

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 14th June 2017 at 7.00 p.m.

PRESENT: Councillors: R Bickford, J Brady, M Coot, J Dent (Mayor, ex-officio), S Thorn, M Parker, G Taylor, D Yates (Deputy Mayor, ex-officio).

ALSO PRESENT: Councillor Challen, 4 Members of the Public, Lisa Pender – Project Officer G14G, Jon James – Natural Environment Manager, R Lane - Town Clerk, Mrs S Burrows - Administration Officer, J Virgo – Grounds & Premises Warden.

APOLOGIES: J Rance, S Miller.

Councillor Mrs J Dent in the Chair.

HEALTH AND SAFETY ANNOUNCEMENTS

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

1/17/18 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

Councillor Coot notified the Chairman he would be recording the meeting.

The Chairman updated members that the Services Committee is short of members and that Councillor Brady offers his services.

Following a vote it was **RESOLVED** that Councillor Brady be appointed to the Services Committee.

2/17/18 TO APPOINT A CHAIRMAN

Following a vote it was **RESOLVED** that Councillor Brady be appointed Chairman.

Councillor Brady in the Chair.

3/17/18 TO APPOINT A VICE-CHAIRMAN

Following a vote it was **RESOLVED** that Councillor Yates be appointed Vice Chairman.

4/17/18 **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. To receive any declarations from Members of Matters of Public Interest regarding matters to be considered at this meeting.
- c. To consider dispensations required.

Councillor	Item	Pecuniary/Non-pecuniary	Reason
None			

5/17/18 **QUESTIONS FROM THE PUBLIC**

A resident of Pillmere asked members to consider allotments at Dartmoor View Pillmere as an item at the next Services Committee.

It was **RESOLVED** that the item be added to the next Services agenda.

6/17/18 **GREEN INFRASTRUCTURE FOR GROWTH – GI4G**

- a. To receive a presentation from Lisa Pender – Project Officer GI4G.

It was **RESOLVED** to note. (Appendix A).

- b. To establish a GI4G Working Party.

It was **RESOLVED** that Councillors Bickford, Brady, Coot, Mrs J Dent, Taylor and Yates form a G14G Working Party reporting back to the Services Committee.

The Chairman announced he would be taking agenda item 12a and b as the next item of business.

7/17/18 **GROUNDS MAINTENANCE**

- a. To review outside area maintenance responsibilities.

It was **RESOLVED** that the Town Clerk liaises with Jon James of Cornwall Council who will supply a copy of the CC service standards maintenance schedule and the current service level agreement the town receives from its supplier Cormac.

- b. To consider grounds maintenance staff transport options.

It was **RESOLVED** that Councillor Parker liaises with the Town Clerk in providing all transport options for members to consider at the next Services meeting.

Councillor Brady left the meeting.

Councillor Yates in the Chair.

Councillor Brady returned to the meeting.

Councillor Brady in the Chair.

8/17/18 **FINANCE**

a. Current Committee budget statement.

It was **RESOLVED**:

1. To note (Appendix B).
2. That an in-house finance training session for new Councillors is arranged with the Town Clerk and Finance Officer.

9/17/18 **TO APPOINT A LIAISON MEMBER FOR THE WAR MEMORIAL RESEARCH AND VIRTUAL WAR MEMORIAL PROJECT**

It was **RESOLVED** to:

1. Appoint Councillor Taylor as the liaison member for the War Memorial Research and Virtual War Memorial Project reporting back to the Services Committee. (Appendix C).
2. Defer this item to a future meeting and suspend any works until further consideration given pending a report from Councillor Taylor.
3. Pay the researcher for any chargeable work undertaken to date.

10/17/18 **ALLOTMENTS**

See attached appendix

a. Review of regulations.

It was **RESOLVED** to note. (Appendix D).

b. Proposed additional guidance for bonfires on allotments.

It was **RESOLVED** that the Town Clerk implements guidance for bonfires into the allotment regulations as may be necessary with the agreement of the Chairman. (Appendix E).

