

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 10<sup>th</sup> July 2019 at 6:30 p.m.

**PRESENT:** Councillors: G Challen, J Dent, M Fox, S Gillies, S Lennox-Boyd, S Martin, S Miller – Vice Chairman, M Parker – Chairman, B Samuels, P Samuels, D Yates

**ALSO PRESENT:** R Lane – Town Clerk,  
A-J Thomas – Senior Policy and Data Compliance Monitoring Officer, D Joyce – Relief Administration Officer

**APOLOGIES:** Councillors: R Bickford, J Peggs, W Phillips, A Pinckney

---

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

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

**21/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Senior Policy and Data Compliance Monitoring Officer notified the Chairman she would be recording the meeting for the purpose of minute taking.

**22/19/20** **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 consider dispensations required. None.

**23/19/20** **QUESTIONS FROM THE PUBLIC**

None.

**24/19/20** **TO CONSIDER RISK MANAGEMENT REPORTS**

None.

**25/19/20**      **FINANCE**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**26/19/20**      **TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEE AND CONSIDER ANY RECOMMENDATIONS:**

- a. Library sub-committee held on 3<sup>rd</sup> June 2019

The minutes were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**RECOMMENDATIONS:**

**Minute No. 08/19/20**

It was **RESOLVED** that:

- a. A 'Refreshments' budget code be introduced to the Guildhall budget.

**Minute No.09/19/20 (3)**

It was **RESOLVED** that:

- a. The provision of a Café be determined by advertising for expression of interests and proposals from operators.

- b. Library sub-committee held on 17<sup>th</sup> June 2019

The minutes were confirmed and signed as a correct record.

It was **RESOLVED** to note.

**27/19/20**      **STAFFING HOURS**

The Chairman of Personnel Committee reported that due to the increasing workload of the Service Delivery Team, it was proposed to increase the hours for two members of staff from 30 hours per week to 37 hours per week on a permanent basis. The members of staff have been consulted and are in agreement and the increase is within budget.

It was noted that a review of staffing on the Waterfront will take place.

It was **RESOLVED** to approve.

**28/19/20**      **CORRESPONDENCE**

- a. To consider becoming a hedgehog friendly Town Council.

It was **RESOLVED** that STC become a hedgehog friendly Town Council and to advise the resident that only Cornwall Council can erect road signs.

**29/19/20**      **TO NOTE THE REMOVAL OF WASTE AND INSTALLATION OF FENCING AT GRASMERE WAY, PILLMERE UNDER CHAIRMAN'S DELEGATED AUTHORITY**

The Chairman advised Members that the waste, which includes asbestos, will be removed and the area fenced off.

A meeting with the adjacent property owner will be sought to seek recompense and ensure there is no future reoccurrence.

It was **RESOLVED** to note.

**30/19/20**      **TO CONSIDER PURCHASING A VAN FOR OUTSIDE WORKS**

It was **RESOLVED** to defer until the next meeting.

**31/19/20**      **TO RECEIVE AN UPDATE ON STREET FURNITURE IN FORE STREET AND VICTORIA GARDENS**

The Town Clerk reported to Members that an offer has been received from Cornwall Council to transfer by exchange of letter the ownership of the benches in Victoria Gardens.

With regard to the transfer of ownership of the benches in Fore Street to STC Cornwall Council have referred this to Cormac as the current maintenance contractor for comment.

It was **RESOLVED** to:

1. Extend the request for transfer of ownership to that of benches, planters and bins in Victoria Park and Fore Street.
2. Request details of any maintenance agreements for benches that have dedication plaques.

**32/19/20**     **OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

a. Allotments: To note the refurbishment of Grenville Avenue.

It was **RESOLVED** to note.

**33/19/20**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was **RESOLVED** 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.

**34/19/20**     **TO CONSIDER ANY ITEMS FROM THE MAIN PART OF THE AGENDA**

None.

**35/19/20**     **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

It was **RESOLVED** that the public and press be re-admitted to the meeting.

**36/19/20**     **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

a. Training for City, Town and Parish Councils: Tackling littering, fly tipping and dog fouling

It was **RESOLVED** to send the Service Delivery staff on the training and to note that Members may also attend.

b. Enquiry from Cornwall County FA re provision of football facilities in Saltash.

It was **RESOLVED** that Members contact the Community Link Officer Localism Cornwall Council with any information.

c. Noticeboards.

It was **RESOLVED** that a committee member will accompany a member of the Service Delivery team to review noticeboard content and display.

**37/19/20**     **PRESS AND SOCIAL MEDIA RELEASES**

a. Hedgehog friendly Town Council

b. Allotment available at Grenfell for any individual/organisations.

**38/19/20**     **DATE OF NEXT MEETING**

Wednesday 11<sup>th</sup> September 2019 at 6.30 p.m.

Rising at 7.43 p.m.

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

Date: \_\_\_\_\_

DRAFT