

OUTSIDE SERVICES COMMITTEE

21st September 2021 at 6.30pm

Minutes

1. **APOLOGIES** - CLLR MORGAN, MOORE AND TAGG

PRESENT: CLLRS GOLD (CHAIR), BROOKS, COAKLEY, TOLMAN, LONG, POUND, SMITH & WATSON

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

2. **MINUTES**

Approval of the minutes of 20th July 2021.

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

3. **MATTERS ARISING**

Cllr Gold reported on the new 'action points' which will appear at the bottom of all the minutes. This is to remind the committees of who has agreed to action each item and to keep track of what has and has not been done.

4. **DISCLOSURES OF INTEREST**

Cllr Pound declared an interest in item 9a

5. **DISPENSATIONS**

None

6. **FINANCE**

a) To approve any payments as circulated

Resolved. It was proposed by Cllr Tolman seconded by Cllr Coakley and unanimously agreed to approve the payments as listed.

Payments for approval 16th September 2021						
OS	DD	Allstar	Fuel	16.51	3.30	19.81
TH&P	DD	Corona	Electricity	216.55	43.30	259.85
F&GP	DD	Natwest	Bank Charges	18.50	-	18.50
TH&P	12510	Avalon Software	Bookings Syste - Annual Service Charge	45.00	-	45.00
OS/TH&P	12511	Helen Dowdall	Reimburse for Biffa Invoices	379.60	75.92	455.52
OS/THP	12512	Drax Energy Solutions	Electricity charge for August	224.47	11.23	235.70
F&GP	12513	Every Corner Distribution	September Delivery of Newsletters	408.00	81.60	489.60
F&GP	12514	LRM Planning	Neighbourhood Planning	285.00	57.00	342.00
F&GP	12515	Sea Dog It	Hosting of website	25.00	-	25.00
OS	12516	SWW	Cemetery & Allotments	357.42	-	357.42
				1976.05	272.35	2248.40

For noting purposes only – having been circulated and agreed prior via email.

Payments for approval 3rd September 2021						
F&GP	DD	Three	Mobile phones	49.95	9.99	59.94
FG&P	12503	Complete Bus. Sol.	Stationery & Printer	414.45	82.89	497.34
F&GP	12504	CPC	Statement	43.08	-	43.08
OS	12505	Glasdon	Covid Bench	604.54	120.91	725.45
TH&P	12506	Horizon Home Improve.	Unit 11 PVC door	333.33	66.67	400.00
F&GP	12507	Sea Dog IT	Website Support	55.00	-	55.00
F&GP	12508	The Snack Shop	Jubilee Meeting Refreshments	148.80	-	148.80
TH&P	12509	Daniel Pollard	Zoom for September	11.99	2.40	14.39
						-
				1661.14	282.86	1944.00

Payments for approval 9th September 2021						
OS	DD	AMS	Vehicle Trackers	27.95	5.59	33.54
F&GP	DD	Worldpay	Bank Charges	26.41	5.01	31.42
F&GP	DD	Worldpay	Bank Charges	25.00	5.00	30.00
TH&P	12534	BPW	Unit 5 Replacement Door	912.50	182.50	1,095.00
F&GP	12535	Complete Bus. Sol.	Stationery	44.88	8.98	53.86
F&GP	12536	DTS Computers	June, July & August	485.00	-	485.00
OS	12537	EDF	Workshop & Toilets	25.61	1.28	26.89
OS	12538	Fenland Leisure Products	Component Connector	40.80	8.16	48.96
TH&P	12539	GB Tool Hire	Toilet Roll and Cleaning Products	333.33	66.67	400.00
F&GP	12540	HR Support Consultancy	August HR Support	75.00	15.00	90.00
F&GP	12541	Post Office Counters	Stamps	198.00	-	198.00
OS	12542	Radland Building Supplies	Tanalised Post/Batten	94.40	18.89	113.29
F&GP	12543	Rachael's Flowers	Anniversary Flowers	35.00	-	35.00
OS/TH&P	12544	Trewartha, Gregory & Doidge	Light bulbs, sander, screws and white spirit	50.67	10.14	60.81
F&GP	12545	S Jackman	Grant Bid Writing for Town Vitality Fund	150.00	-	150.00
All	12546	HM Revenue & Customs	PAYE and NI	3,592.81	-	3,592.81
				6117.36	327.22	6444.58

- b) To receive any completed SOWs Statement of Works (budget pressure proposals) and discuss the budget aspirations for this committee in 2021/22.