11/17/18 **TO CONSIDER MANAGEMENT ARRANGEMENTS AND REPORTING WATERFRONT AND TOWN DEFICIENCIES**

It was **RESOLVED** that the operation and cleaning of the Waterside toilets is not to satisfactory standards and that the Grounds and Premises Warden and Waterfront and Town Warden monitor the toilets frequently reporting back to the Town Clerk.

Councillor Brady left the meeting.

Councillor Yates in the Chair.

Councillor Brady returned to the meeting.

Councillor Brady in the Chair.

12/17/18 **CHRISTMAS 2017**

a. Brief on Christmas celebration planning arrangements.

It was **RESOLVED** to note. (Appendix F).

b. Establishment of Christmas Lights Working Party.

It was **RESOLVED** that:

1. A Christmas Lights Working Party be established consisting of traders and volunteers of the town to produce a festive lights costed proposal reporting to the Chairman and Town Clerk who have delegated authority to approve a suitable scheme.
2. Councillor Parker be appointed to act as the liaison between the council and the Working Party. (Appendix G).

13/17/18 **WATERFRONT**

a. Update.

It was **RESOLVED** to note.

b. To appoint Members to the Waterside Management Working Party.

It was **RESOLVED** that Councillors Bickford, Brady, Phillips, Mrs J Rance and Yates be appointed to the Waterside Management Working Party.

14/17/18 SALTASH TOWN CENTRE IMPROVEMENT GROUP (STIG)

a. Options.

It was **RESOLVED** to note that this item is not a Services Committee function and to refer the item to the next P&R meeting at which Councillor Coot will provide a report.

15/17/18 PUBLIC TOILETS

a. To consider issues and operation.

It was **RESOLVED** that the operation and cleaning of the Waterside toilets is not to satisfactory standards and that the Grounds and Premises Warden and Waterfront and Town Warden monitor the toilets frequently reporting back to the Town Clerk.

b. Operational toilets:

i. Alexandra Square

No report.

ii. Belle Vue

No report.

iii. Longstone Park

No report.

iv. Waterside

It was **RESOLVED** that the operation and cleaning of the Waterside toilets is not to satisfactory standard and that the Grounds and Premises Warden and Waterfront and Town Warden monitor the toilets frequently reporting back to the Town Clerk.

c. Disused toilets:

i. Belle Vue (upper)

Following an enquiry from CC to ascertain if STC has any interest in the disused block.

It was **RESOLVED** that the item be deferred to the next P&R Committee for consideration.

ii Callington Road

No report.

iii St Stephens

No report.

16/17/18 SALTASH VISITORS GUIDE – REPORT (COUNCILLOR BICKFORD)

Councillor Bickford update members on progress to date.

It was **RESOLVED** that Councillor Bickford draft a copy to be circulated to all members for consideration prior to the next Services committee.

17/17/18 TRAFFIC MANAGEMENT FOR COMMUNITY EVENTS (COUNCILLOR COOT)

It was **RESOLVED** to approve the traffic management community events training proposal to a maximum budget of £700 from the Highways Training and Equipment budget. (Appendix H).

18/17/18 OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:

a. Street furniture.

It was **RESOLVED** that STC approach Cornwall Council purposing relocation of the bench sited on Callington Road to a better used location. (Appendix I).

b. Community toilet scheme.

No Report.

b. Additional litter bins in outer areas.

No Report.

d. Bus shelters & stops.

No Report.

e. Industrial estate issues.

No Report.

f. Elwell Woods/Cornish Cross.

No Report.

g. Notice Boards.

No Report.

19/17/18 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.

20/17/18 **AS REQUIRED OR IF NECESSARY**

21/17/18 **PUBLIC BODIES (Admission to Meetings) Act 1960**

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

22/17/18 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

Following a unanimous vote it was **RESOLVED** that the Services Committee Meetings will commence at 6:30pm as of 13th September 2017.

It was **RECOMMENDED** that Standing Orders be amended accordingly.

23/17/18 **PRESS RELEASES**

None.

24/17/18 **DATE OF NEXT MEETING**

Wednesday 13th September 2017 at 6:30pm.

Rising at: 21:35

Signed: _____
Chairman

Dated: _____