

SALTASH TOWN COUNCIL

Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 14th March 2018 at 6:30 p.m.

PRESENT: Councillors: R Bickford, J Brady - Chair, G Challen, J Dent (Mayor, ex-officio voting), S Lennox-Boyd, M Parker, G Taylor, S Thorn, D Yates – Vice Chair, (Deputy Mayor, ex-officio voting).

ALSO PRESENT: 2 Members of the Public, Councillor C Warrington, M Thomas – Senior Administration Officer, S Burrows - Administration Officer, J Virgo – Grounds and Premises Warden, J Diamond - Waterfront and Town Leader.

APOLOGIES: Councillors: S Miller.

HEALTH AND SAFETY ANNOUNCEMENTS

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

81/17/18 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING

A Member of the public declared that the meeting would be recorded.

82/17/18 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.

Councillor	Item	Pecuniary/Non-Pecuniary	Reason
Brady	16	Non-Pecuniary	The seller is a neighbour
Yates	9	Pecuniary	I own the salt/grit being discussed

- c. To consider dispensations required: None.

d. To Note ongoing dispensations:

83/17/18 To note an ongoing dispensation for Councillor Rance to act as Chairman of the Saltash Team for Youth and commissioning of Youth Work.

It was **RESOLVED** to note.

84/17/18 To note an ongoing dispensation for Councillors Challen and Miller for Full Council and all associated Committees in relation to their roles as representatives of Saltash Town Council on the Chamber of Commerce.

It was **RESOLVED** to note.

85/17/18 **QUESTIONS FROM THE PUBLIC**

None.

86/17/18 **FINANCE**

a. To receive the current Committee budget statement. (Appendix A)

It was **RESOLVED** to note.

87/17/18 **APPROVAL OF THE MINUTES OF THE SUB-COMMITTEES**

Please see a copy of the minutes on STC website or request to see a copy at the Guildhall.

The minutes of the meeting of the Waterfront Management Sub-Committee held on Wednesday 24th January 2018 were confirmed and signed as a correct record.

It was **RESOLVED** to note and that:

1. The Waterfront Musical Festival be operated and managed by the Saltash Lions Club.
2. All required insurances be provided by the Saltash Lions Club.
3. STC will not be participating in the event but where possible the Waterfront and Town Wardens will provide support to the Saltash Lions Club.
4. The Services Committee endorse the activities being arranged.

88/17/18

GRITTING AND SNOW CLEARING

(Appendix B)

Councillor Yates updated members that all grit bins were surveyed prior to the freezing season and that a further survey needs to be carried out.

It was **RESOLVED** to note and that:

1. The Waterfront and Town Wardens will conduct a further survey on the condition of the grit bins to ensure their ongoing serviceability.
2. The Grounds and Premises Warden will manage location records and survey the bins for repair and replacement requirements.

Councillor Yates declared an interest in the next agenda item and left the meeting.

89/17/18

PURCHASE OF GRIT

(Appendix C)

Councillor Brady informed members of the options to purchase grit to top up the salt bins following the winter season.

It was **RESOLVED** to approve the quote from David Yates for 25 bags of grit at a cost of £125.00 from the Salt Bins EMF budget stored at Longstone Depot.

Councillor Yates was invited and returned to the meeting.

90/17/18

REPORT ON WATER SAVING

(Appendix D)

Councillor Thorn informed members of the option to purchase Hippo water saving bags for STC public toilets.

It was **RESOLVED** that:

1. The Grounds and Premises Warden carries out an audit on all STC public toilets to determine the size of the toilet cisterns.
2. The Grounds and Premises Warden purchases and installs the required amount of Hippo bags.
3. Funds be allocated from the Public Toilets EMF budget.
4. The Grounds and Premises Warden carries out an audit on all STC public toilet taps reporting back to the Chair of Services.

91/17/18

FORE STREET HANGING BASKETS

(Appendix E)

Councillor Brady informed members of the options to purchase 2018 summer hanging baskets.

