

# OUTSIDE SERVICES COMMITTEE

## MINUTES

**10<sup>th</sup> March 2015, Council Chamber at 6.30pm**

- 1. APOLOGIES:** Cllr Lumley, Cllr Harriman, Cllr Long (Portreeve) and Cllr Smith
- 2. PRESENT:** Cllr Mrs Coakley, Cllr Denley, Cllr Dowdall (Chair), Cllr Gist, Cllr Mrs Gold, Cllr Williams, Cllr Denley, Cllr Mrs S Tolman and Cllr Tagg
- IN ATTENDANCE:** None
- MEMBERS OF THE PUBLIC:** 0
- OFFICER:** Martyn Mortimore (Taking Minutes)  
Helen Dowdall (Town Clerk)

### 3. MINUTES

The minutes of the meeting of Outside Services Committee on 10th February 2015 were approved as a correct record of the proceedings and duly signed.

**4. MATTERS ARISING** - Nothing.

### 5. DECLARATIONS OF INTEREST

Item 12 – Cllr Denley and Cllr Williams Allotment Holders  
Item 7- Cllr Dowdall Cemetery works

### 6. FINANCE

- a) **Approval of Payments.** It was proposed by Cllr Gist seconded by Cllr Denley and agreed to make the following payments:

#### Payments for approval 10th March 2015

TH	DD	Opus Energy	TH Electricity	£301.72	£60.34	£362.06
FGP	9253	Sea Dog IT	Monthly hosting & maintenance	£19.95		£19.95
OS	9254	Travis Perkins	Various	£291.98	£58.40	£350.38
OS/TH	9255	Cory Pat	Waste Collection	£158.32	£31.66	£189.98
FGP	9256	Marshall	Manual Handling training	£35.00		£35.00
OS/TH	9257	Trewarthas	Various	£124.78	£24.95	£149.73
TH	9258	SWW	Unit 19 water	£125.18		£125.18
OS/TH	9259	GB Tool Hire	Various	£204.07	£40.81	£244.88
				<b>£1,261.00</b>	<b>£216.16</b>	<b>£1,477.16</b>

- b) **Budget Monitoring.** Deferred until next Outside Services Meeting  
**Noted.**

**Parks & Open Spaces**

7. **FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces, and agree action required**

- a) **Tamar Close** - A report has been published in the Cornish Times about the new fence. Thanks to be given to staff members involved. Cllr's to start next Outside Services meeting at Tamar Park before returning to the Town Hall.
- b) **Launceston Road** – No Updates
- c) **Saltash Road** - No Updates
- d) **Lamorna Park** – Nothing to report.

**Cemetery, Chapel & Workshop**

8. **FOR DECISION** – To receive any updates on matters in these areas.

Cemetery.

Cllr's looked at pictures of the areas of cemetery to be removed to widen the lane. Currently two quotes have been obtained for the relevant works to the area. Cemetery toilets are now back open after internal works. Cllr Gist has received a complaint about the Grave Diggers.

**Resolved.** It was suggested that the Clerk liaise with the Funeral Directors about the Grave Diggers.

Chapel

Contractor has completed works on the Chapel.

Workshop

None

## 9. CCTV & ENFORCEMENT MATTERS

### TO RECEIVE THE REPORT FROM STAFF (JT)

No issues to report with the cameras. The additional equipment for the cemetery would be installed to coincide with the other building works.

**Noted.**

### Maintenance & Work Priorities

## 10. TO RECEIVE AN UPDATE FROM STAFF (SS) ON ANY CURRENT ISSUES

There are a few wayside seats awaiting refurbishment. Play equipment to be finished with painting. All machinery has been serviced. Staff have completed one contracted cut, and the cemetery grass has had its winter cut. Staff has requested the purchase of new Turf Tyres for the Tractor.

**Resolved.** It was proposed by Cllr Gist and seconded by Cllr Denley and unanimously agreed for staff to order the New Tyres.

## 11. TO RECEIVE AN UPDATE ON THE RISK ASSESSMENTS AND HEALTH & SAFETY REVIEW

Cllr Dowdall has received the Health and Safety Manual from Collaton, Staff (SS) has already read through the Manual.

**Resolution.** All Cllr's to read through the Manual. Cllr Dowdall to look at possibly creating a PDF file of the Manual for all Cllr's and staff to read through.

### ALLOTMENTS & FLOWER BEDS

## 12. TO DISCUSS ANY MATTERS CONCERNING THE ALLOTMENTS.

Town Forum to complete the works to the flower bed at Saltash road. Currently there are no people on either waiting list.

**Resolved.** Staff (JT) to put a piece in the Newsletter about the allotments.

### Bus Shelters

## 13. TO DISCUSS ANY MATTERS CONCERNING THE BUS SHELTERS

All bus shelters have been painted and are currently awaiting vinyl sticker of the Council logo and No Smoking signs.

## **Localism & Devolved Services**

### **14. TO DISCUSS ANY UPDATES ON THE 'PACKAGE' FROM CORNWALL COUNCIL**

The Town Clerk gave an update on possible options being offered by Cornwall Council.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Gist and agreed that the Clerk in consultation with the Portreeve proceed with the Freehold Option subject to necessary works being completed by Cornwall Council. There is recognition that a covenant may be put on the land regarding any long term highway issues.

### **15. ANY OTHER BUSINESS**

a) The state of the fountain on Launceston Road was discussed.

**Resolved.** It was proposed by Cllr Gist seconded by Cllr Mrs Coakley and agreed that staff (SS) contact the contracted builder and liaise with Cllr Gist with regards suitable repairs.

b) Thanks to be given to Staff (MM) with regards to the clean up of the gents public toilets after the recent vandalism.

c) Noticeboard outside Lloyds Pharmacy is in a poor state.

**Resolved.** it was proposed by Cllr Dowdall seconded by Cllr Denley and agreed for staff to proceed with refurbishment of the noticeboard.

**There being no further business the meeting was closed at 7.30 pm**