

## OUTSIDE SERVICES COMMITTEE

### Callington Council Chambers

19th July 2022 at 7:00pm

#### Minutes

**PRESENT:** CLLRS BROOKS (SB), COAKLEY (MC), GOLD (KG) (CHAIR), LONG (AL), MOORE (MM),

**MORGAN (BM), TAGG (MT) & TOLMAN (ST)**

**OFFICERS:** TOWN CLERK (TC), ASSISTANT TOWN CLERK (ATC) & OPERATIONS MANAGER (OM)

	Minutes	Action
1.	<b>APOLOGIES</b> Cllrs Pound, Smith, Stentiford and Watson	
2.	<b>MINUTES</b> <b>Approval of the minutes of 21<sup>st</sup> June 2022.</b> Proposed by Cllr Long and seconded by Cllr Moore. Unanimously agreed as an accurate record of the proceedings. <b>RESOLVED.</b>	
3.	<b>MATTERS ARISING</b> None	
4.	<b>DISCLOSURES OF INTEREST - To receive any disclosure(s) of interest by a Councillor or an officer in matters to be considered at this meeting, in accordance with provisions of Sections 94 or 117 of the Local Government Act 1972 or the National Code of Local Government Conduct.</b> None	
5.	<b>DISPENSATIONS - To consider any requests for dispensations.</b> None	
6.	<b>FOR DECISION</b> – To receive a report from the Operations Manager (report previously circulated). The Operations Manager went through the report. Cllr Moore commended the outside Services team for their continued hard work especially in the challenging weather conditions experienced at the moment. Cllr Gold asked all Councillors to ensure they brought any issues with town assets to the attention of the staff to ensure items are dealt with in a timely manner. <b>Noted</b>	
7.	<b>FOR DECISION</b> – To discuss any matters concerning the allotments (to receive report previously circulated) Cllr Gold advised the issue with water supplies at the Haye Road allotment site was being progressed and following discussions with the Town Clerk, Assistant Town Clerk and Operations Manager together with budget advice from the Responsible Finance Officer, proposed the following:	

	<ul style="list-style-type: none"> <li>Those plots affected by the cessation of the water supply i.e. Plots 32, 33, 34 and 37 would have the supply reconnected by a professional contractor. Proposed by Cllr Gold, seconded by Cllr Moore. Votes in favour – Unanimous. <b>RESOLVED</b></li> <li>A pole would be installed in the centre of the site and have the 3 existing CCTV cameras positioned on it to provide views of the communal areas of the site. Proposed by Cllr Gold, seconded by Cllr long. Votes in favour – unanimous. <b>RESOLVED</b></li> </ul> <p>Cllr Gold confirmed the Allotment Rules and Regulations would be updated in August and presented to Council for approval in September. <b>NOTED</b></p>	<p><b>OM</b></p> <p><b>OM/ Outside Services Team</b></p> <p><b>KG/TC/ ATC</b></p>
<b>8.</b>	<p><b>Cemetery</b> <b>FOR DISCUSSION</b> - To consider any matters concerning the cemetery. Cllr Gold and the Assistant Town Clerk advised research had been carried out to source a suitable software package to assist with the memorial inspection requirements and improvements to data records for the Callington Cemetery and discussed the costs and suitability of the SAMM system. The supplier had offered a discounted price for a 5 year contract on the following basis:</p> <ul style="list-style-type: none"> <li><b>Year 1 – initial set up and all training and ongoing support £1295</b></li> <li><b>Year 2-5 ongoing use and all updates and support £395 per annum</b></li> </ul> <p>This represents a discount of £400 in year 1 and £300 per year for years 2-5. The system is being developed all the time and it is hoped the Town Council will be able to use the software for asset management for other locations and facilities other than the cemetery. A tablet/device will be required with suitable specifications to run the system on site. The responsible Finance Officer had confirmed to Cllr Gold there were funds available in the current budget to implement the new system. Cllr Long proposed and Cllr Moore seconded acceptance of the quote and implementation of the software together with sourcing the necessary accessories. Votes in favour – 7, against – 1 (BM), abstentions – 0. <b>RESOLVED</b></p>	<p><b>TC/ATC/ OM</b></p>
<b>9.</b>	<p><b>FOR DECISION</b> – to approve and adopt the Committee Terms of Reference. Proposed by Cllr Long and seconded by Cllr Moore. Votes in favour – unanimous. <b>RESOLVED</b></p>	
<b>10</b>	<p><b>FOR DECISION – to discuss and approve funding opportunities</b></p> <p>Cllr Gold advised that further to the last Outside Services meeting she had received confirmation that the proposed MUGA for Callington was a qualifying project for Community Infrastructure Levy (CIL) funding and had been asked to submit a further bid on this basis. Cllr Gold proposed and Cllr Tolman seconded providing council permission for Cllr Gold to complete and submit the bid during August 2022. Votes in favour – unanimous. <b>RESOLVED</b></p>	<p><b>KG</b></p>
<b>11</b>	<p><b>ANY OTHER URGENT BUSINESS – for information only</b></p> <p>Cllr Gold brought to the attention of the Councillors an email sent to all members on 31<sup>st</sup> July 2021 reminding all Councillors not to circumnavigate relevant chairs of committees regarding any requests or concerns. <b>Noted.</b></p>	<p><b>ALL</b></p>
<b>12</b>	<p><b>PART TWO</b></p> <p>It was proposed by Cllr Long and seconded by Cllr Moore and unanimously agreed to move to a Part Two session at 7:27pm</p>	

	<p><b>EXEMPT REPORT: MATTER OF A SENSITIVE NATURE</b></p> <p><b>That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.</b></p> <p><b>To discuss an urgent item relating to the allotments.</b></p>	
	Date of next meeting Tuesday 20 <sup>th</sup> September 2022	
	There being no further business the meeting was closed at 7:34pm	