

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 8th February 2024 at 6.30 pm

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, S Gillies, M Griffiths, S Lennox-Boyd, S Martin, S Miller, L Mortimore, J Peggs (Chairman) and B Stoyel.

**ALSO PRESENT:** 1 Member of the Public, S Burrows (Town Clerk), I Bovis (Service Delivery Manager) and D Joyce (Administration Officer).

**APOLOGIES:** J Brady, J Foster, B Samuels, P Samuels (Vice-Chairman) and D Yates.

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#### **122/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **123/23/24 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.

#### **124/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

The Chairman advised Members of a public question that had been received and would be taken under Agenda Item 12 – To receive a report on the Town Council Allotment Fees and Charges and consider any actions or associated expenditure.

**125/23/24 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 14TH DECEMBER 2023 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 Mortimore, seconded by Councillor Dent and **RESOLVED** that the minutes of the Services Committee held on 14<sup>th</sup> December 2023 were confirmed as a true and correct record.

**126/23/24 TO RECEIVE THE TOWN CLERKS REPORT ON DELEGATED AUTHORITY TO SPEND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to ratify the Town Clerk's reported spend of £520 for the additional labour and bulb replacements relating to Christmas Lights for the year 2023/24 allocated to budget code 6572 EMF Festive Lights.

**127/23/24 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bullock, seconded by Councillor Mortimore and **RESOLVED** to note the budget statements and approve the following virements:

- 1.£500 from budget code 6403 Electricity Guildhall to 6408 Cleaning Materials and Equipment Guildhall, to cover expenditure for the remainder of 2023/24;
- 2.£1,500 from budget code 6403 Electricity Guildhall to 6410 General Repairs and Maintenance, to cover repairs to the hot water tank and gas boiler;
- 3.£500 from budget code 6900 Rates Library to 6921 IT and Office Costs Library, due to works now carried out in-house;
- 4.£100 from budget code 6900 Rates Library to 6975 Home Library Service, to cover volunteers' mileage costs;
- 5.£10,000 from budget code 6698 EMF Staff Contingency (Library) to 6633 Library Staff Gross Pay, to cover back dated NJC pay rise paid in December 2023;

6. £2,000 from budget code 6531 Public Toilet Commercial Cleaning to 6508 Public Toilets (Operational Costs), to cover expenditure for the remainder of 2023/24;
7. £3,000 from budget code 6522 Pontoon (Maintenance Costs) to 6517 Cross (Maintenance), to cover costs for repair works to the Cornish Cross;
8. £1,000 from budget code 7103 Electricity Longstone to 6526 Tools, Equipment & Materials, to cover expenditure for the remainder of 2023/24;
9. £800 from budget code 7103 Electricity Longstone to 6504 Street Furniture (Maintenance), to cover expenditure for the remainder of 23/24.

**128/23/24 TO RECEIVE A VIREMENT REPORT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received a year-end virement report contained and circulated within the reports pack.

The Town Clerk informed Members of an opportunity to vire the Services Committee remaining budgets for the year 2023/24 to EMF codes to further assist with future projects or return to General Reserves.

It was proposed by Councillor Bickford, seconded by Councillor Dent and **RESOLVED** to approve the year-end virements, subject to any expenditure changes between January and March 2024:

1. £9,260 from budget code 6500 Tree Survey and Tree Maintenance to 6591 EMF Open Spaces and Trees, to support future open spaces and tree works;
2. £30,500 from budget code 6531 Public Toilet Commercial Cleaning to 6578 EMF Equipment and Vehicles (Capital Works) to invest in the Town Council vehicles;
3. £2,402 from budget code 7101 Water Rates Longstone to 6571 EMF Saltash Recreation Areas, to support future work to recreation areas;
4. £5,664 from budget code 6522 Pontoon (Maintenance Costs) to 6584 EMF Pontoon Maintenance Costs, to support future maintenance work on the Pontoon;
5. £7,616 from budget code 6528 Pontoon Accommodation to 6580 EMF Public Toilets (Capital Works), to support future work to the public toilets.

129/23/24 **TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. Departmental Report;

Councillor Griffiths arrived and joined the meeting.

Replacement of Pontoon Lights

It was proposed by Councillor Stoyel, seconded by Councillor Dent and **RESOLVED** to approve the replacement of the pontoon walkway lighting on a movement sensor basis at a maximum cost of £3,000 allocated to budget code 6584 EMF Pontoon Maintenance.

Pontoon Walkway

It was proposed by Councillor Peggs, seconded by Councillor Stoyel and **RESOLVED** to approve the additional £200 inc VAT for the purchase of additional stainless steel fixing bolts for the pontoon decking works, allocated to budget code 6584 EMF Pontoon Maintenance.

