

To receive and consider the Services Committee recommendations

Services Committee held on 11th April 2024

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 30th 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 **RECOMMEND** to the next Policy & Finance 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 & Finance Meeting the associated costs to be allocated to budget code 6282 EMF Funding Bids (Consultancy Fees);
5. To report back at future Services Committee meetings.

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

a. Departmental Report;

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.

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.

End of Recommendations