

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of the Services Committee held on the virtual platform Zoom on Wednesday 14<sup>th</sup> October 2020 at 6:30 p.m.**

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

**ALSO PRESENT:** 1 Member of the Public, R Lane – Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer, S Emmett – Finance Officer, R Enticknap – Service Delivery Manager, M Cotton – Assistant Delivery Manager.

**APOLOGIES:** Councillors: S Martin, J Peggs, A Pinckney, 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.

#### **29/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**30/20/21      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.

<b>Councillor</b>	<b>Agenda Item</b>	<b>Pecuniary/ Non-Pecuniary</b>	<b>Reason</b>	<b>Left the Meeting</b>	<b>Remained at the Meeting and did not Vote</b>
Bickford	10	Non-Pecuniary	Volunteer Director of CIC	Yes	N/A

- c. To consider dispensations required:

None.

**31/20/21      QUESTIONS FROM THE PUBLIC**

None.

**32/20/21      FINANCE:**

- a. To receive the current committee budget statement.

It was **RESOLVED** to note.

**33/20/21**      **TO RATIFY THE FOLLOWING DURING THE COVID-19 ISOLATION PERIOD:**

<b>Ref Nr.</b>	<b>Details</b>	<b>Decision Agreed</b>	<b>Committee</b>	<b>Sub Committee</b>
REF 20	Agreed to cancel all Guildhall bookings up to the 31 <sup>st</sup> August 2020	APPROVED	SERVICES	N/A
STC64	To stop handling Payments via the Library & Information Service relating to Cornwall Council Services	APPROVED	SERVICES	LIBRARY
STC67	To extend Guildhall Booking Cancellations up until the 30th September20	APPROVED	SERVICES	N/A
STC68	To approve a subscription to Libraries Connected CILIP for the Community Hub Team Leader	APPROVED	SERVICES	LIBRARY
STC71	To extend the amnesty for Library overdue charges until the end of 2020	APPROVED	SERVICES	LIBRARY
STC72	To approve the Library Phase 2 service and costings.	APPROVED	SERVICES	LIBRARY
STC73	To approve the purchase of a PC for the Community Hub Team Leader situated at the Library.	APPROVED	SERVICES	LIBRARY

It was **RESOLVED** to approve the items listed on the COVID-19 Delegated Decision Register.

**34/20/21**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

35/20/21

**CORRESPONDENCE:**

- a. To receive and consider a request to install permanent outdoor tennis tables at Saltash park(s). (**Pursuant to FTC held on 1.10.20 minute no. 120/20/21**)

Councillor Parker proposed to refer the applicant to Cornwall Council to ascertain permission and to establish placement for the installation of a communal tennis table. Councillor Phillips seconded Councillor Parkers proposal.

It was **RESOLVED** to refer the applicant to Cornwall Council.

- b. To receive a request for financial support towards the cost of a street light located at Oaklands Community Centre.

Councillor Parker proposed to request an invoice from Oaklands Community Centre for the previous 3 year time period at the cost agreed of £65 per year. Councillor Phillips seconded Councillor Parkers proposal.

It was **RESOLVED** to approve the payment of £195.00 upon receipt of an invoice from Oaklands Community Centre.

- c. To receive and consider a request to allow a fitness class to be held on Pillmere Green.

Councillor P Samuels proposed to refuse the application due to the fitness class being a commercial venture on public land. Councillor Challen seconded Councillor P Samuels proposal.

It was **RESOLVED** to refuse permission.

The Chairman announced that the next item of business to be received was Agenda Item 11.

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

**36/20/21**      **TO RECEIVE AND CONSIDER A REPORT REGARDING THE USE OF THE MAURICE HUGGINS ROOM.**

Councillor Dent briefed Members regarding her report and the offer from Community Enterprises to manage the building and the space for use by various community projects.

Councillor Dent proposed to offer the use of the Maurice Huggins Room for 18-months subject to Cornwall Councils legal departments authorisation of use. Councillor Phillips seconded Councillor Dents proposal.

It was **RESOLVED** to approve.

**37/20/21**      **TO RECEIVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS:**

a. Property Maintenance held on Tuesday 22<sup>nd</sup> September 2020.

