

## OUTSIDE SERVICES COMMITTEE

6<sup>th</sup> September 2016 at 7.40pm

### Minutes

**1. APOLOGIES**

Cllr Dowdall, Cllr Long, Cllr Smith, Cllr Harriman and Cllr Williams

**PRESENT**

Cllr Mrs Tolman (Chair), Cllr Denley, Cllr Gist, Cllr Mrs Coakley, Cllr Lumley, Cllr Tagg and Cllr Mrs Gold

**MEMBERS OF THE PRESS: 0      MEMBERS OF THE PUBLIC: 0**

**OFFICERS:** Clerk

**2. MINUTES**

The minutes of the meeting of 16<sup>th</sup> August 2016 were approved as a correct record of the proceedings and duly signed.

**3. MATTERS ARISING**

NOTHING

**4. DISCLOSURES OF INTEREST**

NOTHING

**CEMETERY, CHAPEL & WORKSHOP**

**5. FOR DECISION – To receive any updates on the cemetery and workshop, including the review of the Rules & Regulations**

- a) Additional electrical work has been arranged down at the workshop, namely lighting in the shelter and upgrades in the workshop. **Noted.**
- b) The Vice Chair will be meeting the Assistant Clerk shortly to go through the revised Rules & Regulations. **Noted.**

**6. FOR DECISION – To receive any updates on the Heritage Centre.**

Cllr Williams and Cllr Long were not present to give any reports on their recent meeting about press releases.

A date has yet to be confirmed with the Heritage Centre concerning the signage.

## **MAINTENANCE & WORK PRIORITIES**

### **7. FOR DECISION – Staff (GdP) to give an update on any current issues**

The focus this month has been to review the rota system. There is a request for some tree specialist works in Saltash Road Recreational Field to be undertaken, which could benefit the CCTV coverage in that area.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Denley and agreed that the Chair & Vice meet with staff (GdP) and agree the works required (to meet at the Park 11am on 8<sup>th</sup> Sept)

### **8. FOR DECISION – To receive any updates concerning the review of Risk Assessments and Health & Safety.**

The Clerk and staff (GdP) have completed a quarterly monitoring exercise on the Health & Safety assessment and will now be working through the outstanding issues.

Staff (GdP) will be starting his IOSH training this Friday.

The Vice Chair will complete a review of the systems on 14<sup>th</sup> March 2017.

## **BUS SHELTERS**

### **9. FOR DECISION – To discuss any matters concerning the bus shelters.**

A review of the shelters will be completed as part of the winter scheduling and any necessary works completed. **Noted.**

### **10. FOR DECISION – To discuss the Litter Picking Initiative**

Coordinating a date with everyone had not been successful and the consensus was to schedule a date in the Spring.

### **11. ANY OTHER BUSINESS – At the discretion of the Chairman**

a) There is a proposal that Fore Street flower tubs would benefit from replanting prior to Honey Fair.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Mrs Gold and agreed to proceed with the purchase of some dwarf daffodils and winter flowering pansies for the flower tubs in Fore Street and on St Mary's Close, without any commercial involvement/sponsorship. These would be planted in time for Honey Fair, allowing space for

the Rotary crocuses, which are being planted in the same tubs during November.

- b) Cllr Tagg asked for an update on the CCTV camera in Saltash Road Park. The Clerk explained that there is currently an interim camera in position and we await confirmation as to whether the poles are to be heightened.
- c) Cllr Gist explained that pending improvements to the electricity box at Saltash Road Recreational Field.

There being no further business the meeting was closed at 8.35pm.