



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 27th June 2019 at 7.00pm in the Committee Room, York Road, Torpoint.

PRESENT: - Councillor Miss R A Tanner BEM (Deputy Town Mayor), Councillors E H Andrews, Miss L J Hocking, Mrs. J M Martin, K J Moon (late arrival), M G Spurling, C R Still and J Tivnan BEM plus the Town Clerk (Clerk).

	ACTION
<p>16-19AMO Apologies for absence Apologies for absence were submitted on behalf of Councillor Mrs. C E Goodman (Town Mayor), G J Davis and L E Keise.</p>	
<p>17-19AMO Election of Chairman for the Civic Year 2019-2020: - The Deputy Mayor called for nominations for the position of Chairman for the Civic Year 2019-2020. Councillor Mrs. J M Martin proposed Councillor E H Andrews is elected to serve as Chairman for the Civic Year 2019-2020. Councillor C R Still seconded the proposition and there being no other nominations the motion was put and Councillor E H Andrews was duly elected Chairman for the Civic Year 2019-2020.</p> <p>The Chairman thanked the Town Mayor for providing two years' of Chairmanship to this Committee.</p> <p>(Councillor K J Moon joined the meeting at this point.)</p>	
<p>18-19AMO Election of Vice Chairman for the Civic Year 2019-2020: - The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2019-2020. Councillor Miss R A Tanner (Deputy Mayor) proposed that Councillor M G Spurling is elected to serve as Vice Chairman for the Civic Year 2019-2020. Councillor Mrs. J M Martin seconded the proposition and there being no other nominations the motion was put and Councillor M G Spurling was duly elected Vice Chairman for the Civic Year 2019-2020.</p>	
<p>19-19AMO Declarations of Interest relating to items on the Agenda a) An NRI (Non Registerable Interest) was declared by Councillor J Tivnan – (Agenda item 5a planning application – as known to the applicant).</p>	
<p>20-19AMO Items Referred to this Committee a) Committee – Terms of Reference: - It is recommended the Terms of Reference are updated to include: - i) Together with the Clerk to review the Financial Comparison and the appropriateness of current budget that have not been delegated to other Committees/Officers [taken from the Finance and Personnel Committee Terms of Reference]. ii) [Together with the Development and Localism Committee which will oversee the development] Together with the Community Hub and Library Development Manager to</p>	

<p>review the asset of the Torpoint Library, Information Service and Community Hub.</p> <p>b) PA19/04889 – Construction of a single detached dwelling with off street parking without compliance with condition 2 and 3 of application number PA18/03855 dated 25/06/18, Kanguro, Albion Road, Torpoint PL11 2LX.</p> <p>Following a site meeting and further consideration the Council raised an objection to the removal of condition 3 as this would adversely affect the privacy of the occupant of the neighbouring property, adding that further advice from Cornwall Council is sought.</p>	
<p>21-19AMO Minutes of the previous meeting</p> <p>The minutes of the Asset Management Committee meeting held on Thursday 25th April 2019 were taken as read, confirmed and signed by the Chairman.</p>	
<p>22-19AMO Matters arising from the minutes</p> <p>a) Ellis Monument: -</p> <p>Pursuant to minute 4-19AMO (a) the Clerk explained that unfortunately notification had been received from the agreed contractor advising that due to increased workloads and a reduction in staffing the appointed contractor is currently not able to undertake the cleaning of the Ellis Monument. The Clerk highlighted that a delay in the cleaning would not adversely affect the monument and that this has been three years to reach this point. Councillor J Tivnan added the contractor is currently undertaking other [stonemasonry] works for the Council, highlighting it would be preferable to wait for their availability instead of tendering for the work again. The item will therefore remain on the agenda with the Clerk to ascertain the possibility of the work being scheduled in the future.</p> <p>b) Rendel/Sparrow/Bénodet Parks: -</p> <p>Pursuant to minute 4-19AMO (b) the Clerk reported the correspondence from Cornwall Rural Community Charity (CRCC) awarding £2,000 of grant funding towards Sparrow Park [agenda item 12a]. It was agreed a volunteering day would be organised in the future. Councillor K J Moon highlighted the possibility of seeking support from Raleigh, although it is recognised the summer closedown period is approaching. Councillor C R Still identified the cost of removing rubbish can be expensive, Councillor J Tivnan added plant/green waste rubbish removal is currently being considered by the Council. Bénodet Park – the Clerk explained the Mayor has reviewed and detailed the work needed to tidy up the three corners, additionally, the trees may require a tree-surgeon to review them as well as the roots. It is hoped to task the probation service to undertake heavy ‘weeding’ in the first three weeks of September and then plant in time for an event to celebrate the 10th Anniversary of the renovated park opening. It is recommended to ask Torpoint Town Partnership to assist with organising an event at Bénodet Park on Saturday 28th September 2019 to celebrate the 10th Anniversary.</p> <p>c) Memorial bench request for David and June Lakeman: -</p> <p>Pursuant to minute 4-19AMO (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, adding the location for this bench is now agreed.</p> <p>d) Memorial bench request for relative of A Miller: -</p> <p>Pursuant to minute 4-19AMO (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, adding the location for this bench is awaiting approval from Cornwall Council.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Council</p>