Please see a copy of the minutes on the STC website.

It was **RESOLVED** that the minutes of the Property Maintenance Sub Committee held on Tuesday 22<sup>nd</sup> September 2020 were confirmed as a correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

Councillor Dent informed Members of the following recommendations to be considered:

**RECOMMENDATION 1:**

**The Guildhall:**

It was resolved to **RECOMMEND** to Services that:

1. The external and internal repairs and decorations be precepted £20,000 for the year 2021/22.

Councillor Dent proposed to move the recommendation. Councillor Phillips seconded Councillor Dents proposal.

It was **RESOLVED** to approve.

2. The passenger lift be precepted £5,000 for the year 2021/22 for any major works which may be required.

Councillor Dent proposed to move the recommendation. Councillor Phillips seconded Councillor Dents proposal.

It was **RESOLVED** to approve.

### **RECOMMENDATION 2:**

#### **Outdoor Land and Fences:**

It was resolved to **RECOMMEND** to Services:

1. To precept £10,000 over the next five years for the works to be undertaken upon devolution of Victoria Gardens.

Councillor Dent proposed to move the recommendation. Councillor Phillips seconded Councillor Dents proposal.

It was **RESOLVED** to approve

### **RECOMMENDATION 3:**

The Chairman proposed that in principle a flexible agreement between the Council and Community Enterprises PL12 be further explored in the subletting of the Maurice Huggins Room.

It was resolved to **RECOMMEND** to Services that in principle:

1. The Chairman and Councillor Phillips negotiates further the terms of tenancy with Community Enterprises PL12.
2. Enquiries to Cornwall Council be made regarding the possibility of sub-letting the MHR.

The recommendation was **RESOLVED** under Agenda Item 10 Minute 36/20/21.

b. Christmas Lights and Town Events held on Wednesday 7<sup>th</sup> October 2020

Please see a copy of the minutes on the STC website.

It was **RESOLVED** that the minutes of the Christmas Lights and Town Events Sub Committee held on Wednesday 7<sup>th</sup> October 2020 were confirmed as a correct record.

The minutes will be signed upon the return to the Guildhall and made available upon request.

**RECOMMENDATIONS:**

Councillor Parker informed Members of the following recommendation to be considered:

1. The shortfall of £144.00 to provide full Christmas decorations for the town be allocated to budget - Guildhall General Maintenance.

Councillor Parker proposed to move the recommendation. Councillor Challen seconded Councillor Parkers proposal.

It was **RESOLVED** to approve.

2. The community bunting be removed prior to the install of the Christmas lights and reinstated in Spring.

Councillor Parker proposed to move the recommendation. Councillor Dent seconded Councillor Parkers proposal.

It was **RESOLVED** to approve.

**38/20/21** **TO RECEIVE A REPORT FROM THE SERVICE DELIVERY MANAGER.**

It was **RESOLVED** to note.

The Service Delivery Manager informed Members of the following recommendations outlined in the report:

**RECOMMENDATION 1:**

Installation of Radar Key Access for Disabled Toilet situated at Belle Vue

The SDM proposed to install the Radar Access System for users of the disabled toilet situated at Belle Vue.

Councillor Phillips proposed to move the recommendation. Councillor Parker seconded Councillor Phillips proposal.

It was **RESOLVED** to approve.

Guildhall Kitchen Renovation works

The SDM proposed to appoint contractor DCMS to continue with the Guildhall Kitchen renovation works at the total cost of £4,276.31.

Councillor Phillips proposed to move the recommendation. Councillor Parker seconded Councillor Phillips proposal.

It was **RESOLVED** to approve.

**39/20/21** **TO RECEIVE A RECOMMENDATION FROM THE SERVICE DELIVERY MANAGER REGARDING THE PONTOON FACILITIES AND OPERATIONS.**

**(Pursuant to the Extraordinary Services meeting held on 2.09.20 minute no. 23/20/21)**

The SDM briefed Members on various options and related costs for access and security installations at the Pontoon.

Councillor Dent proposed delegated authority be granted to the Chair and Vice Chairman of Services with advice to be sought from Cllr Bickford regarding any future access requirements and security installations at the Pontoon. Councillor Phillips seconded Councillor Dents proposal.

