



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 26th September 2019 at 7.00pm in the Mayor's Parlour, 1 – 3 Buller Road, Torpoint.

PRESENT: - Councillors E H Andrews (Chairman), Mrs. C E Goodman (Town Mayor), Miss L J Hocking, Mrs. J M Martin, K J Moon, M G Spurling, C R Still, plus the Town Clerk (Clerk).

	ACTION
<p>48-19AMO Apologies for absence Apologies for absence were submitted on behalf of Councillors G J Davis, L E Keise, Miss R A Tanner BEM (Deputy Town Mayor) and J Tivnan BEM.</p>	
<p>49-19AMO Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable interest) was declared by: - Councillor Mrs. J M Martin – (Agenda item 10b Suggestions for Torpoint Street Market - as a Member of Torpoint Street Markets).</p>	
<p>50-19AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 25th July 2019 were taken as read, confirmed and signed by the Chairman.</p>	
<p>51-19AMO Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 36-19AMO (a) cleaning of the Ellis monument to remain on the agenda until Spring 2020, when it is anticipated the work will be scheduled by the contractor. b) Rendel/Sparrow/Bénodet Parks: - Pursuant to minute 36-19AMO (b) the Clerk highlighted the funding to enhance Sparrow Park is to be spent (site area 5 on the Powerpoint presentation previously circulated). Agreed to seek a contractor quotation to reduce and/or clear and remove the greenery within this section at Sparrow Park to either locate a bench or further planting, acknowledging the size of the area and remembering the Christmas Tree is placed within this section. Councillor Miss L J Hocking agreed to forward details of the Woodland Trust, who are offering free trees for planting. A suggestion was put about the opportunity to site a bench, in memory of Mark Walmsley, here. The Mayor reported further planting in preparation for the 10th Anniversary event at Bénodet Park on Saturday 28th September 2019. Members expressed their concern about damage occurring to the section of wall between Bénodet Park and the skate park, as a result of persons climbing the wall to collect footballs; it was agreed to seek an initial contractor quotation for the procurement of a net or anti-climb fencing to undertake preventative measures. The Mayor will thank all those who assisted at the recent tennis club/court clean-up event, organised with the Friends of Thanckes Park. Councillor K J Moon having reported an issue to Cornwall Council with a damaged wall at the entrance to Bénodet Park, reported the area has been coned off, preventing any further damage from occurring. c) Memorial bench request for David and June Lakeman: -</p>	<p style="text-align: center;">Clerk Cllr Hocking</p> <p style="text-align: center;">Clerk The Mayor</p>

<p>Pursuant to minute 36-19AMO (c) the Clerk is continuing to progress the activities to install the memorial bench for the family, with the delivery and installation of the bench anticipated soon.</p> <p>d) Memorial bench request for relative of A Miller: -</p> <p>Pursuant to minute 36-19AMO (d) the Clerk is continuing to progress the activities to install the memorial bench for the family, with the delivery and installation of the bench anticipated soon.</p>	
<p>52-19AMO Operational Report</p> <ul style="list-style-type: none"> ➤ The Clerk detailed water ingress/possible damp is affecting two ceiling locations is still being investigated. ➤ The quotation to service the lift twice a year for the next three years has been received from the existing engineers, additional quotations are being sought from more local engineers. ➤ The Clerk is continuing to communicate with St. James Church representatives regarding the Town Clock and a quotation to overhaul and redecorate the church clock and turret is required. The church will be undertaking additional external works to the building and has agreed to provide the scaffolding needed to reach the clock. ➤ The asset condition survey has been put on hold pending a decision on the Council combining purchasing an accounting and asset management package. ➤ Asbestos survey – Clerk to discuss implementing asbestos check with Councillor J Tivnan. ➤ The Clerk advised water ingress in Pearn’s Passage several months ago, any further ingress will be investigated. ➤ Update on the Christmas Lights – the Clerk explained the appointed contractor is due to undertake the electrical repairs to the middle section are being undertaken. The bunting will be taken down in advance of the erection of the Christmas Lights. A cherry picker will be hired for the three dates (put up, switch-on event, take down). A road closure has been submitted to Cornwall Council for the put up and take down. ➤ A quotation is being sought to industrially clean the Council chambers chairs. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>53-19AMO To consider the Council Business Risk Management</p> <p>a) The Asset Condition Survey to be reviewed once completed. Councillor Miss L J Hocking offered to assist with the asset survey as well as a survey of the Council buildings. The Chair highlighted research is being undertaken into a bespoke accounting package and it is recommended to support this research, which it is expected to include an asset register / asset condition register.</p> <p>b) The Library Inventory will be considered at the next meeting of this Committee.</p>	<p>Clerk/Chair/ Cllr Hocking</p> <p>Council</p>
<p>54-19AMO Items Referred to this Committee</p> <p>None.</p>	
<p>55-19AMO Policies Reviewed by this Committee</p> <p>a) Health and Safety: -</p> <p>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: -</p> <p>The Clerk is seeking information from SLCC (Society of Local Council Clerks) to produce further guidance on GDPR.</p>	<p>Clerk/Cllr Tivnan</p> <p>Clerk</p>
<p>56-19AMO Health and Safety</p>	



