



## TORPOINT TOWN COUNCIL

**MINUTES** of a meeting of the Asset Management and Operations Committee held on Thursday 24<sup>th</sup> January 2019 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, Miss R Baker, Mrs. K Brownhill, G J Davis, Miss L J Hocking, Mrs. J M Martin, M Spurling, Mrs. R A Southworth, C R Still, Miss R A Tanner BEM, J Tivnan BEM plus the Town Clerk (Clerk).

	<b>ACTION</b>																		
<p><b>97-18AMO Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor S J Corbidge MBE.</p>																			
<p><b>98-18AMO Declarations of Interest relating to items on the Agenda</b> None.</p>																			
<p><b>99-18AMO To consider the applications for the Co-option of one vacancy on the Town Council</b> The Chairman detailed the five applications received for the Co-option of one vacancy on the Town Council. Members balloted for the Co-option by means of a paper ballot and the results are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Applicant</th> <th style="text-align: center;">Number of votes</th> </tr> </thead> <tbody> <tr> <td>Mark Brooking</td> <td style="text-align: center;">1</td> </tr> <tr> <td>Keiran Moon</td> <td style="text-align: center;">6</td> </tr> <tr> <td>Leadville Parsons</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Martin Thomson-Neall</td> <td style="text-align: center;">0</td> </tr> <tr> <td>James Senese</td> <td style="text-align: center;">6</td> </tr> </tbody> </table> <p>The Chairman called a second paper ballot, with two applicants only and the results are as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">Applicant</th> <th style="text-align: center;">Number of votes</th> </tr> </thead> <tbody> <tr> <td>Keiran Moon</td> <td style="text-align: center;">5</td> </tr> <tr> <td>James Senese</td> <td style="text-align: center;">8</td> </tr> </tbody> </table> <p>The Chairman announced the result of the second paper ballot and it was <b>resolved</b> that Mr James Senese (West Ward) is co-opted as Councillor to the Town Council. The Chairman thanked all the applicants for their interest in becoming a Councillor and congratulated the successful applicant. (Councillors Miss R Baker and Mrs. R A Southworth left the meeting at this point.)</p>	Applicant	Number of votes	Mark Brooking	1	Keiran Moon	6	Leadville Parsons	0	Martin Thomson-Neall	0	James Senese	6	Applicant	Number of votes	Keiran Moon	5	James Senese	8	
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<p><b>100-18AMO Minutes of the previous meeting</b> The minutes of the Asset Management Committee meeting held on Thursday 22<sup>nd</sup> November 2018 were taken as read, confirmed and signed by the Chairman.</p>																			

**101-18AMO Matters arising from the minutes**

a) Bénodet Park Toilets refurbishment: -

Pursuant to minute 85-18AMO (a) the Clerk detailed the one task still outstanding is to complete the plumbing for the sluice sink, it is anticipated this will be installed shortly.

b) Library benches: -

Pursuant to minute 85-18AMO (b) the Clerk explained the probation team have now undertaken bench renovations outside the library as well as the bench located outside the Police Station.

c) Ellis Monument: -

Pursuant to minute 85-18AMO (c) the application for consent to undertake work to a Listed Building is being prepared and will be submitted to Cornwall Council in due course.

d) Rendel/Sparrow/Bénodet Parks: -

Pursuant to minute 85-18AMO (d) the Chair report the mosaic has been removed from Sparrow Park. The Chair has contacted Mount Edgcombe asking whether they would consider sponsoring camellias at this site, Councillor J Tivnan volunteered to follow up this sponsorship request.

