

## SALTASH TOWN COUNCIL

### Minutes of a Meeting of the Christmas Lights and Town Events Sub Committee held on the virtual Zoom platform on Wednesday 16<sup>th</sup> September 2020 at 6.30p.m.

**PRESENT:** Councillors G Challen, M Fox, S Miller, M Parker– Chairman, A Pinckney, B Samuels

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

**APOLOGIES:** Councillors J Peggs, J Rance

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#### **ANNOUNCEMENTS**

The Chairman confirmed that all present could hear the proceedings.

The Chairman confirmed all person's present.

The Chairman confirmed the meeting was quorate.

The Chairman informed all attendees of the meetings procedures.

#### **1/20/21 TO APPOINT A CHAIRMAN**

Councillor B Samuels nominated Councillor Parker, seconded by Councillor Miller. Following a vote, it was **RESOLVED** Councillor Parker be elected as Chairman.

#### **2/20/21 TO APPOINT A VICE CHAIRMAN**

Councillor Challen nominated Councillor B Samuels, seconded by Councillor Pinckney. Following a vote, it was **RESOLVED** Councillor B Samuels be elected as Vice Chairman.

#### **3/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

The Senior Policy and Data Compliance Monitoring Officer informed the Chairman that the meeting would be recorded for the purpose of minute taking.

**4/20/21      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	Agenda Item	Pecuniary/ Non-Pecuniary	Reason	Left the Meeting	Remained at the Meeting and did not Vote
None					

- c. To consider dispensations required.

None

**5/20/21      QUESTIONS FROM THE PUBLIC**

None.

**6/20/21      HEALTH AND SAFETY**

No report.

**7/20/21      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**8/20/21      FINANCE AND BUDGET**

It was **RESOLVED** to note.

**9/20/21      TO RATIFY THE COVID-19 DELEGATED DECISION REGISTER**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
	None			

**10/20/21**      **TO RECEIVE QUOTES FOR CHRISTMAS LIGHTING AT THE GUILDHALL**  
(Pursuant to CL&TE held on 12.03.20 minute no.28/19/20)

The Chairman reported that he contacted three companies for quotes. One company has subsequently stopped trading, one declined to quote and the third had only sent part of a quote this evening. This will be forwarded to Members after the meeting. The proposal is to fit a system lighting the building in different colours that can be used throughout the year. Councillor Peggs is also obtaining a quote for a similar system.

Members requested further details on the timescale for installation – could it be in place for Remembrance – and maintenance agreements.

It was **RESOLVED** that the Chairman will update Members by email and a decision will be made at the next meeting of the sub Committee.

**11/20/21**      **TO APPROVE THE TERMS OF REFERENCE**  
(Pursuant to CL&TE held on 12.03.20 minute no.31/19/20)

It was **RESOLVED** to approve the Terms of Reference.

DRAFT

**12/20/21**      **TO RECEIVE AN UPDATE REGARDING IDEAS AND SUGGESTIONS FOR EVENING ENTERTAINMENT**

**(Pursuant to CL&TE held on 12.02.20 minute no.12/19/20 and CL&TE held on 12.03.20 minute no.33/19/20)**

The Chairman advised Members that with the current Covid-19 restrictions in place it will not be possible to hold the event with entertainment as in previous years. The switch on of the lights would go ahead in late afternoon with members of the public being able to view the lights in the evening. Members proposed a date of Friday 13<sup>th</sup> November 2020.

Members were concerned that the Town Council should make an impact with the Christmas lights as a morale booster for residents after what has been a difficult year. The Chairman reported that he has been obtaining quotes for replacing the cross street panels and extending the lighting scheme into Lower Fore Street, to the end of the Guildhall. Members suggested different sites that could be considered for additional festive lighting or Christmas trees including the library, the Waterside and Jubilee Green. It was noted that the main Christmas tree will be placed in Victoria Gardens as in previous years.

Cornwall Councillor Frank who was attending as a member of the public, was invited by the Chairman to speak regarding the feasibility of placing additional lighting at Jubilee Green.

The involvement of the Cornwall Council Street Lighting Officer to facilitate any new installations will be required and Cornwall Councillor Frank offered to assist with this.

It was **RESOLVED** that the Chairman will, with any Members of the sub committee who are available, survey the suggested sites for additional lighting and report back to the next meeting to progress.

**13/20/21**      **TO RECEIVE A REPORT REGARDING FOOD OUTLET OPTIONS FROM COUNCILLORS CHALLEN AND FOX**

**(Pursuant to CL&TE held on 12.03.20 minute no.34/19/20)**

It was noted that this would not be possible to pursue under the current Covid-19 restrictions.

It was **RESOLVED** that a letter will be sent to local businesses suggesting that they might consider late night opening on the day of the lights switch on.

**14/20/21 TO CONSIDER A ROAD CLOSURE AND APPOINTMENT OF FTAS GROUP TRAFFIC MANAGEMENT**

It was **NOTED** that this is no longer required.

**15/20/21 TO CONSIDER TAKING PART IN THE WINTER WONDERLAND CELEBRATORY FESTIVAL**

The Chairman advised the sub committee that this event is actually called Window Wonderland which is a Covid safe festival for the community. The Clerk has received a letter from the Chamber of Commerce asking if the Town Council will join residents and local businesses decorating the Guildhall windows as part of the festival which they have proposed due to the cancellation of the planned events.

It was **RESOLVED** that the Town Council will join the festival.

**16/20/21 TO RECEIVE MEMBERS LIST FOR SPONSORSHIP OPTIONS (Pursuant to CL&TE held 12.03.20 minute no. 36/19/20)**

It was **NOTED** that this is no longer required.

**17/20/21 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.

**18/20/21 AS REQUIRED OR IF NECESSARY.**

None.

**19/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**20/20/21 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

None.

**21/20/21 PRESS AND SOCIAL MEDIA RELEASES.**

None.

**22/20/21**      **DATE OF NEXT MEETING**

To be confirmed.

Rising at 7.32 pm

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

Chairman

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

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