



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 25th July 2019 at 7.00pm in the Committee Room, York Road, Torpoint.

PRESENT: - Councillors E H Andrews (Chairman), G J Davis, L E Keise, K J Moon, M G Spurling, C R Still, Miss R A Tanner BEM (Deputy Town Mayor), J Tivnan BEM plus the Town Clerk (Clerk).

ALSO PRESENT: Councillor Mrs. K Brownhill.

	ACTION
<p>33-19AMO Apologies for absence Apologies for absence were submitted on behalf of Councillors Mrs. C E Goodman (Town Mayor), Miss L J Hocking and Mrs. J M Martin.</p>	
<p>34-19AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>35-19AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 27th June 2019 were taken as read, confirmed and signed by the Chairman, with the corrections as previously detailed at the July Council meeting by Councillor J Tivnan.</p>	Clerk
<p>36-19AMO Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 22-19AMO (a) notification from the agreed contractor advising a realistic timescale for this work to be scheduled is Spring 2020. It is agreed to wait for the contractors' availability to undertake the cleaning work of the Ellis monument. b) Rendel/Sparrow/Bénodet Parks: - Pursuant to minute 22-19AMO (b) the Clerk highlighted the Mayor is pursuing organising a volunteering day for Sparrow Park, with this will be co-ordinated with the Friends of Thanckes Park group who wish to undertake a clean-up/tidy-up at the tennis courts. Councillor Miss R A Tanner asked that plenty of notice of the date is provided, as members of the public have expressed an enthusiasm to participate. The Torpoint Town Partnership are being asked to assist with the organisation of the 10th Anniversary event at Bénodet Park on Saturday 28th September 2019, a project statement will be completed as funding for the event is not included in this years' budget. c) Memorial bench request for David and June Lakeman: - Pursuant to minute 22-19AMO (c) the Clerk is continuing to progress the activities to install the memorial bench for the family, the memorial plaque wording for this bench is agreed. d) Memorial bench request for relative of A Miller: - Pursuant to minute 22-19AMO (d) the Clerk is continuing to progress the activities, the location has been agreed and the memorial plaque wording is to be agreed. Councillor J Tivnan</p>	<p style="text-align: center;">Mayor/Clerk</p> <p style="text-align: center;">Clerk</p>

explained the Torpoint and Rame Peninsula Lions Bench, referred to at the July Council meeting, is made of environmentally friendly materials, re-iterating it is essential to gain Cornwall Council's approval to install this bench along the seafront, as it will not be 'in-keeping' with all the other benches.

Clerk

e) Great British High Street competition: -

Councillor G J Davis explained that an entry had not been submitted for the Great British High Street competition 2019. After the filming, which had been undertaken at the latest street market, several members felt it would be better placed to submit an entry for the competition next year, when the short film could be planned better, as the short video which had been produced did not show the town in the best light. Councillor Davis continued, it is anticipated a project statement will be completed in advance of the budget setting meeting, hoping that funds can be allocated to this project, led by the Development and Localism Committee. Members who had not been advised of the decision until this meeting, expressed their disappointment about not being communicated to sooner on this matter.

Chair D & L
Committee/
Clerk

37-19AMO Operational Report

- The Clerk detailed water ingress/possible damp is affecting two ceiling locations and are being investigated: female toilets beside Grace and Glamour and the treatment room 1 used by Grace and Glamour.
- The Clerk is in receipt of a quotation for the following three years from the lift servicing company to provide an annual inspection for the lift. Councillor J Tivnan highlighted according to LOLER (Lifting Operations and Lifting Equipment Regulations 1998) this check should be undertaken every 6 months, the Clerk to seek a revised quotation.
- The Clerk highlighted communication with a representative at St. James Church regarding the Town Clock. Following their quinquennial survey, the numerals on the clock face require a re-paint. Members highlighted the location of the clock presented difficulties, i.e. working at height, when searching for an appropriate contractor to undertake the work. It was agreed for the Clerk to continue the discussions with St. James Church representative on the matter, whilst a suitable painter/decorator is sought. The Clerk explained the contractor who undertakes the weekly clock-winding regularly undertakes essential maintenance, therefore an annual maintenance check is not required. Members sought assurances that all correct insurance is in place when the clock is being wound.
- The Chair and Clerk to commence the annual Asset condition survey on 30th July.
- In the Archives area within the Library there is a 'switch', recent inquiries have not been able to establish what it is and why it is there, it is being investigated.
- Christmas Lights – the Clerk had circulated a document providing a brief synopsis of all activities associated with the Christmas Lights. Councillor Mrs. K Brownhill reported the Torpoint Town Partnership has purchased insurance for the Christmas Lights switch-on event and sought assurance the work to repair to the central section would be undertaken in September. The Clerk explained having liaised with the appointed contractor, the work is scheduled to be undertaken in September. Councillor C R Still suggested setting up a working party for the Christmas Lights which would enable all the activities to be considered by a small group of people. Several members spoke from experience of this matter, including Councillor J Tivnan who referred to a document he had prepared detailing a step-by-step procedure for the planning of all the activities associated with the Christmas Lights. It was agreed to circulate this document with the

