

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 25<sup>th</sup> January 2018 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, L E Keise (Town Mayor), Miss R Tanner BEM and J Tivnan BEM plus the Deputy Town Clerk.

**Also present:** - Mrs J M Martin.

|   | ACTION   |
|---|--|
| <p><b>93-17AMO Apologies for absence</b><br/>Apologies for absence were submitted on behalf of Councillors Miss L J Hocking and Mrs S C Ryder.</p>  |  |
| <p><b>94-17AMO Declarations of Interest relating to items on the Agenda</b><br/>None.</p>   |  |
| <p><b>95-17AMO Minutes of the previous meeting</b><br/>The minutes of the Asset Management Committee meeting held on Thursday 23<sup>rd</sup> November 2017 were taken as read, confirmed and signed by the Chairman.</p>   |  |
| <p><b>96-17AMO Matters arising from the minutes</b><br/>a) Benodet Park Sound Hut: -<br/>Pursuant to minute 81-17AMO (a) Councillor J Tivnan explained that discussions are continuing, adding that those who are involved in the project have busy schedules. The Chair added that it is anticipated that a timescale for the project plan would be available by the Spring.<br/>b) Operational Report updates: -<br/>Pursuant to minute 81-17AMO (c) the Deputy Town Clerk explained that although a quotation for a suitable water heater had been provided by Councillor P R Edwards, no further information on the proposed essential work at Bénodet toilets had been received. The Deputy Town Clerk reminded Members of the urgency to re-instate the use of one of the female toilets. Members suggested that a quotation to undertake the work by a professional contractor is urgently sought having already <b>resolved</b> [minute number 81-17 (c)] to undertake work to install a hot water system and infra-red cisterns, whilst complying with Financial Regulations. The investigation into replacing the disabled door is continuing, Councillor J Tivnan reminded the Deputy Town Clerk that the slope of the entrance and edges of the doorway are required to be legally compliant.<br/>c) Health and Safety Policy: -<br/>Pursuant to minute 81-17AMO (d) Councillor J Tivnan explained that in liaison with the Deputy Town Clerk the contractor responsible for legionella monitoring has been contacted. The Deputy Town Clerk had since hastened a site visit, which is expected to be scheduled for the beginning of February. Councillor Tivnan explained that a local annual survey for asbestos monitoring could now be undertaken in-house, in liaison with the Deputy Town Clerk.<br/>d) Environment Statement: -<br/>Pursuant to minute 83-17AMO (a) the Chair explained that all hirers would be encouraged to recycle their waste products, as the Council would be charged for recycling, this is not a financially viable option.</p> | <p style="text-align: center;">JT</p> <p style="text-align: center;">RFO/<br/>DTC</p> <p style="text-align: center;">DTC</p> <p style="text-align: center;">DTC/JT</p> |
| <p><b>97-17AMO To consider tender documents for a replacement Fire Alarm</b></p>  |  |

### Panel/Detection system

The Deputy Town Clerk reported issuing the opportunity to tender documentation for a replacement Fire Panel and Alarm detection system at the Council Chambers premises to eight Fire Panel & Security organisations. Of the eight, three had subsequently visited the premises and met with Councillor J Tivnan, who had sought to answer questions posited. Four sealed bids had been received. Subsequently, the Deputy Town Clerk co-ordinated a meeting of the Chair, Councillor Tivnan and the Deputy Town Clerk [today], at which the sealed bids were opened and the following quotation information recorded as given in the table below:

|   | <b>CONTRACTOR</b>                      | <b>WORKS</b>  | <b>ESTIMATE (£)</b> |
|---|--|---|---------------------|
| 1 | ASG Security,<br>Saltash               | To design, deliver, install, test, commission and set to work a fully operational Fire Alarm system at the Council Chambers, based on the specification and guidance provided | 8,983.66            |
|   |  | <b>OPTIONS:</b>   |                     |
|   |  | 1. Active repeater, York Road   | 1,171.38            |
|   |  | 2. Remote Indicator   | 94.84               |
|   |  | 3. Upgrade to touch screen panel (SAVE)   | 318.85              |
|   |  | 4. Touch screen active repeater (SAVE)  | 214.38              |
|   |  | 5. Replacement radio fire alarm   | 17,558.41           |
| 2 | AWL Group,<br>Plymouth                 | To design, deliver, install, test, commission and set to work a fully operational Fire Alarm system at the Council Chambers, based on the specification and guidance provided | 23,672.89           |
|   |  | <b>OPTIONS:</b>   |                     |
|   |  | 1. Repeater panel   | 1,360.30            |
|   |  | 2. Wire free system   | 43,542.14           |
| 3 | Firewatch,<br>Newton Abbot             | To design, deliver, install, test, commission and set to work a fully operational Fire Alarm system at the Council Chambers, based on the specification and guidance provided | 22,483.26           |
|   |  | <b>OPTIONS:</b>   |                     |
|   |  | 1. Repeater panel   | 2,548.29            |
|   |  | 2. Door retainers & Door Magnets  | 3,758.31            |
|   |  | 3. Remote indicators  | 772.98              |
|   |  | 4. Alarm Maintenance (per annum)  | 350.00              |
|   |  | 5. Fire Alarm Remote Monitoring (per annum – subsequent £250.00)  | 550.00              |
|   |  | <b>OPTIONS:</b>   |                     |
|   |  | Radio fire alarm system   | 23,584.03           |
| 4 | Briggs Fire &<br>Security,<br>Paignton | To design, deliver, install, test, commission and set to work a fully operational Fire Alarm system at the Council Chambers, based on the specification and guidance provided | 17, 898.00          |
|   |  | <b>OPTIONS:</b>   |                     |
|   |  | 1. Repeater panel   | 2,133.59            |

