

## OUTSIDE SERVICES COMMITTEE

17<sup>th</sup> November 2020 Virtual Meeting at 7.03pm

### Minutes

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

#### 1. APOLOGIES

CLLR RAPHAEL

**PRESENT:** CLLRS GOLD (CHAIR), COAKLEY, TOLMAN, LONG, MOORE, MORGAN, TAGG & WATSON

**OFFICERS:** TOWN CLERK, ASSISTANT TOWN CLERK, OPERATIONS MANAGER  
F&M OFFICER FOR IT SUPPORT

#### 2. MINUTES

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Tolman and agreed unanimously to approve the minutes of the 10<sup>th</sup> October 2020.

#### 3. MATTERS ARISING

None

#### 4. DISCLOSURES OF INTEREST

None

#### 5. FINANCE

##### a) Approval of payments

It was proposed by Cllr Tagg seconded by Cllr Coakley and unanimously agreed to approve the payments as listed:

FGP	12149	LRM Planning Ltd	Ongoing work for Neighbourhood Plan	1400.00	280.00	1680.00
OS	12150	Online Playgrounds	Grasslok Black, ground pins and clips	388.00	77.60	465.60
FGP	12151	Mrs Karen Gold	Reimburse Christmas presents	145.50	29.10	174.60
FGP	12152	HR Support Consultancy	October services	30.00	6.00	36.00
OS/TH	12153	GB Tool Hire	Hedge trimmer, toilet tissue, black sacks, gloves, toilet cleaner, blue roll, hand towel, floor polish	517.90	103.57	621.47
THP	12154	Citron	Medical & sanitary waste service	142.74	28.55	171.29
OS	12155	Mini Skips	Skip hire for 1-2 weeks	215.00		215.00
OS	dd	All star	Fuel	107.40	21.47	128.87
THP	12156	Peck Trading Ltd	Face masks, foamex hand wash	69.60	13.92	83.52
THP	12157	Nomix Enviro	Nomix Amacite	50.80	10.16	60.96
OS	12158	Travis Perkins	Cement	28.82	5.76	34.58
FGP	12159	Royal British Legion	Remembrance Wreath	25.00		25.00
OS	12160	Biffa		165.12	33.02	198.14
FGP	12161	Sam Jackman	Arts Council Funding application	750.00		750.00
THP	12162	Barron Surveying Services	Town Council WC's Refurb Project	1550.00	310.00	1860.00
THP	12163	Barron Surveying Services	Proposed WC drawing for Unit 19, Pannier Market	720.00	144.00	864.00
THP	12163	Barron Surveying Services	Red Panda survey for WC's to be DDA compliant	250.00	50.00	300.00
				<b>6555.88</b>	<b>1113.15</b>	<b>7669.03</b>

THP	DD	South West Water	Usage Toilets New Road	339.60		339.60
THP	12164	Mrs J Earl	Refund of Christmas Fayre	10.00	0.00	10.00
OS	12165	East Cornwall Property Care	Take down damaged wall, clean stones and rebuild	380.00	76.00	456.00
OS	12165	East Cornwall Property Care	Clear off roof of waer and debris, paint, roof repair	135.00	27.00	162.00
OS	12165	East Cornwall Property Care	Fit 2 gates to bottom/top of park	365.00	73.00	438.00
FGP	12166	PKF Accountants	External audit	1000.00	200.00	1200.00
THP	12167	Every Corner Distribution	November newsletter delivery	408.00	81.60	489.60
THP	12168	Liquid line	Maintenance Contract. Hot water boiler	125.00	25.00	150.00
OS	12169	Travis Perkins	Ballast bulk bag and cement	85.17	17.04	102.21
OS	12170	Screwfix	Site trousers and work platform	54.14	10.83	64.97
THP	12171	British Gas	Unit 11 Panier Market	228.60	11.43	240.03
OS	12172	Trewartha, Gregory & Doidge	Poscrete, shovel, screws, drill bit, spray filler, Doormat, damp seal, bungees, keys cuts, bolts	185.26	37.05	222.31
THP	12173	EDF	Cemetery Chapel electricity	313.27	15.66	328.93
THP	DD	Corona Energy	Electricity, Town Hall	273.32	54.66	327.98
THP	DD	Natwest	Autopay online charges	18.50		18.50
FGP	12174	Seadog IT	Monthly hosting website	25.00		25.00
OS	DD	Asset Monitoring Solutions	Tracker vehicle devises.	27.95	5.59	33.54
FGP	12175	Cornwall Council	Parking warden Pannier Market	133.80		133.80
THP	12176	Helen Dowdall c/o Pat Jago	Refund of Christmas Fayre	10.00		10.00
THP	12177	Susan Williams	Refund of Christmas Fayre	20.00		20.00
THP	12178	Michael Lannantuoni	Refund of Christmas Fayre	10.00		10.00
THP	12179	Margaret Jones	Refund of Christmas Fayre	25.00		25.00
				<b>4172.61</b>	<b>634.86</b>	<b>4807.47</b>

## b) Budget Monitoring

The Clerk gave an update. She reported that this committee was currently in a position to put funds into reserves for future play equipment.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Long and unanimously agreed to put funds into reserves for future play equipment.