Clerk

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Chair/Clerk

Clerk

<p>minutes. Councillor Tivnan added that should a road closure be necessary, and a cherry picker needed, these activities would be need to be undertaken as a matter of urgency. Councillor K J Moon highlighted CHAT's (Community Health around Torpoint) offer to contribute financially towards the Christmas tree. Councillor G J Davis volunteered to liaise with the Torpoint Town Partnership on all these areas for consideration and provide a verbal report at the next Council meeting.</p>	<p>Clerk Clerk Cllr Davis</p>
<p>38-19AMO To consider the Council Business Risk Management a) It was agreed for the Asset Condition Survey to be reviewed once undertaken; as the Library Inventory was reviewed at the meeting last month it will be considered at the next meeting of this Committee.</p>	
<p>39-19AMO Items Referred to this Committee None.</p>	
<p>40-19AMO 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. b) GDPR: - The Clerk is seeking information from SLCC (Society of Local Council Clerks) to produce further guidance on GDPR.</p>	<p>Clerk/Cllr Tivnan Clerk</p>
<p>41-19AMO Health and Safety a) No changes reported. b) Fire Protection installations/variation/emergency lighting/fire extinguishers: - ➤ The Clerk had circulated a quotation for the installation of additional fire protection/detectors for areas previously agreed as variations. Councillor J Tivnan expressed his disappointment having not been included in the decision to obtain the quotation, having provided his expertise and time with the original fire protection / panel tender and subsequent replacement of equipment. The Clerk to review the possible risk and provide feedback at the next meeting of this Committee.</p>	<p>Clerk</p>
<p>42-19AMO Correspondence a) Street Trading Policy Review – Cornwall Council: - Noted. Publicity of this review to be uploaded to Council social media page. b) Torpoint Skateboard Park – Annual Inspection: - The report was considered. Low risk and very low risk findings were identified, Clerk to ensure the weeding is kept up to date and signage is replaced. The Clerk highlighted that as soon as signs are put up, they usually disappear. Additional advice: to replace spacers from seat fixings and remove graffiti.</p>	<p>Clerk Clerk</p>
<p>43-19AMO Planning Applications a) PA19/05895 – Single storey extension to the rear – 53 Grove Park, Torpoint PL11 2PP. No objections or observations.</p>	
<p>44-19AMO Budget Monitoring Report ➤ Members reviewed the June 2019 financial comparison (as circulated).</p>	

45-19AMO Accounts for payment

PAYEE	REF NO	REASON	GROSS	(VAT)	NETT
EDF	Final Bill Cambridge Field	673117605602	7.31	0.35	6.96
Complete Business Solution Group	Stationery - office	SINV01924446	55.81	9.30	46.51
James Property Services	Skate Park Render	1097	85.00	0.00	85.00
ITEC	Photocopies	287684	104.98	17.50	87.48
Cornwall Council	garage rental 22.07.19-18.08.19	34190700166	56.48	9.40	47.08
Maria Trethewey Any Occasions Catering	Civic Catering 2019	Inv 66	1,525.00	0.00	1,525.00
Npower Limited	Final Electricity Bill Library	Acc No 6 S 2 Z 2 2 2	634.11	30.20	603.91
Archers Safety Signs	balance of returned signs	INVARCH106066	29.20	4.87	24.33
Archers Safety Signs	Diversion signs	INVARCH106127	136.62	22.77	113.85
Carew Lodge No 1136	Civic Drinks	inv no 17072019	319.50	0.00	319.50
Spot on Supplies	toilet tissue etc	21473201	79.72	13.29	66.43
SLCC	2nd Instalment study fees	12845	1,470.00	0.00	1,470.00

Councillor Mrs. K Brownhill was of the opinion the expenditure incurred for the Civic Catering 2019 was excessive, adding that as the Mayor (Councillor Mrs. C E Goodman) has submitted apologies for this meeting Councillor Brownhill would contact the Mayor directly bringing this to her attention.

Cllr
Brownhill

46-19AMO Date of next meeting

Thursday 26th September 2019, Councillor E H Andrews indicated he may not be able to attend.

47-19AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

- Councillor G J Davis has been advised, via Cornwall Council, an appeal to the Ministry of Housing, Communities and Local Government has been made in respect of the Planning Application PA18/09584 Proposed rear extension to form an additional unit of accommodation at 30 Wellington Street, Torpoint, Cornwall PL11 2DF. It is anticipated this Council will be formally advised about the appeal.

Meeting closed at 8.28pm _____ Chairman