

## SALTASH TOWN COUNCIL

### Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 8th December 2022 at 6.30 pm

**PRESENT:** Councillors: R Bickford, R Bullock, J Dent, S Miller, J Peggs (Chairman), B Samuels, P Samuels (Vice-Chairman), B Stoyel and D Yates.

**ALSO PRESENT:** S Burrows (Town Clerk), R Lumley (Assistant Town Clerk) and D Joyce (Administration Officer)

**APOLOGIES:** J Foster, S Gillies, M Griffiths, S Lennox-Boyd and S Martin.

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**88/22/23     HEALTH AND SAFETY ANNOUNCEMENTS.**

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

**89/22/23     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 Meeting</b>
Bickford	10	Non-Pecuniary	Volunteer Director of PL12	Yes
Bullock	10	Non-Pecuniary	Volunteer of PL12	Yes

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

None.

**90/22/23     QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.**

None.

**91/22/23** **TO RECEIVE AND APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 13TH 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 Peggs, seconded by Councillor P Samuels and **RESOLVED** that the minutes of the Services Committee held on Thursday 13<sup>th</sup> October 2022 were confirmed as a true and correct record.

**92/22/23** **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was **RESOLVED** to note.

**93/22/23** **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.**

No report.

94/22/23

**TO RECEIVE AND CONSIDER APPROVING RECOMMENDATIONS FROM THE PROPERTY MAINTENANCE SUB COMMITTEE HELD ON 11TH OCTOBER 2022.**

Councillor Miller arrived and joined the meeting.

Members considered the recommendation received from the Property Maintenance Sub Committee.

**RECOMMENDATION:**

**23/22/23 TO RECEIVE QUOTES FOR THE APPOINTMENT OF A TOWN COUNCIL BUILDING SURVEYOR AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Councillor Bickford returned to the meeting.

The Town Clerk provided an overview on the three quotes received for various works that require specialist advice.

The Town Clerk added that Company C confirmed they were unable to quote due to current workload.

It was proposed by Councillor Dent, seconded by Councillor Miller and **RESOLVED** to appoint Company B as the Town Council's Building Surveyor to be reviewed annually, subject to the Town Clerk seeking references from local Town and Parish Councils. See attached outline fee structure for costings.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

The Town Clerk brought Members attention to the Services Committee Professional Fees budget code 6418 available funds.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee:

1. To create a new budget code Professional Fees and vire £5,000 from General Reserves to the new budget code for the year 2022-23;

**Please note;** a new budget code is not required as budget code 6418 Professional Fees already exists for this purpose.

2. To provide continuation of the budget for Professional Fees for the year 2023/24 with a suggested available budget of £10,000 per annum.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** to Full Council to be held on Thursday 12<sup>th</sup> January 2023 to vire £5,000 from General Reserves to budget code 6418 Professional Fees for the year 2022-23.

It was **RESOLVED** to note that Saltash Town Council budgeted £10,000 for Professional Fees in the Precept for the year 2023-24.

95/22/23

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

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

1. To note the report;
2. To provide delegated authority to the Service Delivery Manager to procure suitable signage for the Community Allotment situated at Grenfell Allotments at a maximum cost of £100;
3. To allocate the cost to budget code 6511 SE Tourism and Signage.

Councillors Bickford and Bullock declared an interest in the following agenda item and left the meeting.

96/22/23

**TO RECEIVE A REPORT FROM CEPL12 AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

The Chairman gave a brief verbal overview of the request received from CEPL12 to adopt the recently installed water fountain situated outside No.8 Fore Street – The Community Kitchen.

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

1. To note the request;
2. To write to CEPL12 to commend them for their continued hard work and commitment to the community;
3. To refuse the adoption of the water fountain situated outside No.8 Fore Street – The Community Kitchen.

Councillors Bickford and Bullock were invited and returned to the meeting.

97/22/23

**TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE.**

Members discussed the report received and praised the Service Delivery Team for their commitment and hard work.

The Chairman advised Members that the Service Delivery equipment is now stored correctly, no further storage is required.

The Chairman reminded Members that a request for the Town Clerk to determine storage for the Guildhall and Isambard House remains outstanding.

It was **RESOLVED** to note the report and that the Town Clerk continues to obtain storage options reporting back at the next Services Committee meeting.

**98/22/23** **TO RECEIVE A REPORT ON PLAYPARKS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Chairman requested Members give consideration to set up a Town Council policy supporting community organisations to apply for match funding to improve Saltash Town Council playpark equipment.

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

1. To delegate authority to the Town Clerk to work up a draft Playpark Match Funding Policy based on organisations raising £10,000 (excluding grants) for the Town Council to consider match funding;
2. That the draft policy is received and considered at the next Services Committee meeting.

**99/22/23** **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.

**100/22/23** **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**101/22/23** **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**102/22/23** **TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.**

None.

103/22/23 **TO CONFIRM ANY PRESS AND SOCIAL MEDIA RELEASES ASSOCIATED WITH ANY AGREED ACTIONS AND EXPENDITURE OF THE MEETING.**

It was proposed by Councillor Peggs, seconded by Councillor Bickford and **RESOLVED** to issue the following Press and Social Media Releases:

1. Work of the Service Delivery Department.

**DATE OF NEXT MEETING**

Thursday 9 February 2023 at 6.30 pm

Rising at: 7.14 pm

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

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