

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 22nd June 2017 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor L E Keise (Town Mayor), E H Andrews, Mrs C E Goodman, Miss L J Hocking (late arrival), Mrs. C A Jackson, Mrs S C Ryder, Miss R Tanner BEM and J Tivnan BEM plus the Town Clerk.

Also present: - Councillor G J Davis.

	ACTION
<p>15-17AM0 Apologies for absence None.</p>	
<p>16-17AM0 Election of Chairman for the civic year 2017-18 The Town Mayor (Councillor L E Keise) called for nominations for the position of Chairman for the Civic Year 2017-18. Councillor E H Andrews proposed that Councillor Mrs C E Goodman is elected Chairman for the Civic Year 2017-18. Councillor Mrs. C A Jackson seconded the proposition and there being no other nominations the motion was put and Councillor Mrs C E Goodman was duly elected Chairman for the Civic Year 2017-18.</p>	
<p>17-17AM0 Election of Vice Chairman for the civic year 2017-18 The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2017-18. Councillor Miss R A Tanner proposed that Councillor J Tivnan is elected Vice Chairman for the Civic Year 2017-18. The Town Mayor seconded the proposition and there being no other nominations the motion was put and Councillor J Tivnan was duly elected Vice Chairman for the Civic Year 2017-18.</p>	
<p>18-17AM0 Declarations of Interest relating to items on the Agenda None.</p>	
<p>19-17AM0 Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 27th April 2017 were taken as read, confirmed and signed by the Chairman.</p>	
<p>20-17AM0 Matters arising from the minutes a) Cleaning/Repairs Ellis Memorial:- Pursuant to minute 4-17 AMO (a) The Clerk reported that the Deputy Town Clerk had reported that one of the contractors that had submitted an estimate for cleaning the monument had not been able to undertake repairs to the lettering on the monument. The Clerk understood that one of the contractors is in fact a monumental mason. Following further consideration and to prevent this matter from becoming further protracted, it is recommended that delegated authority is given to the officers to arrange for both the cleaning and repairs to the monument. b) Benodet Park Sound Hut:- Pursuant to minute 4-17AM0 (d) Councillor J Tivnan explained that he is awaiting the contractor to report back and would give a further update at the July meeting of the Committee. c) Commercial Dog Enforcement Officer:- Pursuant to minute 4-17AM0 (f) Councillor G J Davis confirmed that he had emailed the Deputy Town Clerk with the contact details of the officers at Torbay Council that administered the commercial dog enforcement officer contract. It is understood that the Deputy Town Clerk</p>	<p>Council</p> <p>JT</p>

<p>has communicated with Torbay Council. Councillor Davis also referred to a dog enforcement sign that required some remedial work with lettering. Councillor Davis confirmed that he would pursue this further.</p> <p>d) Fire Alarm/Detection Panel:- Pursuant to minute 4-17AMO (g) in a report from the Deputy Town Clerk it was reported that one estimate had been received and further estimates had awaited. Councillor Tivnan observed that a substantial amount of wiring was of an incorrect specification and that this would add to the costs.</p> <p>e) Asbestos Survey:- Pursuant to minute number 9-17AMO it was reported that the survey has been undertaken and this item is now complete.</p>	<p>GJD</p> <p>DTC</p>
<p>21-17AMO Operational Report</p> <ul style="list-style-type: none"> ➤ Fire Alarms have been immobilised in the Vanity Rooms through water ingress as a result of the recent storms. These will be re-instated following redecoration. ➤ LED lighting has been fitted in the Committee Room. ➤ The annual service of the air conditioning unit in the main hall has been complete. The main hall floor has now been polished. Re-decoration of the hall will be undertaken following a risk assessment for contractors working at heights. ➤ The annual clean of the extraction system in the kitchen has been complete. ➤ The electrical installation condition report for the complex is being reviewed. ➤ Toilet seats have been damaged, graffiti and fouling in the Antony Road toilets has been reported. Drainage concerns in the male toilets is being investigated. ➤ Water issues with the sinks in the toilets at the Lawn is being investigated. The toilets are being power washed. ➤ Grass cutting and general grounds maintenance at Benodet Park is being undertaken this week. <p>Councillor G J Davis and Mrs. S C Ryder drew attention to the poor maintenance of the vegetation in Sparrow Park. This would be reviewed and investigated by officers. Councillor J Tivnan again drew attention to the damaged wall in Sparrow Park and asked for an update. Councillor G J Davis in his capacity as a Cornwall Councillor explained that in a conversation with CORMAC the damage was not regarded as a safety issue and will be repaired in due course. Members noted that the wall had been damaged for some considerable time and Cornwall Council should repair it.</p> <p>Councillor J Tivnan drew attention to blocked drains in York Road and advised that he has spoken to the road sweeper who would pursue this matter. Councillor Davis encouraged Councillor Tivnan to report these matters on line stating it was not the road sweeper's job to undertake this work and additionally it was not in his area. Councillor Tivnan replied that the road sweeper had offered to pursue this matter. Councillor Tivnan also described issues with bins on the promenade in Ferry Street that is operated by Cornwall Council. In reply Councillor Davis would report it to Cornwall Council.</p>	<p>DTC</p> <p>DTC</p> <p>DTC/JT</p> <p>Clerk/DTC</p> <p>GJD</p>
<p>22-17AMO Policies Reviewed by this Committee None.</p>	
<p>23-17AMO To Consider the Council Risk Management Plan The Clerk reminded members that the Town Council has still not completed the asset condition survey and suggested that this should be completed as soon as possible. The Clerk suggested that in the absence of a mutually agreed date and time for members the Council might wish to consider delegating to officers. Councillor G J Davis reminded the members that the first part of this project has been completed. The Chairman and Vice Chairman of the Committee both</p>	