(Prices exclude VAT)

**Council**

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| <p>After carefully considering the quotations it is <b>recommended</b> that the purchase and installation of a replacement Fire Alarm Panel and Detection system at the Council Chambers is awarded to ASG Security as a result of best value given. Members discussed the annual maintenance and servicing of fire extinguishers, emergency lighting and the fire risk assessment and <b>recommended</b> a quotation for this work should be separately sought from ASG Security.</p>   | <p><b>Council</b></p>   |
| <p><b>98-17AMO Operational Report</b></p> <ul style="list-style-type: none"> <li>➤ Councillor J Tivnan reported ongoing contact with the Cornwall Fire and Rescue Service on the investigation into replacing the fire extinguishers.</li> <li>➤ Main Hall decoration is nearly complete.</li> <li>➤ Japanese Knotweed – The Clerk is continuing discussions with Cornwall Council to undertake an SLA with the Town Council.</li> <li>➤ The Antony Road public conveniences will be redecorated in the near future.</li> <li>➤ The Deputy Town Clerk explained the defibrillator located at the Esso Garage had recently been “removed, intended for use”, fortunately, however, it was not required for a casualty. This prompted discussion about the various locations of defibrillators. Members <b>recommended</b> compiling a location list/map of defibrillators, showing store opening times (where appropriate) in liaison with the local Police and South Western Ambulance Service, for circulation in the town.</li> <li>➤ The Chair sought approval to take correspondence from the Torpoint Conservative Club which had been previously circulated by the Deputy Town Clerk. Torpoint Conservative Club have suggested purchasing a bottle cooler (approximate cost £479.99 plus VAT) and glass-washer (approximate cost £859.99 plus VAT) which would be gifted to the Town Council in exchange for the two gas deep fat fryers. The Deputy Town Clerk was unable to recall when the deep fat fryers had been used in the kitchen and reminded members that consideration about their offer for sale had been undertaken in the past. The approximate cost for one similar new gas deep fat fryer is £978.00 inc. VAT. After considering the suggestion it is <b>recommended</b> that the Torpoint Conservative Club are invited to proceed with the purchase of a bottle cooler and glass-washer which would be gifted to the Town Council in exchange for the two gas deep fat fryers, providing the removal of the gas appliances is undertaken by a qualified gas-safe engineer.</li> <li>➤ Councillor E A Andrews sought guidance from the Deputy Town Clerk on the current condition of the tablecloths, along with the cutlery and crockery sets which are utilised by regular hirers for dinner functions in the Council Chambers. Members <b>resolved</b> for discussions to take place with the RFO to purchase the said operational items.</li> </ul> | <p>JT</p> <p>Clerk</p> <p><b>Council</b></p> <p><b>Council</b></p> <p>RFO/DTC</p> |
| <p><b>99-17AMO Policies Reviewed by this Committee</b><br/>None.</p>   |   |
| <p><b>100-17AMO To Consider the Council Business Risk Management Plan</b><br/>None.</p>  |   |
| <p><b>101-17AMO Items referred to this Committee</b><br/>None.</p>   |   |
| <p><b>102-17AMO Health and Safety.</b></p> <ol style="list-style-type: none"> <li>a) Councillor J Tivnan highlighted recent safety announcement for drone users.</li> <li>b) The annual fire risk assessment is planned for the Council Chambers.</li> <li>c) The lift is due to be serviced and then checked separately for legislative compliance.</li> </ol>  |   |

**103-17AMO Correspondence**

a) H G Stacey – Repairs and Cleaning of the Ellis Memorial Work is expected to commence in June 2018.

**104-17AMO Planning Applications**

None.

**105-17AMO Budget Monitoring Report**

Members reviewed the December 2017 financial comparison (as circulated). Members considered the monitoring lines, in particular the Open Spaces/Contingency and Parks Improvement costs centres were discussed. Members noted their planned aspirations for taking on some parks maintenance from Cornwall Council, which had not yet materialised and hoped this would be forthcoming in the next financial year.

**106-17AMO Accounts for payment**

| PAYEE                | REASON                                       | GROSS  | (VAT)  | NETT   |
|----------------------|--|--------|--------|--------|
| Western Web          | Screen for Clerks Computer                   | 84.00  | 14.00  | 70.00  |
| Cornwall Council     | Garage Rental (08/01 - 04/03)                | 131.30 | 21.90  | 109.40 |
| AED Locator (EU) Ltd | Defibrillator Monitor (Carbeile Inn/Town Hal | 756.00 | 126.00 | 630.00 |
| British Gas          | Public Conveniences, Antony Road             | 19.79  | 0.94   | 18.85  |

**107-17AMO Date of next meeting**

Thursday 22<sup>nd</sup> February 2017.

**108-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.**

- A meeting at the skatepark has been organised by a representative from the Friends of Thanckes Park group and the Chair has been invited to attend (Monday 29<sup>th</sup> January 2018 at 12.30pm).

Meeting closed at 7.55pm \_\_\_\_\_ Chairman