

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 22nd February 2018 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, Miss L J Hocking, Mrs S C Ryder, Miss R Tanner BEM and J Tivnan BEM plus the Town Clerk.

	ACTION
109-17AMO Apologies for absence	
Apologies for absence were submitted on behalf of Councillor Mrs. C A Jackson.	
110-17AMO Declarations of Interest relating to items on the Agenda None.	
111-17AMO Minutes of the previous meeting The minutes of the Asset Management and Operations Committee meeting held on Thursday 25 th January 2018 were taken as read, confirmed and signed by the Chairman.	
112-17AMO Matters arising from the minutes a) Benodet Park Sound Hut: -	
Pursuant to minute 96-17AMO (a) Councillor J Tivnan confirmed that discussions are progressing but that no progress has been made. b) Health and Safety Policy: -	Τ
Pursuant to minute 96-17AMO c) Councillor J Tivnan explained that the Legionella survey has been undertaken and although the report is still awaited, some issues were identified in the recording and monitoring process. Councillor Tivnan also drew attention to the fire log recording and ventured that some of the deficiencies could be resolved by additional training but others were a recording issue. Councillor Tivnan suggested that independent monitoring of the recording process could be undertaken possibly monthly and any issues identified and rectified. Councillor Tivnan offered to undertake this and further ventured that if full compliance could be demonstrated it might have a positive effect in reducing the insurance premium. It was therefore recommended that the Council implements a monthly scrutiny programme for legionella and fire regulations recoding together with any other statutory monitoring system to ensure compliance. Councillor E H Andrews suggested that relying on a member of council to oversee an operational function is demonstrating a possible vulnerability. The Clerk advised that he has already identified this problem and within the new structure responsibility for this area of activity is contained in the job description and training/qualifications will be discussed and implemented as part of the appraisal process. c) Operational Report (Deep Fat Fryer): - Pursuant to minute 98-17AMO the Clerk reported that following approval at the Council meeting (minute 183-17 refers) negotiations are on-going with the organisation and it is anticipated this matter will be concluded shortly.	Council / Clerk



A A A	Accident Report Book – The Deputy Town Clerk reported a minor accident in the area known as "Pearn's passage". This area should not be accessed or used as a thoroughfare by unauthorised users as it is a storage area and the DTC will arrange for signs to this effect will be put in place accompanied by, if required, a change of lock. Fire Risk Assessment – Councillor Tivnan briefed members on the contents noting that he would be discussing the issues raised with the Deputy Town Clerk. Councillor Tivnan assured members that the red warnings would be dealt with immediately with the other points being worked through in priority order. It was noted that the risk assessment is now available on line and can be updated when the matters within the report are addressed. Lift Survey – It has been reported that the lift survey has been completed. Councillor Tivnan reported that currently there is no backup electricity supply should there be a "power cut" with the mains supply. It is understood that the Deputy Town Clerk is	DTC
A A	investigating this matter. Boiler – the Clerk reported that the maintenance/service had identified repairs and since then both boilers had suffered further faults resulting in one boiler being "cannibalised" of parts so that the heating system was now being operated off one boiler. Members of the committee agreed that the situation could not continue given the vulnerability of the Council operation in this situation and that it was resolved the Town Clerk is given authority to effect repairs from the recurring maintenance budget subject to compliance with financial regulations. Councillor E H Andrews suggested that the Council might review the decision not to replace the boilers and make enquiries into replacement costs. Bus Shelter (outside of the former bus depot) - The Deputy Town Clerk reported that a panel has fallen from the shelter although the Deputy Town Clerk has assured the Council that it is safe and can be continued to be used. It was noted that the AMO development plan has made provision for a replacement shelter to be purchased in the next financial	Clerk
	It is recommended that as the lights are not used these should be disconnected and	Council
		DTC
	installation of improvements as authorised by Council. Enforcement – It was reported that the training of the second enforcement officer has been arranged to be delivered during March.	
	4-17AMO Policies Reviewed by this Committee ne.	
11	5-17AMO Items referred to this Committee	
Th Co da Co Pa the	Flag Flying Policy: - e Clerk drew attention to recently circulated documents including the Department for mmunities and Local Government (DCLG) circular "Plain English Guide to Flying Flags" and tes for flying the union flag. Both documents were noted. Members were reminded that the uncil currently had two flag poles – one on the Council building and the other in Sparrow rk. The Clerk advised members that the Council should nominate a principal flag pole where e union flag would continually fly thus meaning that any other flag would not take eccedence over the union flag (citing the example of the Commonwealth flag not being in a	



