

SALTASH TOWN COUNCIL

Minutes of the Meeting of the Services Committee held at the Guildhall on Thursday 12th October 2023 at 6.30 pm

PRESENT: Councillors: R Bickford, R Bullock, J Dent, S Gillies, S Lennox-Boyd, S Miller, L Mortimore, J Peggs (Chairman), B Samuels and P Samuels (Vice-Chairman).

ALSO PRESENT: S Burrows (Town Clerk), W Peters (Finance Officer) and D Joyce (Administration Officer)

APOLOGIES: J Brady, M Griffiths, S Martin, B Stoyel and D Yates.

71/23/24 HEALTH AND SAFETY ANNOUNCEMENTS.

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

72/23/24 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.

Councillor Mortimore arrived and joined the meeting.

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

None.

73/23/24 QUESTIONS - A 15-MINUTE PERIOD WHEN MEMBERS OF THE PUBLIC MAY ASK QUESTIONS OF MEMBERS OF THE COUNCIL.

None received.

74/23/24 TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED.

Nothing to report.

75/23/24 **TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRAORDINARY SERVICES COMMITTEE HELD ON 24TH AUGUST 2023 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 Dent and **RESOLVED** to amend minute 54/23/24 point 7 to replace the word 'the' with 'Pillmere footpaths'.

It was proposed by Councillor Mortimore, seconded by Councillor Bickford and **RESOLVED** that the minutes of the Extraordinary Services Committee held on 24th August 2023 were confirmed as a true and correct record.

76/23/24 **TO RECEIVE THE SERVICES COMMITTEE BUDGET STATEMENT AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Finance Officer informed Members of the current budget statement contained within the circulated reports pack.

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

1. To note the budget statements;
2. To vire £2,000 from 7100 Rates Longstone to 7104 Fire & Security Alarm – Longstone due to an overspend;
3. To vire £500.00 from 7103 Electricity Longstone to 7110 General Repairs and Maintenance Longstone due to an overspend;
4. To vire £500.00 from 7100 Rates Longstone to 6511 Tourism and Signage to cover any associated cost for the repair to a finger sign located on Lower Fore Street.

TO CONSIDER THE SERVICES COMMITTEE PRIORITIES FOR THE NEXT THREE YEARS WORKING WITHIN THE SIX TOWN COUNCIL STRATEGIC PRIORITIES.

Members considered the Services strategic priorities to form part of the Town Council's Business Plan Appendix – Activity Plan.

It was proposed by Councillor Gillies, seconded by Councillor Bullock and **RESOLVED** to approve the Services Committee priorities as follows:

Boosting Jobs and Economic Prosperity

- To invest in Town Council employees;
- Continue to work with key stakeholders in the devolution of asset process with an increase of Town Council staffing levels, if required;
- Improve facilities and quality of life by continuing to maintain our public conveniences and to invest in accessible public conveniences;
- Continue to promote Saltash as a vibrant and welcoming visitor destination by reinvesting and working in partnership with key stakeholders in key areas such as Victoria Gardens, the Town Centre, and future Waterside projects.

Health and Wellbeing

- Maintain, promote and reinvest in Town Council play parks and recreational areas;
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces.

Travel and Transport

- Continue to investigate and implement where possible a sustainable Town Council fleet of vehicles;
- Promote and encourage walking and cycling routes in the community;
- Support access and improved connectivity from Saltash to Plymouth and neighbouring Towns and Parishes.

Climate Emergency

- Continue to implement sustainable and non-toxic grounds maintenance methods;
- Continue to partake in the No Mow May initiative to strategic areas;
- Seek further environmentally friendly alternatives for grounds maintenance works within the Town Council Service Delivery Department;
- Support community initiatives for tree planting and wildflower meadows;
- Continue to be Hedgehog Friendly;
- Continue to support and partake in the Plastic Free Community pledge.