Spring/Summer planting revised for evergreen plants

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED** to approve the additional £150+vat for evergreen plants for the Town Council planters and flower beds, allocated to budget code 6506 Grounds Maintenance and Watering.

Longstone Depot Roller Door

It was proposed by Councillor Miller, seconded by Councillor Martin and resolved to **RECOMMEND** to the Property Maintenance Sub Committee to consider a replacement roller door at Longstone Depot within the Five-Year maintenance plan.

Cornish Cross Bolts

The Service Delivery Manager informed Members that due to the testing being specialised, only one company was identified and able to provide a quote for the works required.

It was proposed by Councillor Bullock, seconded by Councillor Dent and **RESOLVED** to appoint Swantest to carry out the Cornish Cross bolt testing at a cost of £4,995+ VAT allocated to budget code 6517 Cornish Cross.

### No Mow May

Members discussed the impact on workloads and difficulties for the Service Delivery Department when cutting the grass following the No Mow May initiative.

It was proposed by Councillor Miller, seconded by Councillor Martin and **RESOLVED** to leave small areas around trees, roundabouts or corners of green spaces to show the Town Council's participation and support for No Mow May.

### Waterside Toilets

Members discussed the ownership of the Waterside toilets and the need for future redevelopment. The Town Clerk confirmed the Property Maintenance Sub Committee have been instructed by the Services Committee to review ownership of the Waterside toilets and potential improvement works.

It was proposed by Councillor Peggs, seconded by Councillor Martin and **RESOLVED** to approve the Service Delivery Department to undertake maintenance works to bring the Waterside toilets to a better standard before the Summer season, at a maximum cost of £3,000 allocated to budget code 6580 EMF Public Toilets (Capital Works) 23/24.

It was **RESOLVED** to note the remainder of the departmental report and to thank the Service Delivery Manager.

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;

Nothing to report.

e. Statutory and Mandatory Building Asset Checks.

It was **RESOLVED** to note.

**130/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

**131/23/24 TO RECEIVE A REPORT ON CORMAC'S IMPROVED DRAINAGE IN THE AREA OF HOMER PARK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**132/23/24 TO RECEIVE A REPORT ON THE TOWN COUNCIL ALLOTMENT FEES AND CHARGES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman invited a Member of the Public to ask their question.

<u>Date Received</u>	<u>Public Questions to the Town Council</u>	<u>Submitted By</u>
26.01.24	Why has the water charge for allotments increased by 200% from £10.00 to £30.00	J Marshall

Members received and discussed the report on the Town Council Allotment Fees and Charges, contained and circulated within the reports pack.

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

1. Reduce the water increase for the year 2024/25 for Churchtown and Fairmead Allotment sites from £30p.a. to £10p.a.
2. Encourage allotment holders to reduce the need to water and refer to the 'water use on allotments' leaflet;
3. Note the reduced income for 2024/25 by £1,200 due to water reduction in the annual water charge.

The motion was defeated.

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

1. Reduce the water increase for the year 2024/25 for Churchtown and Fairmead Allotment sites from £30p.a. to £15p.a.
2. Encourage allotment holders to reduce the need to water and refer to the 'water use on allotments' leaflet;
3. Note the reduced income for 2024/25 by £900 due to water reduction in the annual water charge.

**133/23/24 TO RECEIVE AN UPDATE ON THE TOWN COUNCIL CIL PROJECT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk informed Members of the next steps to deliver the CIL funded project.

It was proposed by Councillor Dent, seconded by Councillor Mortimore and resolved to **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 27<sup>th</sup> February 2024 to appoint Mel Richardson to undertake the procurement and project management work up to completion at a cost of £4,000, allocated to budget code 6282 EMF Funding Bid.

**134/23/24 TO RECEIVE THE DRAFT CHRISTMAS LIGHT TENDER AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the existing lighting and infrastructure in place for Christmas Lighting with the view to replace items if required.

The Town Clerk requested time to review the Draft Invitation to Tender document prior to advertisement.

The Town Clerk spoke of the Town Council's precepted Christmas Lights budget of £30,000 for the year 2024/25.

Due to the Christmas tree installation delivered successfully in-house, the Town Clerk requested consideration be given to setting aside sufficient funds for these works to be completed in-house for the year 2024/25.

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

1. Approve a maximum of £28,500 assigned to the tender for the three-year contract, allocated to budget code 6572 EMF Festive Lights;
2. Approve the draft Christmas Lights Invitation to Tender and supporting documents, subject to the Town Clerk's final review and sign off.

**135/23/24 TO RECEIVE A REPORT ON MENTAL HEALTH ORGANISATION PLAQUES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members expressed their disappointment that Cornwall Council refused the installation of mental health organisation plaques on their benches and didn't feel the alternative suggestion was satisfactory.

