

## SALTASH TOWN COUNCIL

### Minutes of the Extraordinary Meeting of the Services Committee held at the Guildhall on Tuesday 26th July 2022 at 6.30 pm

**PRESENT:** Councillors: R Bickford, G Challen, L Challen, J Dent, J Foster, S Gillies, S Lennox-Boyd, S Martin, S Miller, J Peggs (Chairman), B Samuels, P Samuels (Vice-Chairman), B Stoyel and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk), M Cotton (Assistant Service Delivery Manager) and D Joyce (Administration Officer).

**APOLOGIES:** Councillors R Bullock and M Griffiths.

---

#### **42/22/23 HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **43/22/23 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 the Meeting</b>	<b>Remained but did not vote</b>
B Samuels	4	Non-Pecuniary	Secretary of Saltash Rotary Club	No	Yes

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

None.

44/22/23

**TO RECEIVE A DEFIBRILLATOR REPORT FROM THE ROTARY CLUB OF SALTASH AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor B Samuels remained in the meeting for the following agenda item but did not vote. Councillor B Samuels provided a brief verbal overview and answered Members questions on the report received.

Saltash Rotary Club, are the owners of both defibrillator units – Bloom Hearing Specialists on Fore Street and the displaced unit previously situated at Appleby Westward. Saltash Rotary Club have agreed to pay £125.00 + VAT per unit for replacement doors with combination locks and undertake the weekly maintenance checks.

Councillor B Samuels confirmed the current annual maintenance cost the Town Council procure is £380.00 + VAT for the one unit situated in Fore Street.

Saltash Rotary Club requested the Town Council continue to pay the annual maintenance fees with an alternative supplier at an identified cost of £190.00 + VAT for the unit at Bloom Hearing. Saltash Rotary Club requested the Town Council obtain an additional annual maintenance contract at further cost of £190 + VAT for the previous Appleby Westward unit, subject to its confirmed location.

Saltash Rotary Club confirmed the Town Council will not be liable for either defibrillator unit if used, deemed faulty, weekly checks not taking place or subject to any vandalism.

It was proposed by Councillor Miller, seconded by Councillor Dent and **RESOLVED** to approve that:

1. The owners of both units (Saltash Rotary Club), procure replacement doors with combination locks for both defibrillator units and undertake the weekly maintenance checks as instructed by the maintenance supplier.
2. The Town Council continue to pay for the annual maintenance cost for the defibrillator unit situated at Bloom Hearing Specialists Fore Street at a cost of £190.00 + VAT allocated to budget code 6504 SE Street Furniture (Maintenance).
3. The Town Council pay for the annual maintenance of the Appleby Westward defibrillator unit, subject to its confirmed location, at a cost of £190.00 + VAT allocated to budget code 6504 SE Street Furniture (Maintenance).
4. A letter of thanks be sent on behalf of the Town Council to Saltash Rotary Club for their continued work, ownership and support for both defibrillator units.

45/22/23

**TO RECEIVE A REPORT ON THE QUEEN'S JUBILEE MURALS AND  
CONSIDER ANY ACTION AND ASSOCIATED EXPENDITURE.**

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

1. To accept the formal offer of the two handcrafted murals by local primary school children as a gift to the Town Council.
2. That the Mayor holds an unveiling in September at the Town Council's chosen location, Saltash Library with the children of the primary schools.
3. To note that the weatherproofing costs were deemed to be no longer required due to the chosen location being situated within the Saltash Library building.

46/22/23

**TO RECEIVE A REPORT ON CHRISTMAS LIGHTS AND THE CHRISTMAS LIGHTS SWITCH ON EVENT 2022 AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE**

Additional Festive Lighting

Due to insufficient staffing levels the ASDM had been unable to progress with the procurement of additional festive lighting.

It was proposed by Councillor Gillies, seconded by Councillor Stoyel and **RESOLVED** that the ASDM obtains three quotes for alternative lighting structures, giving consideration to the location, and for a bespoke lighting engineer to manage the Christmas lights reporting back at the Services Committee budget / precept meeting.

Appointment of Contractor for Christmas Lights 2022

The ASDM informed Members only one contractor provided a suitable quote for consideration.

Members agreed the quote received from contractor A seemed appropriate.

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

1. Appoint contractor A at a fixed cost of £3,950.00 for storage, installation and removal of all Town Council Christmas lighting decorations allocated to budget code 6572 SE EMF Festive Lights.

