



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 28<sup>th</sup> June 2018 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

**PRESENT:** - Councillor L E Keise (Town Mayor), Councillors Mrs C E Goodman (Deputy Mayor), Councillors E H Andrews, G J Davis, Mrs. C A Jackson, Mrs J M Martin, Miss R Tanner BEM and J Tivnan BEM plus the Deputy Town Clerk (DTC).

	ACTION
<p><b>16-18AMO Apologies for absence</b> There were no apologies for absence. Councillor Miss L J Hocking was not present.</p>	
<p><b>17-18AMO Election of the Chairman for the Civic Year 2018-19</b> The Town Mayor called for nominations for the position of Chairman for the Civic Year 2018-19. Councillor E H Andrews proposed that Councillor Mrs C E Goodman (Deputy Mayor) is elected Chairman for the Civic Year 2018-19. Councillor Miss R A Tanner BEM seconded the proposition and there being no other nominations the motion was put and Councillor Mrs C E Goodman (Deputy Mayor) was duly elected Chairman for the Civic Year 2018-19.</p>	
<p><b>18-18AMO Election of the Vice Chairman for the Civic year 2018-19</b> The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2018-19. Councillor Mrs J M Martin proposed that Councillor E H Andrews is elected Vice Chairman for the Civic Year 2018-19. Councillor Mrs C A Jackson seconded the proposition and there being no other nominations the motion was put and Councillor E H Andrews was duly elected Vice Chairman for the Civic Year 2018-19.</p>	
<p><b>19-18AMO Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>20-18AMO Minutes of the previous meeting</b> The minutes of the Asset Management Committee meeting held on Thursday 26<sup>th</sup> April 2018 were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>21-18AMO Matters arising from the minutes</b> a) Bénodet Park Sound Hut: - Pursuant to minute 4-18AMO (a) the Deputy Town Clerk (DTC) reported work is progressing to obtain quotations to relocate the sound hut at Bénodet Park. The DTC explained advice has now been taken from an electrical expert on the electrical box on the bandstand which has identified possible issues, the DTC will seek to arrange to rectify the concerns. b) Health and Safety Policy – Legionella Assessment review: - Pursuant to minute 4-18AMO (b) the Deputy Town Clerk explained contact with the legionella trainer/expert has been made. Due to work commitments, onsite refresher training for one</p>	<p>DTC</p> <p>DTC</p>

care-taker plus training of the additional caretaker is planned for the end of August, the charge for this training is £165.00 (plus VAT). The Deputy Town Clerk noted the requirement to remove the surplus Thermostatic Mixing Valve (TMV).

DTC

c) Replacement Bus Shelter: -

Pursuant to minute 4-18AMO (d) the Deputy Town Clerk highlighted recent dialogue with the landowner of the site where the proposed replacement bus shelter will be situated. The landowner has given verbal permission to site the new bus shelter on the land and is in the process of providing the council with the legal documentation to confirm this arrangement. The DTC explained the landowner plans to instigate improvements to the whole site, which will include the replacement of the perimeter fencing alongside the shelter in a similar colour scheme to the proposed bus shelter.

The Deputy Town Clerk invited quotations for a replacement three bay enclosed bus shelter (3.06m x 1.3m) with perch seating, middle panel at the front, to supply, deliver and full installation. Additionally, a quotation to take down and remove the existing shelter was sought. No-one asked for a site visit and the quotations were obtained using photographs of the existing shelter. The following quotation information is recorded as given in the table below:

	<b>COMPANY</b>	<b>TAKE DOWN &amp; REMOVE EXISTING (£)</b>	<b>ESTIMATE (£)</b>	<b>NOTES</b>
1	B & C Shelter Solutions Ltd	350.00	4,277.40	Bus shelter with Elliptical roof. Constructed with high grade aluminium section with a polyester powder coated finish. Side and rear glazing panels solid aluminium, and the front panel 4mm polycarbonate. Dug into the ground. Perch seating Photos provided.
2	Queensbury Shelters	275.00	4,848.16	Arun shelter (photos provided) with polycarbonate Barrel vault roof. Solid upper and lower panels all around barring one up glazed panel at the front. Photos provided.
3	Shelterstore	Cost included	3,800.00	Not like for like quotation. Asked for an indication of the budget and "whether they can meet it rather than firing across numerous quotes". No photos provided

