

## OUTSIDE SERVICES COMMITTEE

21<sup>st</sup> November 2017 7.15pm

### Minutes

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

#### 1. APOLOGIES

**CLLRS BURROWS, DOWDALL, LONG & TAGG**

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

**MEMBERS OF THE PUBLIC: 0**

**OFFICERS: HELEN DOWDALL (CLERK)**

**GEORGE DU PLESSIS (OPERATIONS MANAGER)**

#### 2. MINUTES

**RESOLVED.** It was proposed by Cllr Tolman seconded by Cllr Coakley and agreed to accept the minutes of the 10<sup>th</sup> October 2017.

#### 3. MATTERS ARISING

Cllr Watson asked about the Assyston Gardens item, the Clerk explained that this will be put back on the agenda once the solicitors have confirmed the position. **Noted.**

#### 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.

**Cllr Gold for item 5, in receipt of a payment**

#### 5. FINANCE

##### a) Approval of payments.

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

## Payments for approval 21st November 2017

TH	DD	Booker	Refreshments	69.96	3.40	73.36
TH	DD	Clear Business	PM electricity	65.07		65.07
TH	DD	Corona Energy	TH electricity	373.49	74.70	448.19
OS	DD	Allstar	Fuel	143.52	28.70	172.22
FGP	DD	Natwest	Autopay	4.00		4.00
FGP	DD	Worldpay	Card payments	14.84		14.84
FGP	DD	Three	Mobile Phone	41.78	8.36	50.14
OS	10566	A&M Marine	Ladder inspection	180.00	36.00	216.00
TH	10567	EDF	Cemetery electric	15.59		15.59
OS	10568	Smallridge Bros	Male Coupler	4.90	0.98	5.88
OS	10569	Rising Sun Nurseries	Plants	97.32		97.32
OS	10570	P Searle	Hedge cutting	362.00	72.40	434.40
OS	10571	R G Julian	Skip Hire	410.00		410.00
TH	10572	Callington Launderette	Laundry	68.00		68.00
FGP	10573	PO Counters	PAYE & NI	2882.40		2882.40
TH	10574	Filmbank	Despicable Me	133.00	26.60	159.60
FGP	10575	Cornwall Council	Training	24.00		24.00
TH	DD	Corona Energy	TH electricity	127.73	6.39	134.12
TH/OS	10577	Frost Electrical	PAT testing	60.00		60.00
FGP	10578	Festive Lights	Christmas lights	125.96	25.19	151.15
OS	10579	SWW	Saltash Rd Rec	20.94		20.94
TH	10580	SSE	4&5 PM	26.08	1.30	27.38
TH	10581	SSE	4&5 PM	67.94	3.39	71.33
<b>FGP</b>	<b>10582</b>	<b>Kardwell Hobbs*</b>	<b>Santa presents</b>	<b>386.27</b>		<b>386.27</b>
FGP	10583	CPC	Notebook	239.00	47.80	286.80
OS	10584	Tavistock Woodlands	Misc	76.32		76.32
OS	10585	Nomix	Chemicals	113.50	22.70	136.20
OS	10586	Travis Perkins	Plywood/Cement	64.47	12.89	77.36
FGP	10587	Blacklinesafety	Belt clip kit	48.00		48.00
All						
Com.	10588	CCD	Signwriting	103.50		103.50
TH	10589	Able Print	Signs	139.00	27.80	166.80
OS	10590	BT	IT hardware	1578.85	315.77	1894.62
FGP	10591	RBL	Wreaths	211.50		211.50
OS	10592	Labouring Poor	Card payments	99.92		99.92
FGP	10593	SeaDog IT	Mining newsletter	135.00		135.00
FGP	10594	WSC	Remembrance tea	245.00		245.00
OS/TH	10595	Seton	Signage	125.08	25.02	150.10
OS	10596	Cormac	Wheel Change	30.00	6.00	36.00
TH/OS	10597	Trewarthas	Various	259.86	51.97	311.83
		<b>Karen</b>				
<b>FGP</b>	<b>10598</b>	<b>Gold*replacement</b>	<b>Santa presents</b>	<b>386.27</b>		<b>386.27</b>
				<b>9173.79</b>	<b>797.36</b>	<b>9971.15</b>

