



# Saltash Town Council

Konsel An Dre Essa



The Guildhall  
12 Lower Fore Street  
Saltash  
PL12 6JX  
Telephone: 01752 844846  
[www.saltash.gov.uk](http://www.saltash.gov.uk)

3<sup>rd</sup> December 2020

Dear Councillor,

I write to summon you to a meeting of the **Services Committee** to be held on the virtual Zoom platform on **Wednesday 9<sup>th</sup> December 2020 at 6:30 p.m.**

The meeting is open to members of the public and press. Members of the public and press wishing to attend the meeting require the following details:

**Web link:**

<https://us02web.zoom.us/j/85115304698?pwd=VW9UaVNITHBuVjZrUFlwUnRSTkVhdz09>

**Meeting ID:** 851 1530 4698

**Password:** 154042

**Dial by your location:** 0131 460 1196 United Kingdom

Any member of the public requiring to put a question to the Town Council must do so 24 hours prior to the meeting by email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)

Yours sincerely,

R Lane  
Town Clerk

To:

Saltash North	Saltash South	Saltash East	Saltash West
S Gillies	M Fox	R Bickford	G Challen
J Peggs	S Lennox-Boyd	M Parker - Chairman	J Dent
W Phillips– Vice Chairman	S Martin	J Rance	S Miller
B Samuels	A Pinckney	P Samuels	D Yates

## **AGENDA**

1. Announcements:
  - a. To confirm that all present can hear the proceedings.
  - b. Roll call of Members, Public and Press present.
  - c. To confirm the meeting is quorate.
  - d. Meeting procedure.
2. Recording of meetings – please notify the Chairman if you are intending to record this meeting.

Please note: All meetings are open to the public and could be filmed or recorded by broadcasters, the media, council members, the council, or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed we cannot guarantee this especially if you are speaking or taking an active role.

3. Apologies.
4. 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.
  - c. To consider dispensations required.
5. Questions - A 15-minute period when members of the public may ask questions of Members of the Council.

Please note: Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email.

6. Finance:
  - a. To receive the current Committee budget statement.
  - b. To receive and consider virements within the Service budgets for recommendation to Policy and Finance.

7. To ratify the following during the COVID-19 isolation period:

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
REF75	To extend Guildhall Booking Cancellations up until the 31st October 20	APPROVED	SERVICES	N/A
REF76	Change of contract to purchase and maintain all fire extinguishers from Chubb Fire & Security	APPROVED	SERVICES	N/A
REF77	To extend Guildhall Booking Cancellations up until the 30th November 20	APPROVED	SERVICES	N/A
REF78	To extend Guildhall Booking Cancellations up until the end of the financial year 31st March 2021	APPROVED	SERVICES	N/A

8. To consider Risk Management reports as may be received.

9. To note and receive the minutes of the following Sub Committees and consider any recommendations: None.

10. Correspondence.

11. To receive a report from the Service Delivery Manager.

12. To determine the level of service to be provided over the Christmas and New Year period.

13. To consider future storage to accommodate equipment, machinery, and vehicles – Councillor Parker.  
**(Pursuant to the Extraordinary Services meeting held on 2.09.20 minute no. 27/20/21)**

14. To consider locations to store the Town Council trailer.  
**(Pursuant to Services held on 01.10.19 minute nr. 29/19/20 & Services held 14.11.19 minute no. 68/19/20)**

15. To consider a request to plant trees around Saltash.

16. To consider the purchase of fabric bunting to be placed at various Town Council sites for future events.  
**(Pursuant to Services held on 14.10.20 minute no 41/20/21)**

17. To consider the costs for a listed building consent application to install external lighting for various events at the Guildhall.

18. Other areas that the Services Committee is responsible for:

a. Allotments

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.
20. To consider any items referred from the main part of the agenda.
21. Public Bodies (Admission to Meetings) Act 1960:  
To resolve that the public and press be re-admitted to the meeting.
22. Urgent non-financial matters brought forward at the discretion of the Chairman.
23. Press and social media releases.
24. Date of next meeting: Wednesday 10<sup>th</sup> February 2021.