4	Glasdon	Additional carriage charge for Carleton shelter 797.00	5,380.32	Carleton Shelter supplied fully assembled complete with double front entry points, glazed and blank GRP upper and lower panels to suit, polyester powder coated framework and flat roof, perch seating and timetable board. Adequate site access required, shelter delivered in fully assembled form ready for installation. Photo provided.
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(Prices exclude VAT)

Members expressed concern about the damaged condition of the existing shelter, which has seen further damage since the last meeting of this committee. The Deputy Town Clerk drew members' attention to the available budget for this project. Members request the DTC investigate any potential grant assistance from Cornwall Council and after carefully considering the quotations, it is **recommended** the purchase and installation of a replacement bus shelter on Trevol Road, next to the Spar Shop is awarded to B & C Shelter Solutions Limited as a result of best value given. Members discussed the take down and removal of the existing shelter and **recommend** Officers seek best value for this service, which could mean the work is taken in-house.

d) Bénodet Park Toilets refurbishment: -

Pursuant to minute 5-18AMO the Deputy Town Clerk explained the toilet refurbishment is complete, however, there are other works within the project to be completed. Councillor Mrs R A Tanner reminded members this work was due to be completed circa mid-May and suggested the work is hastened for completion by the end of the following week. Members highlighted the opening and closing times for the public conveniences, from dawn to dusk, especially during the summer lighter evenings, adding should there be an occasion when an employee is unavailable to lock the conveniences at dusk, a volunteer from the committee could be asked to assist.

e) Torpoint Community Cinema: -

Pursuant to minute 10-18AMO (a) the Chair asked members to consider the circulated correspondence from the Torpoint Community Cinema, although only recently received. It was **recommended**:

- i) A new cinema screen is stored in the main hall situated on brackets behind the Proscenium Arch, the screen would be available for local community and hall hirers to use, on condition insurance is in place and this town council is not held liable for the condition of storage.

Members debated the second request and deferred a decision on the storage of projection and cinema equipment, until the next meeting of this committee, once the amount of equipment and the space available is more fully understood.

Council

Council

DTC

Council

DTC

### 22-18AMO Operational Report

- External noticeboards – The Deputy Town Clerk reported the three external noticeboards at the council buildings have been refurbished.
- Ellis Monument – The Deputy Town Clerk explained there is a delay with the proposed

<p>clean/refurbishment of the monument as it is a listed building and therefore there are additional procedures which need to be followed before any work can commence.</p> <ul style="list-style-type: none"> <li>➤ Rendle Park – The Chair highlighted that several parks require weeding and clearing; after discussion members who are available agreed to meet at Rendle Park on Tuesday 3<sup>rd</sup> July to start to clear the weeds/dig the soil and then a planting plan will be considered. The Deputy Town Clerk to arrange removal and disposal of the green refuse. Councillor J Tivnan highlighted the importance of continuous and regular park maintenance to keep areas tidy.</li> <li>➤ Christmas Lights – The Deputy Town Clerk highlighted Festive Lighting have reported the 'The Christmas Cracker' sign displayed in Fore Street for the Christmas lights display requires repair. Explaining the following two repair options: <ul style="list-style-type: none"> <li>i) Basic repair of lighting system, will be different to other displayed lights – estimate £180.00 (plus VAT)</li> <li>ii) Complete repair to include LED upgrade – estimate £674.00 (plus VAT)</li> </ul> </li> </ul> <p>Following debate it was <b>recommended</b> to proceed with the repair of the Christmas Cracker sign – option ii) as this would enable longevity of the festive sign.</p>	<p>DTC</p> <p>All</p> <p><b>Council</b></p>
<p><b>23-18AMO Policies Reviewed by this Committee</b> None.</p>	
<p><b>24-18AMO To consider the Council Business Risk Management Plan</b> The Chair presented the asset condition survey and bench survey report. Members reviewed the documentation and identified assets for review or replacement. The Chair agreed to work with Officers to implement the actions for improvement. Members highlighted some concerns about the weed growth treatment undertaken by an external contractor and asked to be informed prior to future sprays.</p>	<p>Chair/DTC</p> <p>DTC</p>
<p><b>25-18AMO Items referred to this Committee</b></p> <p>a) Benches at Sennen Park: - Councillor E H Andrews explained the situation with the poor state of the benches at Sennen Park, Councillor G J Davis agreed to ask Cornwall Council to provide the wood needed to repair the benches and Councillor Davis will undertake the repair, additionally Councillor R A Tanner volunteered to paint the benches once repaired.</p> <p>b) Recycling opportunities: - Members debating investigating the opportunities and costs for recycling waste from the council buildings and <b>recommend</b> recycling prices/quotations are investigated.</p>	<p>GJD/RT</p> <p><b>Council</b></p>
<p><b>26-18AMO Health and Safety</b></p> <ul style="list-style-type: none"> <li>➤ The Deputy Town Clerk reported the annual Portable Appliance Testing (PAT) has been undertaken.</li> <li>➤ Fire marshal training – online Fire Marshal training is being investigated, the Deputy Town Clerk has received a quotation for £30.00 (plus VAT) per delegate, for five staff.</li> <li>➤ The Deputy Town Clerk anticipates completing the IOSH Managing Safely course 29<sup>th</sup> June.</li> </ul>	<p>DTC</p>

