

## OUTSIDE SERVICES COMMITTEE

20<sup>th</sup> November 2018 at 7.30pm

### Minutes

(Please note that all Councillors are now members of the Outside Services Committee.)

#### 1. APOLOGIES

CLLR BURROWS, DOWDALL, D & M SMITH & WATSON

**PRESENT:** CLLRS COAKLEY, FOX, GOLD (CHAIR), LONG, TAGG & TOLMAN

**OFFICERS:** TOWN CLERK + FACILITIES & MAINTENANCE OFFICER

**2 MEMBERS OF THE PUBLIC.**

#### 2. MINUTES

It was proposed by Cllr Tolman seconded by Cllr Coakley and agreed (2 abstentions) to approve the minutes of the meeting of Outside Services Committee on 16<sup>th</sup> October 2018.

#### 3. MATTERS ARISING

None

#### 4. DISCLOSURES OF INTEREST

Cllr Gold 5A, is a Member of the WI who are in receipt of a payment.

#### 5. FINANCE

**a) Approval of payments** – It was proposed by Cllr Long seconded by Cllr Tolman and agreed (1 Abstention) to approve the payments as listed:

TH	DD	Clear Business	TH Electricity	77.93	4.35	82.28
OS	DD	Allstar	Fuel	45.04	9.00	54.04
OS	DD	Allstar	Fuel	11.33	2.27	13.60
OS	DD	Allstar	Fuel	146.02	29.20	175.22
OS	DD	Allstar	Fuel	82.50	16.50	99.00
TH	11124	Wallgate	Soap	103.28	20.66	123.94
TH	11125	British Gas	Unit 11 electricity	88.27		88.27
TH	11126	Filmbank	Oct & Nov films	319.00	63.80	382.80
TH/OS	11127	Trewarthas	Cable ties, toilet brush, key minder, masking tape, multi filler, latch handles, bin, roller set, hack saw, paint, keys, battery	137.49	27.50	164.99
FGP	11128	Mrs H Dowdall	Expenses	35.83		35.83

TH	11129	EDF	W/shop & toilets	75.90		75.90
TH	11130	SSE	Unit 4 & 5 electricity	48.85		48.85
TH	11131	SSE	Unit 4 & 5 electricity	90.46		90.46
FGP	11132	Plymouth CC	Staff contribution	39.36		39.36
FGP	11133	HMRC	PAYE & NI	3,849.36		3,849.36
			Hot Chocolate			
TH	11134	Tamar Koffi	powder	39.95		39.95
OS	11135	Able Print	Allotment signs	59.00	11.80	70.80
FGP	11136	LITE Ltd	Christmas lights	173.50	34.70	208.20
TH	11137	Callington Launderette	Table cloths	75.00		75.00
FGP	11138	SeaDog IT	Managed hosting	24.50		24.50
FGP	11139	RICOH UK	Printer/copier	385.41		385.41
FGP	11140	Earl & Crocker	Professional charges	436.33	87.27	523.60
			Remembrance			
FGP	11141	Women Supporting Charity	catering	210.00		210.00
OS	11142	Festive Lights	Christmas lights	88.63	17.73	106.36
OS/TH	11143	Biffa Waste Services	Waste collections	244.41	48.88	293.29
OS	11144	Cormac Solutions Ltd	Services	94.90	18.98	113.88
FGP	11145	CADTA	Twinning Visit	100.00		100.00
FGP	11146	Complete Business	Stationery	249.48	49.89	299.37
OS	11147	John Smith Tyres	Berlingo service	225.84	45.17	271.01
FGP	11148	SLCC	Membership	273.00		273.00
FGP	11149	ALCC	Membership	40.00		40.00
				<b>7,870.57</b>	<b>487.70</b>	<b>8,358.27</b>

**b) Budget Monitoring** – The Clerk took the Committee through the current spend and appropriates to/from reserves. **Noted.**

**6. FOR DECISION – To receive any updates from the Operations Manager and a review of the summer season.**

The Operations Manager's report was read out by the Chair and thanks would be passed on to the staff for their efforts during a difficult year.

The Chair explained that the bus shelters are being repaired and repainted shortly (in dark blue).

The Clerk had received concerns from a resident about the state of the Kelly Bray bus shelter and the dog bins (two being in close proximity). The Clerk would ask Cornwall Council if a bin could be moved further towards Callington.

**Noted.**

### **Parks & Open Spaces**

7. **FOR DECISION** – To receive any updates on matters concerning the Parks & Open Spaces, and agree action required for:

- a) Saltash Road – to discuss the applications for use of the field in May 2019.

The Chair invited Mr Lumley to speak about his required use of the field for Mayfest 2019, and took questions from the committee. He also verbally asked if the smaller field could be used for Mayfest (not mentioned in his letter)

An application for the recreational field has also been received from David Rowlands Jr.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Fox and agreed unanimously that there needs to be correct communications between the two parties (namely, Mr Lumley for Mayfest), and the Town Council. It was recommended that some preparation meetings are held with Rowlands and Mayfest – with the Chair of Outside Services and the Operations Manager in February and April to sort out the details and ensure all parties are Health & Safety compliant.

Cllr Long left the meeting.

### **Allotments**

8. **FOR DECISION** – To discuss any matters concerning the allotments (to receive report).

No report had been circulated this month but the Chair had visited the allotments last week with the requests and reports from tenants, and gave a verbal report on them.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tagg and agreed unanimously that the request for a compost toilet is not allowed.

9. **FOR DECISION** – To consider any matters concerning the cemetery (headstone applications and sub-letting of the Band Room)

A request for curbing around a plot had just been an enquiry at this stage, so no further action required.

The Town Band has been approached by a local organisation for use of the band room. Whilst the Town Band has no objection to this, the request has been brought to Committee being the landlord of the property.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tagg and agreed unanimously that the current lease is only for the Town Band with the understanding that the Town Council has right of access at any time to hold funerals. Any other organisations are subject to a hourly charge, based on the same T&Cs as the Town Hall facilities, and hirer charges are payable to the Town Council.

**10. ANY OTHER URGENT BUSINESS**

None.

**There being no further business the meeting was declared closed at 7.58pm**