

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of the Services Committee held on the virtual platform Zoom on Wednesday 9<sup>th</sup> December 2020 at 6:30 p.m.**

**PRESENT:** Councillors: G Challen, J Dent, S Miller, M Parker – Chairman, A Pinckney, J Peggs, W Phillips – Vice Chairman, B Samuels, D Yates.

**ALSO PRESENT:** R Lane – Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer, S Emmet – Finance Officer, R Enticknap – Service Delivery Manager, M Cotton – Assistant Service Delivery Manager.

**APOLOGIES:** Councillors: M Fox, S Gillies, S Martin, J Peggs (late arrival), P Samuels.

---

#### **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.

#### **55/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

None.

**56/20/21**      **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>
Peggs	17	Pecuniary	Husband is Building Consultant	Yes	N/A

- c. To consider dispensations required:

None.

**57/20/21**      **QUESTIONS FROM THE PUBLIC**

None.

58/20/21

**FINANCE:**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

- b. To receive and consider virements within the Service budgets for recommendation to Policy and Finance.

The Finance Officer proposed to Members the following virements:

- 1) Vehicle Maintenance: (Currently £2,196 overspent)

Within the Service Delivery Operational Budget. To vire £5,000 6528 Pontoon Accommodation to 6524 Vehicle Maintenance. To cover van rental costs.

- 2) To cover agency Fees: January – March 21

The cost of this is £23,622 (However, the final week of March goes into next year and the cost could come from next year's budget for this week which will bring the total cost for Jan - Mar: £21,804 £1,059 (estimated to be remaining in the contingency as at 31<sup>st</sup> Dec) (No virement necessary)

£1,0937 from BA/BB Staffing Budget from the vacant cemetery post.

£800 from the Library Staffing Budget Surplus

£7,000 from Station Staffing Budget

£1,365 from Service Delivery Staffing Budget

£643 for P&F Staffing Budget.

- 3) Guildhall Caretaking Budget (Shortfall of £268)

Also the Guildhall caretaking budget is actually going to be short by £268. This to be taken from the Guildhall staffing contingency.

Councillor Peggs joined the meeting.

Councillor Parker proposed, Councillor Phillips seconded and it was resolved to **RECOMMEND** the virements within the Service budgets to Policy and Finance to be held on Tuesday 12<sup>th</sup> January 2021.

**59/20/21**      **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>
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

It was proposed by Councillor Parker, Councillor Phillips seconded and **RESOLVED** to ratify the items listed on the COVID-19 Delegated Decision Register.

**60/20/21**      **TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**61/20/21**      **TO NOTE AND RECEIVE THE MINUTES OF THE FOLLOWING SUB COMMITTEES AND CONSIDER ANY RECOMMENDATIONS**

None.

**62/20/21**      **CORRESPONDENCE**

A letter was received from a resident of Saltash concerned that the Guildhall lighting being left on overnight to illuminate the Winter Wanderland could potentially invite anti-social behaviour and vandalism.

Councillor Parker proposed, Councillor Phillips seconded and it was **RESOLVED** that the Service Delivery Team switch off the Guildhall lights at 7pm Monday to Friday and 8pm on Thursday to support the late night shopping and the lights to remain off at weekends.

**63/20/21 TO RECEIVE A REPORT FROM THE SERVICE DELIVERY MANAGER**

Station:

Councillor Parker proposed, Councillor Phillips seconded and it was **RESOLVED** to approve an application be submitted for a road closure to enable the removal of the ivy from the wall on the road side at the Station Building.

Staff Welfare Facilities:

Councillor Parker proposed, Councillor Phillips seconded and it was **RESOLVED** to approve that:

1. Company A be appointed to provide staff welfare facilities for SDGA operations at the Waterfront
2. The annual hire cost of £7,290 per annum
3. The cost be allocated to budget – 6528 Waterfront Accommodation.

**64/20/21 TO DETERMINE THE LEVEL OF SERVICE TO BE PROVIDED OVER THE CHRISTMAS AND NEW YEAR PERIOD**

Councillor Parker proposed, Councillor Phillips seconded and it was **RESOLVED** to approve the Service Delivery shift pattern and reduced services over the Christmas and New Year Period.

**65/20/21 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)**

It was **RESOLVED** to defer this item to the following Services Committee to be held on Wednesday 10<sup>th</sup> February 2021 to allow for further options to be explored.

**66/20/21 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)**

Councillor Phillips proposed, Councillor Parker seconded and it was **RESOLVED** to approve that the trailer be stored in an appropriate area at Churchtown Cemetery.

**67/20/21**      **TO CONSIDER A REQUEST TO PLANT TREES AROUND SALTASH**

Councillor Yates proposed, Councillor B Samuels seconded and it was **RESOLVED** to investigate possible sources of trees which can be donated to primary school children of Saltash.

**68/20/21**      **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)**

It was **RESOLVED** to defer to the following Services Committee to be held on Wednesday 10<sup>th</sup> February 2021 to allow Councillor Peggs to report on alternative community fabric bunting options.

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

**69/20/21**      **TO CONSIDER THE COSTS FOR A LISTED BUILDING CONSENT APPLICATION TO INSTALL EXTERNAL LIGHTING FOR VARIOUS EVENTS AT THE GUILDHALL**

Councillor Parker proposed, Councillor Yates seconded and it was **RESOLVED** to approve:

1. That the Building Consultant be appointed to work up and submit a planning and listed building application to install external lighting to the Guildhall for various events
2. The cost of £1,422.00
3. That the cost be allocated to budget – 6410 Guildhall General Repairs and Maintenance.

Councillor Peggs was invited and returned to the meeting.

**70/20/21**      **OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

a. Allotments

No report.

**71/20/21 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.

**72/20/21 TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**73/20/21 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**74/20/21 URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**75/20/21 PRESS AND SOCIAL MEDIA RELEASES**

Councillor Parker proposed, Councillor Dent seconded and it was **RESOLVED** to issue the following Press and Social Media release:

1. SDGA works undertaken at Pillmere
2. Promote COVID-19 safe shopping, the purchase of updated signage in Fore Street, and funding acquired from ERDF and HM Government funding.

**76/20/21 DATE OF NEXT MEETING**

Wednesday 10<sup>th</sup> February 2021

Rising at 7:34p.m.

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

Date \_\_\_\_\_