Recreation and Leisure

- Promote mental health and wellbeing via the Town Council website;
- Maintain, promote and reinvest in Town Council play parks and recreational areas;
- Provide, maintain and support mental health and wellbeing with street furniture and green public spaces.
- Continue to provide Pontoon facilities allowing access to the river and support better connectivity to neighbouring areas.

78/23/24

TO RECEIVE AND CONSIDER THE FOLLOWING SUB COMMITTEES RECOMMENDATIONS:

- a. Library held on 22nd August and 2nd October 2023;

RECOMMENDATION 1:

29/23/24 TO SET THE LIBRARY SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

It was proposed by Councillor Bickford, seconded by Councillor Bullock and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Library Sub Committee Fees and Charges for the year 2024-25 as attached.

It was proposed by Councillor Peggs, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation subject to providing delegated authority to the Finance Officer to remove seagull bag costing from the Fees and Charges upon the Cornwall Council waste collection being rolled out in Saltash and **RECOMMEND** the Library Sub Committee Fees and Charges to the Extraordinary Policy and Finance meeting to be held on 31st October 2023, as attached.

RECOMMENDATION 2:

49/23/24 TO RECEIVE THE INTERIM BUDGET AND TO SET THE LIBRARY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO THE SERVICES COMMITTEE.

The Finance Officer informed Members of the interim budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Dent and resolved to **RECOMMEND** the Library Sub Committee Budget Statement for the year 2024/25 including additional amendments to the Services Committee to be held on 12th October 2023 as attached, subject to additional costs being received by Bailey Partnership for the internal works.

It was proposed by Councillor B Samuels, seconded by Councillor Dent and **RESOLVED** to approve the above recommendation including additional amendments and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

- b. Station Property held on 15th September 2023;

RECOMMENDATION 1:

26/23/24 TO SET THE STATION SUB COMMITTEE FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Fees and Charges for the year 2024-25 subject to including hire charges for Saltash and non Saltash based art exhibitions as attached.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

RECOMMENDATION 2:

27/23/24 TO SET THE STATION PROPERTY SUB COMMITTEE BUDGET FOR THE YEAR 2024/25 RECOMMENDING TO SERVICES COMMITTEE.

The Finance Officer informed Members of the budget statement for the year 2024/25 contained within the circulated reports pack.

Members discussed the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Gillies and resolved to **RECOMMEND** to the Services Committee to be held on 12th October 2023 the Station Property Sub Committee Budget Statement for the year 2024/25 including additional amendments as attached.

It was proposed by Councillor Bullock, seconded by Councillor Miller and **RESOLVED** to approve the above recommendation including additional amendments and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.

c. Property Maintenance held on 28th September 2023

RECOMMENDATION:

45/23/24 TO SET THE TOWN COUNCIL FIVE-YEAR REPAIR AND MAINTENANCE PLAN RECOMMENDING TO THE SERVICES COMMITTEE.

It was proposed by Councillor Miller, seconded by Councillor Yates and resolved to **RECOMMEND**;

1. The Five-Year Repair and Maintenance Plan to the Services Committee to be held on 12th October 2023 as attached;
2. To request Services support for the Property Maintenance Sub Committee to investigate improvement works to the Waterside Toilets working in partnership with Network Rail and Coastal Communities Team.

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

1. To approve the above recommendation and **RECOMMEND** to the Extraordinary Policy and Finance Committee meeting to be held on 31st October 2023, as attached.
2. To support the Property Maintenance Sub Committee to investigate improvement works and associated cost to the Waterside Toilets, working with Network Rail (landlord) and key stakeholders reporting back at a future Services Committee meeting.

79/23/24

TO RECEIVE AND CONSIDER A RECOMMENDATION FROM THE BURIAL AUTHORITY HELD ON 25TH SEPTEMBER 2023.

The Town Clerk advised Members that the recommendation received was incorrectly reported.

The virements listed in the report, received and contained within the circulated reports pack, were authorised under delegated authority by the Town Clerk to realign staffing costs for precept balancing purposes.