The Chair highlighted the plan to commence improvement of the long section (known as section 2), as agreed at the last council meeting, detailing the flower proposals.

e) Foodbank: -

Pursuant to minute 85-18AMO (e) the Council will continue to communicate with the Foodbank volunteering team as well as the volunteers who operate the Foodbank distribution site at St. James Church.

f) Fencing off a part of Adela Road: -

Pursuant to minute 76-18AMO (a) the Clerk will continue to pursue the land ownership query with the Land Registry office making it clear this Town Council objects to any future attempt to register the land and undertakes a MapSearch at this location.

g) Memorial bench request for David and June Lakeman: -

Pursuant to minute 91-18AMO (c) the Clerk detailed receipt of additional correspondence from Cornwall Council on this matter (as previously circulated). The Clerk reviewed all the conditions that would now be expected from this Council on all benches, in order that any new memorial benches are given permission to be installed on land owned by Cornwall Council. Following debate it is **recommended** the conditions as detailed by Cornwall Council (CC) are adhered to: -

1. Torpoint TC to provide CC with a list of benches on CC land. To include accurate location details to identify on their inventory (WDM) mapping system. To provide an updated list where anything changes.
2. CC to update management system (WDM) if possible, and share list with relevant CORMAC Officers. (CC action)
3. Torpoint TC to submit for approval by CC, a design for a nameplate, permanently identifying that the benches are the property of Torpoint TC, with a means of contacting TTC to report issues with the bench. Once approved TTC to affix these to the rear of all of the benches and ensure that they remain in place.
4. The location of new benches should first be approved by CC. The design also, where models differ from the current acceptable Streetmaster model that they have used to date.
5. Torpoint TC will be liable for injuries caused as a result of faulty installation of a

Clerk

Cllr Tivnan

Clerk

**Council**



new bench, or incidents arising from unsafe work practices.

6. Torpoint TC to dispose of any unwanted materials (including former seat) to a registered waste processor or for recycling.
7. Torpoint TC to routinely inspect the benches for safety, to respond to reports from the public and to instigate immediate measures to make safe when necessary.
8. Torpoint TC to maintain the condition of the benches as required.
9. Where we are able to identify the bench as belonging to Torpoint TC, CC will try to work with the TC to ensure its longevity. In the event that CC considers the condition of the bench to have become unacceptable, CC retains the right to remove without notice, or replacement.
10. Where CC is responsible for the surfacing under or around the bench, maintenance will be to the level dictated by CC's Environment Service Standards, unless the TTC chooses to undertake improvements at its own expense

The Clerk detailed receipt of one quotation for bench name plates, 40 Engraved Stainless steel plaques, with fixings, total £800.00 (plus VAT). Members considered the anticipated cost of adding a nameplate to all existing benches and following debate it is **recommended** to purchase 40 nameplates (with fixings) to be affixed to the Council benches, the Clerk to pursue an alternative quotation to try to reduce the expenditure cost.

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### 102-18AMO Operational Report

- Toilet seat replaced Antony Road disabled public conveniences.
- Continue to be incidents of unpleasant behaviour at Antony Road public conveniences.
- Enforcement is continuing with an emphasis on dog fouling.
- Freezer – a replacement has been purchased for the Council Chambers
- The Clerk highlighted that some of the current padlocks used for the public conveniences and Bénodet Park gates have become worn and are difficult to open, as well as some of the keys have become broken in the padlocks. The Clerk detailed a quotation to replace the existing system with like for like padlocks and keys, as well as an upgraded system. Following discussion, it is **recommended** to purchase like for like products: Eight Stainless steel 'Abus' Keyed Alike long shackle padlocks with anti-pick design, cost of £330.00 including delivery.
- Flag pole at Sparrow Park needs to be cleaned; the Clerk reported the flag at the Council Chambers is now flying.
- Concrete render is required at areas within the skateboard park (work is weather dependent).
- Regular bus shelter cleaning is now being undertaken by a contractor.
- Road closure signs – The Clerk explained one sign had unfortunately disappeared when the signs were last used for the Christmas Lights switch on event. It was agreed to publicise the disappearance of the sign on social media, with a plea to try to locate it, whilst it was recognised it is unlikely it will be found. Members were of the opinion the road closure signs are an essential requirement for the safety of events in the town and it is **recommended** to replace the sign and purchase an additional sign, to increase the number available. The Clerk to seek a best value quotation for consideration by Council.

