

## OUTSIDE SERVICES COMMITTEE

20<sup>th</sup> July 2021 at 6.30pm

### Minutes

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

#### 1. RATIFY ELECTION OF CHAIR

There had been one nomination for the Chair of the Committee for the municipal year 2021/2022, being Cllr Gold, as proposed by Cllr Long and seconded by Cllr Smith.

**Resolved.** The above proposal from the meeting of 15<sup>th</sup> June 2021 was put to the vote and was unanimously agreed.

#### 2. APOLOGIES - CLLR MORGAN, CLLR SMITH

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

**OFFICERS:** ASSISTANT TOWN CLERK, OPERATIONS MANAGER

Cllr Tolman reminded Councillors of the importance of confidentiality of anything discussed in a Part II meeting.

#### 3. MINUTES

Approval of the minutes of 15<sup>th</sup> June 2021.

**Resolved.** It was proposed by Cllr Tolman seconded by Cllr Tagg and agreed unanimously to accept the minutes as a correct record of the proceedings.

#### 4. MATTERS ARISING

None

#### 5. DISCLOSURES OF INTEREST

Cllr Coakley for item 14

Cllr Pound for item 11

Cllr Watson as a resident living adjacent to Saltash Road Recreation Ground

## 6. DISPENSATIONS

None

## 7. FOR DECISION – To approve any payments as circulated.

**Resolved.** It was proposed by Cllr Tagg seconded by Cllr Moore and unanimously agreed to approve the payments as listed:

FGP	DD	Three	Mobile phones	33.23	6.64	39.87
TH	DD	Clear Business	New offices electricity	93.29	5.19	98.48
TH	DD	Corona Energy	Town Hall electricity	217.24	43.44	260.68
TH	DD	British Gas	Public Conveniences electricity	88.99	4.44	93.43
FGP	DD	Natwest Autopay	Monthly service fee & transactions	17.80		17.80
FGP	12521	Mr D Pollard	Zoom fee	11.99	2.40	14.39
OS	12522	Rising Sun Nurseries	Flower and compost for planters	48.75		48.75
FGP	12523	Complete Business	Springback A4 Binders	79.80	15.96	95.76
OS	12524	Travis Perkins	Ultracrete, sadolin	58.51	11.70	70.21
OS/TH	12525	Trewarthas	hose fittings, barrier tape, hazard tape, tarmac, circular saw blade, sink waste kit, threaded bar, washers, locknuts, liner, coupler, valve, tap connector, door stop	102.73	20.55	123.28
FGP	12526	LRM Planning	Ongoing NP work	1150.00	230.00	1380.00
FGP	12527	WEL Medical Ltd	Defib replacement pads	72.00	14.40	86.40
FGP	12528	HR Support Consultancy	HR Support - June	1226.93	245.39	1472.32
FGP	12529	SeaDog IT Ltd	June & July monthly hosting	50.00		50.00
TH	12530	British Gas	Unit 11 electricity	40.15	2.00	42.15
OS/TH	12531	John Smith Tyres	Headlamp bulb for small van	15.00		15.00
FGP	12532	Ricoh UK Ltd	Photocopier	282.94	56.58	339.52
FGP	12533	BT	Line rental & charges	39.70	7.94	47.64
				<b>3629.05</b>	<b>666.63</b>	<b>4295.68</b>

## 8. FOR DECISION – To receive an update from the Operations Manager. The Operations Manager reported that the primary activity at present is the grass cutting and watering of plants. The grass cutting has been slightly delayed due to staff sickness and annual leave.

The kerb line weed spraying has been completed as has the Primary School project. Maintenance work at Tamar Close is due to start.

Cllr Moore commented on how nice the Fore Street planters looked and congratulated staff on this.

Cllr Watson voiced his concerns that the double gates at Saltash Road could easily be lifted off their hinges and that, at present, they are not secure. The Operations Manager agreed to have a look at this immediately.

Cllr Brooks queried the legal requirements for Grounds Maintenance staff working in the heat. The Operations Manager reported that the Health and Safety at Work Act guidelines were being adhered to.

9. **FOR DECISION** - To receive an update and report on the tree works, as deferred at the last meeting. To include the annual tree report 2021 and quotations for removal of damaged beach tree at Launceston Road park.

The Operations Manager reported on the previously circulated Tree report. A decision needs to be made about the broken tree at Launceston Road Recreation Ground. Three quotes had been requested to deal with it and remove the wood but only two have been received.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Tagg and unanimously agreed to accept the cheaper quote and that the Operations Manager is content that the contractor has all the relevant paperwork and insurances in place. The Operations Manager will check this paperwork and take up references.

10. **FOR DECISION** – To receive the annual playpark safety report 2021.

The Operations Manager reported that was some aging equipment in the parks which was coming to the end of its life span.

Cllr Watson suggested that some of the areas identified on the annual report should be picked up on regular staff inspections of the play areas. The Operations Manager agreed and would review how the regular inspections are carried out and identify areas that could be improved.

11. **FOR DECISION** – To receive an update and report on the allotments, as deferred at the last meeting.

The Allotment report was noted. Cllr Gold reported that she is currently reviewing the allotment Rules and Regulations and will be updating them, she will bring this back to the September meeting.

12. **FOR DECISION** – To receive the costings and designs for memorial benches (as agreed at Full Council in May).

