

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 13th October 2022 at 6.30 pm

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

ALSO PRESENT: 3 Members of the Public, S Burrows (Town Clerk), S Webber (Service Delivery Manager), A Primmer (Finance Officer) and F Morris (Planning and General Administrator)

APOLOGIES: R Bullock, L Challen, S Martin and S Miller.

The Chairman led the Town Council in a minute's silence to remember the Town Crier, Mr Brian Whipp, with respect and gratitude for his service to the community.

71/22/23 HEALTH AND SAFETY ANNOUNCEMENTS.

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

72/22/23 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.

None.

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

None.

73/22/23 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None.

74/22/23 **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 8TH SEPTEMBER 2022 AND TUESDAY 4TH OCTOBER 2022 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 P Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Services Committee held on Thursday 8th September 2022 were confirmed as a true and correct record.

It was proposed by Councillor B Samuels, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Services Committee held on Tuesday 4th October 2022 were confirmed as a true and correct record.

75/22/23 **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

76/22/23 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

77/22/23 **TO RECEIVE A REPORT ON THE TOWN COUNCIL MOBILE PHONE CONTRACT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to approve the:

1. Cancellation of three contracts that are at the end of the term;
2. Transfer of four mobile contracts to sim only contracts;
3. Transfer of two sim only contracts due for renewal in March 2023;
4. Sim transfer from the phone with the broken screen to a spare phone, thus saving the cost of £95 for a replacement screen, subject to this being possible otherwise approval for the spend.

78/22/23

TO SET THE SERVICES COMMITTEE BUDGETS FOR THE YEAR 2023/24 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

Members discussed the budget setting for the year 2023/24.

Services Committee – Service Delivery Budget:

Due to the difference in opinion for the Saltash Recreation Area budget code the Chairman asked a vote be taken.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and following a vote it was **RESOLVED** to allocate £20,000 to budget code EMF Saltash Recreation Areas for the year 2023/24.

It was proposed by Councillor Yates, seconded by Councillor Dent and resolved to **RECOMMEND** the Service Delivery Budget for the year 2023/24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

The Chairman announced a break at 20:20

The Chairman reconvened the meeting at 20:25

Services Committee – Guildhall Budget:

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** the Guildhall Budget for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

Services Committee - Maurice Huggins:

It was proposed by Councillor P Samuels, seconded by Councillor Foster and resolved to **RECOMMEND** the Maurice Huggins Budget for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

Services Committee – Library:

Members received the recommended Library budget statement for the year 2023/24 from the Library Sub Committee meeting held on the 7th September 2022.

It was proposed by Councillor Dent, seconded by Councillor Yates and resolved to **RECOMMEND** the Library Budget for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

Services Committee – Isambard House:

Members received the recommended Isambard House budget statement for the year 2023/24 from the Station Property Sub Committee meeting held on the 24th August 2022.

It was proposed by Councillor Bickford, seconded by Councillor Gillies and resolved to **RECOMMEND** the Isambard House Budget for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

It was **RESOLVED** to note that the Town Clerk and Finance Officer continues to monitor the utility cost for all Services budgets and updates accordingly.

It was **RESOLVED** to note that the Town Clerk continues to monitor staffing cost for all Services budgets and updates accordingly.

79/22/23

TO SET THE SERVICES FEES AND CHARGES FOR THE YEAR 2023/24 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.

Members discussed the Town Council Fees and Charges for the year 2023/24.

Room Hire:

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and resolved to **RECOMMEND** room hire costs should not be increased for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

Councillor Lennox Boyd left the meeting.

Councillor Lennox Boyd returned to the meeting.

Freedom of Information:

It was **RESOLVED** to note that the Freedom of Information charges remain the same for the year 2023/24 in line with the regulations.

Mooring Fees:

It was proposed by Councillor P Samuels seconded by Councillor G Challen and resolved to **RECOMMEND** an increase of 20% on all Mooring Fees and an increased fee of £80 for the Trusted Boater Scheme for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

Councillor Lennox-Boyd left the meeting.

Councillor Lennox-Boyd returned to the meeting.

The Chairman informed Members the meeting had arrived at 2.5hrs.

It was proposed by Councillor Foster, seconded by Councillor Dent and **RESOLVED** to suspend Standing Order t.x to allow the meeting to continue after 2.5hrs.

Councillor Gillies left the meeting at 21.02

Library:

The Town Clerk informed Members the fees and charges are set by Cornwall Council.

It was proposed by Councillor Stoyel, seconded by Councillor Yates and resolved to **RECOMMEND** the Library charges as set by Cornwall Council for the year 2023-24 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

Allotments:

It was proposed by Councillor Dent, seconded by Councillor B Samuels and resolved to **RECOMMEND** an increase of £10 in rent per annum across all sites and an increase in water charges to £30 per annum for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 22nd November 2022 as attached.

80/22/23

TO RECEIVE A REPORT TO COMMEMORATE THE PASSING OF OUR LATE MAJESTY QUEEN ELIZABETH II AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk informed Members that the Cabinet Office has confirmed that Saltash Town Council would need permission to use 'Royal', 'Queen Elizabeth II' or 'Queen' and subject to the usual strict criteria governing the use of the titles, guidance will be published in due course.

It was proposed by Councillor Bickford, seconded by Councillor Stoyel and **RESOLVED** to delegate to the Assistant Town Clerk to keep moving this project forward, to find out about the criteria, guidance, permissions, possible locations and to bring back to the Services Committee when further information is available.

81/22/23

TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Chairman informed members of the comprehensive report received from Saltash Environmental Action (S.E.A).

Community Energy Plus:

It was **RESOLVED** to note and issue a Press and Social Media Release.

Climate Literacy Training for Councillors:

It was **RESOLVED** to note the training session at a cost of £140 and budget code 6213 Councillor Training.

Victoria Gardens:

It was **RESOLVED** to encourage pollinator plants at Victoria Gardens.

Carkeel Roundabout Development and Community Allotment:

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

1. Delegate authority to Councillor Bickford to liaise with Highways in connection with the Carkeel Roundabout Development reporting back;
2. Approve the work at the Grenfell Avenue Community Allotment - Accessible pathway; levelling the access and the existing path (parallel to the road) and a small seating area, ballast and 'Ecogrid' or similar paving grid;
3. Approve a raised bed.

Tree Saltash:

It was proposed by Councillor Peggs, seconded by Councillor Yates and **RESOLVED** that SEA report back to the next Services Meeting with full costings to accurately allocate the funds to budget code 6589 EMF Community Tree Planting Initiatives.

82/22/23 **TO RECEIVE A REPORT ON PURCHASING PLAQUES TO DISPLAY THE QUEEN'S JUBILEE MURALS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Forster, seconded by Councillor P Samuels and **RESOLVED** to delegate authority to the Assistant Town Clerk to purchase two plaques up to a maximum budget of £150 allocated to budget code 6511 Tourism and signage.

83/22/23 **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.

84/22/23 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

85/22/23 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

86/22/23 **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

The Chairman requested that Members consider the following items:

1. Operational hours for the public toilets;
2. No mow May for the year 2023/24;
3. Operational hours for the Guildhall Reception.

87/22/23

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

It was proposed by Councillor Lennox-Boyd, seconded by Councillor Bickford and **RESOLVED** to issue the following Press and Social Media Release:

1. Dr. Tim Jones – Community Energy Plus.

DATE OF NEXT MEETING

Thursday 8 December 2022 at 6.30 pm

Rising at: 9.37 pm

Signed: _____
Chairman

Dated: _____