

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 27<sup>th</sup> September 2018 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

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

**ALSO PRESENT:** - Councillors Mrs. K Brownhill, S J Corbidge MBE, Councillors G J Davis and M G Spurling.

		ACTION
• •	<b>Apologies for absence</b> absence were submitted on behalf of Councillors Miss L J Hocking, Mrs. K Mrs R A Southworth.	
<b>52-18AMO</b> None.	Declarations of Interest relating to items on the Agenda	
a) Lower End It was <b>resolu</b> Public and Pro sensitive info	<b>Items referred to this Committee</b> of Fore Street Feasibility Study:- <b>red</b> the Lower End of Fore Street feasibility study will be considered with the ess excluded on the advice of Cornwall Council as it contains commercially rmation [see minute 65-18AMO below]. ited all Members to stay for the rest of the meeting – all remained.	
	<b>Minutes of the previous meeting</b> of the Asset Management Committee meeting held on Thursday 26 <sup>th</sup> July 2018 s read, confirmed and signed by the Chairman.	
Pursuant to n abeyance any b) Health an Pursuant to n legionella trai arranged the	Park Sound Hut: - hinute 39-18AMO (a) due to work priorities it was <b>recommended</b> to hold in further work on the project to relocate the sound hut at Bénodet Park. d Safety Policy – Legionella Assessment review: - hinute 39-18AMO (b) the Clerk indicated one Caretaker has undertaken refresher ning and one Caretaker has undertaken legionella training. The Clerk has now removal of the surplus Thermostatic Mixing Valve (TMV).	Council
Pursuant to n Carter's Yard application su the bus shelte 2016]. Bénor	ent Bus Shelter: - hinute 39-18AMO (c) the Clerk advised the replacement bus shelter in front of Mr is now installed. The Clerk is awaiting the outcome of the bus shelter grant ibmitted to Cornwall Council. It is <b>recommended</b> perch seating is installed in er located on Trevol Road, next to the Sycamore Drive turning [installed in July det Park Toilets refurbishment: - hinute 39-18AMO (d) the Clerk explained there is one task to be completed within	<b>Council</b> Clerk



- Council	
the Bénodet Park toilets refurbishment and it is anticipated this will be undertaken in the next	
month.	
d) Library benches: -	
Pursuant to minute 39-18AMO (e) the Clerk explained prioritising other work ahead for the	
probation service ahead of the renovation of the benches located outside the library.	Clerk
Councillor G J Davis reminded the Clerk of his previous offer to renovate these benches,	
having recently refurbished the Cornwall Council benches located next to the play park behind	
Sennen Close. The Clerk agreed to liaise with Councillor Davis about the proposed renovation, however anticipates the probation service can undertake this work within the next	
month.	
e) Recycling opportunities: -	
Pursuant to minute 39-18AMO (g) the Clerk highlighted some research into the costs to	
arrange the collection of recycled waste from the Council Chambers. The Clerk gave an	
example of a national recycling company who unfortunately do not currently service Torpoint	
and a quotation of £419.00 (plus VAT) per year for a fortnightly collection. Members were	
encouraged by the quotation, however, suggested the Clerk should continue to undertake	
further research on the matter, in advance of the next meeting. Councillor S J Corbidge	
offered, having had experience of managing commercial recycling, to assist the Clerk with	Clerk/SJC
research into this matter.	0.0.19000
f) Ellis Monument: -	
Pursuant to minute 40-18AMO (ii) the Clerk is continuing to research the processes needed to	
be undertaken prior to the commencement of the work to clean the Ellis Monument, explaining	
that as it is a listed building, various consents are needed including liaison with Cornwall	Clerk/JT
Council, as a temporary road closure may be required. Councillor J Tivnan volunteered to	CIEINJI
meet with the Clerk to pursue this matter.	
g) Rendel/Sparrow Parks: -	
Pursuant to minute 40-18AMO (iii/iv) the Chair was pleased to report the probation service has removed a large dead tree and has also 'dug in' a layer of topsoil in the beds at Rendel Park.	
The Chair circulated a purchase order for Tartendown Nurseries detailing suitable perennial	<b>G</b>
plants for the flower beds at Rendel Park and it is <b>recommended</b> the order to the value of	Council
£895.50 (plus VAT), including compost and delivery, is placed. The Chair explained once the	
improvements to Rendel Park are completed, a review of Sparrow Park will be considered.	
56-18AMO Operational Report	
Enforcement – The Clerk explained enforcement is continuing, adding that incidents of	
littering/tipping appear to be more prevalent than in the past.	
> The Clerk has obtained an estimate from a local window cleaner for regular cleaning of the	
six bus shelters, and is seeking an additional estimate from another supplier. Members	
were mindful of the annual cost for this service, highlighting if less than £1,000 according	
the council's Best Value Statement the Responsible Finance Officer (RFO) is delegated to	
authorise this purchase order.	
57-18AMO To consider the Council Business Risk Management	
a) The Fixed Asset Survey report was reviewed: -	
> The replacement salt bin at the end of North Road has been ordered;	
$\succ$ The large ladder has been replaced;	

