

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 26th October 2017 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor Mrs C E Goodman (Chairman), Councillor L E Keise (Town Mayor) Councillors E H Andrews, Mrs S C Ryder, Miss R Tanner BEM and J Tivnan BEM plus the Town Clerk.

Also present: - Councillor Mrs J M Martin.

		ACTION									
<p>63-17AMO Apologies for absence Apologies for absence were submitted on behalf of Councillors Miss L J Hocking and Mrs. C A Jackson.</p>											
<p>64-17AMO Declarations of Interest relating to items on the Agenda None.</p>											
<p>65-17AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 28th September 2017 were taken as read, confirmed and signed by the Chairman subject to the deletion of Councillor J Tivnan and insertion of Councillor E H Andrews in minute 52-17AMO (a).</p>											
<p>66-17AMO Matters arising from the minutes a) Cleaning/Repairs Ellis Memorial: - Pursuant to minute 50-17 AMO (a) receipt was reported of 2 estimates to clean and repair the Ellis Memorial in Sparrow Park. The estimates are given in the table below:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: yellow;">CONTRACTOR</th> <th style="background-color: yellow;">WORKS</th> <th style="background-color: yellow;">ESTIMATE(£)</th> </tr> </thead> <tbody> <tr> <td>H G Stacey Ltd.</td> <td>Clean, repair and refurbishment monument</td> <td style="text-align: right;">1,486.00</td> </tr> <tr> <td>Martin and Sons</td> <td>Clean and paint existing letters</td> <td style="text-align: right;">1,450.00</td> </tr> </tbody> </table> <p>(Prices exclude VAT) After considering the estimates it is recommended that the contract is awarded to H G Stacey as a result of best value given the complete refurbishment and repairs to the monument incorporated in the estimate.</p> <p>b) Benodet Park Sound Hut: - Pursuant to minute 50-17AMO (b) Councillor J Tivnan explained that although there is no further progress to report the matter is being pursued.</p> <p>c) Fire Alarm/Detection panel: - Pursuant to minute 50-17AMO (c) it was again reported that a third tender is required given the value of the proposed purchase (Torpoint Town Council Best Value Statement 2017). The Clerk called for assistance to compile the tender using current and up to date specifications. Councillor Tivnan offered to write the specifications and on receipt these would be sent to appropriate contactors with an invitation to submit a tender for the work.</p> <p>d) Sparrow Park- Pursuant to minute 50-17AMO (d) Councillor J Tivnan presented proposed designs for the area around the flag pole in Sparrow Park as delegated by Council and subject to this Committees approval. It was confirmed that Cornwall Council had given approval for the works subject to photographs being taken. Two designs were presented to members following which it was resolved to implement a grey "slate" coloured circular design at a cost of £600 [delegation to RFO – Best Value Statement para 1. refers]. Councillor Tivnan then presented a power point</p>		CONTRACTOR	WORKS	ESTIMATE(£)	H G Stacey Ltd.	Clean, repair and refurbishment monument	1,486.00	Martin and Sons	Clean and paint existing letters	1,450.00	<p style="text-align: center; font-weight: bold;">Council</p> <p style="text-align: center;">JT</p>
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<p>display on a proposed planting scheme with minor works [again approved by Cornwall Council]. Councillor Tivnan in addition to presenting a proposed planting scheme, also discussed plans for the replacement mosaic suggesting a refurbished mosaic possibly incorporating the new Torpoint Town Council logo. Members discussed the proposals and suggested the retention of some shrubs including the tree in the park. It was resolved deferring further discussion until the next meeting of this Committee and during the hiatus between meetings discussions with local volunteers would be undertaken.</p> <p>e) Operational Report updates:- Pursuant to minute 51-17AMO the Clerk reported that preparations are in place for the Probation team to commence work on the Council Hall over the following weekend (commencing on the 27th October). The Clerk also reported on continued problems with the ladies toilets at Benodet Park and suggested that members might wish to visit the site to view the issues. The Clerk reported that repairs had been effected on four occasions by different tradesmen and still the problem persisted. It is suggested that the Chairman plus Councillors P R Edwards, Miss R A Tanner and J Tivnan visit the site for an independent observation on the problem.</p> <p>f) Health and Safety Policy: - Pursuant to minute 52-17AMO (a) Councillor Tivnan confirmed that he will be reviewing the policy and producing revisions as appropriate.</p> <p>g) Notice Boards: - Pursuant to minute 57-17AMO (a) the Chairman presented a power point on the Council notice boards illustrating the position, size and use. The Chairman also illustrated examples of possible replacement boards. Although it was suggested that the information board in the Education centre might be discontinued other members considered that the board was on one of principal pedestrian routes required tidying. Following discussion it is recommended that Council consider replacing the notice boards at Cost-Cutters and the Council complex during the first tranche of replacements with the other notice boards being considered during the 2019-2020 financial year. It was also suggested that the proposed revised Communications policy should review the content to be placed on Council notice boards.</p>	AMOC
<p>67-17AMO Operational Report</p> <ul style="list-style-type: none"> ➤ In addition to repairs at the Benodet Park public conveniences it is suggested that shutters are installed to prevent leaves and other detritus entering the facilities. ➤ It was further reported that there is no hot water in either the Benodet Park or Antony Road public conveniences and provision of this facility should be installed. ➤ It was also reported that the baby changing units at both public toilets are rusting and would be replaced. ➤ It was also reported that the Wallgate hand driers have been serviced and the report received that was noted. 	
<p>68-17AMO Policies Reviewed by this Committee None.</p>	
<p>69-17AMO To Consider the Council Risk Management Plan The Committee reviewed proposed capital projects and the control mechanisms in place when deciding on the method of financing improvements, principally to fixed assets. Whilst it is acknowledged interest rates are low, accounting principles should be applied in determining the appropriate and correct method of financing the project. It was noted that the Responsible Financial Officer would evaluate the financial aspects. The Clerk also spoke on the requirement to have robust quality controls and assurances in place.</p>	

