

# Public Document Pack

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 11th April 2024 at 6.30 pm

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, M Griffiths, S Miller, L Mortimore, J Peggs (Chairman), P Samuels (Vice-Chairman), B Stoyel and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk / RFO), I Bovis (Service Delivery Manager) and D Joyce (Administration Officer).

**APOLOGIES:** J Brady, J Foster, S Gillies, S Lennox-Boyd, S Martin and B Samuels.

---

#### **1/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.**

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

#### **2/24/25 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>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>	<b>Left Meeting</b>
Bullock	17	Non-Pecuniary	Member of Saltash Heritage Committee	Yes
Dent	17	Non-Pecuniary	Chairman of Saltash Heritage Committee	Yes

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

None.

**3/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.**

None received.

**4/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 8TH FEBRUARY 2024 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 Peggs, seconded by Councillor Stoyel and **RESOLVED** that the minutes of the Services Committee held on 8<sup>th</sup> February 2024 were confirmed as a true and correct record.

**5/24/25 TO RECEIVE A RECOMMENDATION FROM THE PERSONNEL COMMITTEE HELD ON 29TH FEBRUARY 2024 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to ratify the Town Clerk's delegated authority for the Service Delivery Manager to attend RoSPA Routine Visual Inspection course at a cost of £335+VAT allocated to budget code 6676 Service Delivery Staff Training.

**6/24/25 TO RECEIVE THE CURRENT SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk advised the budgets received at this evening's meeting were the final budget statements for the year 2023-2024.

The next scheduled Services Committee meeting will hopefully receive budget statements for the year 2024-2025 upon the Town Council's year end being finalised.

It was **RESOLVED** to note.

**7/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

8/24/25

**TO RECEIVE A REPORT ON THE TOWN COUNCIL WORKING VEHICLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Service Delivery Manager provided a verbal overview on the report received and contained within the circulated reports pack.

Councillor Griffiths arrived and joined the meeting.

Members discussed the report and the options proposed at length with careful consideration given to a potential purchase and associated cost.

The Town Clerk confirmed that the quote for the E-Transit seems to be a very competitive offer and meets the needs of the Town Council. However, the Town Clerk advised that due to the lack of quotes contained within the report Members may wish to suspend Financial Regulations Sections 4.2.

Members discussed the financial aspect of the procurement against available budgets.

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

1. To suspend Financial Regulations Section 4.2 due to lack of quotes to purchase an electric vehicle and to avoid losing what seems to be a competitive deal;
2. To vire £8,000 from budget code 6524 Vehicle Maintenance and Repair Cost to 6578 Equipment and Vehicles (Capital Works)
3. To vire £10,000 from budget code 6588 EMF Victoria Gardens to 6578 Equipment and Vehicles (Capital Works);
4. To note the balance of budget code 6578 Equipment and Vehicles (Capital Works) (£14,939) plus the virements (£18,000), totals the available funds of £32,939;
5. To purchase one E-Transit from Vospers Commercial at a cost of £29,995+vat to be allocated to budget code 6578 Equipment and Vehicles (Capital Works);
6. To purchase accessories for the E-Transit to ensure road compliance at a cost of £1,603+vat to be allocated to budget code 6578 Equipment and Vehicles (Capital Works);
7. To terminate the hired vehicle agreement with immediate effect upon confirmation of collection of the E-Transit;

8. To allocate sign writing costs of up to a maximum of £1,000 to budget code 6578 Equipment and Vehicles (Capital Works);
9. To **RECOMMEND** to Full Council to be held on 2<sup>nd</sup> May 2024 to vire from General Reserves £30,000 to budget code 6578 Equipment and Vehicles (Capital Works) and £10,000 to 6588 EMF Victoria Gardens to replenish the used budgets.

9/24/25

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

a. Departmental Report;

The Service Delivery Manager reported on the Departmental Report received and contained within the circulated reports pack.

Waterside Christmas tree electric supply

Members considered the replacement of the electric supply and fittings at Saltash Waterside, land adjacent to the Union Pub.

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

1. To purchase a larger cylinder at the best price to allow for safe installation of the Waterside Christmas Tree;
2. To allocate the cost working within budget ensuring best price against budget code 6515 Festive Lights Maintenance and Electricity;
3. That the Service Delivery Manager ensures Health and Safety tests are carried out and are sufficient for the supply of Christmas lighting from the Union Pub.

Peace Garden Boat

Members requested the Service Delivery Manager reports back at the scheduled June Services Committee meeting should the Memorial Peace Garden Boat not be re-planted to ensure it is in bloom for the Summer months.

Notice Board, Callington Road

Members discussed the necessity and usage of the notice board situated at Callington Road.

It was proposed by Councillor Peggs, seconded by Councillor Miller and **RESOLVED** to vire the 2023-24 balance of £938 from budget code 6504 Street Furniture to budget code 6570 EMF Notice Boards subject to the 2023-24 balance not reducing after year-end adjustments.

Members requested a review of the notice boards to take place and ensure Town Council business and events are displayed clearly.

### Fore Street Bench

Members are asked to consider moving the existing bench at Isambard House to Fore Street, the cost of a new plaque and repair to the damaged bench up to £250.00 allocating to budget 6504 Street Furniture (maintenance).