<p><b>27-18AMO Correspondence</b>  a) Torpoint Town Partnership – Request use of Millennium Beacon: -  It was <b>recommended</b> the Torpoint Town Partnership are granted used of the Millennium Beacon for the event, subject to the appropriate gas safety checks and paperwork being in place.</p>	<b>Council</b>																																													
<p><b>28-18AMO Planning Applications</b>  a) PA18/05499 – 99 North Road, Torpoint PL11 2DU – Vehicle hardstanding.  No objections or observations.</p>																																														
<p><b>29-18AMO Budget Monitoring Report</b>  Members reviewed the May 2018 financial comparison (as circulated).</p>																																														
<p><b>30-18AMO Accounts for payment</b></p> <table border="1" data-bbox="110 793 1352 1234"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Resolve</td> <td>Locks and Keys (Rms 1 &amp; 2)</td> <td>85.00</td> <td>0.00</td> <td>85.00</td> </tr> <tr> <td>Cornwall Council</td> <td>Garage Rent (May - June)</td> <td>54.64</td> <td>9.12</td> <td>45.52</td> </tr> <tr> <td>Complete Weed Control (SW)</td> <td>1st treatment to control weed growth</td> <td>1440.00</td> <td>240.00</td> <td>1200.00</td> </tr> <tr> <td>ITEC</td> <td>Photocopies</td> <td>29.95</td> <td>4.99</td> <td>24.96</td> </tr> <tr> <td>Francis Thomas Mobile Servicing</td> <td>Mower / Strimmer Service</td> <td>139.92</td> <td>23.32</td> <td>116.60</td> </tr> <tr> <td>Francis Thomas Mobile Servicing</td> <td>2 x Husqvarna strimmer</td> <td>756.00</td> <td>126.00</td> <td>630.00</td> </tr> <tr> <td>Graham the Plumbers'</td> <td>Public conv's refurb</td> <td>250.38</td> <td>41.74</td> <td>208.64</td> </tr> <tr> <td>Bibby Factors Manchester Ltd</td> <td>Supply &amp; Install Bus shelter Goad Ave</td> <td>3000.00</td> <td>500.00</td> <td>2500.00</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	Resolve	Locks and Keys (Rms 1 & 2)	85.00	0.00	85.00	Cornwall Council	Garage Rent (May - June)	54.64	9.12	45.52	Complete Weed Control (SW)	1st treatment to control weed growth	1440.00	240.00	1200.00	ITEC	Photocopies	29.95	4.99	24.96	Francis Thomas Mobile Servicing	Mower / Strimmer Service	139.92	23.32	116.60	Francis Thomas Mobile Servicing	2 x Husqvarna strimmer	756.00	126.00	630.00	Graham the Plumbers'	Public conv's refurb	250.38	41.74	208.64	Bibby Factors Manchester Ltd	Supply & Install Bus shelter Goad Ave	3000.00	500.00	2500.00	
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<p><b>31-18AMO Date of next meeting</b>  Thursday 26<sup>th</sup> July 2018.</p>																																														
<p><b>32-18AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.</b>  None.</p> <p>Meeting closed at 9.00pm _____ Chairman</p>																																														