SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 15th October 2026 at 6.30 pm

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

ALSO PRESENT: 1 Members of the Public , S Burrows (Town Clerk / RFO)

APOLOGIES: A Ashburn, M Johns, L Mortimore and S Slavin .

75/26/27 CIVILITY AND RESPECT PLEDGE REMINDER.

The Chairman reminded Members that the Town Council has adopted the Civility and Respect Pledge.

Members were reminded of their obligations under the Code of Conduct. Debate is to be respectful, focused on the issues, and conducted in accordance with the Code of Conduct.

76/26/27 HEALTH AND SAFETY ANNOUNCEMENTS.

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

77/26/27 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.

   None received.

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

   None received.

78/26/27 PUBLIC QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF THE TOWN COUNCIL.

None received.

79/26/27 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON 24 SEPTEMBER 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, 7 in favour, 0 against, 5 abstentions, it was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** that the minutes of the Services Committee held on 24 September 2026 were confirmed as a true and correct record.

80/26/27 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

Nothing to report.

81/26/27 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENTS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman highlighted that budget code 6904 – Fire, Security Alarm and CCTV is currently showing as overspent. However, this reflects a timing issue, and it is anticipated that, following the year-end adjustments, the contract value will be apportioned accordingly, bringing the budget code back within budget.

It was **RESOLVED** to note.

82/26/27 **TO RECEIVE THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN TOGETHER WITH THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman referred to the Maurice Huggins Room section of the Five-Year Plan and reminded Members that the Town Council had previously resolved not to proceed with the transfer of the Maurice Huggins Room. Consequently, this section of the Plan will be removed as part of the budget-setting process for 2027/28.

The Chairman also invited Members to consider which budget code would be most appropriate to receive any underspend identified at the end of the financial year through a virement.

It was **RESOLVED** to note.

83/26/27 **TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

a. Departmental Report;

The Chairman provided an overview of the Service Delivery Bus Tour held on 9 October and thanked the team for their efforts in planning and delivering the event. Members agreed that the tour had been both informative and valuable, offering a different perspective on the assets, facilities and sites for which the Town Council is responsible.

Members discussed the tour in greater detail, highlighting some of the operational challenges faced by the Service Delivery Team whilst undertaking their duties, including, but not limited to, parking work vehicles, accessing sites with machinery, and working on uneven terrain.

The Chairman suggested that a similar tour should be incorporated into the induction programme for each new four-year Town Council term, enabling Members to gain a better understanding of the Council's assets and operational responsibilities.

On behalf of the staff, the Town Clerk thanked Members for their engagement and participation. It was acknowledged that Members have a range of other commitments, and their attendance, interest and constructive input throughout the day were greatly appreciated.

It was **RESOLVED** to note.

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.

84/26/27 **TO RATIFY THE APPOINTMENT OF MAKU BAKERY AT TRACKSIDE.**

Following a unanimous vote, it was proposed by Councillor Gillies, seconded by Councillor Stoyel and **RESOLVED** to ratify the appointment of Maku Bakery at Trackside.

85/26/27 **TO RECEIVE A REPORT FROM CORNWALL COUNCIL RELATING TO PROPERTY ASSETS IN SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE:**

a. 1 Chichester Crescent:

Following a unanimous vote, it was proposed by Councillor Stoyel, seconded by Councillor Miller and **RESOLVED** to decline the transfer of the land at Chichester Crescent, Saltash, and to extend the Town Council's thanks to Cornwall Council for providing the opportunity to consider the transfer as the first option.

b. Badgers Walk:

Following a vote (8 in favour, 3 against, 1 abstentions) it was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to decline the transfer of the land at Badgers Walk, Saltash, and to extend the Town Council's thanks to Cornwall Council for providing the opportunity to consider the transfer as the first option.

86/26/27 **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman informed Members that SEA had confirmed they are continuing to work with residents of Pillmere on proposals to introduce additional hedgerow planting and trees within the Meadow. Further updates will be provided in due course.

The Chairman further advised Members that SEA had expressed concerns regarding the Town Council’s approach to weed management on allotment plots.

Referring to Section 4.3 of the Town Council’s Allotment Policy, the Chairman suggested that the policy may benefit from review to ensure it reflects current expectations and best practice.

Members discussed the prevalence of weeds on certain allotment plots and acknowledged the importance of controlling invasive weeds. Members also highlighted the need to ensure allotment plots are actively cultivated for the growing of fruit, vegetables and other produce, in line with the intended purpose of the allotments.

The Chairman suggested that SEA be invited to deliver an educational session for allotment holders on the role of weeds within a sustainable growing environment. It was noted that, in some circumstances, weeds can contribute to soil health, improve resilience during periods of extreme weather, reduce the need for imported compost and artificial fertilisers, and support biodiversity by returning nutrients to the soil. Members considered that such a session could help allotment holders better understand sustainable land management practices while maintaining appropriate standards of cultivation and weed control.

It was **RESOLVED:**

1. To receive and note the report from SEA, and to thank them for the information provided;

2. To request that SEA consider delivering an educational session for all allotment holders on the role of weeds within a sustainable growing environment, with reference to the Town Council's Allotment Policy, tenancy agreements, the provisions of the Allotments Act, and recognised best practice guidance;

3. To delegate authority to the Town Clerk to review the Town Council's current Allotment Policy and present any proposed amendments to the Extraordinary Policy and Finance Committee for consideration.

87/26/27 **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.

88/26/27 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

89/26/27 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

90/26/27 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

Following a unanimous vote, it was proposed by Councillor Martin, seconded by Councillor Stoyel and **RESOLVED** to issue a Press and Social Media release for the appointment of Maku Bakery at Trackside.

DATE OF NEXT MEETING

Thursday 12 November 2026 at 6.30 pm

Rising at: 7.03 pm

Signed: _____
Chairman

Dated: _____