<p>a) No changes reported.</p> <p>b) Fire Protection installations/variation/emergency lighting/fire extinguishers: -</p> <ul style="list-style-type: none">➤ The Clerk is meeting with Councillor J Tivnan to progress the variations which were agreed within the original fire protection replacement.												
<p>57-19AMO Correspondence</p> <p>a) Suggestion for Fencing at 3 Buller Road – Mrs A Bond: -</p> <p>The suggestion for fencing to be erected outside the Council Chambers building was considered and it was agreed the situation would be monitored and at this time fencing should not be erected and it is recommended to erect a sign advising 'it is not recommended to play in the grounds.'</p> <p>b) Suggestions for Torpoint Street Market – various Torpoint Shop Traders: -</p> <p>The Chair invited Councillor Mrs J M Martin to give an update on behalf of the Local Community Markets group. Councillor Martin explained they are a small group of volunteers who have recently taken over the running of the monthly markets in Fore Street. Having been made aware of the suggestions from the Torpoint Shop Traders, a meeting of Fore Street traders was held on Tuesday 24th September. At the meeting the Local Community Markets explained the group has taking on providing the public liability insurance, road closure applications, publicity, banners and the financial implications of these activities. Councillor Martin added the traders were advised the Council receives a contribution of the income from the traders, highlighting that in her opinion the meeting was informative with the constructive comments from the traders all considered. It was agreed to note and acknowledge the comments made about the street markets.</p> <p>c) Request for memorial bench to be located on Marine Drive – Mrs Kinsman: -</p> <p>Following discussion it is recommended to:</p> <ul style="list-style-type: none">➤ Obtain permission from Cornwall Council to install the bench along Marine Drive;➤ Purchase a memorial bench and plaque on behalf of the correspondent and provides an invoice for payment for the bench and any installation materials;➤ 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.							Council	Clerk	Council			
<p>58-19AMO Planning Applications</p> <p>None.</p>												
<p>59-19AMO Budget Monitoring Report</p> <ul style="list-style-type: none">➤ Members reviewed the August 2019 financial comparison (as circulated) and the budget was considered.												
<p>60-19AMO Accounts for payment</p> <table><tr><td>PAYEE</td><td>REF NO</td><td>REASON</td><td>GROS</td><td>(VAT)</td><td>NETT</td></tr></table>							PAYEE	REF NO	REASON	GROS	(VAT)	NETT
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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	
61-19AMO Date of next meeting Thursday 24 th October 2019.						
62-19AMO Any Business that has been disclosed to the Chairman and members prior to the meeting. <ul style="list-style-type: none"> ➤ The Mayor briefly highlighted that should the Council consider upgrading the existing skate park developing it as an Activity Centre ought to be considered, where a variety of activities would be available. With the future devolution of the play parks, the Council will need to consider how it continues to maintain the parks/gardens/planted areas in the town. ➤ Councillor J M Martin highlighted concern about the recent increase in crime within the town. It was highlighted that a Police report is included on monthly meeting agendas, it would be useful to invite PC Wilson to attend the next Council meeting. Councillor C R Still is scheduled to attend the next Neighbourhood Watch meeting on 7th October and agreed to highlight these concerns. It is suggested to use the Town Council social media page, as well as the Police social media to publicise the methods of reporting incidents to the Police. ➤ Litter Board Guardian – The Clerk explained Friends of Thanckes Park group are applying for a litter board sign for Thanckes Park and request it is stored in the tea-hut and brought out daily to be placed beside the entrance to Bénodet Park – members gave their support for this. 						Clerk Clerk Clerk
Meeting closed at 8.43pm _____ Chairman						