

## **SALTASH TOWN COUNCIL**

### **Minutes of a Meeting of the Services Committee held on the virtual platform Zoom on Wednesday 10<sup>th</sup> February 2021 at 6:30 p.m.**

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

**ALSO PRESENT:** 2 members of the public, R Lane – Town Clerk, S Burrows – Assistant Town Clerk, D Joyce – Administration Officer, R Enticknap – Service Delivery Manager, M Cotton – Assistant Service Delivery Manager.

**APOLOGIES:** Councillors: R Bickford, S Martin, P Samuels.

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Cllr Phillips - Vice Chairman in the chair.

#### **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.

#### **77/20/21 TO APPOINT A CHAIRMAN**

It was proposed by Councillor B Samuels, seconded by Councillor Dent and was **RESOLVED** to appoint Councillor Phillips as Chairman.

Cllr Phillips remained in the chair.

#### **78/20/21 RECORDING OF MEETINGS – PLEASE NOTIFY THE CHAIRMAN IF YOU ARE INTENDING TO RECORD THIS MEETING**

Councillor Challen informed the Chairman that she would be recording the meeting.

**79/20/21      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.

None.

c. To consider dispensations required:

None.

**80/20/21      QUESTIONS FROM THE PUBLIC**

None.

**81/20/21      TO NOTE AND RECEIVE THE MINUTES OF THE EXTRAORDINARY SERVICES COMMITTEE HELD ON THURSDAY 12<sup>TH</sup> NOVEMBER 2020 AND THE MINUTES OF THE SERVICES COMMITTEE HELD ON THURSDAY 9<sup>TH</sup> DECEMBER 2020 AS A TRUE AND CORRECT RECORD.**

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

It was proposed by Councillor Phillips, seconded by Councillor Dent and **RESOLVED** that the minutes of the Extraordinary Services Committee held on Thursday 12<sup>th</sup> November 2020 were confirmed as a true and correct record.

It was proposed by Councillor Phillips, seconded by Councillor Peggs and **RESOLVED** that the minutes of the Services Committee held on Thursday 9<sup>th</sup> December 2020 were confirmed as a true and correct record.

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

**82/20/21      TO RECEIVE AND NOTE THE MINUTES OF THE ROAD SAFETY COMMITTEE HELD ON TUESDAY 2<sup>ND</sup> FEBRUARY 2021.**

It was **RESOLVED** to note.

**83/20/21      FINANCE:**

- a. To receive the current Committee budget statement.

It was **RESOLVED** to note.

**84/20/21      TO RATIFY THE FOLLOWING DURING THE COVID-19 ISOLATION PERIOD:**

Ref Nr.	Details	Decision Agreed	Committee	Sub Committee
REF82	To appoint a company to carry out all fire risk assessments for all STC buildings and assets	APPROVED	SERVICES	N/A
REF83	To appoint DCW to collect Recycling waste	APPROVED	SERVICES	N/A

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

**85/20/21      TO CONSIDER RISK MANAGEMENT REPORTS AS MAY BE RECEIVED**

None.

**86/20/21      CORRESPONDENCE**

- a. Cornwall Council – Woodland Management Plans 2020-21 survey.

It was **RESOLVED** to note.

- b. To receive and consider letters from residents to erect a new war memorial.

It was proposed by Councillor Dent, seconded by Councillor Phillips, and **RESOLVED** to note receipt of letters from residents and respond with advice on how to proceed with the request to erect a new war memorial in the town.

**87/20/21      TO RECEIVE A REPORT FROM THE SERVICE DELIVERY DEPARTMENT**

The Service Delivery Manager updated Members on the works to date of the Service Delivery Department.

The Chairman lost connection to the meeting and reconnected.

Due to the potential for further loss of connection, it was proposed by Councillor Phillips, seconded by Councillor Peggs and **RESOLVED** that Councillor Dent be appointed Vice Chairman for the meeting.

It was proposed by Councillor Phillips, seconded by Councillor Fox, and **RESOLVED** to:

1. Delegate authority to the Chairman and the Service Delivery Manager to determine the allocation of requested Grit Bins.
2. Refuse the request from SEA to maintain the wildflower garden located at the Memorial Peace Garden on the grounds that the area is not suitable for wildflowers.

**88/20/21      TO RECEIVE A REPORT ON THE FUTURE USE OF THE TRAILER – COUNCILLOR PHILLIPS**

The Chair informed Members of the condition of the trailer.

It was proposed by Councillor Phillips, seconded by Councillor Miller, and **RESOLVED** to offer the trailer to someone who may wish to take it on free of charge with the condition that if there are no takers it is written off the asset register and disposed of safely and securely.

**89/20/21      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 AND SERVICES HELD ON 9.12.20 MINUTE NO. 68/20/21)**

Councillor Peggs updated Members on the requirement for fabric bunting and associated costs currently being explored. Councillor Peggs informed Members that community bunting is available to install at the Waterside and possibly enough for Jubilee Green.

It was proposed by Councillor Peggs, seconded by Councillor Phillips, and **RESOLVED** that delegated authority be given to the Chairman, Councillor Peggs and the Town Clerk to purchase suitable fabric bunting for future events at a maximum cost of £200.

**90/20/21      OTHER AREAS THAT THE SERVICES COMMITTEE IS RESPONSIBLE FOR:**

a. Allotments

No report.

**91/20/21      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.

**92/20/21      TO CONSIDER ANY ITEMS REFERRED FROM THE MAIN PART OF THE AGENDA**

None.

**93/20/21      PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960:**

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

**94/20/21      URGENT NON-FINANCIAL MATTERS BROUGHT FORWARD AT THE DISCRETION OF THE CHAIRMAN**

None.

**95/20/21      PRESS AND SOCIAL MEDIA RELEASES**

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

1. Further promote Cornwall Council – Woodland Management Plans 2020-21 survey - Social Media only.

**96/20/21      DATE OF NEXT MEETING**

The Chair will determine the date of the next meeting if required prior to the scheduled meeting on Wednesday 14<sup>th</sup> April 2021.

Rising at 7:22p.m.

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

Date \_\_\_\_\_