

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 2nd February 2017 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor E H Andrews (Chairman), Councillor M J Crago (Town Mayor), Councillors Mrs C E Goodman, Mrs J M Martin (as substitute for Councillor M N Pearn MBE), Miss R A Tanner BEM and J Tivnan plus the Town Clerk.

	ACTION
<p>101-16AMO Apologies for absence Apologies for absence were declared on behalf of Councillors Mrs. C A Jackson, L E Keise and M N Pearn MBE.</p>	
<p>102-16AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>103-16AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 1st December 2016 were taken as read, confirmed and signed by the Chairman.</p>	
<p>104-16AMO Matters arising from the minutes</p> <p>a) Fire Risk Assessment:- Pursuant to minute 90-16 AMO (a) receipt was reported of the recently completed Fire Risk Assessment. The document was noted. It was reported that the risk assessment had confirmed that there is no requirement to re-instate the door linking the Vanity Room reception to the corridor acknowledging that the route will be easier for disabled in wheelchairs and also acknowledging that the upper floor is primarily a storage area. A copy of the report was passed to Councillor J Tivnan for further consideration.</p> <p>b) Disability Access, Sparrow Park:- Pursuant to minute 90-16AMO (b) Councillor Tivnan confirmed that he will produce proposals to improve accessibility to Sparrow Park to be forwarded to Cornwall Council for consideration.</p> <p>c) Cleaning/Repairs Ellis Memorial:- Pursuant to minute 91-16AMO The Clerk reported that the Deputy Town Clerk had received replies from the two companies that had submitted estimates to clean the memorial, for more information on the requested repairs. The Town Mayor offered to accompany an officer to point out the identified repairs and to take photographs for promulgating to the companies.</p> <p>d) Environment Policy:- Pursuant to minute 92-16AMO (a) Councillor J Tivnan suggested that the current policy remains in force but that he will look at a policy containing 3 year proposals especially to make the premises more environmentally friendly. Councillor Tivnan announced that the intention was to make the amendments with a target date of September 2017 and would update the committee as to progress. The Chairman asked for this to become an agenda item for this Committee.</p> <p>e) Bus Shelters:- Pursuant to minute 96-16 AMO (a) the Clerk reported that together with the Mayor the Deed of Termination including the Deed of Gift have been signed and the bus shelters are transferred to this Council's ownership. The Clerk also confirmed that the bus shelters have been temporarily insured by the Council prior to an onward asset transfer to Cornwall Council</p>	<p style="text-align: right;">JT</p> <p style="text-align: right;">JT</p> <p style="text-align: right;">Mayor/ Officers</p> <p style="text-align: right;">JT</p>

<p>as part of the integrated transport strategy. Cornwall Council have been undertaking repairs to the shelters. The Clerk was concerned that Cornwall Council have not forwarded a model Deed of Gift template for this Council and suggested that if one was not forthcoming then this Council should produce the document for signing by Cornwall Council. It is therefore recommended that the Council undertake the Clerk's suggestion should a Deed of Gift template not be received by the Council meeting. Members also reviewed the proposed location of two new shelters in Harvey Street and a site meeting be arranged with the Mayor and Councillor Tivnan in attendance.</p>	<p>Clerk</p>
<p>105-16AMO Operational Report The Clerk reported receipt of the Council electrical report following the hard wire inspection. The report was noted. Copies of the key areas of the report were passed to Councillor J Tivnan for consideration. Councillor Tivnan suggested that the work had to be implemented in the period prior to the next inspection and suggested that the officers proceed with undertaking the work and assistance would be available if required. It was also reported that the small roof above the steps leading to the Mayors Parlour was still leaking despite attempts by the contractor to re-instate the broken slates. It was also reported that the water ingress had resulted in the lights in this area not working. It is suggested that the electricity is isolated by an electrician and recommended that estimates are obtained to install a roof similar to that installed above the Archives together with any required ancillary work. It was also reported that there is an increase in dog fouling around the entrance to Thanckes Park. Councillor Tivnan reported that the possible use of a covert camera was being investigated by the Cornwall Council member but no progress has been made to date. It is recommended that the Council contact the Enforcement Officer at Cornwall Council to enquire about possible use of a covert camera. It was recommended that the Council, following training of the Caretaker, should also increase the hours of surveillance by staff and that publicity should be arranged to highlight the Council's increased investment in this area. It was also reported that the homemade and uninspected "grind box" in the Skateboard Park has been removed and an estimate obtained from an installation company to replace it. Further estimates will be obtained and brought before this Committee for consideration and a recommendation made to Council.</p>	<p>JT/ DTC</p> <p>Council</p> <p>Council</p> <p>Council</p>
<p>106-16AMO Policies Reviewed by this Committee None</p>	
<p>107-16AMO To Consider the Council Risk Management Plan The Town Clerk reminded members that the second part of the tour of assets by the Council has still not been undertaken. It was suggested that the Town Mayor, Councillor Tivnan and officers arrange a time to complete the asset condition survey given the difficulty in finding a mutually convenient time for members to participate in the tour.</p>	<p>DTC/ Mayor</p>
<p>108-16AMO Items referred to this Committee a) Gazebo Purchase:- Members considered a suggestion that the Town Council should purchase a gazebo to use for events and other purposes. The Clerk conveyed a report from the Deputy Town Clerk in which the organisation that had loaned a gazebo to the Town Council for use during the Neighbourhood Development Plan consultations had indicated continued support and use. The Deputy Town Clerk could not perceive other instances in which the gazebo would be used by the Council. Councillor Mrs. J M Martin was of the opinion that a gazebo could be hired for events such as the carnival and for use in Benodet Park for hirers. The Mayor suggested that if</p>	

