



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 22nd March 2018 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 E H Andrews, Miss L J Hocking, Miss R Tanner BEM and J Tivnan BEM plus the Town Clerk.

Also Present: - Councillor Mrs J M Martin.

| | ACTION |
|---|---|
| <p>126-17AMO Apologies for absence None.</p> | |
| <p>127-17AMO Declarations of Interest relating to items on the Agenda None.</p> | |
| <p>128-17AMO Minutes of the previous meeting The minutes of the Asset Management and Operations Committee meeting held on Thursday 22nd February 2018 were taken as read, confirmed and signed by the Chairman.</p> | |
| <p>129-17AMO Matters arising from the minutes a) Benodet Park Sound Hut: - Pursuant to minute 112-17AMO (a) Councillor J Tivnan confirmed that dialogue has been established but that a mutually convenient time to meet is awaited. b) Health and Safety Policy: - Pursuant to minute 112-17AMO (b) Councillor J Tivnan reported that he has met with the Deputy Town Clerk and one of the Caretakers to discuss legionella monitoring, reporting and recording together with other recording matters. Councillor Tivnan also informed members that as a result of the meeting the caretaking/operational staff would be trained/retrained in legionella monitoring and recording to update CPD and ensure compliance with legislation. It was also confirmed as recorded at the Council meeting, until the Deputy Town Clerk has achieved the required qualification/accreditation, Councillor Tivnan would support the Deputy Town Clerk to ensure compliance with legislation. It was recommended that the TVM will be removed from the system as being redundant and surplus to requirements. c) Operational Report (Deep Fat Fryer): - Pursuant to minute 112-17AMO (c) it was reported that the Deep Fat Fryers have been removed and the Bottle washer and cooler is awaited to be installed. The Deputy Town Clerk will continue to pursue this matter. d) Flag Flying Policy:- Pursuant to minute 115-17AMO (a) members considered the proposed policy (as circulated). After considering the proposed policy, it is recommended that the policy is accepted subject to the deletion of the White Ensign (Freedom of the Town) and insertion of the words Death of a Local Councillor (current or past), Local Active Serviceman and Dignitary (these words to replace the current wording). e) Japanese Knotweed Control: -</p> | <p style="text-align: center;">JT</p> <p style="text-align: center;">DTC</p> <p style="text-align: center;">DTC</p> <p style="text-align: center;">Council</p> |

| <p>Pursuant to minute 117-AMO the Clerk reported that following negotiations with Cornwall Council, it is indicated that the SLA or management agreement will be completed shortly, with a reimbursement to this Council of £250 per annum (2 applications of herbicide). The Clerk will meet with the officer from Cornwall Council to map the stands of the weed that will form the service delivery benchmark standard and agree the herbicide treatment and method of application.</p> | Clerk | | | | | | | | | | | | |
|--|---|---------------------------|-------|----------------------------|----------|---------------------------|-----------------------------|----------|--|-----------------------|------------------|--|--|
| <p>130-17AMO Operational Report</p> <ul style="list-style-type: none"> ➤ Replacement Bus Shelter, Trevol Road – The Clerk reported that the Deputy Town Clerk had received two definitive correctly submitted estimates for a replacement but the third was incomplete and offered a reduced sized. Given that the procedure in the Best Value Statement is incomplete (Estimated Value of Goods or Services £2,500 - £3,000) members considered it inappropriate to consider the two correctly submitted estimates until the third is received. This item was therefore deferred until the next meeting of this Committee. ➤ It was reported that the Caretaker had suggested using a pedaled trike to convey materials to locations around the town. Members considered the suggestion but were of the opinion that a motorised method of transferring stock and materials was preferable to the suggested trike. It was confirmed that this would be considered further when the asset development plan for 2019-20 is considered. ➤ The Clerk reported receipt of the 2018 Local Maintenance Partnership agreement that will allow the Council to reclaim reimbursement from Cornwall Council for maintaining footpaths in the parish. Members recommend that the Clerk is authorised to submit the return on the Council’s behalf. | DTC/AMO Council | | | | | | | | | | | | |
| <p>131-17AMO Policies Reviewed by this Committee None.</p> | | | | | | | | | | | | | |
| <p>132-17AMO Items referred to this Committee a) Fire Panel Installation: - Members considered this matter following delegation from Council. It was reported that additional work was required following a tour of the premises by the preferred contractor. It was reported that the work was required to satisfy requirements amounting to £1,096.52. Following a brief discussion it was resolved that the contract is amended to accommodate the additional work and the final contract details are as follows:-</p> <table border="1" data-bbox="100 1516 1261 1661"> <thead> <tr> <th style="background-color: #fff9c4;"></th> <th style="background-color: #fff9c4;">£</th> <th style="background-color: #fff9c4;">NOTES</th> </tr> </thead> <tbody> <tr> <td>Original Approved Contract</td> <td>9,716.65</td> <td>Minutes 97-17AMO & 183-17</td> </tr> <tr> <td>Additional Identified Items</td> <td>1,096.52</td> <td></td> </tr> <tr> <td>TOTAL CONTRACT</td> <td>10,813.17</td> <td></td> </tr> </tbody> </table> | | £ | NOTES | Original Approved Contract | 9,716.65 | Minutes 97-17AMO & 183-17 | Additional Identified Items | 1,096.52 | | TOTAL CONTRACT | 10,813.17 | | |
| | £ | NOTES | | | | | | | | | | | |
| Original Approved Contract | 9,716.65 | Minutes 97-17AMO & 183-17 | | | | | | | | | | | |
| Additional Identified Items | 1,096.52 | | | | | | | | | | | | |
| TOTAL CONTRACT | 10,813.17 | | | | | | | | | | | | |
| <p>133-17AMO To consider the Council Business Risk Management plan a) Asset Condition Survey and Security: - The Chairman confirmed that arrangements will be made to undertake the survey and security check following the Easter break.</p> | | | | | | | | | | | | | |
| <p>134-17AMO St James Church: -</p> | | | | | | | | | | | | | |