Cllr Tagg reported on the previously circulated information regarding.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Moore and unanimously agreed to go ahead and purchase the 'Lowther' bench with a plaque with wording provided by the Deputy Portreeve.

A discussion took place about the John Trevithick memorial bench. A donation had been received from Rowlands Funfair from the sale of wristbands. Cllr Tagg would liaise with the Trevithick family and bring this back to the September meeting when he will have more information on their requirements.

- 13. FOR DECISION** – To discuss the current state of St Mary's Square and agree a booking procedure for its use for community or commercial purposes (as emailed on the 22<sup>nd</sup> June).

Cllr Watson voiced his concerns about hiring out the facility due to the road safety aspect. He was concerned that there was not an obvious safe way of crossing the road to and from the Square and he did not know how this could be resolved.

Cllr Tolman reported that the Square had recently been used for an event held by the Messy Church and they experienced no problems at all with access or egress across the road.

Cllr Moore was concerned that two of the steps coming into the Square from the road have a white line on them, however the first step does not have a white line and there was a trip incident during the Remembrance activity last year. The Chair noted this and agreed that she and the Operations Manager would look at the lines.

Cllr Tagg reported that there had been complaints regarding the overgrown shrubs and that the area looks unkempt. The Operations Manager suggested that the Town Council remove all the plants and replace with new, colourful shrubs and bushes to make it a clean and attractive place to sit.

Cllr Gold reported that she had amended the Recreation Ground booking forms for use by charitable events run by voluntary organisations only. It was queried if the Town Council's insurance company should be consulted with regards to Health and Safety, particularly road safety. If a booking system is in place would the Town Council share some of the responsibility of the Health and Safety of those using the Square? The Assistant Town Clerk would check this.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Long and unanimously agreed to establish a booking system for the Square with Cllr Gold to produce a new booking form for this purpose.

- 14. FOR INFORMATION ONLY** – The eSmall Grant Programme has been investigated and passed on to One Callington CIC.

Noted

- 15. FOR DECISION** – To discuss the presentation from Wildanet and agree a course of action.

Wildanet were unable to attend the meeting so this item was deferred until they have confirmed a new date to meet.

- 16. FOR DECISION** – To discuss any urgent issues concerning the Pandemic and implications of the lock down (as agreed at the last TH&P meeting), in particular the wearing of masks whilst in Council premises.

Office re-opening - Discussions took place regarding how to progress whilst keeping staff safe. Cllr Long felt that the procedures in place at present should continue with visitors to the complex encouraged to wear face masks, unless seated with a 2m distance. Cllr Moore supported this and added that wearing a mask and using sanitiser should be a condition of entry, he also suggested that a Perspex screen be erected at the front of the office with microphones and ventilation and should be a permanent structure.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Long and unanimously agreed to keep the current COVID procedures in place, with the main officer remaining closed to the public, in the interim period, until a Perspex screen has been sourced and/or installed. The Operations Manager, in liaison with the Town Hall and Premises Chairman, to obtain quotes for a Perspex screen and circulate for discussion at the Full Council meeting next week.

Hirers and Bookings – Discussions took place with regard to the size of bookings that could now be permitted. The Operations Manager reminded Councillors that there are no longer restrictions on the size of events. Staff needed some guidance on whether regular, larger, bookings can now be considered. Cllr Long suggested that if larger bookings could seat people 1m+ apart and wear masks whilst seated

(unless speaking). Cllr Watson suggested that hirers would need to be made aware of this and that it was subject to review.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Coakley and unanimously agreed that that large bookings would be asked to be seated 1m+ apart and to wear masks while seated unless speaking. The Bookings Clerk would be asked to contact all hirers with this information. This is to be reviewed at the Town Hall and Premises meeting in September.

#### **ANY OTHER URGENT BUSINESS**

Cllr Coakley asked about the upcoming market in August. The Operations Manager reported that there were currently 5 stall holders booked but hoped that more would come forward in the next couple of weeks.

Cllr Moore reported that Helen Fincham had notified him of the Landmark Tree Scheme application process. The Town Council are eligible to apply for a tree and Cllr Gold would look into this.

**There being no further business the meeting was closed at 7.31pm**

**Action points:**

**Item 8:** Gates at Saltash Road Rec - to have a look at the double gates at as soon as possible as one gate was off its hinges and was insecure. **OM**

**Item 9:** Tree Quote – to accept cheaper quote and check references and paperwork. **OM**

**Item 10:** Annual Park Inspection report –to review how staff carry out their regular inspections and to identify areas that could be improved. **OM**

**Item 11:** Allotment Rules and Regulations – Amended version to be approved at the September meeting. **KG & JT**

**Item 12:** John Trevithick Memorial bench. Liaise with family regarding their requirements and bring back to September meeting. **MT & JT**

**Item 13:** St Mary's Square – white lines on steps. **KG & OM**

**Item 13:** – St Mary's Square overgrown shrubs/bushes – replace with new and colourful ones. **OM & OS staff**

**Item 13:** – booking of St Mary's Square and insurance implications. **JT**

**Item 13:** new booking form for St Mary's Square. **KG**

**Item 16:** Quotes for Perspex screen for office. **OM**

**Item 16:** Inform hirers of continued COVID procedures & review in September TH meeting. **BC & JT**