

Public Document Pack

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 30th April 2026 at 6.30 pm

PRESENT: Councillors: R Bickford (Chairman), R Bullock, S Gillies (Vice-Chairman), M Johns, S Miller, L Mortimore, P Nowlan, J Peggs, B Samuels, P Samuels, B Stoyel and J Suter.

ALSO PRESENT: S Burrows (Town Clerk / RFO) and J Hughes (Administration Officer)

APOLOGIES: A Ashburn, J Brady, S Martin and G McCaw.

1/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

2/26/27 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.

Councillor	Agenda Item	Pecuniary/Non-Pecuniary	Reason	Left Meeting
Gillies	14	Non-Pecuniary	Lives on Campion Close	Yes

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

None.

3/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

4/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 12 FEBRUARY 2026 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.

Following a vote (10 in favour, 0 against, 2 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Miller and **RESOLVED** that the minutes of the Services Committee held on 12 February 2026 were confirmed as a true and correct record.

5/26/27 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

At the invitation of the Chairman, the Town Clerk briefed Members on the report contained within the reports pack, advising that, in order to finalise the March 2026 budgets, a small number of budget codes had been overspent and would require virement.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to agree to the ratification of the virements listed below;

1. £127.00 from budget code 6402 GH Gas-Guildhall to 6401 GH Water Rates-Guildhall due to Water charges increase for 2025/26.
2. £101.00 from budget code 6900 LI Rates-Library to budget code 6901 LI Water Rates-Library due to Water charges increase for 2025/26.
3. £12.00 from budget code 6900 LI Rates-Library to 6909 LI Boiler Service & Maintenance-Library due to cost for 2025/26 included annual boiler service £212.00, callout and repair faulty thermostat £289.00 and callout CO2 alarm, repair and parts £505.00.
4. £3.00 from budget code 6506 SE Grounds Maintenance & Watering to 6209 SE Oyster Beds due to cost for 2025/26 including £3.00 for late invoices for prior 3 years.
5. £103.00 from budget code 6506 SE Grounds Maintenance & Watering to 6526 SE Tools, Equipment & Material (Store & All Areas) due to tools purchased in March 2026 for basic maintenance required for grass mower £144.00.

6. £164.00 from budget code 7101 LO Water Rates-Longstone to 7103 LO Electricity-Longstone due to increased costs for 2026/27, mainly attributed to charging the STC e-van.
7. £240.00 from budget code 6506 SE Grounds Maintenance & Watering to 7108 LO Cleaning Materials & Equipment-Longstone due to not enough budgeted for 2025/26, actual costs for 2024/25 £650.00.

6/26/27 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

7/26/27 TO REVIEW THE SERVICES BUSINESS PLAN DELIVERABLES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE;

It was **RESOLVED** to note.

8/26/27 TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

a. Departmental Report;

At the invitation of the Chairman, the Town Clerk provided an overview of the report. Members were advised of the number of man-hours utilised in carrying out health and safety checks at the pontoon and were given an update on the pontoon berths, noting that one large berth remains vacant.

To address delays in letting the berth, it was proposed that individuals on the waiting list be given 24 hours' notice of berth availability, with a further 48 hours allowed for those wishing to view the berth. If no response is received within this timeframe, it was proposed that the berth be offered to the next applicant on the waiting list.

It was further proposed that, following the Town Council's approval of the precept (fees and charges), existing berth holders and those on the waiting list be contacted in January to confirm their commitment for the forthcoming year. Members were advised that a small deposit would be requested at that stage to show their commitment.

Members clarified that visiting boats may use the pontoon free of charge for up to 30 minutes, but without shore access. Boat users wishing to leave the pontoon must pay a fee to obtain the access code.

The Town Clerk also proposed the sale of the Town Council's woodchipper, which is in need of costly repairs, and the implementation of the resolution agreed by the Town Council in 2024 to hire a woodchipper as and when required.

Following a unanimous vote (12 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor B Samuels and **RESOLVED** to;

1. Delegate authority to the Town Clerk to ensure that appropriate visual health and safety inspections are carried out at the pontoon within budget code 6522 pontoon maintenance cost (as referenced in minute 12/26/27).
2. Delegate authority to the Town Clerk to grant access to the pontoon for organisations hosting events within the town (including, but not limited to, the Regatta, Caradon Gig Club, and the National Waterski Race), while working collaboratively and constructively with the ferry operator to ensure safe and uninterrupted operation.
3. Delegate authority to the Town Clerk to proceed with the sale of the Town Council woodchipper to Vincent Tractors at a cost of £1,365.03, to implement the resolution agreed by the Town Council in 2024.
4. Approve the proposed approach of renting out pontoon berths on an annual basis as contained in the above preamble.
5. Delegate authority to the Town Clerk to advertise the availability of any vacant berths on social media if these cannot be filled by applicants on the waiting list.

