

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Services Committee held in The Guildhall on Wednesday 11<sup>th</sup> September 2019 at 6:30 p.m.

**PRESENT:** Councillors: R Bickford, G Challen, J Dent, M Fox, S Miller – Vice Chairman, M Parker – Chairman, A Pinckney, B Samuels, P Samuels, D Yates.

**ALSO PRESENT:** R Lane – Town Clerk, D Joyce – Administration Officer.

**APOLOGIES:** Councillors: S Lennox-Boyd, S Martin, J Peggs, B Phillips, J Rance.

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### HEALTH AND SAFETY ANNOUNCEMENTS

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

**39/19/20** **RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**40/19/20** **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.

**41/19/20** **QUESTIONS FROM THE PUBLIC**

None.

**42/19/20** **TO CONSIDER RISK MANAGEMENT REPORTS**

None.

**43/19/20** **TO APPROVE THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 16<sup>TH</sup> MAY 2019 AND WEDNESDAY 10<sup>TH</sup> JULY 2019.**

- a. Services meeting held on Thursday 16<sup>th</sup> May 2019

It was **RESOLVED** to approve that the minutes of the Services Committee held on Thursday 16<sup>th</sup> May 2019 were confirmed and signed as a correct record.

- b. Services meeting held on Wednesday 10<sup>th</sup> July 2019

It was **RESOLVED** to approve that the minutes of the Services Committee held on Wednesday 10<sup>th</sup> July 2019 were confirmed and signed as a correct record.

**44/19/20** **TO APPROVE THE MINUTES OF THE FOLLOWING SUB-COMMITTEE AND CONSIDER ANY RECOMMENDATIONS:**

- a. Property Maintenance held on Wednesday 29<sup>th</sup> May 2019.

It was **RESOLVED** to approve that the minutes of the Property Maintenance Committee held on Wednesday 29<sup>th</sup> May 2019 were confirmed and signed as a correct record.

**RECOMMENDATIONS:**

**Minute no. 08/19/20**

**It was RECOMMENDED:**

- a. The MHR be offered to the Registration Office as alternative accommodation from the library when the current terms end which is 12 months after transfer of ownership to Saltash Town Council. The office at the library could then be utilised by STC staff.

It was **RESOLVED** to note that the Registration Service declined the MHR due to it being unsuitable for their use and Cornwall Council lone working policy.

**Minute no. 08/19/20**

**It was RECOMMENDED:**

- b. The MHR be set for community use and be promoted with an open day. The Finance Officer to produce rates based on; hourly/daily rate, week/weekend, community and commercial basis.
- c. The preferred option of this Sub-Committee is to offer the space to the Registration Office subject to the necessary fittings i.e. alarms, and if income raised through weddings, additional fees to be applied.

It was **RESOLVED** to note and that the use of the MHR is to be further discussed as its own agenda item **minute no. 47/19/20**.

**Minute No. 09/19/20**

The Building Surveyor reviewed the Five-Year Maintenance Plan with the following recommendations:

**Burial Authority**

The Building Surveyor advised members that he tried to contact the developers at the Churchtown site regarding The Party Wall but has not received a response. The Party Wall provides a framework for preventing and resolving disputes in relation to party walls, boundary walls and excavations near neighbouring buildings. A building owner proposing to start work covered by the Act must give adjoining owners notice of their intentions in the way set down in the Act.

**It was RECOMMENDED:**

- a. Approval be sought by the Policy & Finance Committee to take legal action against the developer should a resolution not be met.
- b. Individual plot holders are to be contacted and issued with a letter regarding the Party Wall and to remedy a way forward.

It was **RESOLVED** to note that legal action is not necessary at this stage in regard to the party wall at Churchtown Cemetery other than for one outstanding property/individual plot holder that is being dealt with by STC's Building Consultant.

- b. Library held on Tuesday 27<sup>th</sup> August 2019.

It was **RESOLVED** to approve that the minutes of the Library Committee held on Tuesday 27<sup>th</sup> August 2019 were confirmed and signed as a correct record.

### **RECOMMENDATIONS:**

#### **Minute No. 41/19/20**

It was **RECOMMENDED** the works be proposed to the Services Committee for consideration to be funded by application for a Public Works Loan of up to £200,000 repayable over 10 years to finance the full list of options as detailed in the Building Consultants report.

It was **RESOLVED** to recommend to the next Full Council meeting to approve the principle proposal of an application for a Public Works Loan of up to £200,000 repayable over 10 years to finance the full list of options as detailed in the Building Consultants report.

#### **45/19/20**      **FINANCE:**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

#### **46/19/20**      **CORRESPONDENCE**

- a. Chamber of Commerce – To consider the Christmas lights switch on.

It was **RESOLVED** to approve the Christmas light switch on to be held in November subject to confirmation of the date proposed by the Chamber of Commerce does not clash with other surrounding towns and cities.

It was **RECOMMENDED:**

- a. The white lights above Fore Street be switched on the 2<sup>nd</sup> week of November and the coloured Christmas light switch on to follow if technically feasible thereafter.
- b. The Chamber of Commerce to confirm Christmas light switch on date and celebrations.

**47/19/20**      **TO CONSIDER OPTIONS FOR THE MAURICE HUGGINS ROOM**

Members considered the proposals received for the MHR and the current existing operating costs financed by Saltash Town Council and evaluated up to £7,000 per annum.

It was **RESOLVED** to:

- a. Defer community proposals until such a time that other financial avenues had been investigated with the idea that if successful in a commercial venture the current hire rates at the Guildhall and the Council Chamber would be adjusted for community use.
- b. Delegate authority to the Town Clerk to report to the Chair's of Services and Property Maintenance Sub Committee with information regarding the possibility and potential interest in the MHR being used for commercial purposes.

**48/19/20**      **TO RECEIVE THE MINUTES OF THE COASTAL COMMUNITY TEAM**

Councillor Bickford and Yates informed members of attendance and discussions held with the Coastal Community Team. They informed members the main objective of the team is to discuss plans for flood control and prevention. Including discussions on sources of funding, issues that could potentially arise and ownership of land in order to establish a co-ordinated plan with surrounding authorities.

It was **RESOLVED** to note.

**49/19/20**      **TO RECEIVE THE MINUTES OF THE ROAD SAFETY MEETNG**

No Report.

**50/19/20**      **OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

a. Allotments:

- i. To consider the use of the spare land adjacent to Churchtown allotment for further allotments.

It was **RESOLVED** to defer the item to the next Burial Authority meeting to be held on Tuesday 1<sup>st</sup> October 2019.

- ii. To consider a request from (SEA) Saltash Wildlife for the use of allotment land at Grenfell Avenue.

It was **RESOLVED** to approve (SEA) Saltash Wildlife application subject to the following conditions:

1. Within STC existing agreement with Cornwall Council on the use of land proposed.
2. (SEA) Saltash Wildlife full consultation with neighbouring properties.

**51/19/20**      **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.

**52/19/20**      **TO CONSIDER ANY ITEMS FROM THE MAIN PART OF THE AGENDA**

None.

**53/19/20**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**54/19/20**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIR**

None.

