

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 25^{th} April 2019 at 7.00pm in the Mayor's Parlour, 1-3 Buller Road, Torpoint.

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

ALSO PRESENT: Councillor C R Still.

	ACTION
1-19AMO Apologies for absence	
Apologies for absence were submitted on behalf of Councillor Miss L J Hocking.	
2-19AMO Declarations of Interest relating to items on the Agenda None.	
3-19AMO Minutes of the previous meeting	
The minutes of the Asset Management Committee meeting held on Thursday 28 th March 2019 were taken as read, confirmed and signed by the Chairman.	
4-19AMO Matters arising from the minutes	
a) Ellis Monument: -	
Pursuant to minute 130-18AMO (a) the Clerk explained the application for consent to undertake work to a Listed Building is being finalised before submission to Cornwall Council.	
b) Rendel/Sparrow/Bénodet Parks: -	
Pursuant to minute 130-18AMO (b) the Chair advised the three camelia's planted at Sparrow	
Park are growing well, a clear up event for the next section is arranged for Friday 3 rd May from 10.00am – the Clerk to advise all members.	
c) Memorial bench request for David and June Lakeman: -	Clerk
Pursuant to minute 130-18AMO (c) the Clerk is continuing to progress the activities now agreed prior to Cornwall Council giving approval to install the memorial bench for the family.	
d) Memorial bench request for relative of A Miller: -	Clerk
Pursuant to minute 130-18AMO (d) the Clerk is continuing to progress the activities now agreed	
prior to Cornwall Council giving approval to install the memorial bench for the family.	Clerk
	Clerk
5-19AMO Operational Report	
Concrete render is required at areas within the skateboard park (work is weather dependent).	
Fire risk assessment (annual) to be reviewed by Councillor J Tivnan.	
The Clerk sought volunteers to assist on Tuesday 30 th April to help reassemble the Library following refurbishment works – the Clerk to advise all members.	
The Clerk highlighted a concern about the light switches location in the Hall as they are on the stage. When the lights are turned off it is very dark (often this is late at night for	Cllr Tivnan



hirers) and in order to exit the hall you need to walk down the steps from the stage. The Clerk will contact the local Electrical contractor to request a quotation to relocate the switches from the stage to the Hall ground floor. > Bunting – the Clerk explained the bunting, which had been taken down at the end of 2018 in preparation for the erection of the Christmas Lights, had unfortunately disappeared and could not be located anywhere at the Council Chambers. The Clerk apologised profusely for this oversight and explained it had been stored in a black bin bag and therefore it could have been inadvertently discarded with the refuse. Members accepted the explanation, with understanding and an estimate of approximately £200 (plus VAT) to replace the bunting was provided by the Clerk. As well as the contractor charge to put up, it was delegated to the Clerk to arrange the purchase of replacement bunting as well as the putting up of the bunting, as soon as possible. Councillor J Tivnan highlighted the use of 'stay wire' would strengthen the connections between the bunting and the brackets – the Clerk to liaise with the contractor on this matter. > Library building – no further issues to report.	Clerk
6-19AMO To consider the Council Business Risk Management	
a) The Asset Condition Survey was reviewed: -Skateboard park render work to be completed.	Clerk
7-19AMO Items Referred to this Committee	S.G.IX
None.	
8-19AMO Policies Reviewed by this Committee a) Health and Safety: - Councillor J Tivnan and the Clerk will review and assimilate the Town Council's Health and Safety (H&S) policy, with Cornwall Council's H&S policy.	Clerk/Cllr Tivnan
 9-19AMO Health and Safety a) No additional legislation to report. b) The Clerk explained identifying a problem with one detector in the roof void of the Annex building. Following two separate engineer visits the issue has now been resolved. 	
a) Traffic Speed Humps Ferry / Marine Drive – Mr M A Watkiss: - It was agreed to defer this correspondence to the Development and Localism Committee to be considered under the CNA Highways/Transport scheme. b) Virtual stakeholder group (to receive information) – NHS Kernow: - Noted.	Clerk
c) Lack of wild flower growth in Torpoint (via website) – Mr D Allan: - After considering the suggestions about allowing wild flowers to flourish in areas of the town, it was highlighted that the Council is currently undertaking some improvements to the planting at Sparrow Park and will bear in mind the suggestions with its future planting plans. Additionally, the Friends of Thanckes Park group are undertaking various planting schemes at Thanckes Park. Essentially, this Council always seeks to strike a balance between CORMAC mowing the grass verges, alongside allowing areas to naturally pollinate. d) Wild flower and wildlife growth in Torpoint – Mr G Tamblin: -	Clerk



		gestions to those sent by Mr D	Allan (see	minute	number		
10-19AMO (c)), a similar response was agreed to be forwarded.							
L1-19AMO Plannin	g Application	ons				Clerk	
a) See minute number							
_	Monitoring	-	. circulated	\ and th	o Clark		
		n 2019 financial comparison (as piler parts expenditure incurred		•			
•	•	nual gas maintenance service l		•			
the recurring m	aintenance bu	udget for the financial year 201	9/20, high	lighting	the		
importance of re	egularly moni	toring the maintenance budget	in the nev	v financi	al year.		
12 10AMO Assour	to for norm						
L3-19AMO Accoun	ts for payme	ent		(VAT			
PAYEE	112.113	REASON	GROSS)	NETT		
Cornwall Council	802715760	Library Business Rates March '19	313.91	0.00	313.91		
Mole Valley Farmers	9L227791	Pressure Washer and Hose	249.60	41.60	208.00		
Bartlett	32625	Repairs to Glass washer	114.30	19.05	95.25		
British Gas	601425215	Antony Road electricity Bill	24.67	1.17	23.50		
DJW Window Cleaning	INV 0006 & 0007	2 x invoices INV 0006 + INV0007 Bus Shelter cleaning	36.00	0.00	36.00		
Spot on Supplies	21466410	Bin bags	15.77	2.63	13.14		
ITEC	274455	Photocopies	66.32	11.05	55.27		
Thursday 27 th June 201		has been disclosed to the C	hairman a	and me	mbers		
prior to the meet ➤ Planning Applica The Clerk detail (Planning and S include 1 off str Road and the cr	ing. ations – PA19 ed informatio sustainable De reet parking s reation of an	/00909 – 3 York Road, Torpoin n received, previously circulate evelopment Service) providing i pace, whilst retaining all of the additional on street space via t	nt, id, from Co revised pla on street s he blocking	ornwall (ns which spaces o g up of t	Council n now on York the existing		
 vehicular access to the garage. Cornwall Council is now considering recommendation (as revised) for approval and sought the opinion of the Council. Members agreed with Cornwall Council's recommendation. It was agreed to submit a funding application for Sparrow Park to High Street Heroes. Bill Grimsey – Author of "It's time to reshape our town centres" is visiting County Hall, Truro on Monday 10 May 2019 – 10.00am – invitation to all. 						Clerk Clerk / C Goodma	
Meeting closed at 8.10	,	10100am myladion to un					