RECOMMENDATION:

24/23/24 TO RECEIVE THE BURIAL AUTHORITY COMMITTEE BUDGET STATEMENT AND RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Assistant Town Clerk explained that additional virements are requested by the finance department to align staffing costs to the appropriate budget codes.

It was proposed by Councillor Foster, seconded by Councillor Bullock and resolved to **RECOMMEND** the following virements to the Services Committee Meeting to be held on 12th October 2023, pending review of Budget Codes, 6666 ST BA Staff Training (Churchtown) and 6692 ST BA EMF Staff Contingency (Churchtown):

1. To vire £7,038.10 from 6615 ST BA Cemetery Warden Gross Pay to 6618 ST SE Services Delivery Gross Pay to bring the budgets back in line;
2. To vire £594.52 from 6616 ST BA Cemetery Warden Employers NI to 6619 ST SE Services Delivery Employers NI to bring the budgets back in line;
3. To vire £1,372.13 from 6617 ST BA Cemetery Warden Employers Pension to 6620 ST SE Services Delivery Employers Pension to bring the budgets back in line;
4. To vire £59.00 from 6663 ST BA Cemetery Staff Clothing (Churchtown) to 6673 ST SE Services Delivery Clothing to bring the budgets back in line;
5. To vire £203.00 from 6664 ST BA Cemetery Staff Mobile Phones (Churchtown) to 6674 ST SE Services Delivery Mobiles to bring the budgets back in line;
6. To vire £34.00 from 6665 ST BA Staff Travelling Cost (Churchtown) to 6675 ST SE Services Delivery Staff Travelling Expenses to bring the budgets back in line;

7. To vire £227.00 from 6666 ST BA Staff Training (Churchtown) to 6676 ST SE Services Delivery Staff Training to bring the budgets back in line;
8. To vire £4,074.00 from 6692 ST BA EMF Staff Contingency (Churchtown) to 6700 ST SE Services Delivery Staff Contingency to bring the budgets back in line;

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED** to note the above recommendation and following further clarification ratify the Town Clerks delegated authority to vire the above budget codes.

80/23/24 **TO SET THE SERVICES FEES AND CHARGES FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer briefed Members on the proposed amendments to the Fees and Charges for the year 2024/25.

Members discussed and debated the Town Council Fees and Charges for the year 2024/25.

It was proposed by Councillor Miller, seconded by Councillor Bickford and resolved to **RECOMMEND** the Services Committee Fees and Charges for the year 2024/25 including amendments to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

81/23/24 **TO SET THE SERVICES COMMITTEE BUDGETS FOR THE YEAR 2024/25 RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

The Finance Officer provided an overview of the proposed budgets for the year 2024/25 received and contained within the circulated reports pack.

Members discussed and debated the budget setting for the year 2024/25.

It was proposed by Councillor Bullock, seconded by Councillor Bickford and resolved to **RECOMMEND** the Services Committee Budget Statements including amendments for the year 2024/25 to the Extraordinary Policy and Finance Committee meeting to be held on the 31st October 2023, as attached.

82/23/24

TO RECEIVE REPORTS FROM THE SERVICE DELIVERY DEPARTMENT AND CONSIDER ANY ACTIONS OR ASSOCIATED EXPENDITURE;

a. Departmental Report;

The Town Clerk reported on the Departmental Report received and contained within the circulated reports pack.

The Town Clerk informed Members of the text highlighted in blue, contained and detailed within the report, in which Members were requested to consider resolutions.

Members thanked the Town Clerk for continuing to undertake the role as Service Delivery Manager and for the comprehensive report.

