

## OUTSIDE SERVICES COMMITTEE

21<sup>st</sup> June 2017 at 7pm

### Minutes

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

#### 1. APOLOGIES

**CLLRS BURROWS, FOX, D SMITH, M SMITH AND WATSON**

**PRESENT: CLLRS COAKLEY, DOWDALL, GOLD (CHAIR), LONG, LUMLEY, TAGG AND TOLMAN**

**MEMBERS OF THE PUBLIC: 0**

**OFFICERS: HELEN DOWDALL (CLERK) & GEORGE DU PLESSIS (OPERATIONS MANAGER)**

#### 2. MINUTES

**RESOLVED.** It was proposed by Cllr Coakley seconded by Cllr Tagg and agreed to accept the minutes of the 23<sup>rd</sup> May 2017.

#### 3. MATTERS ARISING

None

#### 4. 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.

**None.**

#### 5. FINANCE

##### a) Approval of payments.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Tagg and agreed to make the following payments:

##### Payments for approval 20th June 2017

TH	DD	British Gas	Town Hall Gas	267.84	13.39	281.23
FGP	DD	Autopay	Transactions	10.00		10.00
OS	DD	Allstar	Fuel	102.06	20.41	122.47
FGP	DD	Three	Mobile phone	76.51	8.29	84.80

OS	10345	R G Julian	Skip hire	205.00		205.00
FGP	10346	Filmbank	Sing	133.00	26.60	159.60
TH	10347	Pridhams	Microwave	54.16	10.83	64.99
FGP	10348	Duchy Academy Trust	Minibus hire	3.25		3.25
OS	10349	Fenland Leisure	Play equipment	128.50	25.70	154.20
TH	10350	Colins	Can opener	5.92	1.18	7.10
TH	10351	All Gas	Oven repair	220.17	44.03	264.20
TH	10352	Lanes Group	Drain clearance	75.00	15.00	90.00
OS/TH	10353	Biffa	Waste removal	207.06	41.41	248.47
FGP	10354	SeaDog IT	IT support	278.54	55.71	334.25
OS	10355	ASW Environmental	Asbestos removal	353.00	70.60	423.60
OS	10356	Travis Perkins	Postcrete	20.40	4.08	24.48
TH/OS	10357	Trewarthas	Misc	111.92	22.38	134.30
OS	10358	Cormac Complete Business	Training/maintenance	89.00	17.80	106.80
FGP	10359	Sol	Stationery	41.14	8.23	49.37
TH	10360	EDF Energy	Cemetery workshop elec	27.96		27.96
TH	10361	British Gas	Unit 11 electric	224.93	44.98	269.91
				<b>2635.36</b>	<b>430.62</b>	<b>3065.98</b>

b) The Clerk took the committee through the 2017/2018 budget and the earmarked reserves as at 1<sup>st</sup> April 2017.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Dowdall and agreed to note the financial position of this committee, with no virements or amendments.

### Cemetery, Chapel and Workshop

#### **6. FOR DECISION – To receive any updates on the cemetery and workshop.**

The Chair gave thanks to the staff for washing down and clearing the grass cuttings off the headstones, following the recent site visit. This was much appreciated.

The Clerk explained that the neighbouring property at the cemetery is installing a telephone line, with a post being installed at the end of their lane on their private land. It would be timely to consider an extension of this phone line to feed the workshop.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Lumley and agreed that the Chair in consultation with the Clerk and Operations Manager be given power to act on this, as cost effectively as possible.

For clarification, the toilets at the cemetery are the responsibility of this committee (not Town Hall & Premises).

**7. FOR DECISION – To receive any updates on the Heritage Centre.**

Cllr Tolman reported that they have some new volunteers to help at the Centre.

**MAINTENANCE & WORK PRIORITIES**

**8. FOR DECISION – Staff to give a verbal update on any current issues.**

Grass cutting is well underway and all is going well with the new team. The planters in Fore Street have been changed over with the summer plants (sponsored by the Rotary). Watering the plants understandably is now using up some staff time.

**9. FOR DECISION – To receive any updates concerning the**

Prior to the meeting the Clerk had circulated the documentation from Ellis Whitham concerning the annual review of the Risk Assessments and Health & Safety.

**Resolved.** It was proposed by Cllr Long seconded by Cllr Lumley and agreed that the Operations Manager be given time to progress the action plan, albeit with back filling by other staff members, and support with computerizing the documentation.

**BUS SHELTERS**

**10. FOR DECISION – To discuss any matters concerning the bus shelters.**

For clarification this committee will now be responsible for ALL bus shelters under the Town Council's remit (these include the ones at Saltash Road, New Road and Launceston Road).

The bus shelter at Station Road, Kelly Bray, was built by the Kelly Bray WI on Cornwall Council land, and therefore has nothing to do with the Town Council. The two ward members for Kelly Bray would be asked to reiterate this to the Kelly Bray Residents Association.

Cllr Tagg asked a question regarding the CCTV coverage of the bus shelter in New Road but it was agreed that would be discussed at Finance & General Purposes next week.

## **PARKS AND OPEN SPACES**

- 11. FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces following the Park Inspection by Nick Adams (previously circulated) and the Councillor visit on the 30<sup>th</sup> May.**

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Lumley and agreed that the Chair, Vice and Operations Manager are given power to work through the report and prioritize the work accordingly.

**A lively debate then followed on the Terms & Conditions for use of Recreational Parks.**

**Resolved.** It was proposed by Cllr Gold seconded Cllr Tolman that the current form has been reviewed and the Committee agree for it to be continued in its current format.

## **ALLOTMENTS & FLOWERBEDS**

- 12. FOR DECISION – To discuss any matters concerning the allotments.**

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tolman and agreed to note the report and no further action be taken.

- 13. FOR DECISION – To receive any updates on the flowers.**

The Chair asked that a thank you letter go to the Rotary for their financial support towards the flower tubs in Fore Street this year.

- 14. ANY OTHER BUSINESS**

a) The idea of a stage in the recreational ground has been raised by One Callington. The Chair and Vice have agreed to meet with their secretary, in the first instance, to get a better understanding of their aspirations and ideas.

b) The costings for toilet facilities were then discussed.

**Resolved.** It was proposed by Cllr Coakley seconded by Cllr Gold and agreed unanimously that a decision on this would be deferred pending the discussions regarding the stage idea.

c) Cllr Dowdall then raised the idea of having parking facilities at Launceston Road Park. A discussion then followed on the type of surfacing, how many spaces to allow, controlling access, height restrictions for vehicles, damage to the trees.

**Resolved.** It was proposed by Cllr Dowdall seconded by Cllr Tagg and agreed to ask Zurich for guidance concerning trees (with TPOs) around carparks, as a starting point.

- d) Cllr Dowdall has done some research on ways to help Lone Working which were discussed.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Coakley and agreed that this committee would support this idea being discussed further at Full Council.

There being no further business the meeting was declared closed at 7.45pm.