> The large ladder has been replaced;



Emergency Planning project. Councillor S J Corbidge will commence the population of the template document supplied by Cornwall Council, to enable the working party to properly commence the project in 2019.       S8-18AMO Policies Reviewed by this Committee         a) Health and Safety: -       Clerk/JT         The Clerk and Councillor J Tivnan will meet in advance of the next meeting of this committee to review and assimilate the Health and Safety (H&S) policy, with Cornwall Council's H&S policy.       Clerk/JT         S9-18AMO Health and Safety       No further updates from Councillor J Tivnan.       Clerk/JT         Fire panel / detection system upgrade and installation.       Clerk/JT       Clerk/JT         No firs Notification, with annual monitoring is being set up with the fire maintenance contractor.       Clerk       Clerk         No the new door retainers and closures are to be fitted to Rooms 1 and 2.       Clerk       Clerk         The Clerk detailed an independent regulatory body technical inspection recently undertaken by the National Security Inspectorate (NSI) on the work undertaken/completed by the fire panel/maintenance contractor [ASG Security] and was pleased to report a 'Grade A' outcome from the inspection, confirming the contractor's status of the leading industry standard in this field.       Clerk       Clerk         Clerk to contact local electrical contractor as at least one emergency light fixture failed the fire contractor's final testing.       Clerk       Clerk         G0-18AMO Correspondence       0 Town Clock inspection: -       It is recommended the bi-annual inspectio		
<ul> <li>Millennium Beacon – will require a gas safety check before it can be used for the Beacon Lighting ceremony on 11<sup>th</sup> November.</li> <li>Freezer – the Clerk highlighted the maximum number of occasions the freezer is used for hirers in any one year, approximately six times; in the opinion of members a freezer is an essential item for several hirers and therefore asked the Clerk to obtain a quotation for a replacement domestic freezer, for consideration at the next meeting.</li> <li>D) Emergency Planning :- It is recommended due to work priorities to hold in abeyance any further work on the Emergency Planning project. Councillor 5 J Corbidge will commence the population of the template document supplied by Cornwall Council, to enable the working party to properly commence the project in 2019.</li> <li>S8-18AMO Policies Reviewed by this Committee a) Health and Safety: - The Clerk and Councillor J Tivnan will meet in advance of the next meeting of this committee to review and assimilate the Health and Safety (H&amp;S) policy, with Cornwall Council's H&amp;S policy.</li> <li>S9-18AMO Health and Safety</li> <li>No further updates from Councillor J Tivnan.</li> <li>The Clerk will meet with Councillor J Tivnan.</li> <li>The Clerk detailed an independent regulatory body technical inspection recently undertaken by the National Security Inspectorate (NSI) on the work undertaken/completed by the fire panel/maintenance contractor [ASG Security] and was pleased to report a 'Grade A' outcome from the inspection, confirming the contractor's status of the leading industry standard in this field.</li> <li>Cuerk to contact local electrical contractor as at least one emergency light fixture failed the fire contractor's final testing.</li> <li>Go-18AMO Correspondence a) Two the contract to maintain the wash handbasins at the public conveniences, it was recommended the company are contacted to renegotiate</li> </ul>	aware of hazardous weather conditions and will take down the flags when necessary. The retaining bolts on the base of the Sparrow Park flag pole are now part of the	
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If is recommended the GDPR document is authorised on behalf of the council.       Council         d) Comwall Council Licensing Act 2003 – review Statement of Licensing Act Policy: - Noted.       e) Comwall Council – Bus stop improvements (One Public Transport System for Cornwall project): - Members were agreeable with the project and keen to seen the installation of new digital signs at the [seven] bus stop locations indicated on the correspondence. It is anticipated that other sites/bus stops would need the digital signs [if finances permit] and it is recommended any consideration for additional sites is delegated to Officers to pursue further.       