<p>70-17AMO Items referred to this Committee None.</p>																																									
<p>71-17AMO Health and Safety. Councillor Tivnan reported on various matters including engaging volunteers and feedback and we should be careful engaging with them and fairground and theme park inspections. Councillor E H Andrews suggested the issue with volunteers might be of interest to the TTP.</p>																																									
<p>72-17AMO Correspondence a) Sharon Robinson – Request for a Memorial Bench (Chapeldown Road). Noted. It was reported that Cornwall Council had confirmed approval to remove the bench and that the memorial bench would replace the current Cornwall Council bench. It was therefore recommended that the Council would support the request subject to the usual terms of reference and that this Council would add the bench to the fixed asset register. b) Cornwall Council – Countywide School Keep Clear Markings (Albion Road) (as circulated). Noted. Members briefly considered the document and had no observations to make at this point.</p>	Council																																								
<p>73-17AMO Planning Applications a) PA17/09209 – 28, Woodland Way, Torpoint – Single storey rear and side extension. No objections or observations. b) PA17/09444 – 106, Marine Drive, Torpoint – Erection of porch and replacement of external veranda, together with internal alterations to the ground floor layout and fenestration. No objections or observations. c) PA17/09579 – 29, Hamoaze Road, Torpoint – Two storey side extension. No objections or observations.</p>																																									
<p>74-17AMO Budget Monitoring Report Members reviewed the September 2017 financial comparison (as circulated). Members considered the monitoring lines with low expenditures against budget in the Parks Improvement cost centre as highlighted last month. Councillor Mrs. J M Martin spoke on the need for publicity indicating that provision was being made by the Town Council to improve service delivery and management of the parks but the Town Council cannot do anything whilst Cornwall Council have responsibility. It was suggested that the Mayor highlights this in the Mayor’s column in the Torpoint Advertiser.</p>																																									
<p>75-17AMO Accounts for payment</p> <table border="1" data-bbox="110 1581 1341 1850"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>L E Keise</td> <td>Repairs to Mayoral Chain</td> <td>19.50</td> <td>0.00</td> <td>19.50</td> </tr> <tr> <td>C F Southworth</td> <td>Petrol Probation Team</td> <td>7.58</td> <td>1.26</td> <td>6.32</td> </tr> <tr> <td>Complete Business Sol</td> <td>Stationery</td> <td>95.86</td> <td>15.98</td> <td>79.88</td> </tr> <tr> <td>ITEC</td> <td>Photocopies</td> <td>29.15</td> <td>4.86</td> <td>24.29</td> </tr> <tr> <td>SW Water</td> <td>Pub Conveniences, Antony Road</td> <td>231.47</td> <td>15.82</td> <td>215.65</td> </tr> <tr> <td>British Telecom</td> <td>Phone Bill</td> <td>355.24</td> <td>59.20</td> <td>296.04</td> </tr> <tr> <td>Cornwall Council</td> <td>Garage Rental</td> <td>65.65</td> <td>10.95</td> <td>54.70</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	L E Keise	Repairs to Mayoral Chain	19.50	0.00	19.50	C F Southworth	Petrol Probation Team	7.58	1.26	6.32	Complete Business Sol	Stationery	95.86	15.98	79.88	ITEC	Photocopies	29.15	4.86	24.29	SW Water	Pub Conveniences, Antony Road	231.47	15.82	215.65	British Telecom	Phone Bill	355.24	59.20	296.04	Cornwall Council	Garage Rental	65.65	10.95	54.70	
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<p>76-17AMO Date of next meeting</p>																																									

Thursday 23 rd November 2017.	
77-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting. None Meeting closed at 8.22pm _____ Chairman	