

OUTSIDE SERVICES COMMITTEE

15th August 2017 7.45pm

Minutes

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

1. APOLOGIES

CLLRS BURROWS, FOX, LONG, LUMLEY AND TAGG

PRESENT: CLLRS COAKLEY, DOWDALL, GOLD (CHAIR), D SMITH, M SMITH, TOLMAN AND WATSON

MEMBERS OF THE PUBLIC: 1

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

2. MINUTES

RESOLVED. It was proposed by Cllr Dowdall seconded by Cllr Coakley and agreed to accept the minutes of the 18th July 2017.

3. MATTERS ARISING

Cllr Watson asked for an update on item f (1) Ayshton Gardens. The Clerk has yet to receive a response from CALC and will be asking Earl & Crocker for guidance on the matter also. This would be put as an agenda item for next month.

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 Dowdall seconded by Cllr M Smith and agreed to make the following payments:

Payments for approval 15th August 2017

OS	DD	Allstar	Fuel	128.15	25.63	153.78
FGP	DD	Worldpay	Card payments	1.43		1.43
OS	10417	Vincent Tractors	Vehicle Repairs	283.05	56.61	339.66
OS	10418	EDF	Cemetery Workshop	22.59	1.13	23.72

TH	10419	EDF	Chapel	547.02	109.40	656.42
OS/TH	10420	Trewarthas	Misc	316.26	63.25	379.51
OS	10421	Cormac	Repairs	71.56	14.31	85.87
FGP	10422	Sage	Payroll	180.00	36.00	216.00
FGP	10423	CJ Architects	NP	6,147.75	1,229.55	7,377.30
FGP	10424	A Stentiford	Honey Fair	122.00		122.00
FGP	10425	Bluemoon	August news	362.00		362.00
OS	10426	Fenland Leisure	Swing	580.00	116.00	696.00
FGP	10427	Seadog IT	July news	135.00		135.00
FGP	10428	Complete Business	Stationery	35.50	7.10	42.60
FGP	10429	Pridhams	Network cable	139.99	28.00	167.99
FGP	10430	Jeremy Smalley	NP	1,217.00	243.40	1,460.40
TH	10431	CEF	New light switch	6.24	1.25	7.49
TH	10432	OCS Group	Sanitary waste	117.24	23.45	140.69
OS	10433	MNR Projects	Repairs	460.00	92.00	552.00
OS	10434	Northgate	Hire Vehicle	80.49	16.10	96.59
OS	10435	Cormac	Hire charges	47.97	9.59	57.56
FGP	10436	SLCC	Training	7.20		7.20
TH	10437	East Cornwall PC	TH works	605.00		605.00
OS	10438	Fenland Leisure	Spares parts	35.10	7.02	42.12
FGP	10439	Shaw & Sons	Wax seal	274.55	54.91	329.46
FGP	10440	Daniel Thorpe	IT works	177.50		177.50
TH	10441	Colins	Storage boxes	35.34	7.06	42.40
TH	10442	Tamar Koffi	Repairs	123.50	24.70	148.20
OS	10443	Travis Perkins	Cement	7.38	1.48	8.86
FGP	10444	Complete Business	Stationery	106.52	21.30	127.82
TH/OS	10445	GB Tool Hire	Misc	437.69	87.54	525.23
FGP	10446	Blacklinesafety	Loner Devices	13,130.00	2,626.00	15,756.00
FGP	10447	Seadog IT	IT works	294.50		294.50
TH	10448	Barron Surveyors	Roof Survey	1,200.00	240.00	1,440.00
FGP	10449	Ellis Whittam	E learning licences	215.00	43.00	258.00
TH	10450	British Gas	Unit 11	214.43	10.72	225.15
TH	10451	Nisbets	Side Plates	13.55	2.71	16.26
FGP	10452	Michaels	Recover tricorn	190.00	38.00	228.00
				28,068.50	5,237.21	33,305.71

Cemetery, Chapel and Workshop

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

The Operations Manager has been liaising with BT concerning the additional phone line and installation costs are likely to be in the region of £1,200, which would be funded from the CCTV and phone budgets.

Noted.

MAINTENANCE & WORK PRIORITIES

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

The recent poor weather conditions has hindered the grass cutting schedule slightly, so staff have been tasked to redecorate the hall instead. Over the next few weeks, we will be catching up on the weedspraying and start to look at the bigger maintenance issues. **Noted.**

8. FOR DECISION – To receive any updates concerning the review of Risk Assessments and Health & Safety.

This is an on-going project and steady progress is being made. The current focus is on the road side grass cutting procedures and documentation. **Noted.**

PARKS AND OPEN SPACES

9. FOR DECISION – To receive any updates on matters concerning the Parks & Open Spaces.

- a) **Tamar Close** – Nothing
- b) **Launceston Road** – The College have completed their flower bed project just before the summer holidays.
- c) **Saltash Road** – Jackson Fencing are due to commence works during the second week in September. The handrails are costing in the region of £150 per meter. Final costs will be presented at the next meeting.
- d) **Lamora Park** – Nothing
- e) **Peggy's Patch** – Nothing.
- f) **Open Spaces** – The Chair has met with the charity, Addaction, and they are keen to pursue the proposed project at St Mary's Close. In the meantime the Labouring Poor Trust has agreed to sponsor an allotment for a year at Hays Road to support their initiative.

ALLOTMENTS & FLOWERBEDS

10. FOR DECISION – To discuss any matters concerning the allotments.

A report had been circulated prior to the meeting. **Noted.**

Launceston Road allotments are to be inspected this coming week by the Trustees. **Noted.**

11. FOR DECISION – To receive any updates on the flowers, including Cllr Coakley's proposals for the Pannier Market (email circulated).

The meeting was adjourned at 8.11pm whilst the Committee went out and had a walk around the Pannier Market.

The meeting was reconvened at 8.16pm

Resolved. It was proposed by Cllr Gold seconded by Cllr Coakley and agreed that this is a lower priority project, which could be completed over the winter period, costings in the region of £300-500, but works to include:

- a) flower beds should be dug up and any suitable plants relocated in the parks or Saltash Road carpark tubs.
- b) the flower beds to then be concreted over.
- c) in the flower bed running along the Spar wall, the grasses are to be replaced with shrubs.
- d) costings for four planters to be brought to the next meeting.

12. FOR DECISION – To receive Cllr Fox's request for additional dog bins.

This matter would be deferred and put on the agenda for next month, when Cllr Fox is in attendance. **Noted.**

13. ADDITIONAL VEHICLE UPDATE

The Chair explained that an additional vehicle is now on hire and a proposal will be brought to F&GP in September by the Chairs. **Noted.**

14. ANY OTHER URGENT BUSINESS

Cllr Tolman reported that signs have been put up by the entrance to the library regarding parking and the existing road marking have been burnt off. The situation would be monitored.

There being no further business the meeting was moved to a Part II Session.