

NOTICE is hereby given that a meeting of the Asset Management and Operations Committee will be held on Thursday 26<sup>th</sup> September 2019 at 7.00 p.m. in the Mayor's Parlour, 1 – 3 Buller Road, Torpoint to which members are summoned to attend.

#### AGENDA

**1. Apologies for absence.**

**2. Declarations of interest relating to items on the Agenda.**

**3. Minutes of the previous meeting.**

Minutes of the meeting held on Thursday 25<sup>th</sup> July 2019.

**4. Matters arising from the Minutes.**

- a) Ellis Monument – (minute 36-19AMO (a) refers).
- b) Rendel/Sparrow Parks/Bénodet Parks – (minute 36-19AMO (b) refers).
- c) Memorial Bench request for David and June Lakeman – (minute 36-19AMO (c) refers).
- d) Memorial Bench request for relative A Miller (minute 36-19AMO (d) refers).

**5. Operational Report.**

Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights.

**6. To consider the Council Business Risk Management Plan.**

- a) Asset Condition Survey and Security.
- b) Library Inventory.

**7. Items referred this Committee.**

None.

**8. Policies referred to this Committee.**

- a) Health and Safety.
- b) GDPR.

**9. Health and Safety.**

- a) Reports and any new, proposed regulations/legislations and current issues.
- b) Fire protection installations/variations/emergency lighting/fire extinguishers

**10. Correspondence.**

- a) Suggestion for Fencing at 3 Buller Road – Mrs A Bond (as circulated).
- b) Suggestions for Torpoint Street Market – various Torpoint Shop Traders (as circulated).
- c) Request for memorial bench to be located on Marine Drive – Mrs Kinsman (as circulated).

**11. Planning Applications.**

- a) None.

**12. Budget Monitoring Report.**

To consider the August 2019 Financial Comparison (as circulated).

**13. Accounts for payment.**

PAYEE	REF NO	REASON	GROSS	(VAT)	NETT
A Line Coaches	War Memorial Buses	SI-493	150.00	0.00	150.00
PKF Littlejohn	External Audit	SB20192090	960.00	160.00	800.00
Cornwall council	Garage rental 16.09-13.10.19	34190700166	56.48	9.40	47.08
Cornwall Academy Man Ser Ltd	Library gas Safety check	7870	438.00	73.00	365.00
ITEC	Photocopies	295811	92.02	15.34	76.68
Roger Underwood	War Mem DVDs & Filming	4517	340.00	0.00	340.00
Spot On supplies	Cleaning materials etc.	21473693	45.02	7.50	37.52

**14. Date of next meeting.**

Thursday 24<sup>th</sup> October 2019.

**15. Any Business that has been disclosed to the Chairman and members prior to the meeting.**

*CFSouthworth*

Milly Southworth Town Clerk

Friday 20<sup>th</sup> September 2019