It was proposed by Councillor Gillies, seconded by Councillor Griffiths and **RESOLVED** to respond to Cornwall Council to find a suitable way forward to bring this project to fruition.

**136/23/24 TO RECEIVE A REPORT ON BUNTING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and discussed the report on Town Council bunting contained and circulated within the reports pack.

Members discussed the material elements of the bunting proposed and the environmental impact, taking into consideration the Town Council Environmental Policy.

The Town Clerk informed Members that the Town Council insurance would not cover the installation of bunting due to unknown weight loads on the catenary wire therefore advised the Town Council to consider other suitable options.

Members discussed alternative options.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to not install bunting for the year 2024 and to further research alternative options to be considered at the next Services Committee meeting to be held on 11<sup>th</sup> April 2024.

Councillor Bullock gave her apologies and left the meeting.

Councillor Martin left the meeting.



**137/23/24 TO CONSIDER AGREEMENTS FOR THE FOLLOWING SITES AND ANY ASSOCIATED EXPENDITURE:**

The Town Clerk informed Members that across all three areas – Alexander Square, Huntley Gardens, Silver Street and the Station Platform there were no formal agreements for the Town Council to work on any of these sites.

a. Alexandra Square Shrub Bed;

Councillor Martin returned to the meeting.

It was proposed by Councillor Griffiths, seconded by Councillor Dent and **RESOLVED** to delegate to the Town Clerk to review and sign on behalf of Saltash Town Council an agreement for the maintenance to the shrub bed at Alexandra Square, at no cost to the Town Council.

b. Huntley Gardens and Silver Street;

Councillor Miller left the meeting.

Councillor Miller returned to the meeting.

It was proposed by Councillor Miller, seconded by Councillor Griffiths and **RESOLVED** to delegate to the Town Clerk to arrange an agreement to maintain the shrubs, grass, trees and any street furniture only (not including main structures of the site e.g. walls), at no cost to the Town Council

c. Saltash Station Platform.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED:**

1. To delegate to the Town Clerk to arrange an agreement between GWR and Saltash Town Council at no cost to the Town Council, to maintain areas 1 to 4 at Saltash Station;
2. To procure additional PPE items for staff as requested by GWR/Network Rail allocated to budget code 6673 Service Delivery Clothing;
3. To **RECOMMEND** to the Station Sub Committee to consider future planting options at Isambard House.

**138/23/24 TO RECEIVE A REPORT ON CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the relocation of the trial camera to outside Saltash Barbers.

**139/23/24 TO RECEIVE A REPORT ON THE LONGSTONE PARK GATE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Griffiths, seconded by Councillor Dent and **RESOLVED** to support Cornwall Councillor Frank and Lennox-Boyd to arrange for the Longstone Park gate (lower pedestrian entrance) to be repaired, funded from their Community Chest Funding, working in partnership with Saltash Town Council as the 'accountable body'.

**140/23/24 TO RECEIVE A REQUEST FROM SALTASH CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the request received from Saltash Chamber of Commerce, detailed and contained within the circulated reports pack.

It was proposed by Councillor Gillies, seconded by Councillor Martin and **RESOLVED** to switch on the Christmas and Festoon Lights on Friday 15<sup>th</sup> November 2024 working in partnership with Saltash Chamber of Commerce, local schools and any other relevant organisation.

**141/23/24 TO RECEIVE A REQUEST FROM TOWN TEAM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and considered the request from Town Team regarding the Town Council Loudspeakers.

It was proposed by Councillor Mortimore, seconded by Councillor Dent and **RESOLVED** to respond to Town Team:

1. To confirm that the Town Council do not wish to reconnect the disconnected speakers due to resident complaints;
2. To confirm that the Town Council have investigated issues being experienced when using the Loudspeakers and do not wish to further investigate at this time.

**142/23/24 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

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

1. To note the report and continue to support Saltash Environmental Action (SEA) with their works at Elwell Woods;
2. To request three detailed quotes to be received for foreign plant treatment at the next Services Committee meeting to be held on 11<sup>th</sup> April 2024;
3. To refer SEA to the Town Council Environmental Policy.

**143/23/24 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.

**144/23/24 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**145/23/24 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

To resolve that the public and press be re-admitted to the meeting.

**146/23/24 TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

147/23/24 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Christmas Light Tender;
2. Longstone Park Gate in Partnership with Cornwall Councillors;
3. No Mow May;
4. Allotment Water Charges 2024-25.

**DATE OF NEXT MEETING**

Thursday 11 April 2024 at 6.30 pm

Rising at: 8.37 pm

Signed: \_\_\_\_\_  
Chairman

Dated: \_\_\_\_\_