## 6. FOR DECISION – To receive any updates from the Operations Manager.

The Operations Manager reported:

- there was ongoing maintenance work being carried out at the Cemetery and Workshop - noted
- a new swing had been installed at Tamar Close play area but the wet weather was obstructing the landscaping at the moment. - noted
- winter planting in the Fore Street planters has been completed - noted
- tree guards had been installed on trees in Saltash Recreation Ground - noted
- the new Rotary bench has been installed at Moss Side roundabout - Noted

- f) Upcoming works include installation of Christmas trees, decorations and lights and Pannier Market lights - Noted
- g) a quote had been received for maintenance works to the fountain on Launceston Road. The contractor has suggested that the best course of action is to line the inside of the fountain so it holds water more efficiently. He will also reinstate water to the middle of the fountain. The Operations Manager asked if the committee would like to proceed with the quote. A lengthy discussion took place regarding the ongoing flooding of this area but it was agreed that the fountain needed to be looked after. It was suggested that professional advice be sought to look into the problem of this excess water. The Operations Manager would arrange for an expert to look into this before any work takes place on the fountain.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Tolman and unanimously agreed to get an expert to look at the water flow and drainage to provide advice on solutions before work takes place to the fountain.

## **7. Parks & Open Spaces**

FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces, and latest guidance for COVID compliance.

The Operations Manager reported that there was a damaged cradle swing which had worn out and had been removed for safety reasons. The cost for a new cradle was very high so it he suggested that it be replaced with an individual toddler swing, the parts for which were already in possession so there were no cost implications.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tagg and unanimously agreed to replace the cradle with a single toddler swing at no extra cost to the Council.

## **8. Allotments**

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

The report previously circulated was noted.

## **9. FOR INFORMATION - To receive any updates on the wildlife zone projects.**

None

## **10. FOR DECISION – To receive any recommendations from the Environmental Sub-Committee relevant to this Committee.**

None

**11. FOR DECISION** –To receive any updates on the pandemic and covid compliance issues.

The Operations Manager reported that guidance had been received about the Skate Park. Although Skate Parks were not clearly identified in the Government guidance, the facility at Saltash Road Recreation Ground was identified as an outdoor play space and was permitted to stay open. A risk assessment had been carried out and it was deemed safe to remain open.

Bus Shelter - after problems with large gatherings in the bus shelter and the decision to close it in the afternoon to prevent these gatherings, the Clerk reported that, although there was some public disappointment in the decision to close the bus shelter, there seemed to be a general acceptance of the predicament that the Town Council found itself in. There had been one complaint about the closure and this had been dealt with. The police had been informed and agreed to patrol the area should staffing levels permit.

**12. FOR DECISION** – To receive any updates on the Christmas Preparations and Town Market.

The Clerk reported that Christmas Fair stall holders and Town Market traders had been contacted to assess the appetite to hold a combined outdoor market on 13<sup>th</sup> December with the provision that everyone bring their own gazebo. It became clear that only a handful of traders would be able to attend this combined market. Given the recent cases of COVID-19 local to the Town, the Clerk had concerns about holding any event that would encourage large numbers of people to gather.

**Resolved.** It was proposed by Cllr Tolman seconded by Cllr Long and unanimously agreed, with regret, to cancel both the Christmas Fair and Town Market in December.

The Christmas trees would still go up in and around the Town and Kelly Bray, the lights would be switched on Saturday 5<sup>th</sup> December. Cllr Gold reported that over 300 decorated balls had been received from the Primary School and that these would be arranged into a garland to decorate the tree in St Mary's Square. It was hoped that handmade angels made by members of the community would be received to decorate the Town Hall tree.

Cllr Long reported that Weatherheads had donated a number of saplings and the Clerk agreed to write a letter of thanks.

Cllr Gold thanked all the participants involved with the Poppy Wave and poppies decorating the town and all agreed that they made the town look amazing and had brought cheer to the town. Cllr Moore agreed to pass these thanks on to those involved.

**13. ANY OTHER URGENT BUSINESS**

None

**There being no further business the meeting was declared closed at  
7.38pm**