme	Committee	October 2020 and January 2021
		Register the council's interest in the scheme with NALC	Town Clerk	
		Pass a resolution confirming council meets all requirements	Full Council	
		Advise the council is ready to submit	Town Clerk	
	To review the role of the Town Crier and appointment	Arrange a meeting with the Mayor and Deputy Mayor to discuss the role	Town Clerk	January 2021
		Advertise the role and report back to committee and agree any further actions	Town Clerk	January 2021

EXAMPLE