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SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 13th June 2024 at 6.30 pm

PRESENT: Councillors: R Bickford (Chairman), J Brady (Vice-Chairman), R Bullock, J Dent, J Foster, S Gillies, S Lennox-Boyd, S Miller, J Peggs, B Samuels, P Samuels and B Stoyel.

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

APOLOGIES: M Griffiths, S Martin, L Mortimore and D Yates.

22/24/25 TO ELECT A CHAIRMAN.

It was proposed by Councillor Dent, seconded by Councillor Peggs to nominate Councillor Bickford.

It was proposed by Councillor Brady, seconded by Councillor P Samuels to nominate Councillor Brady.

No further nominations were received.

Following a vote it was **RESOLVED** to appoint Councillor Bickford as Chairman.

Councillor Bickford in the Chair.

23/24/25 TO ELECT A VICE CHAIRMAN.

It was proposed by Councillor P Samuels, seconded by Councillor Stoyel to nominate Councillor Brady.

It was proposed by Councillor Gillies, seconded by Councillor B Samuels to nominate Councillor Gillies.

There were no other nominations.

Following a vote it was **RESOLVED** to appoint Councillor Brady as Vice Chairman.

24/24/25 HEALTH AND SAFETY ANNOUNCEMENTS.

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

25/24/25 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.

None.

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

None.

26/24/25 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

27/24/25 TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 11 APRIL 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 Bickford and **RESOLVED** to amend minute 12/24/25 point 3 and 4 to:

3. To **RECOMMEND** to the next Policy and Finance Committee meeting a project contribution allocated to budget code 6278 EMF CIL Planning Income, working within budget;
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 **RECOMMENDING** to the next Policy and Finance Committee meeting associated costs to be allocated to budget code 6282 EMF Funding Bids (Consultancy Fees).

It was proposed by Councillor Bullock, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Services Committee held on 11 April 2024 were confirmed as a true and correct record.

28/24/25 TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk explained that the budget statements format had been amended to offer clarity and simplicity. Members agreed the budget statements offered simple and clear information.

It was proposed by Councillor Bickford, seconded by Councillor Brady and **RESOLVED** to note the budget statements and approve a virement of £107 from 6401 Water Rates to 6400 Rates – Guildhall to cover the shortfall of annual increases occurred.

29/24/25 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

30/24/25 TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Departmental Report;

The Service Delivery Manager (SDM) briefed Members on the departmental report received and contained within the circulated reports pack.

Members discussed at length various items contained within the report.

Grassmere Way Play Area

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

1. To delegate to the Service Delivery Manager to obtain three quotes to replace the play park gate at Grassmere Way at a maximum cost of £3,000 to supply and fit;
2. To adhere to RoSPA safety requirements;
3. To allocate the associated cost to budget code 6571 EMF Saltash Recreation Areas.

Public toilets at Calstock – To understand how their toilets are monitored

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

1. To delegate to the Service Delivery Manager to purchase dummy CCTV cameras and signs for all Town Council public toilets at a maximum cost of £500 to supply and fit;
2. To be installed in appropriate locations seeking permission from Key Stakeholders, if required;
3. To allocate the associated costs to budget code 6580 EMF Public Toilets (Capital Works).

Fire, Intruder Alarm and CCTV system service agreement comparison for STC buildings

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

1. To delegate to the Service Delivery Manager to ensure existing contracts are cancelled in accordance with the Town Council contract avoiding penalties;
2. To appoint Company C at a cost of £2,971.20 to provide a Service Level Agreement for all Town Council Fire Alarms, Intruder Alarms and CCTV to be maintained, monitored and serviced over a 12-month period;
3. To allocate the associated costs to the various budgets codes as follows:

7104 Fire & Security Alarm – Longstone
6904 Fire & Security Alarm - Library
7004 Fire & Security Alarm – Maurice Huggins
6404 Fire & Security Alarm - Guildhall
6804 Fire & Security Alarm - Isambard House
6013 Security Alarm Maintenance – Churchtown Building

4. To **RECOMMEND** to the next Policy and Finance Committee meeting the associated cost relating to the service provided for CCTV to budget code 6229 CCTV Annual Maintenance.

It was **RESOLVED** to note the remainder of the Departmental Report.

b. Grounds Maintenance Works;

It was **RESOLVED** to note.

c. Work Request Log;

The Town Clerk reminded Members to not email staff directly regarding work related matters. If Members identify works required to be undertaken by the Service Delivery Team, please complete the online reporting request form available on the Town Council website here:

www.saltash.gov.uk/service_delivery_enquiries.php

This allows the Service Delivery Manager to effectively manage the department, ensuring the work of the Town Council is completed within a reasonable timeframe.