It was **RESOLVED** that:

1. Tartendown be appointed to supply and deliver 36 summer hanging baskets w/c the 18th June at a cost of £936.00.
2. The Waterfront and Town Wardens install, water and maintain the summer hanging baskets at a convenient and safe time to do so.

It was **RECOMMENDED** that:

3. An S106 application be submitted for funding.

92/17/18

WEED SPRAYING OPTIONS

(Appendix F)

Councillor Brady informed members of the weed spraying options for the town.

It was **RESOLVED** that:

1. The weed spraying works be carried out in-house by the Waterfront and Town Wardens.
2. Weed spraying equipment be purchased at a cost of £450.
3. The first application be complete by May 2018.
4. Funds be allocated to the Highways Weed Control budget.
5. The Waterfront and Town Wardens attend the next available weed spraying course subject to Staffing approval.

93/17/18

UNMAINTAINED LAND IN SALTASH

(Appendix G)

Councillor Yates informed members of the unmaintained land within Saltash.

It was **RESOLVED** to note and that:

1. The Town Clerk instructs Surveyors to undertake a survey on all unmaintained land in the Latchbrook and Pillmere areas.
2. The Grounds and Premises Warden catalogues all STC land reporting back to the next Business Strategy and Forward Planning Committee.
3. This item be deferred to the next Business Strategy and Forward Planning Committee for consideration.

94/17/18 **ANNUAL INSPECTION AT KERNOW GATE** (Appendix H)

Councillors Brady and Taylor updated members on the equipment and maintenance of the playground and surrounding area.

It was **RESOLVED** to note and that this item be deferred for consideration at the next Business Strategy and Forward Planning Committee.

Councillor Yates left the meeting.

Councillor Yates returned to the meeting.

95/17/18 **TOILET AND PREMISES CLEANING ROTA** (Appendix I)

The Chairman informed members of the proposed toilet and premises cleaning rota.

It was **RESOLVED** to note and that this item be deferred for consideration at the next Staffing Committee.

Councillor Brady declared an interest in the next agenda item and left the meeting.

Councillor Yates in the Chair.

96/17/18 **PURCHASE OF TOOLS** (Appendix J)

Councillor Yates informed members of a list of tools for sale.

It was **RESOLVED** that:

1. The tools be purchased at a cost of £2,265.00.
2. The Waterfront and Town Leader allocates suitable storage.
3. The items be added to STC asset register.
4. The funds be allocated from the Waterfront Capital Works, Equipment and Machinery EMF budget.

Councillor Brady was invited and returned to the meeting.

Councillor Brady in the Chair.

97/17/18

CHILDREN'S MURALS

(Appendix K)

Councillor Dent informed members of the murals completed by the young people of Saltash to be displayed in and around the town.

It was **RESOLVED** that Councillor Dent determines appropriate locations for the children's murals to be displayed subject to the building owner's permission.

98/17/18

OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:

a. Community Allotment Proposal:

It was **RESOLVED** to defer to a future meeting.

b. Street Furniture:

No Report.

c. Community Toilet Scheme:

No Report.

d. Additional litter bins in outer areas:

No Report.

e. Public toilets:

No Report.

f. Bus shelter and stops:

No Report.

g. Industrial estate issues:

No Report.

h. Elwell Woods/Cornish Cross:

No Report.

i. Notice boards:

No Report.

99/17/18 **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.

100/17/18 **AS REQUIRED OR IF NECESSARY**

None.

101/17/18 **PUBLIC BODIES (Admission to Meetings) Act 1960**
To resolve that the public and press be re-admitted to the meeting.

102/17/18 **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

103/17/18 **PRESS RELEASES**

It was **RESOLVED** to issue the following press release:

1. Children's Murals.

104/17/18 **DATE OF NEXT MEETING**

Wednesday 9th May 2018 at 6:30 p.m.

Rising at: 20:00 p.m.

Signed: _____
Chairman

Dated: _____