Council         f) South West Hygien – Duty of Care Annual Waste Transfer Note 2018A: - It is recommended the annual Waste transfer note is signed on behalf of the council.       Council         61-18AMO Planning Applications None.       Members reviewed the August 2018 financial comparison (as circulated), the total budget remaining for Recurring maintenance was noted.       Members reviewed the August 2018 financial comparison (as circulated), the total budget remaining for Recurring maintenance was noted.         63-18AMO Accounts for payment       ReASON       GROSS       (VAT)       NETT         PAYEE       REASON       GROSS       (VAT)       NETT         Tina Morris       purchased on ebay       15.99       2.66       13.33         64-18AMO Date of next meeting       Tinuandown tursery       Top soil and Delivery Rendel Park.       15.99       2.66       13.33         (Councillor G J Davis left the meeting at this point	c) CORMAC – GDPR Compliance: -					
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<b>65-18AMO</b> Exclusion of Public and press: - It was resolved the information to be considered is of a sensitive nature, this item is considered with the public and press excluded and is contained in the confidential annex to	PAYEE         Tartendown Nursery         ITEC         Tina Morris         64-18AMO       Date of nex         Thursday 25 <sup>th</sup> October 2018	REASON Top soil and Delivery Rendel Park Photocopies Reimburse for Whiteboard purchased on ebay Ret meeting apologies were received in advar	70.00 61.18 15.99	11.67 10.20 2.66	58.33 50.98 13.33	
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It was resolved the information to be considered is of a sensitive nature, this item is considered with the public and press excluded and is contained in the confidential annex to	PAYEE         Tartendown Nursery         ITEC         Tina Morris         64-18AMO       Date of nex         Thursday 25 <sup>th</sup> October 2018         (Town Mayor), Councillors B	REASON         Top soil and Delivery Rendel Park         Photocopies         Reimburse for Whiteboard         purchased on ebay         St meeting         B apologies were received in advar         H Andrews and J Tivnan BEM.	70.00 61.18 15.99	11.67 10.20 2.66	58.33 50.98 13.33	
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	PAYEE         Tartendown Nursery         ITEC         Tina Morris         64-18AMO       Date of nex         Thursday 25 <sup>th</sup> October 2018         (Town Mayor), Councillors B         (Councillor G J Davis left the         65-18AMO       Exclusion o         It was resolved the information	REASON         Top soil and Delivery Rendel Park         Photocopies         Reimburse for Whiteboard         purchased on ebay         Reting         Bapologies were received in advar         H Andrews and J Tivnan BEM.         e meeting at this point.) <b>f Public and press: -</b> tion to be considered is of a sensition	70.00 61.18 15.99 nce from the	11.67 10.20 2.66 Councillor	58.33 50.98 13.33	
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66-18AMO Any Business that has been disclosed to the Chairman and members			
prior to the meeting.			
The Chair and Mayor recently attended the Local Churches Together meeting, where a written report from the Manager of the Liskeard and Looe Foodbank highlights the possibility of closure of the Torpoint distribution centre, due to a lack of use. The Chair explained there seems to be a lack of confusion about what is required to obtain the food vouchers and also there may be a lack of agencies making referrals to those who need vouchers. The Chair added the Local Churches Together group will be writing a letter to try to prevent the closure of the Torpoint distribution centre. It is recommended to undertake further fact finding with the Torpoint and Looe Foodbank to establish: -			
<ul> <li>i) Whether there a need for the distribution centre to remain open in Torpoint and</li> <li>ii) Whether any further work needed in the town to continue/enhance the distribution of vouchers in the town.</li> </ul>	Council		
Councillor Miss R A Tanner highlighted the disabled toilet at Antony Road is locked up daily behind gates and is the only disabled toilet in the town. As access to this toilet can only be gained using a Radar key, it is <b>recommended</b> the external gate to the disabled toilet is kept open at night. If approved the disabled toilet would be monitored by the Caretaking staff for any vandalism to the locking system.	Council		
Meeting closed at 8.26pm Chairman			