<p>the other gazebo was not available then the Council would have equipment to use and further suggested that the Town Council add the Town Council logo to equipment. Councillor Tivnan, who had obtained the original price for the gazebo supported the call as did the Chairman. Following further discussion it was recommended that the Council purchase the gazebo at a cost of £389 and that the Town Council logo is added to the equipment at additional cost.</p>	Council																																			
<p>109-16AMO Health and Safety Cllr J Tivnan referred to a circular that he receives and advised Council that there is no new legislation or reviews to current systems and procedures that would affect the Council. The Clerk also drew attention to points in the Local Council Advisory Service (LCAS) document that were also noted. The Clerk advised that both the Clerk and Deputy Town Clerk will be attending the LCAS seminar in the new year. Councillor Tivnan would also review the need for an Asbestos Survey and liaise with the Deputy Town Clerk.</p>																																				
<p>110-16AMO Correspondence a) Lloyds Bank – Proposed Bank closure. The Clerk read the circulated letter from Lloyds Bank (the Council being a customer of the bank) confirming the intended closure in May 2017. The letter was noted. The Mayor observed that there were inaccuracies in the letter and remarked that there were always queues in the bank following the closure of rivals Barclays Bank. Councillor Miss R A Tanner reminded members that at the time of the closure of Barclays Bank, Lloyds Bank confirmed at that time there were no plans to close Lloyds Bank. Members voiced opposition to the closure pointing to the inconvenience of customers having to travel to the Plymouth Branch. Councillor Tivnan observed that the Plymouth branch might only be 3 miles away as the crow flies but there is a natural geographical obstacle being the river Tamar in between. Possible issues with the banking at the post office was also raised. The Mayor commented that the postal address of Torpoint is PL11 and that is in Cornwall not Plymouth. Other items discussed included the number of customers that had transferred from Barclays and also the current footfall at Lloyds Bank in Torpoint. It is recommended that the author or another officer of Lloyds Bank is invited to attend the next Town Council meeting and that this Council writes to the author with the invitation.</p> <p>b) Emergency Equipment Trust – Installation of Defibrillator. It was reported that the second defibrillator has been installed at the Carbeile Inn and is operational. Members pointed to being no defibrillator being installed on the Borough Farm Estate and suggested that a defibrillator could be installed adjacent to a telephone box using Wi fi emissions.</p>	Council																																			
<p>111-16AMO Planning Applications None</p>																																				
<p>112-16AMO Accounts for payment</p> <table border="1" data-bbox="110 1619 1352 1854"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Cornwall Council</td> <td>Garage Rental (02/01/17 -26/02/17)</td> <td>102.88</td> <td>17.12</td> <td>85.76</td> </tr> <tr> <td>British Gas Services</td> <td>Additional service items</td> <td>242.40</td> <td>40.40</td> <td>202.00</td> </tr> <tr> <td>Engineering Solutions</td> <td>Disabled Lift Inspection</td> <td>96.00</td> <td>0.00</td> <td>96.00</td> </tr> <tr> <td>BIFFA</td> <td>Wheelie Bin (21/01/17 - 17/02/17)</td> <td>101.66</td> <td>16.94</td> <td>84.72</td> </tr> <tr> <td>BUNZL</td> <td>Cleaning Materials</td> <td>89.31</td> <td>14.89</td> <td>74.42</td> </tr> <tr> <td>Firewatch SW</td> <td>Fire Risk Assessment</td> <td>360.00</td> <td>60.00</td> <td>300.00</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	Cornwall Council	Garage Rental (02/01/17 -26/02/17)	102.88	17.12	85.76	British Gas Services	Additional service items	242.40	40.40	202.00	Engineering Solutions	Disabled Lift Inspection	96.00	0.00	96.00	BIFFA	Wheelie Bin (21/01/17 - 17/02/17)	101.66	16.94	84.72	BUNZL	Cleaning Materials	89.31	14.89	74.42	Firewatch SW	Fire Risk Assessment	360.00	60.00	300.00	
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<p>113-16AMO Date of next meeting Friday 24th February 2017.</p>	
<p>114-16AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ It was reported that garden and other waste was being deposited at various sites in Torpoint. The Clerk understood that this has been reported to Cornwall Council. ➤ Councillor J Tivnan understood that the Deputy Town Clerk had received an estimate from a local electrical contractor to supply and install additional cable to enable the sound booth in Benodet Park to be relocated. The Committee were reminded that this expenditure was included in the 2017-18 Development Plan. Councillor Tivnan informed members that the Torpoint and Rame Lions Club had indicated financing the cabling and sought volunteers to undertake the physical move. The Committee request that the Deputy Town Clerk releases the estimate to Councillor Tivnan so that the Torpoint and Rame Lions Club can consider the financing implications. <p>Meeting closed at 8.14pm _____ Chairman</p>	<p>DTC/JT</p>