Cllr Gold reported on her SOW request for £3,000 to be added to the precept, for the provision of trees and for the repair and replacement of trees. This would be in line with the Town Council's environmental commitments and will complement the Climate Emergency ethos that the Council is trying to embrace.

She reminded the committee of the Council decision some time ago to replace trees on a 3:1 ratio. If one tree is felled then three more should be planted, but the financing for this has never been formalized.

Cllr Stentiford joined the meeting.

The RFO had provided the Chair with a report on tree costing and reported that there had been an increase in tree damage and remedial work and this can be costly.

In terms of using existing reserves, the RFO requested caution on this. Any refurbishments carried out by this committee, particularly in the park areas, will cost thousands rather than hundreds. The RFO recommends that the Council introduce a cost on the precept for trees.

Clarification was sought as to whether there would be any further requests and the Chair confirmed she would only be submitting one request to build this into the annual budget. There was no intention to submit further requests at a later stage.

Resolved. It was proposed by Cllr Gold seconded by Cllr Long and unanimously agreed to increase the precept by £3,000 for the provision of repair and replacement of trees.

Cllr Long left the meeting.

7. **FOR DECISION** – To receive an update from the Operations Manager

The Operations Manager reported:

- staff were continuing to grass cut but that growth had slowed down
- they were half way through the kerb line weed spraying
- the COVID bench had now been installed in St Mary's Square
- all council hedges had been recently trimmed

- Christmas preparations had already started; new bases for the two Christmas trees at St Mary's Square and Kelly Bray
- the lights on the flag poles at St Mary's Square required repairing
- the street lights will be electrically tested
- the fire alarm at the Cemetery had been installed

A query was raised as to the previously agreed age limit signage at the toddler park. The Operations Manager agreed he would follow this up.

A report was received about the overhanging brambles over the pathway at Saltash Road Recreation Ground and the Operations Manager said he would look into this.

8. PARKS AND OPEN SPACES

To receive any updates on matters concerning Parks and Open Spaces

The Operations Manager reported:

- that the TPO had been lifted from the tree at Launceston Road Recreation Ground so the works to the tree could now move forward.
- Age related damage had been discovered on the large stack play equipment at Saltash Road Rec, the damage was repaired in house but took almost a week.
- There had been a leak in a water pipe feeding into the Cemetery. The leak was on a third party property and fed a number of houses. A quote had been agreed and the work on the repairs had now started
- St Mary's Square – the weeds had been cleared and the white lines painted on the steps

The Chair reported that there had been some staff shortages due to resignation and annual leave. All staff were managing well with the recent new changes and deserved congratulations.

9. ALLOTMENTS

- a) To discuss any matters concerning the allotments (to receive report)

The Chair reported on a few recent issues regarding an increase in the rat population which the Pest Controller was handling, and a report of trespassers from the new housing estate behind.

b) To approve the amended version of the Rules and Regulations

The proposed amendments had been circulated. Cllr Watson suggested that the contact email address be a generic address such as the 'enquiries@' address. He also suggested that 'written warning' be inserted into section 7 regarding 'disposal of rubbish'.

Resolved. It was proposed by Cllr Coakley seconded by Cllr Watson and unanimously agreed to approve the amendments to the allotment Rules and Regulations

10. FOR DECISION – John Trevithick Memorial Bench, to discuss the family's requirements.

The Chair reported that the FGP Committee had partially funded this bench and the remainder of the funding had come from the sale of wristband at the recent funfair. The bench has been received and the family and Rowlands Fun Fair would like it located in Saltash Road Recreation Ground for all to appreciate. Once it had been installed, the family would like a photo of themselves and the Deputy Portreeve (in the absence of the Portreeve) with the bench, as well as the Town Crier. It was hoped that the bench would be installed in time for this to take place on what would have been Honey Fair day – 6th October. Operations Manager to liaise with the Trevithick family to find out exactly where they want the bench sited in the park.

11. ANY OTHER URGENT BUSINESS

None

There being no further business the meeting was closed at 7.20pm