It was proposed by Councillor P Samuels, seconded by Councillor Lennox-Boyd and **RESOLVED:**

1. To note the updates in the report;
2. To delegate to the Town Clerk to apply to National Highways for a Service Level Agreement to maintain North Road open space;
3. To close Longstone Park public toilets during the Winter period commencing from October to March due to ongoing vandalism;
4. To amend the public toilet Winter opening times for Belle Vue, Alexandra Square and the Waterside to October to March - 8:30am to 5pm;
5. To provide delegated authority to the Town Clerk to arrange for minimal repairs to be undertaken to the Town Council Fleet Vehicles working within budget and allow the Service Delivery Manager sufficient time to undertake a comprehensive vehicle exercise, reporting back at a future Services Committee meeting;
6. To appoint ASG to upgrade the detection devices to resolve the alarm issues at a cost of £396.57 + VAT allocated to budget code 7104 Fire and Security Alarm;

b. Vandalism and Anti-Social Behaviour Report;

It was **RESOLVED** to note and that the report has been shared with Safer Saltash for any guidance.

83/23/24

TO RECEIVE QUOTES FOR THE TOWN CLOCK AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk briefed Members on the quotes received and contained within the circulated reports pack, confirming neighbouring Parishes and Towns had been approached for recommendations.

It was proposed by Councillor Peggs, seconded by Councillor Gillies and **RESOLVED**;

1. To appoint Company C, working within budget 6504 Street Furniture (Maintenance);
2. To provide delegated authority to the Service Delivery Manager for works to be completed due to the quote being tentative and parts not being universal, reporting back at a future Services Committee meeting.

84/23/24

TO RECEIVE QUOTES TO SUB-CONTRACT THE PUBLIC CONVENIENCES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.

The Town Clerk provided background information for the suggestion to sub-contract the cleaning of public conveniences.

The Town Clerk reported that working closely with the department has highlighted many inefficiencies, some have been dealt with, however, one that has always been tricky to resolve is the operations of the public toilets.

Difficulties include recruitment and staff currently carrying out the operations at a detriment to other duties and Town Council responsibilities.

Each week the Service Delivery Department loses approximately 15 hours to the grounds / maintenance work due to weekend working to mainly cover the operations of the toilets.

The Town Clerk reminded Members of the various areas of grounds maintenance that the department is responsible for. This includes but is not limited to, two large Cemetery Grounds, Pillmere Estate, town areas, soon to be Victoria Gardens and any future devolution opportunities.

The Town Clerk advised that the loss of hours operating the public toilets could be better utilized during the week covering the areas of responsibility.

Members discussed the cost and operational impact currently being experienced. Members noted that the quotes received will need to be revised due to the decision under minute 82/23/24 to close Longstone Park toilets during the Winter period.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and **RESOLVED**;

1. To approve in principle to appoint company A to open, clean, and close the Town Council public conveniences 7 days per week totaling 3.5 hours per day in line with the Town Council operational hours, subject to a revised quote being received;
2. To create a new budget code - Public Toilet Commercial Cleaning;
3. To vire £32,000 from 6700 EMF Staff Contingency to Public Toilet Commercial Cleaning to cover associated cost.

It was proposed by Councillor Gillies, seconded by Councillor Mortimore and resolved to **RECOMMEND** to the Personnel Committee to review the staffing implications working with HR Support Consultancy reporting back at a future Services Committee meeting.

85/23/24 **TO RECEIVE A REPORT ON LIVING ROOF BUS SHELTERS AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED** to approve, at no cost to the Town Council, the extension of the Bus Shelter Advertising Agreement with Fernbank Advertising up to 31st October 2047. Fernbank to install digital advertising and living roof shelters, making Fore Street a priority, subject to planning approval.

86/23/24 **TO RECEIVE A MAINTENANCE REPORT ON THE TOWN COUNCIL LOUD SPEAKER SYSTEM AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

The Town Clerk provided a verbal overview of the report received and contained within the circulated reports pack.

It was **RESOLVED** to note.

87/23/24 **TO RECEIVE AND NOTE A REPORT ON THE HIGH STREET CATENARY WIRES.**

It was **RESOLVED** to note.

