



OUTSIDE SERVICES COMMITTEE

Date: 21st June 2022
Venue: Council Chambers
Time: **6.30pm**
Enquiries: Town Hall - Tel: 01579 384039
Portreeve & Mayor: Cllr Mike Tagg
Councillors: BROOKS, COAKLEY, GOLD, LONG, MOORE,
MORGAN, POUND, STENTIFORD, SMITH, TAGG, TOLMAN & WATSON

AGENDA

1. ELECTION OF CHAIR

To elect a Chair of the Committee for the municipal year 2022/2023.

2. ELECTION OF VICE CHAIR

To elect a Vice Chair of the Committee for the municipal year 2022/2023.

3. MEMBERSHIP OF COMMITTEE

As per the first Full Council meeting of the municipal year, all Councillors are currently members of the Town Hall and Premises Committee.

To receive notice of anyone not wishing to be a member of this committee, for the municipal year.

4. APOLOGIES

5. MINUTES

Approval of the minutes of 17th May 2022.

6. MATTERS ARISING

7. 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.

8. DISPENSATIONS – To consider any requests for dispensations.

9. FOR DECISION – To receive a report from the Operations Manager (to receive report – Addendum 1 below)

Allotments

- 10. FOR DECISION** – To discuss any matters concerning the allotments (to receive report – Addendum 2 below)

Cemetery

- 11. FOR DISCUSSION** - To consider any matters concerning the cemetery
- 12. FOR DECISION** – ‘No Mow May’. The Operations Manager has suggested that the Town Council take part in this conservation drive
- 13. ANY OTHER URGENT BUSINESS**

Jo Taylor, Town Clerk
15th June 2022

Addendum 1

Outside Services operations update

Date of Meeting 21.6.22

Outside services duties	UPDATE	STATUS
Maintenance duties	Ongoing park maintenance and repair – working through park safety report to improve condition of equipment. Limited progress due to grass cutting duties. Repairs needed to zip wire platform saltash road park	Ongoing
Bench repairs	Bench inspection and repair – starting repair to wayside seating around Callington.	Ongoing
Curb line weed spraying	We will undertake first curb line weed treatment for Callington and Kelly Bray late May.	Ongoing
Grass cutting	Grass cutting duties.	Ongoing
Parks and open spaces		
Launceston road poplar tree damage	Tree damage Launceston Road park, section of large poplar tree snapped off and was left hanging in tree. Emergency tree surgeon visit to remove this section and any other debris (approx. 20 branches broken or hanging) awaiting condition report. Contractor has now been appointed to carry out advised works. Awaiting contractor to fix start date.	Ongoing
Heritage centre	Damage to glass on heritage front door. New glass now sourced awaiting date for installation.	completed

Report compiled by George du Plessis – Operations Manager

Addendum 2

Outside Services Meeting Update

Date of Meeting 21st June 2022

FACILITY	UPDATE	STATUS
Allotments – Haye Road	Pest Control Awaiting update. Chased again!	Ongoing
	Inspections – Interim inspections completed on some plots as necessary	Ongoing
	CCTV damage payment. 5 x payment of £10 made up to 14th April 2022 no further payments received chasing	Ongoing
	Rental Invoices –All paid	Completed
	Vacant Plots – no vacant plots all tenanted. Waiting List.	Completed
	Update rules and regulations – Currently in process to include amended references to use of electric pumps, keeping of chickens and repairs to fencing.	Ongoing
Allotments – Launceston Road	Inspections – – Interim inspections completed on some plots as necessary	Complete
	Rental Invoices – no arrears	Complete
	Vacant Plots –none	Ongoing
	RFO – compiling invoice for various charges to Trustees for the Labouring Poor	Ongoing
CCTV	System Upgrade, additional cameras and training in process	Ongoing
Saltash Road Recreation Ground Bookings	Booking for Lions Honey Fair Public Parking Wed 5 th Oct 2022	

Report compiled by Tina Clahane Assistant Town Clerk