| <p>The Clerk reported on a recent meeting with PCC representatives and also attended by the Deputy Town Clerk to undertaken the quinquennial review of the Town Clock Winding agreement. The meeting concurred that the current arrangement is working well and there were no issues of concern. The PCC suggested that the clock winder should receive an increase in remuneration. It was noted that there had been no increase in remuneration since the inception of the agreement in 2012 and it was understood from the PCC representatives that there had been no increase since around 2003 when the service was provided under the auspices of the former Caradon District Council. The Clock winder also drew attention to the provision of the public liability insurance that was costing around £70 per annum. The Clerk confirmed that the current development plan budget for the 2018-19 financial year is £800. After considering the matter members recommend that the remuneration is increased from £7 to £12 per week as from the 1st May 2018.</p> | Council | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|----------|--------|----------|------|--------------|--|--------|--------|--------|--------------|--------------------------------------|----------|--------|--------|--------------|---|--------|--------|--------|---------|-------------------------------|-------|-------|-------|-------------|----------------------------------|-------|------|-------|---------|-----------------------------|----------|------|----------|--------------|---------------------------|--------|-------|--------|--|
| <p>135-17AMO Health and Safety Nothing to report.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>136-17AMO Correspondence a) Liskeard Town Council – Seagull control. Noted.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>137-17AMO Planning Applications None.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>138-17AMO Budget Monitoring Report Members reviewed the February 2018 financial comparison (as circulated). Members considered the monitoring lines and expressed satisfaction at the financial controls in place.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>139-17AMO Accounts for payment</p> <table border="1" data-bbox="110 1318 1307 1591"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Streetmaster</td> <td>Memorial Bench-Marine Drive (Cattermole)</td> <td>999.60</td> <td>166.60</td> <td>833.00</td> </tr> <tr> <td>Streetmaster</td> <td>Memorial Bench-Chapeldown Rd (Creek)</td> <td>1,016.40</td> <td>169.40</td> <td>847.00</td> </tr> <tr> <td>Streetmaster</td> <td>Replacement Bench - Adj. Ambulance Hall</td> <td>883.20</td> <td>147.20</td> <td>736.00</td> </tr> <tr> <td>Rabarts</td> <td>Paint and ancillary equipment</td> <td>69.61</td> <td>11.59</td> <td>58.02</td> </tr> <tr> <td>British Gas</td> <td>Public Conveniences, Antony Road</td> <td>17.71</td> <td>0.84</td> <td>16.87</td> </tr> <tr> <td>Zurich*</td> <td>Insurance Premium (Interim)</td> <td>2,950.48</td> <td>0.00</td> <td>2,950.48</td> </tr> <tr> <td>Firewatch SW</td> <td>Alarm Test and Inspection</td> <td>414.00</td> <td>69.00</td> <td>345.00</td> </tr> </tbody> </table> <p>*The Clerk explained that following email traffic with Zurich Insurance the increase in fidelity guarantee, the addition of benches etc. would be undertaken prior to the end of the financial year and the increase in premium charged to the Council.</p> | PAYEE | REASON | GROSS | (VAT) | NETT | Streetmaster | Memorial Bench-Marine Drive (Cattermole) | 999.60 | 166.60 | 833.00 | Streetmaster | Memorial Bench-Chapeldown Rd (Creek) | 1,016.40 | 169.40 | 847.00 | Streetmaster | Replacement Bench - Adj. Ambulance Hall | 883.20 | 147.20 | 736.00 | Rabarts | Paint and ancillary equipment | 69.61 | 11.59 | 58.02 | British Gas | Public Conveniences, Antony Road | 17.71 | 0.84 | 16.87 | Zurich* | Insurance Premium (Interim) | 2,950.48 | 0.00 | 2,950.48 | Firewatch SW | Alarm Test and Inspection | 414.00 | 69.00 | 345.00 | |
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| <p>140-17AMO Date of next meeting Thursday 26th April 2018.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>141-17AMO Any Business that has been disclosed to the Chairman and members prior to the meeting. None</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| Meeting closed at 7.39 pm | Chairman | |
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