

The Guildhall  
Market Place  
Salisbury  
Wilts  
SP1 1JH



**Contact:** J Whitty  
**Direct Line:** 01722 342860  
**Email:** [corporate@salisburycitycouncil.gov.uk](mailto:corporate@salisburycitycouncil.gov.uk)  
**Web:** [www.salisburycitycouncil.gov.uk](http://www.salisburycitycouncil.gov.uk)

# Minutes

**Meeting of** : Services  
**Date** : 6 December 2021  
**Meeting held in** : The Guildhall, Salisbury  
**Commencing at** : 6.30pm

---

Present:

Chair: C Corbin      Vice Chair: S Charleston

Cllrs: A Bayliss, J Bolwell, T Corbin, B Dalton, S Hocking, A Hoque, C McGrath, M Mewse, J Nettle, A Riddle, E Rimmer and C Stanway.

Officers: Annie Child, Thomas Simpkins and Sarah Gregson

---

## **905. Election of the Chairman:**

The Chairman of the Council called for nominations for the Chairman of Services Committee. Cllr C Corbin was nominated by Cllr T Corbin. No other nominations were made, therefore it was;

### **Resolved that:**

905.1. Cllr Caroline Corbin is elected as Chairman of Services Committee.

## **906. Election of the Vice Chairman**

The Chairman of Services Committee called for nominations. Cllr B Dalton nominated Cllr Sam Charleston. No other nominated were received, therefore it was;

### **Resolved that:**

906.1. Cllr Sam Charleston was elected as Vice Chairman of Services Committee.

**907. Apologies:**

- 907.1. Cllr P Sample was substituted by Cllr A Bayliss.
- 907.2. Cllr P Cunningham was substituted by Cllr M Mewse.
- 907.3. Cllr J King was substituted by Cllr S Hocking
- 907.4. Cllr M Webb gave her apologies.

**908. Public Questions/Statement Time:**

There were no questions or statements submitted by the public.

**909. Councillor Questions/Statement Time:**

There were no questions or statements submitted by Councillors.

**910. Minutes of Previous Meeting:**

The minutes of the last meeting of Services held on 20 September 2021 were approved and signed by the Chairman.

**911. Declarations of Interest:**

There were no declarations of interest.

**912. Dispensations:**

No dispensations were requested.

**913. Chairman's Announcements:**

The Chairman made no announcements.

**914. Working Group Updates:**

- 914.1. Cllr S Charleston gave a verbal update regarding the Business Working Group. He noted that he has recently been elected chair and that is currently not much to discuss in the group up until Christmas.
- 914.2. Cllr J Wells gave a verbal update regarding the Environmental Working Group (ENWG.) Within the Working Group, a cross-party task group is currently reviewing the Environmental Policy Action Plan. Mostyn Coombes, Parks Manager, and Marc Read, Environmental Services Manager, will now be renewing the existing plan, for the cross party task group and ENWG to discuss and once agreed this will go to the Services Committee to be adopted.
- 914.3. On behalf of the Chairman, Cllr C Corbin, the Communities Manger, Sarah Gregson, gave a verbal update regarding the Communities Working Group. Cllr C Corbin has been elected Chair and Cllr C Stanway as Vice Chair. The group have recently received an update on the Pantry, and Youth Forum. Two new Communities officers have joined the Communities team.

The group also reviewed the Community grants and rent reductions, and noted their intention to review the Grants Policy.

**915. Community and City Grants:**

The Communities Manager, Sarah Gregson, introduced a report on the Community and City Grants awarded since 1 Apr 2021, and it was;

**Resolved that:**

915.1. The report was noted.

**916. Rent Reduction Scheme Update 2021:**

The Communities Manager, Sarah Gregson, introduced a report on the Rent Reductions in operation at this time and recipient's aims and objectives during 2021/22 and it was;

**Resolved that:**

916.1. The report was noted.

**917. Environmental Policy Action Plan Update:**

The City Clerk provided a verbal update on the delivery of the Environmental Policy Action Plan (EPAP) as required by Services Committee 14 Oct 2019 (Minute 578.4 & 578.6 refers). It was;

**Resolved that:**

917.1. The Committee noted the ongoing review of the EPAP.

**918. Safeguarding Children Policy and Adults At Risk Policy:**

The Communities Manager, Sarah Gregson, introduced the revised Safeguarding Children Policy and Adults at Risk Policy for approval. The Committee considered the policy, and it was;

**Resolved that:**

918.1. The Committee approved the amendments to the Safeguarding Children Policy and the Safeguarding Adults at Risk Policy with regards DBS eligibility and the use of the online update service.

918.2. The Committee approved the change to the title of the Adults at Risk Policy.

**919. Criminal Records Disclosure and Barring Policy:**

The Communities Manager, Sarah Gregson, introduced the revised Criminal Records Disclosure and Barring Policy for approval. The Committee considered the policy, and it was;

**Resolved that:**

919.1 The Committee approved the amendments to Safeguarding Children and Adults at Risk Safeguarding Policy.

**920. Matters, if any, which by reason of special circumstances the Chairman, decides should be considered as a matter of urgency:**

No matters were raised.

There were 1 members of the public and no members of the press present.

The meeting closed at 6:53pm