

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 9<sup>th</sup> May 2018 at 6:30 p.m.

**PRESENT:** Councillors: J Brady – Chairman (Mayor, ex-officio voting), G Challen (Deputy Mayor, ex-officio voting), J Dent, M Parker – Vice Chairman, S Thorn, D Yates – (Vice Chairman part).

**ALSO PRESENT:** R Lane – Town Clerk, S Burrows - Administration Officer, J Virgo – Grounds and Premises Warden, J Diamond - Waterfront and Town Leader.

**APOLOGIES:** Councillors: R Bickford, S Lennox-Boyd.

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Councillor Brady in Chair

#### **HEALTH AND SAFETY ANNOUNCEMENTS**

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

#### **1/18/19 TO APPOINT A CHAIRMAN**

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

Councillor Brady remained in the Chair.

#### **2/18/19 TO APPOINT A VICE CHAIRMAN**

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

#### **3/18/19 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**4/18/19**      **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.

<b>Councillor</b>	<b>Item</b>	<b>Pecuniary/Non-Pecuniary</b>	<b>Reason</b>
None			

- c. To Note ongoing dispensations:

**5/18/19**      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.

**6/18/19**      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.

**7/18/19**      **QUESTIONS FROM THE PUBLIC**

None.

**8/18/19**      **FINANCE**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**9/18/19**      **TO CONSIDER APPOINTMENTS TO WORKING PARTIES**

It was **RESOLVED** to approve the appointments to Working Parties as attached subject to Councillors Miller and Taylor approval to remain on the associated Working Parties.

**10/18/19**      **APPROVAL OF THE MINUTES OF THE SUB-COMMITTEES**

None.

**11/18/19**      **TO CONSIDER REINSTATING PILLMERE PLAY PARK AS A COMMUNITY GREEN SPACE**

The Chairman informed members of works taken place at Pillmere play park.

It was **RESOLVED** in principal that:

1. Pillmere play park be reinstated as a Community Green Space.
2. The Grounds and Premises Warden liaise with Councillor Phillips and Glendale in providing options reporting back to the next Services meeting.
3. Funds be allocated from the Pillmere Estate (Capital Works) EMF budget.

**12/18/19**      **TO REVIEW THE METHOD FOR REPORTING OVERGROWN PATHWAYS**

Councillor Yates informed members of overgrown pathways, environmental issues and small parcels of land in the Pillmere area.

It was **RESOLVED** that:

1. The pathways and small parcels of land reported are not the ownership nor management of STC.
2. The Waterfront and Town Leader continues to report overgrown pathways to the appropriate authority.
3. The Waterfront and Town Leader liaise with SEA to issue a promotional article on environmental issues in Saltash.
4. The Chairman writes an article on environmental issues to be distributed through Social Media, Town Messenger and Cornish Times.

**13/18/19**      **TO CONSIDER CHRISTMAS LIGHTS**

Councillor Parker informed members that the Working Party are in progress negotiating this year's Christmas lights.

It was **RESOLVED** to note and that all procurement works are managed by the Office in conjunction with Councillor Parker the STC Liaison for the Working Party.

**14/18/19**      **TO CONSIDER THE LOCATION OF CHILDREN'S MURALS**

Councillor Parker asked members to consider locations for the children's murals.

Councillor Dent informed members of the options for the children's murals to be displayed in and around the town.

It was **RESOLVED** that Councillors Thorn and Parker determine appropriate locations (subject to property owner's permission) for the children's murals to be displayed reporting back to the next Services meeting.

**15/18/19**      **PUBLIC TOILETS**

a. To note the appointment of two Toilet and Premises Cleaners.

The Chairman updated members on the appointment of two Toilet and Premises Cleaners.

Members considered the issue of cleaners using their own vehicles for work and the need for a services vehicle.

It was **RESOLVED** to note:

1. A mileage allowance is paid and that an uplift in vehicle insurance to cover business use was offered however both members of staff confirmed this is already in place.
2. The Grounds and Premises Warden confirmed the carriage of working materials and chemicals has been risk assessed.
3. The procurement of a vehicle will be considered as further property becomes operational and requires a cleaning service.

The Chairman thanked the Toilet and Premises Cleaners for their hard work in maintaining the public toilets to a high standard.

The Chairman also thanked STC Cleaner/Caretaker for all her hard work in taking on and maintaining Alexandra Square public toilet to a high standard.

It was **RESOLVED** to note.

**16/18/19**      **OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

No Reports.

**17/18/19**      **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.

**18/18/19**      **AS REQUIRED OR IF NECESSARY**

None.

**19/18/19**      **PUBLIC BODIES (Admission to Meetings) Act 1960**  
To resolve that the public and press be re-admitted to the meeting.

**20/18/19**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

Signage

The Chairman asked members to consider three design options to replace the existing Saltash Parking Sign situated on the wall facing the bridge on no.4 Fore Street.

It was **RESOLVED** that all STC members consider the sign design options emailing their comments and views to the Administration Officer for the Chairman's attention.

**21/18/19**      **PRESS RELEASES**

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

1. Saltash Town Council Public Toilets.
2. Environmental Issues.
3. Christmas lights.

**22/18/19**      **DATE OF NEXT MEETING**  
Wednesday 11<sup>th</sup> July 2018 at 6:30 p.m.

Rising at: 7:45 p.m.

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

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