

## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 28<sup>th</sup> September 2017 at 7.30pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

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

**Also present:** - Councillor S J Corbidge.

	ACTION
<p><b>46-17AM0 Standing Orders</b> Standing Orders were suspended for the meeting.</p>	
<p><b>47-17AM0 Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors and Miss L J Hocking and Mrs. C A Jackson.</p>	
<p><b>48-17AM0 Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>49-17AM0 Minutes of the previous meeting</b> The minutes of the Asset Management Committee meeting held on Thursday 27<sup>th</sup> July 2017 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>50-17AM0 Matters arising from the minutes</b> a) Cleaning/Repairs Ellis Memorial: - Pursuant to minute 35-17 AMO (a) The Clerk reported that photographs of the monument have been forwarded to the Monumental Mason for consideration. It is anticipated that although clarity on proposed repairs might be sought it is anticipated that a firm price will be received on the near future. b) Benodet Park Sound Hut: - Pursuant to minute 35-17AM0 (b) Councillor J Tivnan explained that although there is no further progress to report the matter is being pursued. The Clerk reported that the replacement sound system is being purchased and has instructed the Deputy Town Clerk to store the equipment at the Council Hall. c) Fire Alarm/Detection panel: - Pursuant to minute 35-17AM0 (c) it was again reported that a third tender is required given the value of the proposed purchase (Torpoint Town Council Best Value Statement 2017). A recognised body able to undertake the work was being sought to provide the third tender. When all three tenders are obtained these will be presented to members for a decision to be made. d) Sparrow Park- Pursuant to minute 35-17AM0 (d) Councillor J Tivnan reported that he is awaiting a nursery to attend site and produce a scheme of planting and associated prices for members consideration. Councillor Tivnan also reported that he has been in contact with Liskeard Town Council to ascertain their supplier for comparisons.</p>	<p>Officers</p> <p style="text-align: center;">JT</p> <p>Clerk/DTC</p>
<p><b>51-17AM0 Operational Report</b> ➤ It was reported that the Probation team will be redecorating the main Council Hall at the</p>	

<p>end of October (last weekend of October). Although the team have provided the risk assessment, this was being reviewed by Councillor John Tivnan especially the section relating to working at heights.</p> <ul style="list-style-type: none"> <li>➤ It is anticipated that the wallgate hand washing systems in the public conveniences will be checked and serviced next week.</li> <li>➤ It was reported that one of the toilets at Benodet Park has been out of action and is currently being investigated.</li> <li>➤ The Clerk reported that the proposed exchange of rooms with the photographer (5 &amp; 6) has been agreed with a completion target at the end of October.</li> <li>➤ 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.</li> </ul>	<p>JT</p>
<p><b>52-17AMO Policies Reviewed by this Committee</b></p> <p>a) Health and Safety Policy:- Councillor J Tivnan spoke on this subject and suggested that the policy is reviewed in sections utilising Councillor Tivnan's expertise in this area. It was resolved to defer this matter until the next meeting of this Committee to undertake the review.</p>	
<p><b>53-17AMO To Consider the Council Risk Management Plan</b></p> <p>Members considered the security aspects of the Fixed/Portable Asset and insurance values of the inventory. It was noted that the fixed asset valuations and insurance valuations differ as a result of the valuation protocols for council assets that are set at acquisition with no element of depreciation or revaluation. Members further noted that the valuations are confirmed along with the financial accounts and movements within the supporting statement that is presented to members. The Clerk reported that the Deputy Town Clerk has arranged for the portable fixed assets to be security marked.</p>	
<p><b>54-17AMO Asset Management and Operational Plan</b></p> <p>Members considered the 3 year plan for 2018-2021. Key points of note included</p> <p>a) Notice Boards:- Members considered that the notice board provision by the Town Council should be reviewed both in terms of adequacy and location. It was suggested that possibly relocating a board or installing a new board in Sparrow Park to improve the aesthetics of the park. With this in mind it is recommended that the proposed notice board revenue budget is increased to £2,000.</p> <p>b) Parks Improvement: - Councillor J Tivnan drew attention to the budgets allocated to the Parks around the town currently under this Councils ownership/management. Councillor Tivnan promulgated suggestions for improvements primarily to enhance the aesthetics.</p> <p>c) Council service vehicle:- The Clerk reported receipt of a suggestion from the Council Caretaker that the provision of a service vehicle would greatly enhance the capability and efficiency of the council when transporting goods and equipment around the town. The Caretaker had written a paper citing examples of situations whereby the procurement of the vehicle would be of benefit. It was noted that the vehicle could be driven on a CBT Licence with a road tax of £18 per annum and a tank of petrol around £10. Members were supportive of the suggestion but before including within the budget requested more information including other running and operational costs including insurance.</p> <p>After further consideration it is <b>recommended</b> that the Asset Management and Operational development plan as attached to these minutes are referred to the Finance and Personnel meeting when the budget for 2018-19 is considered.</p>	