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.

31/24/25

TO RECEIVE A DRAFT NOTICE BOARD POLICY AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk advised that a Noticeboard Policy is required to offer staff and the public clarity on what can and cannot be displayed in various Town Council owned Noticeboards.

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

1. To **RECOMMEND** the draft Saltash Town Council Noticeboard Policy to Full Town Council to form part of the Communications Strategy as an appendix to;
2. To approve a new virtual noticeboard on the Town Council website at a cost of £75 to commence on the appointment of an Office Manager;
3. To **RECOMMEND** to the next Policy and Finance Committee meeting to allocate the associated cost to budget code 6211 Website Maintenance.

32/24/25

TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided a brief overview on the report received and contained within the circulated reports pack.

Members discussed the option to adopt two play areas in Pillmere and the need to consult with residents to the future use of the areas.

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

1. To **RECOMMEND** to Full Town Council to accept Taylor Wimpy's offer of Harebell Close and Campion Close Titles at nil cost to Saltash Town Council;
2. All associated legal fees to be covered by Taylor Wimpy and not Saltash Town Council;
3. To delegate to the Service Delivery Manager to assess both sites on completion of transfer and site clearance reporting back to a future Services Committee meeting on the condition of the sites for future use.

33/24/25

TO RECEIVE AN UPDATE ON COMMUNITY INFRASTRUCTURE LEVY FUNDING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:

a. Third Round of Funding – Pillmere Play Park Provisions;

The Town Clerk briefed Members on the progress made with three tenders having been received and due to be scored and appointed on Tuesday 18 June 2024.

It was **RESOLVED** to note.

b. Fourth Round of Funding – Saltash Waterside Improvement Project.

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

1. To note the Expression of Interest submission and invitation to submit a Full Application for the Saltash Waterside Improvement Project;
2. To note the consultants cost of £4,800 to prepare a Full Application;
3. To approve the project contribution of £10,000 allocated to budget code 6751 EMF Saltash Recreation Areas subject to approval of the Full Application;
4. To continue to report the progress of the project to future Services Committee meetings.

34/24/25

TO RECEIVE INFORMATION ON A GRANT TO IMPROVE GREEN SPACES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk brought Members attention to the funding available to be applied for under the Bupa Foundation Green Community Grants 2024.

The Town Clerk and Members agreed there are not sufficient resources for the Town Council to apply at this time, however wished to promote the funding to external Saltash organisations.

It was **RESOLVED** to note.

35/24/25 TO RECEIVE A REPORT FROM THE BOROUGH WAR MEMORIAL WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Administration Officer provided a brief verbal overview of the report received and contained within the circulated reports pack.

It was proposed by Councillor Dent, seconded by Councillor Stoyel and **RESOLVED** to provide delegated authority to the Administration Officer working with the Borough War Memorial Working Group to appoint a Monumental Mason following Saltash Town Council's procurement requirements, reporting back at a future Services Committee meeting.

36/24/25 TO RATIFY A REPORT ON THE SALTASH FERRY SERVICE FROM THE JUBILEE PONTOON.

It was proposed by Councillor B Samuels, seconded by Councillor Gillies and **RESOLVED** to ratify the agreement between Saltash Town Council and Plymouth Boat Trips to use the Jubilee Pontoon to operate a Saltash to Royal William Yard ferry service, free of charge with regular progress reports to be received at future Services Committee meetings.

37/24/25 TO RECEIVE A REPORT ON MENTAL HEALTH ORGANISATION PLAQUES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Members wished to complete the project to install Happy to Chat plaques on Town Council owned street furniture.

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

1. To approve to continue with the project installing plaques on Town Council owned street furniture;
2. To purchase six Happy to Chat plaques at a cost of £57 allocated to budget code 6504 Street Furniture;
3. To install a plaque to the bench located outside the new Banking Hub building and another on a picnic bench located at the Waterside Jubilee Green;
4. The Service Delivery Manager to review other locations to install the remaining four plaques;
5. To note that no stats will be available to determine whether the plaques are used by the community due to the Town Council website capabilities.

38/24/25 TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

Nothing to report.

39/24/25 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.

40/24/25 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.

None.

41/24/25 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:

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

42/24/25 TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.

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

1. Mental Health Plaques;
2. Grant to improve green spaces.

DATE OF NEXT MEETING

Thursday 12 September 2024 at 6.30 pm

Rising at: 8.17 pm

Signed: _____
Chairman

Dated: _____