88/23/24 **TO CONSIDER AMENDMENTS TO THE TOWN COUNCIL PLAYPARK MATCH FUNDING POLICY RECOMMENDING TO THE POLICY AND FINANCE COMMITTEE.**

It was proposed by Councillor Gillies, seconded by Councillor Miller and resolved to **RECOMMEND** the Town Council Playpark Match Funding Policy, including amendments, to the Extraordinary Policy and Finance Committee meeting to be held on 31st October, as attached.

89/23/24 **TO RECEIVE A REPORT ON MENTAL HEALTH ORGANISATION PLAQUES AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members discussed the proposed areas for the installation of Happy to Chat plaques.

It was proposed by Councillor Gillies, seconded by Councillor Bickford and **RESOLVED**;

1. To approve the procurement of five Happy to Chat Plaques at a total cost of £47.50+vat to be allocated to budget code 6504 Street Furniture (Maintenance) to be installed at Victoria Gardens, Waterside, Longstone Park, Memorial Peace Garden and Cornish Cross, subject to permissions being obtained as required;
2. To approve expenditure of £90+vat for a Health and Wellbeing website page to be created and allocate to budget code 6211 Website Maintenance.

90/23/24 **TO RECEIVE A REQUEST FROM THE CHAMBER OF COMMERCE AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received and considered the suggestion proposed by Saltash Chamber of Commerce to switch on the River of Lights prior to the Christmas Festival.

It was proposed by Councillor Peggs, seconded by Councillor Mortimore and **RESOLVED** to thank Saltash Chamber of Commerce for their suggestion, and refuse the request to switch on any lights prior to the Christmas Festival scheduled for 2nd December 2023.

91/23/24 **TO RECEIVE A REPORT FROM SALTASH ENVIRONMENTAL ACTION AND CONSIDER ANY ACTIONS AND ASSOCIATED EXPENDITURE.**

Members received the request for trees to be planted by Saltash Environmental Action Group (SEA) at St Stephens and Elwell Woods.

The Town Clerk confirmed Cornwall Council approved under the Lease for the planting of trees to be permitted at Elwell Woods.

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

1. To refer the replacement of the large Ash Tree at St Stephens Churchyard to the Joint Burial Board Committee;
2. To approve the planting of trees at Elwell Woods subject to proposed areas being safe and appropriate and the planting avoids any services under or over the site, the health of the stock and soil purchases are free from disease, to avoid disease that may affect existing trees and ongoing maintenance is managed accordingly;
3. To delegate to the Service Delivery Manager to work with SEA to manage the cost within budget 6589 EMF Community Tree Planting Initiative, being mindful of any future tree planting requests.

92/23/24 **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.

93/23/24 **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

94/23/24 **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

95/23/24

TO CONSIDER URGENT NON-FINANCIAL ITEMS AT THE DISCRETION OF THE CHAIRMAN.

Tamar Bridge and Torpoint Ferry Key Stakeholder Consultation

Due to the Tamar Bridge and Torpoint Ferry public consultation closing on 29th October 2023 and the next Full Council meeting being 2nd November 2023, Members were asked to consider providing permission for Councillor Bickford to work up a letter of response on behalf of the Town Council to the Joint Tamar Bridge and Ferry Committee.

It was proposed by Councillor Dent, seconded by Councillor Lennox-Boyd and **RESOLVED** to approve Councillor Bickford to work up a response on behalf of Saltash Town Council to be shared with Members for their input, submitting to the Joint Tamar Bridge and Ferry Committee.

The above resolution is to be ratified at Thursday 14th December 2023 Services Committee meeting.

96/23/24

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 Mortimore and **RESOLVED** to issue the following Press and Social Media releases:

1. Immediate closure of Longstone Park public toilets during the Winter months;
2. Revised Winter operational hours for Alexandra Square, Belle Vue, and the Waterside public conveniences;
3. Living Roof Bus Shelters;
4. Happy to Chat Benches;
5. Tree Planting at Elwell Woods (upon the arrival of the trees).

DATE OF NEXT MEETING

Thursday 14 December 2023 at 6.30 pm

Rising at: 20:55

Signed: _____
Chairman

Dated: _____