



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 27th September 2018 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

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

ALSO PRESENT: - Councillors Mrs. K Brownhill, S J Corbidge MBE, Councillors G J Davis and M G Spurling.

	ACTION
<p>51-18AMO Apologies for absence Apologies for absence were submitted on behalf of Councillors Miss L J Hocking, Mrs. K Jackson and Mrs R A Southworth.</p>	
<p>52-18AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>53-18AMO Items referred to this Committee a) Lower End of Fore Street Feasibility Study:- It was resolved the Lower End of Fore Street feasibility study will be considered with the Public and Press excluded on the advice of Cornwall Council as it contains commercially sensitive information [see minute 65-18AMO below]. The Chair invited all Members to stay for the rest of the meeting – all remained.</p>	
<p>54-18AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 26th July 2018 were taken as read, confirmed and signed by the Chairman.</p>	
<p>55-18AMO Matters arising from the minutes a) Bénodet Park Sound Hut: - Pursuant to minute 39-18AMO (a) due to work priorities it was recommended to hold in abeyance any further work on the project to relocate the sound hut at Bénodet Park. b) Health and Safety Policy – Legionella Assessment review: - Pursuant to minute 39-18AMO (b) the Clerk indicated one Caretaker has undertaken refresher legionella training and one Caretaker has undertaken legionella training. The Clerk has now arranged the removal of the surplus Thermostatic Mixing Valve (TMV). c) Replacement Bus Shelter: - Pursuant to minute 39-18AMO (c) the Clerk advised the replacement bus shelter in front of Mr Carter’s Yard is now installed. The Clerk is awaiting the outcome of the bus shelter grant application submitted to Cornwall Council. It is recommended perch seating is installed in the bus shelter located on Trevol Road, next to the Sycamore Drive turning [installed in July 2016]. Bénodet Park Toilets refurbishment: - Pursuant to minute 39-18AMO (d) the Clerk explained there is one task to be completed within</p>	<p style="text-align: center;">Council</p> <p style="text-align: center;">Council</p> <p style="text-align: center;">Clerk</p>



<p>the Bénodet Park toilets refurbishment and it is anticipated this will be undertaken in the next month.</p> <p>d) Library benches: - Pursuant to minute 39-18AMO (e) the Clerk explained prioritising other work ahead for the probation service ahead of the renovation of the benches located outside the library. Councillor G J Davis reminded the Clerk of his previous offer to renovate these benches, having recently refurbished the Cornwall Council benches located next to the play park behind Sennen Close. The Clerk agreed to liaise with Councillor Davis about the proposed renovation, however anticipates the probation service can undertake this work within the next month.</p> <p>e) Recycling opportunities: - Pursuant to minute 39-18AMO (g) the Clerk highlighted some research into the costs to arrange the collection of recycled waste from the Council Chambers. The Clerk gave an example of a national recycling company who unfortunately do not currently service Torpoint and a quotation of £419.00 (plus VAT) per year for a fortnightly collection. Members were encouraged by the quotation, however, suggested the Clerk should continue to undertake further research on the matter, in advance of the next meeting. Councillor S J Corbidge offered, having had experience of managing commercial recycling, to assist the Clerk with research into this matter.</p> <p>f) Ellis Monument: - Pursuant to minute 40-18AMO (ii) the Clerk is continuing to research the processes needed to be undertaken prior to the commencement of the work to clean the Ellis Monument, explaining that as it is a listed building, various consents are needed including liaison with Cornwall Council, as a temporary road closure may be required. Councillor J Tivnan volunteered to meet with the Clerk to pursue this matter.</p> <p>g) Rendel/Sparrow Parks: - Pursuant to minute 40-18AMO (iii/iv) the Chair was pleased to report the probation service has removed a large dead tree and has also 'dug in' a layer of topsoil in the beds at Rendel Park. The Chair circulated a purchase order for Tartendown Nurseries detailing suitable perennial plants for the flower beds at Rendel Park and it is recommended the order to the value of £895.50 (plus VAT), including compost and delivery, is placed. The Chair explained once the improvements to Rendel Park are completed, a review of Sparrow Park will be considered.</p>	<p>Clerk</p> <p>Clerk/SJC</p> <p>Clerk/JT</p> <p>Council</p>
<p>56-18AMO Operational Report</p> <ul style="list-style-type: none"> ➤ Enforcement – The Clerk explained enforcement is continuing, adding that incidents of littering/tipping appear to be more prevalent than in the past. ➤ The Clerk has obtained an estimate from a local window cleaner for regular cleaning of the six bus shelters, and is seeking an additional estimate from another supplier. Members were mindful of the annual cost for this service, highlighting if less than £1,000 according the council's Best Value Statement the Responsible Finance Officer (RFO) is delegated to authorise this purchase order. 	
<p>57-18AMO To consider the Council Business Risk Management</p> <p>a) The Fixed Asset Survey report was reviewed: -</p> <ul style="list-style-type: none"> ➤ The replacement salt bin at the end of North Road has been ordered; ➤ The large ladder has been replaced; 	

