



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 28th February 2019 at 7.00pm in the Mayor's Parlour, 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 plus the Town Clerk (Clerk).

ALSO PRESENT: Councillor C R Still

	ACTION
<p>112-18AMO Apologies for absence Apologies for absence were submitted on behalf of Councillors G J Davis, Miss R A Tanner BEM, J Tivnan BEM.</p>	
<p>113-18AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>114-18AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 24th January 2019 were taken as read, confirmed and signed by the Chairman.</p>	
<p>115-18AMO Matters arising from the minutes a) Bénodet Park Toilets refurbishment: - Pursuant to minute 101-18AMO (a) the Clerk explained the plumbing for the sluice sink is now completed. b) Ellis Monument: - Pursuant to minute 101-18AMO (c) the application for consent to undertake work to a Listed Building is being prepared and will be submitted to Cornwall Council in due course. c) Rendel/Sparrow/Bénodet Parks: - Pursuant to minute 101-18AMO (d) the Chair advised planting has been undertaken at Rendel Park, adding some of the trees require pruning. Sparrow Park - the Chair is waiting to hear from Mount Edgcumbe regarding the opportunity to sponsor camellias at this site and will follow this up. The Chair has been liaising with Councillor J Tivnan about suitable plants for the next section to be updated at Sparrow Park. For the third section the Chair suggested a small team of volunteers to help clear the area would be the best way forward. The Chair to start to recruit additional volunteers and will endeavour to set a date for the clearance by the end of March 2019, a Saturday was suggested to enable anyone working Monday to Friday to be able to join in. Any charges liable for the removal of greenery from Sparrow Park will need to be investigated before the section is cleared, the Chair will seek advice on this. Bénodet Park – Councillor E H Andrews highlighted that he seemed to recall this year is the 10th Anniversary for Bénodet park being re-opened in its current condition, adding the exact date needs to be checked. Members discussed that if is the 10th Anniversary of</p>	<p>Clerk</p> <p>Chair</p> <p>Chair</p> <p>Chair</p>

<ul style="list-style-type: none"> ➤ The West Ward member Councillor M John Crago has, when discussing the installation of a kissing gate at the entrance alongside the A374, suggested blocking the entrance completely and providing an alternative entrance which exits alongside the car park has been his preferred solution; ➤ Should a kissing gate be installed, any prams or bikes would have difficulty using the entrance. <p>Following discussion, it is recommended to produce a Project Statement for the proposal to purchase a 'kissing gate' (by the next meeting of this Committee). The Chair volunteered to research this, due to the protracted delays already incurred.</p>	<p>Council Chair</p>
<p>119-18AMO Policies Reviewed by this Committee a) Health and Safety: - Councillor J Tivnan and the Clerk will review and assimilate the Town Council's Health and Safety (H&S) policy, with Cornwall Council's H&S policy.</p>	<p>Clerk/Clr Tivnan</p>
<p>120-18AMO Health and Safety a) The annual routine maintenance check for the Emergency Lighting has been undertaken – no disconnections or isolations found. The Fire Alarm system routine maintenance check has been undertaken, with the exception of 2 high level smoke devices in the main hall, which were not checked. Outstanding action - garage device in the void – engineer unable to access this location. Currently 1 detection device disabled, this is being investigated. b) Councillor J Tivnan is anticipating reviewing the current fire extinguisher system in operation and will undertake this when the opportunity arises. c) Fire Risk Assessment – the Clerk is working with Councillor Tivnan on reviewing the assessment completed last year and a report on this will be provided at the next meeting.</p>	
<p>121-18AMO Correspondence a) Community Flood Resilience Workshop (as circulated): - Noted. b) Grit bins (as circulated): - Noted.</p>	
<p>122-18AMO Planning Applications None.</p>	
<p>123-18AMO Budget Monitoring Report Members reviewed the January 2019 financial comparison (as circulated).</p>	

124-18AMO Accounts for payment

PAYEE		GROSS	(VAT)	NETT
ITEC	Photocopies	99.52	16.59	82.93
James Property Services	Fix leak WC Antony Road + dishwasher and sink repair	100.00	0.00	100.00
Brewers / Martin Luck	Stationery	104.63	17.44	87.19

125-18AMO Date of next meeting

Thursday 28th March 2019.

126-18AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Clerk explained the current PA system, used by hirers, has a plug-in microphone, however, the microphone cannot travel around the room. Therefore, the cost for a roaming microphone for use at either the Council Chambers or other locations, with the existing PA system, is being investigated.

Clerk

Meeting closed at 7.48pm _____ Chairman