superior position to the union flag). By flying the union flag continuously from the principal flag pole would allow the Council to fly other nominated flags from the other pole. It is Council
recommended that based on this principal the Council produce a flag flying policy using this principal and the DCLG document as baseline information.
116-17AMO To consider the Council Business Risk Management plan
Asset Condition Survey and Security: -
The Clerk reminded members that the annual condition survey was due. This would look
primarily at progress made to rectify issues from the previous year's report and to identify further any problems that has arisen from last year. The asset security marking programme
would also be reviewed. The Chairman would arrange for this task to be undertaken.
117-17AMO Skateboard Park renovation: -
Receipt was reported of an email from the friends of Thanckes Park seeking permission to "graffiti art" the skateboard park equipment to replace the general graffiti currently on the
equipment. The email was noted. Members considered that graffiti art would be a considerable
enhancement to what is there at the present time. It is therefore recommended that the
council gives permission to the Friends of Thanckes Park for graffiti art to replace the current
general graffiti subject to there being no cost to this Council and that the officers are
delegated to make the necessary arrangements with the friends of Thanckes Park to undertake the work. Receipt was also reported of a document from a company detailing
proposals to rejuvenate the Skateboard Park following a meeting with the Friends of Thanckes
park with the Committee Chairman. The proposals were noted. Receipt was also reported of a
further email from the friends of Thanckes Park requesting a meeting with representatives of
this Council. The email was noted. The Chairman advised members of the meeting during
which the friends of Thanckes Park and the Skatepark company outlined aspirational proposals for the area. The Chairman warned of some issues and obstacles that might present
themselves including no budget allocation from this Council, the limited length of the lease
remaining for the area and also the presence of Japanese Knotweed in the vicinity of the
proposed redevelopment. After considering the matter further it is recommended that the Council
group are invited to address members prior to the April meeting of the council on proposals to rejuvenate the area. The Clerk advised the meeting that following reminders to Cornwall
Council including the suggestion to add this item to devolution programme Cornwall Council
had not responded. The Clerk was of the opinion that this council should now take control of
the eradication programme on Town Council leased land and advise Cornwall Council of this
Council's intention. Members again voiced disappointment at Cornwall Council's non interest in
this potentially serious matter and recommend that the Council support the Clerk's call to implement an eradication programme on Council land. Members were also of the opinion that
the Town Council advise Cornwall Council of the actions being taken and draw attention to the
monitoring being untaken by the Friends of Thanckes Park and this Council on any potential
spread of this pernicious weed. Councillor Tivnan suggested the Council explore the alternative
method of burying the weed as a quicker means of eradicating the problem but acknowledged
this would be at a far greater expense and issues with the land being a former refuse tip could also present problems.



herbicides).			Cornwall Counc		
COMPAN	Y	DESCRIPTI	ON	PER APPLIC. (£)	
CORMAC		Application per specs a	and map	1,479.00	
Complete Weed Cor	ntrol SW Ltd	Application per specs a		1,200.00	
Complete Weed Cont	rol (SW) Ltd f	s recommended that t or 3 applications at a co			Counci
 currently blocked asked to make ar Councillor J Tivna around the town. "Chapter 8" stand acknowledged that not within the car Town Clerk and the be included in fut 	In drew attent with props ar rangements for in also drew a Councillor Tiv lard (the comp at this would l retaker's job d he staff conce ure job descri	ion to the fire exit at the d also disused pallets. T or the clearance of this a ttention to the paucity of man suggested that the oliance standard) to boo ikely be a voluntary arra escription. The Clerk wo rned. Councillor E H And ptions for the caretaking	The Deputy Tov area of road marshal caretakers mig ost the numbers angement as th ould discuss fur drews suggeste	vn Clerk would be Is to manage events th be trained to the available. It was is task was currently ther with the Deputy	
.20-17AMO Corre lone. .21-17AMO Plann	-	ions			
	, Woodland W 17/02200.	'ay, Torpoint – Non mat	erial amendme	nt in respect of	
the monitoring lines,	ne January 20 in particular t ed. Members	18 financial comparison he Open Spaces/Conting noted their planned asp I, which had not yet ma	gency and Parks pirations for tak	s Improvement costs ing on some parks	
naintenance from Co	ext financial ye				
naintenance from Co orthcoming in the ne L23-17AMO Accou PAYEE	ext financial ye		GROSS	(VAT) NETT	
naintenance from Co orthcoming in the ne .23-17AMO Accou	ext financial ye Ints for payr Fire Risk As	nent REASON	GROSS 360.00 19.99	(VAT) NETT 0.00 360.00 0.95 19.04	



124-17AMO Date of next meeting Thursday 22nd March 2018.

125-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

None

Meeting closed at 8.04 pm _____

Chairman