

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 27th July 2017 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 Mrs. C A Jackson, Mrs S C Ryder, Miss R Tanner BEM and J Tivnan BEM plus the Town Clerk.

Also present: - Councillor Mrs K Brownhill.

	ACTION
<p>32-17AMO Apologies for absence Apologies for absence were submitted on behalf of Councillors E H Andrews and Miss L J Hocking.</p>	
<p>33-17AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>34-17AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 22nd June 2017 were taken as read, confirmed and signed by the Chairman.</p>	
<p>35-17AMO Matters arising from the minutes a) Cleaning/Repairs Ellis Memorial: - Pursuant to minute 20-17 AMO (a) It was reported that now the Council have confirmed the recommendation this matter would be pursued by officers. b) Benodet Park Sound Hut: - Pursuant to minute 20-17AMO (b) Councillor J Tivnan explained the technical process that was currently being undertaken and was hopeful that progress would be made in the near future. c) Fire Alarm/Detection panel: - Pursuant to minute 20-17AMO (c) it was reported that a third tender is required given the value of the proposed purchase (Torpoint Town Council Best Value Statement 2017). The third tender is currently being sought and when obtained all three will be presented to members for a decision to be made. The Clerk reported that following the contractors had visited and re-activated some of the detection units although it is understood some still remain de-activated. Councillor Tivnan suggested that our insurers are informed of the current situation. d) Sparrow Park- Pursuant to minute 21-17AMO members discussed improving the aesthetics of Sparrow Park in the context of improving gateway access to the Town Centre and Ferry Terminal. Members considered the removal of shrubbery to be replaced by a colourful display would increase the welcoming and visual impact of the area. It was suggested that local nurseries are approach to design and make suggestions as to a planting regime to improve the area that would be based on low maintenance that could then be maintained by possibly a local group. Following further discussion it is recommended that the Council approach a local nursery based on the discussion at the meeting to investigate methods and planting schemes to improve Sparrow Park. e) Emergency Plan Working Party: - Pursuant to minute number 31-17AMO the Clerk reported that he will work on producing terms of reference for the Working Party. It is anticipated that chronologically, the terms would be presented to the Council in September 2017 and following approval, the appointed members</p>	<p style="text-align: center;">Officers</p> <p style="text-align: center;">JT</p> <p style="text-align: center;">Clerk/DTC</p> <p style="text-align: center;">Council</p>

<p>would meet to establish the criteria for the plan. Members did note that Cornwall Council are offering courses and seminars on various areas of emergency plans that members have agreed to attend. The Clerk confirmed that he has been in contact with the CNA Link Officer on this matter.</p>	
<p>36-17AMO Operational Report</p> <ul style="list-style-type: none"> ➤ It was reported that the PAT testing has been completed with no issues identified. ➤ It was reported that following the recent storm on the 21st July there has been more water ingress into the Vanity Rooms. It was reported that the roofing contractor has attended site and reported that the downpipe was blocked with a tennis ball (since removed) that was the probable cause of the problem. As a further consequence of the problem, the contractors have been called to reset the alarm that was activated. The Deputy Town Clerk (DTC) confirmed that access to the vanity Rooms has still not been possible to carry out a full assessment of the damage although regular contact has been made with the licensee. ➤ It was reported that the CCTV annual maintenance check has been completed with no issues. The CCTV captured a break in at the gent's toilet on the 22nd July. The information was reported to the police with the PCSO assisting with the crime. ➤ It was reported that the ladies' toilet at Benodet Park has been closed off again as a result of the chain being broken. The DTC is investigating replacement of this current system possibly utilising infra-red technology. ➤ The DTC is currently investigating a summer refuse collection service at Benodet Park given the amount of litter and other detritus accumulating in the park. ➤ It was reported that the sound system at Benodet Park is no longer fit for purpose. Apart from water damage to the speakers the PA system is not working. Currently the council is relying on a local sound and lighting system expert for the equipment. The DTC has identified a suitable replacement system at a cost of £299 plus VAT. After discussing the matter, it is recommended that the Council purchase the system for the price quoted and that it is stored in the Council Hall and only taken to Benodet park for use and returned immediately after. 	<p>DTC/Clerk /Council</p> <p>Clerk/DTC</p> <p>Council</p>
<p>37-17AMO Policies Reviewed by this Committee None.</p>	
<p>38-17AMO To Consider the Council Risk Management Plan Members considered the asset condition survey (as circulated) as undertaken by the Deputy Town Mayor and Councillor J Tivnan. Members considered the report as a basis for undertaking an evaluation of the asset, making provision for improving/replacing and the general condition of the asset for maintenance purposes. It was noted that whilst the bench survey was undertaken, some of benches were not owned by this council and a revised list would be circulated along with the condition. Councillor Tivnan suggested that assets should be generally assumed to have a 5 year write down value and provision made within the asset management development plan for this. The methodology of provision would be undertaken by the RFO as some assets would not fall into this category. Members considered the plan and suggested an extra priority column and also finances to be allocated from reserve. The RFO recommended that the finalised document would be available at the Asset Management development plan meeting in September. Members did note that the bus shelter at the former bus garage is badly corroded and would probably need replacing and the shelf at the tea hut in Benodet Park had woodworm.</p>	<p>RFO</p> <p>DTC</p>
<p>39-17AMO Items referred to this Committee</p>	

43-17AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Mole Valley Farmers	5L - 2 stroke oil	21.30	3.55	17.75
Cornwall Academy MS	Materials - 5122/CA5026	71.74	11.96	59.78
Brandon Hire	Generator - Festival	327.90	50.90	277.00
Brandon Hire	Portable Toilets - Festival	589.67	98.28	491.39
British Gas	Electricity - Public Conveniences	20.56	0.97	19.59
Waterwise	Replacement Flapper	13.10	2.18	10.92
Cornwall Council	Garage Rental	52.52	8.76	43.76

44-17AMO Date of next meeting

Thursday 28th September 2017.

45-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

None

Meeting closed at 7.55pm _____ Chairman