**Council**

Clerk

**Council**

Clerk

<p><b>103-18AMO To consider the Council Business Risk Management</b></p> <p>a) The Asset Condition Survey was reviewed: -</p> <ul style="list-style-type: none"> <li>➤ Skateboard park render work still required to be completed;</li> <li>➤ A report of broken slates from the roof of the tea hut was made, the Clerk to review and take any necessary action.</li> <li>➤ Christmas Lights – the Clerk explained the two sets of Torpoint lights are now stored locally and have not been returned to the Christmas lighting hirer as the three-year contract with Festive Lighting has now ended. Councillor J Tivnan provided a history of the how the cabling has been erected and detailed about the electrical supply and sockets used to supply electricity for the Christmas lights over the last 10 year. It was acknowledged the electrical supply and sockets are not the responsibility of the Council. Members were keen to ensure future safety and compliance, particularly as there had been a problem with the middle section of lights during this Christmas period.</li> </ul>	<p>Clerk Clerk</p>
<p><b>104-18AMO Policies Reviewed by this Committee</b></p> <p>a) Health and Safety: - Councillor J Tivnan and the Clerk will review and assimilate the Town Council’s Health and Safety (H&amp;S) policy, with Cornwall Council’s H&amp;S policy.</p>	<p>Clerk/Cllr Tivnan</p>
<p><b>105-18AMO Health and Safety</b></p> <p>a) The Clerk will review the current variations on the fire detection system at the forthcoming fire safety maintenance check, any updates will be provided for the next Committee meeting.</p> <p>b) Councillor J Tivnan is anticipating reviewing the current fire extinguisher system in operation and will undertake this when the opportunity arises.</p>	<p>Clerk Cllr Tivnan</p>
<p><b>106-18AMO Correspondence</b></p> <p>a) Memorial Bench request for relative – A Miller: - Following discussion and referring to the earlier discussion (minute 101-18AMO (g)) it is <b>recommended</b> to: -</p> <ul style="list-style-type: none"> <li>➤ Obtain permission from Cornwall Council to install the bench on Chapeldown Road, at the requested location;</li> <li>➤ Comply with all the Cornwall Council conditions placed on existing and future installations of benches in the town;</li> <li>➤ Purchase a memorial bench and plaque on behalf of the correspondent and provides an invoice for payment for the bench and any installation materials;</li> <li>➤ Removal and disposal of grass at the location, which will be invoiced for payment;</li> <li>➤ Following installation, the bench is added to the Council fixed asset register and then agrees to maintain and upkeep the bench on behalf of the family for the foreseeable future.</li> </ul> <p>b) SCOPE – notification of house to house collection date: - Noted.</p>	<p><b>Council</b></p>
<p><b>107-18AMO Planning Applications</b></p> <p>None.</p>	

**108-18AMO Budget Monitoring Report**

Members reviewed the December 2018 financial comparison (as circulated).

**109-18AMO Accounts for payment**

PAYEE		GROSS	(VAT)	NETT
B & C Energy Solutions Ltd	Perch seating in bus shelter	150.00	25.00	125.00
All about Blinds	Small blackout curtain committee room	28.00	0.00	28.00
Express Fixings	Bolts and drill parts for benches	30.00	5.00	25.00
Cornwall Council	Salaries Oct-Dec 2018 and Mayor's Allowance	30457.88	42.00	30415.88
Refund T Morris	Kitchen light and fixings	7.75	1.29	6.46
ITEC	Photocopies December '18	79.78	13.30	66.48
ITEC	Photocopies January '19	36.61	6.10	30.51
Refund C Southworth	Fuel, Oil, Refreshments – Probation Team	18.39	2.74	15.65

**110-18AMO Date of next meeting**

Thursday 28<sup>th</sup> February 2019, apologies were received in advance from Councillor J Tivnan and Councillor G J Davis, who are both attending the CNA Panel meeting. The Clerk drew members attention to the CNA meeting highlighting this could be scheduled in Torpoint and likely to be held in the Committee Room. The Chair added the next meeting could be held in the Mayor's Parlour.

**111-18AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 8.05pm \_\_\_\_\_ Chairman