<p><b>55-17AMO Items referred to this Committee</b> None.</p>																																				
<p><b>56-17AMO Health and Safety.</b> Councillor Tivnan had nothing to add to the proposals to review the Health and Safety policy.</p>																																				
<p><b>57-17AMO Correspondence</b> a) NHS Blood Transfusion Service – Reviewing the Blood Transfusion Service:- Noted. Councillor E H Andrews drew attention to the Freedom of Information request that he has submitted to which a reply is awaited.</p>																																				
<p><b>58-17AMO Planning Applications</b> a) PA17/08719 – 9, Kempton Terrace, Torpoint – Construct a first floor rear extension to dwelling to enlarge the bedroom. No objections or observations.</p>																																				
<p><b>59-17AMO Budget Monitoring Report</b> Members reviewed the August 2017 financial comparison (as circulated). Members considered the monitoring lines with low expenditures against budget in the Parks Improvement cost centre. The Clerk explained that the budget included £15,000 allocated toward improvements to the infrastructure of any devolved parks. Following this and other clarifications the monitoring report was noted.</p>																																				
<p><b>60-17AMO Accounts for payment</b></p> <table border="1" data-bbox="110 1035 1336 1268"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Any Occasions Catering</td> <td>Refreshments - Civic Service</td> <td>1,237.50</td> <td>0.00</td> <td>1,237.50</td> </tr> <tr> <td>Clear Sight</td> <td>Window Cleaners</td> <td>70.00</td> <td>0.00</td> <td>70.00</td> </tr> <tr> <td>Cornwall Council</td> <td>Election - Torpoint East Ward</td> <td>4,366.08</td> <td>0.00</td> <td>4,366.08</td> </tr> <tr> <td>ITEC</td> <td>Photocopies</td> <td>21.28</td> <td>3.55</td> <td>17.73</td> </tr> <tr> <td>British Telecom</td> <td>Phone Bill</td> <td>419.95</td> <td>69.99</td> <td>349.96</td> </tr> <tr> <td>BIFFA</td> <td>Wheelie Bin</td> <td>103.92</td> <td>17.32</td> <td>86.60</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	Any Occasions Catering	Refreshments - Civic Service	1,237.50	0.00	1,237.50	Clear Sight	Window Cleaners	70.00	0.00	70.00	Cornwall Council	Election - Torpoint East Ward	4,366.08	0.00	4,366.08	ITEC	Photocopies	21.28	3.55	17.73	British Telecom	Phone Bill	419.95	69.99	349.96	BIFFA	Wheelie Bin	103.92	17.32	86.60	
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<p><b>61-17AMO Date of next meeting</b> Thursday 26<sup>th</sup> October 2017.</p>																																				
<p><b>62-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.</b> None</p> <p>Meeting closed at 8.25pm _____ Chairman</p>																																				