

**Present**

\*Cllr F J Hawke – Chairman

\*Cllr T de Galleani

\*Cllr D R Kelland

\*Cllr S E Thomson

Observers: Cllr M Baillie  
Cllr G B F Coles  
Cllr R W I Cooke  
Cllr A J C Fyson  
Cllr B T Harriss  
Cllr R Springett

Apologies were received from Cllr F R Pritchard-Tagg

Also in attendance :- Stevie Rogers – Dartmouth Green Partnerships  
Peter Shaw – Friends of the Community Orchard  
Sheila Cripps – Dartmouth Horticultural Society

\*Denotes attendance

#Denotes apology for absence

**1. DECLARATIONS OF INTEREST.**

There were none.

**2. STAFFING LEVELS AND JOB DESCRIPTIONS FOR  
DEVOLVED SERVICES, WITH INPUT FROM INVITED  
MEMBERS OF THE PUBLIC WITH SPECIALIST  
KNOWLEDGE.**

The Chairman thanked Stevie Rogers, Sheila Cripps and Peter Shaw for attending and gave an explanation and background to the meeting for those present. The meeting would discuss the grounds maintenance job

descriptions that had been circulated, the job titles of which were open to change and then the Town Councillors would discuss the staffing structure in committee.

The Chairman explained that it was expected that the Town Council would take over the grounds maintenance of Royal Avenue Gardens, Coronation Park and the Castle Estate from September 2017. The first 18 months to two years would be spent bringing the assets up to an acceptable standard; not all the staff would be employed straight away.

Stevie Rogers told the meeting that it was important to define what was considered as an acceptable standard; the Town Council should draw up a 5 year plan for the green spaces.

The meeting agreed that the public would expect the Royal Avenue Gardens and Coronation Park to be brought up to a better standard than at present.

Peter Shaw told the meeting that a management plan and framework for future green space maintenance were needed for each of the areas the Town Council would be maintaining, into which the job descriptions should dovetail.

Cllr Fyson reminded the meeting that it had previously been discussed that the level of expertise for the maintenance of the green spaces lacking in the current staffing structure, could be obtained through consultancy, although the meeting felt that other than in specialist areas such as arboriculture, this would be unnecessary.

Stevie Rogers had circulated a paper to the meeting setting out key points for a job description for and the role of, a Grounds Maintenance Manager. She told the meeting that the Town Council needed to employ an overall grounds maintenance manager; the right person would lead on to all the other posts. Dartmouth should have a policy to work with other community organisations and the grounds maintenance manager should be familiar with legislation and DEFRA reports etc.

Peter Shaw told the meeting that it was important to identify the jobs that needed to be done for each area. The job description should include maintenance and improvement of the green spaces. Arboricultural skills would be needed from time to time and these could be contracted out to a tree surgeon. In the Community Orchard the fruit trees needed to be

looked after and replenished, the grassland had a meadow quality to it and the grounds maintenance staff would need the knowledge and skill to manage this. They would also need an awareness and sympathy of wildlife and an understanding of this needed to be built into their skill set. They would also need a public spraying licence and would have to carry out path and wall maintenance from time to time. Mr Shaw flagged up the need for the Town Council to consider the enormous amount of waste biomass that they would have to deal with for these new sites.

Members agreed that an advance plan was needed and Stevie Rogers informed members that this should be one that was good for people, wildlife and the environment.

Cllr Springett stated that he believed the Orchard and Longcross Cemetery could continue as at present and that the Town Council should concentrate on the Royal Avenue Gardens and Coronation Park and draw up a scheme for these. Cllr Hawke agreed as tourism was the lifeblood of the town and visitors should be encouraged to return.

Cllr Fyson commented that the job description provided by Stevie Rogers could be combined with that drawn up by the Clerk, then the committee could decide whether the Town Council could employ someone with those skills; the level of pay was for the Town Council to decide.

Following a question from Cllr Springett, Stevie Rogers told the meeting that she thought the salary for the grounds maintenance manager should be between £27- £32,000 per annum.

Cllr Baillie suggested that advice could be sought from the Dartmouth Golf and Country Club grounds maintenance manager.

Peter Shaw added that he believed that there were only 8-10 man days per year required in the Community Orchard.

Cllr Thomson agreed with members that it was very important to maintain the Royal Avenue Gardens as a show case for the Town.

Cllr de Galleani asked Stevie Rogers if there was any possible income generation and Stevie Rogers replied that the right candidate could assist

the Town Council to generate income, for example through grass cutting contracts for other parishes.

At 6.50 pm the invited guests left the meeting and the Council went into Committee.

**Proposed: Cllr T de Galleani**

**Seconded: Cllr S E Thomson**

**Resolved: That in view of the confidential nature of business about to be transacted, it was in the public interest that the press and public be excluded and that they be instructed to withdraw.**

The Chairman told members that following two vacancies on the Personnel Committee Cllr D R Kelland would be joining the Personnel Committee.

**3. STAFFING STRUCTURE FOR DEVOLVED SERVICES – TO INCLUDE GROUNDS MAINTENANCE, CLEANING AND OFFICE STAFF.**

Cllr Springett told the meeting that he had calculated that the Town Council would only have to allow 115 man days per year for green spaces and it would be possible to have the grass cut by outside contractors; he felt it important for there not to be too many managers in the staffing structure.

Cllr Fyson explained that at present the Town Council was only considering the appointment of one person and he added that contractors were not a permanent solution; there would be more control through employees.

Cllr Cooke suggested that it would be possible to buy in labour as needed to start with.

The Chairman told the meeting that he had invited Les Barnes to attend the meeting but despite strongly supporting the Town Council in taking on devolved services, Mr Barnes had not been able to attend.

Cllr Thomson reminded members that it would not be possible to rely on volunteers; they would be limited in what they could do and the amount of work that they could carry out.

Cllr Fyson suggested that the Town Council make an additional grant to Dartmouth Green Partnerships for them to carry out additional work in the Royal Avenue Gardens and Coronation Park but members felt that this would not work.

Cllr Lyon told the meeting that he believed that the Town Council needed to employ 2 gardeners and one cleaner in addition to the existing staff.

Cllr Fyson recommended that the Town Council advertise for one senior gardener at present with the salary to be negotiated. The meeting agreed that this post be titled "Town Grounds person".

**Proposed: Cllr F J Hawke**  
**Seconded: Cllr de Galleani**

**Recommended: That the Town Council advertise the post of Town Groundsman, with the salary to be set at a later date.**

The meeting discussed the other additional posts that might be required in the future including an Administration Assistant and a toilet cleaner; these would be brought to the Personnel Committee at a later date.

The Chairman of Personnel and Cllr Thomson would arrange to talk to the Administration Officer about taking on additional duties and bring the results of this meeting to the next meeting of the Personnel Committee.

*Cllr Kelland and Cllr Harriss left the meeting at 7.55 pm*

**4. QUOTATIONS FOR PUBLIC RELATIONS/MARKETING WORK TO PROMOTE THE GUILDHALL FOLLOWING REFURBISHMENT.**

The Clerk explained that following the Corporate Property Committee meeting on 20th March 2017 she had contacted 3 local Marketing consultants concerning marketing the Guildhall.

Details of the two quotations received had been circulated to members. It was agreed that Cllrs Thomson and Springett would meet with the successful consultant as soon as possible to discuss the way forward.

**Proposed: Cllr F J Hawke**

**Seconded: Cllr S Thomson**

**Recommended: That Ms L Chandler be employed to carry out 80 hours of PR work to market the Guildhall.**