

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 23<sup>rd</sup> November 2017 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

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

**Also present:** - Councillor P R Edwards and Mrs J M Martin.

	ACTION
<p><b>78-17AMO Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors L E Keise (Town Mayor) and Miss L J Hocking.</p>	
<p><b>79-17AMO Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>80-17AMO Minutes of the previous meeting</b> The minutes of the Asset Management Committee meeting held on Thursday 26<sup>th</sup> October 2017 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>81-17AMO Matters arising from the minutes</b> a) Benodet Park Sound Hut: - Pursuant to minute 66-17AMO (b) Councillor J Tivnan explained that although there is no further progress to report as further information is awaited. b) Fire Alarm/Detection panel: - Pursuant to minute 66-17AMO (c) Councillor J Tivnan reported completion of the proposed tender documents that have been circulated. A meeting will be arranged with the Deputy Town Mayor, Clerk/RFO, Deputy Town Clerk and Councillor Tivnan to review the tender documents prior to transmitting to suitable and appropriate contractors to invite them to tender. The tenders would be returned in sealed envelopes and opened at the next Asset Management and Operations Committee meeting in January with a formal recommendation to Council. It was noted that Council had resolved expenditure for this item would be taken from unallocated reserves. c) Operational Report updates:- Pursuant to minute 66-17AMO (e) Councillor P R Edwards reported on issues at the Benodet Park toilets. Councillor Edwards reported that there is no hot water at the toilets and the cost of a suitable water heater is £250. Councillor Edwards stressed that this was for parts only and suggested that he could supervise the work undertaken by the probation team. In a similar vein an infra-red cistern would cost £300 (for parts only) with similar conditions. In the circumstances it was <b>resolved</b> to proceed with the installation of a hot water system and also the installation of an infra-red cistern. On the subject of the replacement disabled door it was resolved to obtain estimates for the disabled doors but members considered the disabled door was not wide enough and this issue would be raised with Cornwall Council to ascertain under the terms of the lease if the principal authority were responsible. A leak through the floor was also reported and this would be transmitted to Cornwall Council as it is suggested this issue could be connected with the drains. d) Health and Safety Policy: - Pursuant to minute 66-17AMO (f) Councillor Tivnan reported that following a review of the</p>	<p style="text-align: center;">JT</p> <p style="text-align: center;">RFO/ DTC</p> <p style="text-align: center;">Clerk/ DTC</p>

policy the asbestos survey and legionella monitoring would be reviewed further.	JT
<p><b>82-17AMO Operational Report</b></p> <ul style="list-style-type: none"> <li>➤ Main Hall decoration is continuing with good progress being made.</li> <li>➤ The Clerk reported on proposals for the control of Japanese Knotweed. Following contact with the relevant officer at Cornwall Council it is understood that no herbicide application has been applied for the 2017 season. During the conversation it is suggested that Cornwall Council undertakes an SLA with the Town Council for chemical application to control and eradicate the weed especially as it understood that it has spread to other areas of the park. The officer confirmed that he will discuss this further. The Clerk has informed the CNA Link Officer for information.</li> </ul>	Clerk
<p><b>83-17AMO Policies Reviewed by this Committee</b></p> <p>a) Environment Policy:- The Clerk suggested that following research, the policy is renamed an Environment Statement as it contains a general statement and aspirations as opposed to a detailed policy. Members concurred with Clerk with Councillor Tivnan observing that the Council were introducing green initiatives for example bags in cisterns but drew attention to the non-segregation of waste suggesting that none of the Council waste is being recycled. The Clerk would speak with the Deputy Town Clerk on this matter to ascertain if this was a feasible alternative.</p>	
<p><b>84-17AMO To Consider the Council Business Risk Management Plan</b></p> <p>None.</p>	
<p><b>85-17AMO Items referred to this Committee</b></p> <p>None.</p>	
<p><b>86-17AMO Health and Safety.</b></p> <p>Nothing to report.</p>	
<p><b>87-17AMO Correspondence</b></p> <p>a) Local Government Finance Bill – Business Rates Public Conveniences. Noted.</p> <p>b) Cornwall Council – Winter Wellbeing Guides. Noted.</p>	
<p><b>88-17AMO Planning Applications</b></p> <p>a) PA17/09209 – 54-55, Fore Street, Torpoint – Proposed alterations to change bank to two shops on the ground floor and a self-contained maisonette flat on the first and second floor with a new rear access. No objections or observations.</p>	
<p><b>89-17AMO Budget Monitoring Report</b></p> <p>Members reviewed the October 2017 financial comparison (as circulated). Members considered the monitoring lines and expressed satisfaction that costs centres were operating prudently. The one exception being the Open Spaces/Contingency cost centre with the high expenditure (92%) against budget being the charge for the election against this cost centre.</p>	

**90-17AMO Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Carew Lodge 1136	Refreshment Invoice - Civic Service	265.80	0.00	265.80
British Gas	Electricity Invoice - Public Conveniences	20.60	0.98	19.62

**91-17AMO Date of next meeting**

Thursday 25<sup>th</sup> January 2017.

**92-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None

Meeting closed at 7.38pm \_\_\_\_\_ Chairman