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.

9/26/27 **TO RECEIVE A REPORT ON WEED SPRAYING AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided a brief update on the report included in the circulated reports pack, confirming that the Town Council's position remains unchanged and that mechanical weeding will continue in areas for which it is responsible.

It was **RESOLVED** to note.

Councillor Miller left the meeting.

10/26/27 **TO RECEIVE A REPORT ON PUBLIC CONVENIENCES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the report circulated in the reports pack and noted the increased vandalism to the towns public conveniences and the financial cost to the Town Council, staff resource implications, and the impact on staff morale.

Members also discussed the upcoming May Fair event on Saturday 2 May, historically the public convenience at Longstone Park have been subjected to vandalism during the event. Members discussed closing the public conveniences at Longstone Park on Saturday 2 May as toilets will be provided by the event committee. It was noted that the Guildhall will be open from 10am- 3pm on Saturday 2 May, which provides public convenience facilities.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Gillies it was **RESOLVED** to;

1. Establish a Working Group, comprising Councillors Nowlan, Johns and Bullock, to review the provision and management of public convenience facilities in light of ongoing antisocial behaviour, and to report its findings to the next Services Committee meeting.
2. To continue the daily closure of the Longstone Park public conveniences at 3pm until further notice.

3. To approve the temporary closure of the Longstone Park public conveniences for the whole day on Saturday 2 May, with re-opening at 8.30am on Sunday 3 May, and to notify the May Fair Committee accordingly.

11/26/27

TO RECEIVE A REPORT ON THE LONGSTONE DEPOT LEASE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report circulated within the reports pack. Cornwall Council have agreed to extend the existing lease on Longstone Depot until 30 June 2026, and it is important that the lease is agreed this evening.

The working group previously met with the Town Clerk to discuss a devolution package, and members are asked to consider tranche 1 devolution package to include the following sites;

- Jubilee Green
- Waterside Green
- Longstone Depot
- The wider surrounding area, including green space adjoining the depot and car park
- Longstone Public Toilets

It is noted this would not include Longstone Park or any areas relating to the sea defences, railings, or walls adjoining the Tamar, due to lack of budget provision to support future maintenance and associated costs.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuel, seconded by Councillor Peggs and **RESOLVED** to;

1. Approve Cornwall Council's proposed Heads of Terms in respect of Longstone Depot lease subject to a couple of amendments outlined in the main part of the report.
2. Approve the submission of the Town Council's draft devolution package (tranche 1), as set out in the report, noting that the final terms of any agreement would be subject to approval by Full Town Council.
3. Delegate to the Town Clerk to submit the devolution package (tranche 1) to relevant Cornwall Council Officers for their consideration, reporting back at a future Service Committee meeting.
4. **RECOMMEND** to Full Council to approve a virement of £2,100 from General Reserves to meet the annual shortfall in the rent.

12/26/27

TO RECEIVE A REPORT ON THE PONTOON AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman provided an overview of the report included in the circulated reports pack. Members were informed that the previously approved and commissioned repairs to the pontoon had been completed by Voyager Marine.

Following completion of the works, Primrose Marine revisited the site to inspect the pontoon and provide an update. They have confirmed that the main walkway has been restored to a safe and fully functional condition.

The Town Clerk advised Members that further works to other areas of the pontoon are likely to be required within the next 12–24 months. She recommended the establishment of a Working Group to review ongoing maintenance requirements and to consider future planning and budgeting arrangements, ahead of any approach to Cornwall Council regarding the Tenancy at Will.

Members were also advised that Primrose Marine has offered to provide guidance on weekly visual inspections, along with basic staff training.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Nowlan, seconded by Councillor Gillies it was **RESOLVED** to;

1. Note the completion of the pontoon survey.
2. Delegate authority to the Town Clerk to work with Primrose Marine to implement a weekly programme of visual inspections and basic staff training, subject to associated costs and within the approved budget code 6522 Pontoon Maintenance Costs.
3. Establish a Working Group, comprising Councillors Johns, Bickford, Gillies and Peggs, to investigate the longer-term maintenance requirements of the pontoon and the associated costs, and to report back to a future Services Committee meeting.