<ul style="list-style-type: none"> ➤ Flag pole testing - there is no specific check/test for the flag poles – the Clerk/staff are aware of hazardous weather conditions and will take down the flags when necessary. The retaining bolts on the base of the Sparrow Park flag pole are now part of the weekly safety checks. ➤ Millennium Beacon – will require a gas safety check before it can be used for the Beacon Lighting ceremony on 11th November. ➤ Freezer – the Clerk highlighted the maximum number of occasions the freezer is used for hirers in any one year, approximately six times; in the opinion of members a freezer is an essential item for several hirers and therefore asked the Clerk to obtain a quotation for a replacement domestic freezer, for consideration at the next meeting. <p>b) Emergency Planning: - It is recommended due to work priorities to hold in abeyance any further work on the Emergency Planning project. Councillor S J Corbidge will commence the population of the template document supplied by Cornwall Council, to enable the working party to properly commence the project in 2019.</p>	<p>Clerk</p> <p>Clerk</p> <p>Council</p>
<p>58-18AMO Policies Reviewed by this Committee</p> <p>a) Health and Safety: - The Clerk and Councillor J Tivnan will meet in advance of the next meeting of this committee to review and assimilate the Health and Safety (H&S) policy, with Cornwall Council’s H&S policy.</p>	<p>Clerk/JT</p>
<p>59-18AMO Health and Safety</p> <ul style="list-style-type: none"> ➤ No further updates from Councillor J Tivnan. ➤ The Clerk will meet with Councillor J Tivnan to confirm the variations from the recent fire panel /detection system upgrade and installation. ➤ The new door retainers and closures are to be fitted to Rooms 1 and 2. ➤ Off Site Notification, with annual monitoring is being set up with the fire maintenance contractor. ➤ The Clerk detailed an independent regulatory body technical inspection recently undertaken by the National Security Inspectorate (NSI) on the work undertaken/completed by the fire panel/maintenance contractor [ASG Security] and was pleased to report a ‘Grade A’ outcome from the inspection, confirming the contractor’s status of the leading industry standard in this field. ➤ Councillor J Tivnan suggested informing Cornwall Council’s Chief Fire Safety Officer about the recent changes to the fire panel/detection system. ➤ Clerk to contact local electrical contractor as at least one emergency light fixture failed the fire contractor’s final testing. 	<p>Clerk/JT</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>60-18AMO Correspondence</p> <p>a) Town Clock inspection: - It is recommended the bi-annual inspection of the town clock is undertaken.</p> <p>b) Wallgate Ltd.: - After considering the proposal for the renewal of the contract to maintain the wash handbasins at the public conveniences, it was recommended the company are contacted to renegotiate the renewal price, to endeavour to gain the best price for this service.</p>	<p>Council</p> <p>Council</p>

<p>c) CORMAC – GDPR Compliance: - It is recommended the GDPR document is authorised on behalf of the council.</p> <p>d) Cornwall Council Licensing Act 2003 – review Statement of Licensing Act Policy: - Noted.</p> <p>e) Cornwall Council – Bus stop improvements (One Public Transport System for Cornwall project): - Members were agreeable with the project and keen to see the installation of new digital signs at the [seven] bus stop locations indicated on the correspondence. It is anticipated that other sites/bus stops would need the digital signs [if finances permit] and it is recommended any consideration for additional sites is delegated to Officers to pursue further.</p> <p>f) South West Hygiene – Duty of Care Annual Waste Transfer Note 2018A: - It is recommended the annual Waste transfer note is signed on behalf of the council.</p>	<p>Council</p> <p>Council</p> <p>Council</p>																				
<p>61-18AMO Planning Applications None.</p>																					
<p>62-18AMO Budget Monitoring Report Members reviewed the August 2018 financial comparison (as circulated), the total budget remaining for Recurring maintenance was noted.</p>																					
<p>63-18AMO Accounts for payment</p> <table border="1" data-bbox="110 1136 1334 1320"> <thead> <tr> <th>PAYEE</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Tartendown Nursery</td> <td>Top soil and Delivery Rendel Park</td> <td>70.00</td> <td>11.67</td> <td>58.33</td> </tr> <tr> <td>ITEC</td> <td>Photocopies</td> <td>61.18</td> <td>10.20</td> <td>50.98</td> </tr> <tr> <td>Tina Morris</td> <td>Reimburse for Whiteboard purchased on ebay</td> <td>15.99</td> <td>2.66</td> <td>13.33</td> </tr> </tbody> </table>	PAYEE	REASON	GROSS	(VAT)	NETT	Tartendown Nursery	Top soil and Delivery Rendel Park	70.00	11.67	58.33	ITEC	Photocopies	61.18	10.20	50.98	Tina Morris	Reimburse for Whiteboard purchased on ebay	15.99	2.66	13.33	
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<p>64-18AMO Date of next meeting Thursday 25th October 2018 apologies were received in advance from the Councillor L E Keise (Town Mayor), Councillors E H Andrews and J Tivnan BEM.</p> <p>(Councillor G J Davis left the meeting at this point.)</p>																					
<p>65-18AMO Exclusion of Public and press: - It was resolved the information to be considered is of a sensitive nature, this item is considered with the public and press excluded and is contained in the confidential annex to these minutes (Public Bodies (Admission to Meetings) Act 1960 1(2)).</p>																					



66-18AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Chair and Mayor recently attended the Local Churches Together meeting, where a written report from the Manager of the Liskeard and Looe Foodbank highlights the possibility of closure of the Torpoint distribution centre, due to a lack of use. The Chair explained there seems to be a lack of confusion about what is required to obtain the food vouchers and also there may be a lack of agencies making referrals to those who need vouchers. The Chair added the Local Churches Together group will be writing a letter to try to prevent the closure of the Torpoint distribution centre. It is **recommended** to undertake further fact finding with the Torpoint and Looe Foodbank to establish: -
 - i) Whether there a need for the distribution centre to remain open in Torpoint and
 - ii) Whether any further work needed in the town to continue/enhance the distribution of vouchers in the town.
- Councillor Miss R A Tanner highlighted the disabled toilet at Antony Road is locked up daily behind gates and is the only disabled toilet in the town. As access to this toilet can only be gained using a Radar key, it is **recommended** the external gate to the disabled toilet is kept open at night. If approved the disabled toilet would be monitored by the Caretaking staff for any vandalism to the locking system.

Council

Council

Meeting closed at 8.26pm _____ Chairman