<p>23-19AMO Operational Report</p> <ul style="list-style-type: none"> ➤ 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 is awaiting a quotation to relocate the light switch in the Main Hall. ➤ Public conveniences – the Clerk was disappointed to highlight that further incidences of human faeces being smeared across the public conveniences at Antony Road had been found and on all occasions the Caretaking staff had agreed to clean up afterwards. ➤ Occupation of Room 3, having recently been vacated by the Torpoint Archives it was agreed following debate for the Clerk to discuss and agree with the Mayor a possible office move to Room 3. 	Clerk/Mayor
<p>24-19AMO To consider the Council Business Risk Management</p> <p>a) The Asset Condition Survey was reviewed: -</p> <ul style="list-style-type: none"> ➤ Skateboard park render work to be completed. ➤ Leaf Blower to be written off. ➤ Signs – two additional diversion signs required. ➤ Christmas Lights will be reviewed at the next Committee meeting (paper to be prepared by the Clerk). ➤ The Chairman agreed to undertake the annual review of the Assets with the Clerk and will schedule this for July/August. <p>b) The Library Inventory was reviewed – no actions required.</p>	<p>Clerk Clerk Clerk Chair/Clerk</p>
<p>25-19AMO Policies Reviewed by this Committee</p> <p>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.</p> <p>b) GDPR: - Guidance procedures on GDPR are being compiled.</p>	<p>Clerk/Cllr Tivnan Clerk</p>
<p>26-19AMO Health and Safety</p> <p>a) Policies referring to keeping employees safe was highlighted by Councillor J Tivnan.</p> <p>b) Fire Protection installations/variation/emergency lighting/fire extinguishers: -</p> <ul style="list-style-type: none"> ➤ Councillor J Tivnan will undertake a review of the Fire Risk Assessment along with an asbestos review. ➤ The Clerk explained there has been a delay in the lift service as the contractor has not been working in the locality, the service is now being booked with an increased charge anticipated. A suggestion to agree a three year contract for the lift service was put, the Clerk to ascertain a price. 	<p>Cllr Tivnan/ Clerk Clerk</p>
<p>27-19AMO Correspondence</p> <p>a) Cornwall Rural Community Charity (CRCC) – High Street Fund grant application (previously advised): - The Clerk advised the CRCC High Street Fund application for funding had been successful and a grant of £2,000 (see 22-19AMO) to make improvements to Sparrow Park agreed. The Clerk explained the Mayor had expressed an interest to continue to lead on updating Sparrow Park, with a volunteering action day to be planned for Autumn. Clerk to share the Powerpoint</p>	Clerk

presentation, prepared by Councillor J Tivnan, with all members.						Clerk
b) Textile recycling banks – Scope: - The request for additional textile recycling banks in the town was considered and with three currently in the town it was suggested there are already sufficient in place.						Clerk
28-19AMO Planning Applications None.						
29-19AMO Budget Monitoring Report <ul style="list-style-type: none"> ➤ Members reviewed the May 2019 financial comparison (as circulated). ➤ The Chairman will liaise with the RFO to request his attendance at the budget setting meeting in October. 						Chair
30-19AMO Accounts for payment						
PAYEE	REF NO	REASON	GROSS	(VAT)	NETT	
JR PAT Testing	PAT Testing Council & Library	2116	148.80	24.80	124.00	
SSE	Electricity Council Chambers	3861778310	874.34	145.72	728.62	
British Gas	Electricity Antony Road	601425215	25.69	1.22	24.47	
ITEC	photocopies	282927	50.20	8.37	41.83	
British Gas	Final Electricity pump Shed	602745574	127.84	6.08	121.76	
The Old Rowing Club	event refreshments x 2	21/07/2025	72.00	12.00	60.00	
Paul Thomas	Gold Lettering to Mayoral Board	5650	60.00	0.00	60.00	
Western Web	IT works to Library re PO 18-81	20917	1,225.20	204.20	1,021.00	
Torpoint Carpets Ltd	carpets to library	4495	1,371.00	184.66	1,186.34	
Torpoint Carpets Ltd	Matting to library	4503	50.00	6.66	43.34	
31-19AMO Date of next meeting Thursday 25 th July 2019, apologies in advance were received from Councillor Mrs. J M Martin, with Councillor J Tivnan indicating he may not be able to attend.						
32-19AMO Any Business that has been disclosed to the Chairman and members prior to the meeting. <ul style="list-style-type: none"> ➤ It was agreed to submit an application to Great British High Street competition. Meeting closed at 8.32pm _____ Chairman						Clerk