It was proposed by Councillor Bickford, seconded by Councillor Griffiths and **RESOLVED** to approve replacement of the damaged plaque and Fore Street bench with costs covered by the oppositions insurers.

### Longstone Toilets

The Service Delivery Manager updated Members on recently experienced vandalism at both Belle Vue and Waterside Toilets.

Members discussed various options to alleviate and prevent vandalism incidents and the cost impact on the public purse, as well as the necessity to provide public conveniences in Saltash.

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

1. To continue to operate the public conveniences at Longstone Park during the hours of 8:30am to 5pm for the Summer period only;
2. That the Service Delivery Manager records comprehensive data of all future incidents and associated cost for consideration at all scheduled Services Committee meetings;
3. The Chairman of the Services Committee to liaise with the Chairman of Governors at Saltash Community School to discuss further education be provided on the impact of vandalism within the community.

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.

**10/24/25 TO RECEIVE A REPORT ON THE REVISED TOWN COUNCIL PUBLIC CONVENIENCES OPENING HOURS AND CONSIDER ANY ACTIONS.**

It was proposed by Councillor P Samuels, seconded by Councillor Dent and **RESOLVED** to confirm the opening times for Belle Vue, Alexandra Square and the Waterside toilets for the Winter season only (October to March) to be 08.30am to 5pm Monday to Sunday in accordance with the signs, cleaning contract and to ensure the Town Council minutes are correct.

**11/24/25 TO RECEIVE AN UPDATE ON THE THIRD ROUND OF COMMUNITY INFRASTRUCTURE LEVY FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**12/24/25 TO RECEIVE A REPORT ON THE FOURTH ROUND OF COMMUNITY INFRASTRUCTURE LEVY FUND AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. To form a Working Group comprising of Councillors Mortimore, Bickford, Bullock, Peggs and Dent working with the Town Clerk to submit an expression of interest by 5pm on Tuesday 30<sup>th</sup> April 2024;
2. To delegate to the Town Clerk working with the Working Group to agree the project proposal and Town Council contribution towards the expression of interest working within the CIL funding guidance and available budget;
3. To allocate associated cost to budget code 6278 EMF CIL Planning Income;
4. To delegate to the Town Clerk working with the Working Group to appoint a consultant should additional support be required to prepare and submit a full CIL application allocating associated costs to budget code 6282 EMF Funding Bids (Consultancy Fees);
5. To report back at future Services Committee meetings.

Councillor P Samuels left the meeting.

**13/24/25**      **TO RECEIVE A REPORT ON REVITALISING FORE STREET AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor P Samuels returned to the meeting.

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

1. The Service Delivery Manager to arrange for the Town Council owned electricity boxes situated along Fore Street to be repainted black;
2. To refer the remainder of the report to Town Team for consideration.

**14/24/25**      **TO RECEIVE A REPORT ON BECOMING DEMENTIA FRIENDLY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Dent, seconded by Councillor Griffiths and **RESOLVED:**

1. To approve the procurement of audit items to ensure Town Council premises are Dementia Friendly;
2. To approve associated cost of £1,350 be allocated to the appropriate budget codes:
  - 6810 SA General Repairs & Maintenance
  - 6525 SE Public Toilets (Repairs & Maintenance Costs)
  - 6410 GH General Repairs & Maintenance
  - 7010 MA General Repairs & Maintenance
  - 6910 LI General Repairs & Maintenance
  - 7110 LO General Repairs & Maintenance
3. To approve free of charge room hire and training sessions for the Dementia Uncovered training to be held at the Guildhall on 14th August 2024;
4. To approve the cost of the Eventbrite administration fee of £7.99 for the sale of 100 free tickets allocated to budget code 6676 Service Delivery Staff Training.



**15/24/25 TO RECEIVE A BT CONSULTATION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor P Samuels, seconded by Councillor Miller and **RESOLVED** to agree to the removal of the BT Phone Box situated at Grenfell Avenue.

Councillors Bullock and Dent declared an interest in the next agenda item and left the meeting.

**16/24/25 TO RECEIVE A REPORT FROM SALTASH HERITAGE MUSEUM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

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

1. The Service Delivery Manager reviews the front elevation and agrees for any remedial works that may be required upon the removal of the existing mural;
2. To advise Saltash Heritage of the Guildhall scaffolding to be erected on 13<sup>th</sup> May 2024 to avoid both sides of the pavement not in use.

Councillor Miller left the meeting.

Councillors Bullock and Dent were invited and re-joined the meeting.

**17/24/25 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Miller returned to the meeting.

It was proposed by Councillor Peggs, seconded by Councillor Samuels and **RESOLVED** to note the report and decline the offer to pursue a Keeping Britain Tidy marketing stand of a 2-minute Litter Station.

**18/24/25 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.

**19/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**20/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**21/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

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

1. Town Council E-Transit Vehicle;
2. Dementia Friendly Town Council and Training Session;
3. Removal of BT Phone Box at Grenfell Avenue.

**DATE OF NEXT MEETING**

Thursday 13 June 2024 at 6.30 pm

Rising at: 8.38 pm

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

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