The above cost is inclusive of three confirmed site visits and maintenance checks (inclusive of lift hire). One site visit prior to the light switch on event and two site visits during the festive period of November – January.

2. Approve the cost of £2.40 per lamp subject to requirements and within budget availability - 6572 SE EMF Festive Lights.
3. Approve the additional maintenance costs of £80.00 per hour for labour subject to requirements and within budget availability - 6572 SE EMF Festive Lights.

### Replacement of Core White Bulbs to Warm White Bulbs

The ASDM informed Members of the difficulties of maintaining the river of lights situated in Fore Street and at the Waterside.

Poor weather and the length of duration the lights are situated outdoors will always have an impact on the 'shelf life' of each individual bulb. There are 1600 bulbs situated in Fore Street alone, the ASDM informed Members that it is impossible to eliminate the issue of bulbs requiring maintenance and replacement during any festive period.

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

1. Procure warm white festoon bulbs for the entire section of Fore Street at an approximate cost of £3,800.00 plus take down and install cost of approximately £2,750 allocated to budget code 6572 EMF Festive Lights.
2. Reuse the existing core white bulbs at the Waterside.

### Christmas Tree Installation and Light Switch On Event

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

1. The Christmas Light switch on event be held on Friday 18<sup>th</sup> November 2022.
2. The switch on celebrations include the Mayor arriving at Victoria Gardens on Saltash Rotary's Santa sleigh to switch on both Christmas trees and all festive lights accompanied with local school choir groups.
3. Due to the current economic climate no sponsorship is required for the purchase of the Christmas trees.

It was proposed by Councillor Miller, seconded by Councillor Gillies and **RESOLVED** that due to the local schools having many commitments over the festive season schools will not be requested to assist in decorating the Town Council trees.

Councillor Yates asked if Members would consider the purchase and planting of a 'live' Christmas tree. Members discussed the practicalities of planting a live tree. However, due to additional permissions requiring to be sought with Cornwall Council (the land owners of Victoria Gardens and Brunel Green) no further investigations will be made at this time.

#### Procurement of Christmas Trees

The ASDM informed Members of the cost for the purchase and delivery of two 20ft Christmas trees to be situated at Victoria Gardens and the Waterside.

Company A – Did not wish to quote

Company B - £220.00 + VAT per tree with an additional £30.00 per tree for delivery

Company C - £320.00 inc. VAT per tree with collection only

The ASDM reported that the best value for money is contractor B at a total cost of £500.00 for the purchase of two 20ft Christmas trees and delivery.

It was proposed by Councillor B Samuels, seconded by Councillor Foster and **RESOLVED** to appoint company B to supply and install two 20ft Christmas trees to be situated at Victoria Gardens and the Waterside (Brunel Green) allocated to budget code 6572 SE EMF Festive Lights.

Councillor Miller left the meeting.

Councillor Miller returned to the meeting.

Councillor Miller gave his apologies and left the meeting.

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

1. Note the maintenance schedules contained within the report with Councillor Yates to further investigate the Guildhall wash lighting control system.
2. Note that the electricity supply point at Victoria Gardens is safe to use.
3. Give delegated authority to the ASDM to purchase and install smaller Ukrainian and Cornish flags for the Christmas period as required.

Members thanked the ASDM for his excellent report, continuous hard work and dedication during this period of insufficient staffing levels within the SD Department.

**47/22/23**     **TO RECEIVE A VERBAL SHIPPING CONTAINER REPORT FROM THE CHAIRMAN OF SERVICES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman discussed the urgent need for additional storage for surplus equipment across numerous Town Council premises.

Members discussed possible locations, available storage units and associated costs. Members agreed further investigation for planning permissions, suitable locations and associated cost is required.

It was proposed by Councillor Peggs, seconded by Councillor P Samuels and **RESOLVED** to give delegated authority to the Town Clerk to further investigate storage solutions and associated cost reporting back at a future Services Committee meeting.

**48/22/23**     **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to issue the following Press and Social Media releases:

1. Support for Saltash Rotary Club Defibrillators.
2. Christmas Light Switch On Event and Celebrations.
3. Adoption and Installation of Donated Murals.

**DATE OF NEXT MEETING**

Thursday 8 September 2022 at 6.30 pm

Rising at: 7.44 pm

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

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