6. **FOR DECISION –To revisit the budget aspirations for this committee taking in consideration the request from the Portreeve to consider an overall increase of 3.97% which would generate approx. £13,000. Proposals, from this committee, presented to Full Council have included:**

Project	Use of Ear Marked Reserves	Increase on the Precept for 2018/2019	
Saltash Road Toddler Park	Set Up Purchase/cost	£7,000	There is currently a provision of £10,000 in the precept for Parks, so we could amalgamate these and increase the overall park maintenance provision.
Launceston Road Basket Ball		£2,000	
Tamar & Rosemullion/Lamorna Parks		£2,000	
Concrete Table Tennis Table		Price TBC	
Replacement Tractor	Set Up Purchase/cost	None, consider that the existing provision in the precept is adequate.	
Dog Bins		£1,000	

A lively debate then followed on the budget aspirations, the use of reserves and grant applications.

Cllr Watson would send details about grants to the OM, for him to investigate grant funding opportunities.

**Resolved.** It was proposed by Cllr M Smith seconded by Cllr Fox and agreed unanimously to proceed with the following increases on the precept for this particular committee, which would be recommended to Full Council as part of the overall budget setting process;

Project	Rise on the Precept
Playpark Reserves	£3,500
Launceston Road Basket Ball*to seek grant funding where possible	£2,000
Tamar & Rosemullion/Lamorna Parks	£2,000
Dog Bins	£500
Total For This Committee	£8,000

£8,000 across the tax base for 2018/2019 equates to a rise of nearly 2.5%

**7. FOR DECISION – To receive a report from the Operations Manager.**

The need for additional safety equipment for the larger vehicle and a request for a reversing camera was discussed.

**Resolved.** It was proposed by Cllr M Smith seconded by Cllr Fox and agreed unanimously to proceed with both purchases (costing £550)

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

Our consultant has completed a fire risk assessment on the cemetery workshop and will be supplying his completed report shortly, but overall he was very pleased with our practices and procedures.

The lower section of the cemetery has now been cleared out and hard standing put down, allowing vehicles to be parked safely and discreetly.

**Parks & Open Spaces**

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

- a) Tamar Close - Nothing
- b) Launceston Road – The planning application for the tree works has been approved, so works will commence on that. Works on the utilities (gas) has recently been undertaken along Launceston Road, involving the verge being dug up and re-laid. The verge seat is now looking slightly precarious, so the OM would take a look into this and advise the contractor accordingly.
- c) Saltash Road – A tree has fallen recently by the park and damaged some of the fencing. There is a further tree, which is actually closer to a private residence that may benefit from some attention.

**Resolved.** It was proposed by Cllr Gold seconded by Cllr Tolman and agreed that advice is taken from Zurich to mitigate any potential risks. (6 Support, 0 Against and 1 Abstention)

- d) Lamorna Park - Nothing
- e) Peggy's Patch - Nothing
- f) St Mary's Square – Addaction have now completed their works and the Town Council pledged them £100 towards plants. The Chair will speak with the charity about the press release. The Tree Surgeon has provided the OM with guidance on the tree, suggesting that the crown is raised. A quote for this work would be brought back to this committee for consideration.

For the January meeting, the OM agreed to provide a detailed report on progress with the park inspection report. **Noted.**

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

Report had been received and noted.

**11. FOR INFORMATION – To receive an update on the dog bins.**

Cornwall Council have confirmed the exact location of the bins in the town and these have been checked by our officers. A map will now be produced, detailing location, photo and number of each bin, and brought back to this committee in January.

The map would be put on the Town Council's website, social media and newsletter with a link to Cornwall Council's website; <https://www.cornwall.gov.uk/environment-and-planning/animal-welfare/dog-welfare-and-enforcement-service/dog-fouling/dog-waste-bins/> in an effort to education people where the bins are in the town and how to report a problem to Cornwall Council.

**12. FOR DECISION – To receive the letter from the Lions Club and to discuss arrangements for Honey Fair 2018.**

**Resolved.** It was proposed by Cllr Gold seconded by Cllr M Smith and agreed unanimously that the Lions Club could use the OS facilities again in 2018, based on the same arrangements as this year.

**13. ANY OTHER URGENT BUSINESS**

None

There being no further business the meeting was declared closed at 8.30pm.