It was **RESOLVED** to approve.



**40/20/21**      **TO CONSIDER REPAIR AND REPLACEMENT OF TOWN NOTICEBOARDS.**  
**(Pursuant to TCV Sub Committee held 27.03.2020 minute nr.35/19/20)**

Councillor Parker proposed to approve all recommendations within the report without replacing the notice board on Callington Road till such a time as it is required to be replaced. Councillor Phillips seconded Councillor Parkers proposal.

It was **RESOLVED** the Administration Officer and Assistant Service Delivery Manager liaise with the Chair regarding costings prior to implementing repair and improvement recommendations.

Councillor Lennox-Boyd left the meeting.

**41/20/21**      **TO CONSIDER FABRIC BUNTING TO BE PLACED AT VARIOUS TOWN COUNCIL SITES FOR FUTURE EVENTS.**

Members were informed by Councillor B Samuels that the purchase of fabric bunting and flags for Remembrance Day had been made for Victoria Gardens, the Memorial Peace Garden and the Waterside with flags for library, Guildhall and Brunel.

Councillor Parker proposed to approve the installation of the Fabric bunting and flags purchased by Councillor B Samuels for Remembrance Day. Councillor Phillips seconded Councillor Parkers proposal.

It was **RESOLVED** to approve.

Councillor Parker proposed to defer the purchase of additional fabric bunting for future events until further investigations as to whether Community Bunting could be obtained. Councillor Phillips seconded Councillor Parkers proposal.

It was **RESOLVED** to defer.

**42/20/21**      **TO CONSIDER APPOINTMENTS TO THE FOLLOWING WORKING PARTIES:**

<b>Working Party</b>	<b>Current Councillor Representatives</b>
Christmas Lights	Cllr Parker - STC Liaison, Cllr Miller, Traders & Volunteers
Green Infrastructure for Growth (GI4G)	Cllrs Dent & Yates
Waterfront Management (from a Sub-Committee Minute 29/18/19 of Services Committee 16.07.18)	Cllr Bickford - Chairman, Dent, Cllr Rance - Vice-Chairman, Cllrs Philips, P. Samuels & Yates.

Christmas Lights

Councillor Parker proposed to dissolve the Christmas Lights working party as the Christmas Lights and Town Events Sub Committee has now been formed. Councillor Phillips seconded Councillor Parkers proposal.

Following a vote, it was **RESOLVED** to approve dissolution.

Green Infrastructure for Growth (GI4G)

Councillor Dent informed Members the GI4G working party no longer operates.

Councillor Parker proposed to remove the working party from the Council's records. Councillor Challen seconded Councillor Parkers proposal.

Following a vote, it was **RESOLVED** to approve dissolution.

Waterfront Management

Councillor Bickford proposed to keep the working party in place with the existing Members appointed. Councillor Yates seconded Councillor Bickfords proposal.

Following a vote, it was **RESOLVED** to appoint the existing Members Councillors Bickford, Dent, Rance, Phillips, P Samuels and Yates as representatives to Waterfront Management Working Party.

**43/20/21**      **OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

a. Allotments.

Nothing to report.

**44/20/21**      **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.

**45/20/21**      **TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA.**

None.

**46/20/21**      **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**  
To resolve that the public and press be re-admitted to the meeting.

**47/20/21**      **URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN.**

Reports Received Via Sharepoint

Councillor Miller requested information as to why meeting reports were no longer available on the Council Website or for the public to view.

The Chair informed Councillor Miller this item is to be further considered at the Policy and Finance Committee with the current process undertaken to provide reports to the public being reviewed.

**48/20/21**      **PRESS AND SOCIAL MEDIA RELEASES.**

It was **RESOLVED** to issue the following Press and Social Media release:

1. Installation of fabric bunting and flags for Remembrance Day
2. Poppy appeal options available to the public.

**49/20/21**      **DATE OF NEXT MEETING**

Extraordinary Services Committee Thursday 12<sup>th</sup> November (**Precept Meeting**) and Wednesday 9<sup>th</sup> December 2020 at 6p.m.

Rising at 8:24 p.m.

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

Date \_\_\_\_\_