Councillor Gillies declared an interest in the next agenda item and left the meeting.

13/26/27 **TO RECEIVE A REPORT ON THE PURCHASE OF LAND AT PILLMERE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

At the invitation of the Chairman, the Town Clerk provided an overview of the circulated report, highlighting the request for the Town Council to undertake minimal maintenance works at both sites as they are becoming increasingly untidy with growing season approaching.

Following a unanimous vote (10 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuel, seconded by Councillor Bullock it was **RESOLVED** to;

1. Agree to undertake minimal maintenance works on both sites to improve their appearance for neighbouring properties.
2. Note that any such works will be subject to the transferor granting access to the site(s).
3. Note that the works will incur a cost to the Town Council, primarily comprising staff time and green waste disposal; however, it was agreed that this demonstrates the Town Council's commitment to the proposed land transfer.

Councillor Gillies was invited and rejoined the meeting.

14/26/27 **TO RECEIVE A REPORT ON CCTV AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the circulated report, explaining that the matter had been brought back to committee to agree additional costs that were not previously approved. It was noted that the installation of the CCTV camera requires a new lighting column. Cornwall Council have agreed to fund the provision of the column, subject to the Town Council meeting the cost of its installation.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuel, seconded by Councillor Peggs it was **RESOLVED** to Approve the additional cost of £3,274.17 for the installation works, including live service disconnection/reconnection and traffic management, to support the installation of the upgraded column, together with an installation cost of £275.91 per camera, to be allocated to budget code 6598 – SE EMF Crime Reduction (CCTV).

15/26/27

TO RECEIVE A REPORT FROM THE CHRISTMAS LIGHT WORKING GROUP AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

At the invitation of the Chairman, the Town Clerk provided an overview of the circulated report and offered her apologies to the Working Group, as she has not been able to circulate the report prior to this evening's meeting.

The Chairman confirmed that he was content with the proposed plan for the Christmas lights switch-on, particularly in light of the decision to engage an external event contractor to manage the event this year.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor B Samuel, seconded by Councillor Mortimore it was **RESOLVED** to;

1. Approve the proposed arrangements for the Christmas Lights Switch-On event to be held on Friday 13 November 2026.
2. Authorise the Town Clerk to appoint an external event management contractor, in accordance with the approved project specification and the Town Council's Financial Regulations.
3. Support the submission of an S106 funding application towards eligible event costs.
4. Approve a contingency event budget of up to £5,000, to be allocated to budget code 6591 – EMF Tree Maintenance, in the event that the S106 funding application is unsuccessful.
5. Delegate authority to the Town Clerk, in consultation with the Working Group and the appointed contractor, to make any necessary operational health and safety decisions on the night of the event.

16/26/27 **TO RECEIVE A REPORT ON SALT BINS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman provided an overview of the circulated report.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Bickford, seconded by Councillor Stoyel it was **RESOLVED** to;

1. Note the update and, following the comprehensive review undertaken, agree that the matter does not require further consideration by the Committee for a period of 24 months.
2. Approve the purchase of an additional salt bin to be installed in the Isambard House car park, with the associated cost to be allocated to budget code 6810 – GA General Repairs & Maintenance.

17/26/27 **TO RECEIVE AN UPDATE ON SIGNAGE IMPROVEMENTS AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Chairman provided an update on the signage improvements and advised that there had been delays in obtaining the required information from Cormac.

Members were informed that Cormac have now responded and have been very helpful in supplying costings. Work is continuing in liaison with National Highways and GWR.

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Gillies, seconded by Councillor Mortimore it was **RESOLVED** to;

1. Note the update on progress made on the existing signage.
2. Delegate authority to the Planning and General Administrator, working in consultation with Councillor Bickford, to deliver improvements to the identified signage, within the approved budget code 6569 – EMF Tourism and Signage, and any awarded S106 funding.

18/26/27 **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

19/26/27 **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.

20/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

21/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

22/26/27 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote (11 in favour, 0 against, 0 abstentions), it was proposed by Councillor Mortimore, seconded by Councillor Stoyel it was **RESOLVED** to issue the following press releases;

1. Availability of a berth at the Pontoon;
2. Signage improvements;
3. Update of public conveniences, vandalism and cost of repairs;
4. Christmas light switch-on (at appropriate time in the year);
5. Saltash Environmental Action trees in Saltash webpage.

DATE OF NEXT MEETING

Thursday 11 June 2026 at 6.30 pm

Rising at: 8.09 pm

Signed: _____
Chairman

Dated: _____