<p>offered to assist with this piece of work and arrange a mutually convenient time to complete the exercise.</p>	<p>CEG/JT Officers</p>																				
<p>24-17AMO Items referred to this Committee None.</p>																					
<p>25-17AMO Health and Safety. Councillor Tivnan spoke on national standards for fire and related controls. The Clerk drew attention to items in both the LCAS and Union health and safety publications that were both noted.</p>																					
<p>26-17AMO Correspondence None.</p>																					
<p>27-17AMO Planning Applications a) PA17/05310 – 5, Grove Park, Torpoint – First floor extension above existing garage and conversion of garage to lounge. No objections or observations. (It was noted that five members had visited the site prior to the meeting).</p>																					
<p>28-17AMO Budget Monitoring Members considered the May Financial Comparison and reviewed the cost centres that were delegated to this Committee. Members noted that it is early in the financial year and had no comments to make.</p>																					
<p>29-17AMO Accounts for payment</p> <table border="1" data-bbox="110 1089 1336 1224"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>British Gas</td> <td>Electricity - Public Conveniences</td> <td>21.00</td> <td>1.00</td> <td>20.00</td> </tr> <tr> <td>British Telecom</td> <td>Telephone Bills</td> <td>339.54</td> <td>56.58</td> <td>282.96</td> </tr> <tr> <td>Security Dynamics</td> <td>Service and Maintenance Contract</td> <td>575.00</td> <td>0.00</td> <td>575.00</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	British Gas	Electricity - Public Conveniences	21.00	1.00	20.00	British Telecom	Telephone Bills	339.54	56.58	282.96	Security Dynamics	Service and Maintenance Contract	575.00	0.00	575.00	
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<p>30-17AMO Date of next meeting Thursday 27th July 2017.</p>																					
<p>31-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.</p> <ul style="list-style-type: none"> ➤ Councillor E H Andrews introduced this subject by reminding members of the current national issues in London and Manchester and suggested that this is possibly an opportune time to consider this matter. The Chairman concurred observing increased security and police presence at events. Councillor Andrews expressed the opinion that it might be an opportunity to work with the blue light services, statutory and principal authorities to explore the creation of an emergency plan and the council should form a Working Party to pursue this matter. Councillor G J Davis cited examples of emergency plans and suggested that this Council, in engaging with Cornwall Council, should work with the CNA Link Officer. Councillor Davis also drew attention to an emergency plan template available on the Cornwall Council website and that the Chief Fire Officer and has this within his objectives. Following further discussion it is recommended that the Council forms an Emergency Plan Working Party with suitable and appropriate terms of reference to pursue this matter. ➤ Councillor Mrs. L J Hocking spoke of funding that is available from the Lawn Tennis Association to upgrade the tennis courts in Thanckes Park. Issues with delays to the 	<p>Council</p>																				

devolution of this site from Cornwall Council were detailed including the possibility of asbestos being present in the derelict tennis hut. Cornwall Council have now confirmed that an asbestos survey would be undertaken. The Chairman commented that the current court areas were not big enough for tournament and league tennis due to the area allocated to "playback". Further discussion on possible improvements were identified with Councillor Tivnan suggesting a Playing Committee is formed and Councillor Mrs. S R Ryder further suggesting that a youth organisation might wish to have a similar arrangement in place.

Meeting closed at 7.55pm _____ Chairman