



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Asset Management and Operations Committee will be held on **Friday** 25th October 2019 at 7.00 p.m. in the Committee Room, York 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 26th September 2019.

4. Matters arising from the Minutes.

- a) Ellis Monument – (minute 51-19AMO (a) refers).
- b) Rendel/Sparrow Parks/Bénodet Parks – (minute 51-19AMO (b) refers).
- c) Memorial Bench request for David and June Lakeman – (minute 51-19AMO (c) refers).
- d) Memorial Bench request for relative A Miller (minute 51-19AMO (d) refers).
- e) Memorial Bench request for relative Mrs Kinsman (minute 57-19AMO (c) 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. Asset Management and Operational Plan

- a) To review the 3 year plan 2020-2023 (to follow).

8. Items referred this Committee.

None.

9. Policies referred to this Committee.

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

10. Health and Safety.

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

11. Correspondence.

- a) Debris from the beach - Mr M A Watkiss (as circulated).
- b) Skate park - Jack Bailey and other riders in Torpoint (via email – as circulated).
- c) Fight Back against Dog Fouling – Keep Britain Tidy campaign (via email – as circulated).

12. Planning Applications.

a) None.

13. Budget Monitoring Report.

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

14. Accounts for payment.

PAYEE	REF NO	REASON	GROSS	(VAT)	NETT
WesternWeb Ltd	computer maintenance	21308	60.00	10.00	50.00
Vaughtons	repair to civic chains etc	49176	57.86	9.64	48.22
DJW Window Cleaning	library	INV 0022	5.00	0.00	5.00
DJW Window Cleaning	Bus Shelters	INV 0021	18.00	0.00	18.00
DJW Window Cleaning	Bus Shelters	INV 0020	18.00	0.00	18.00
DJW Window Cleaning	Council Guttering cleaned	INV 0023	55.00	0.00	55.00
Complete Business Solutions	stamps	SINV02035575	70.00	0.00	70.00
Complete Business Solutions	stationery	SINV02033943	5.69	0.95	4.74
White Tornado	Laundry	TTC Laundry	25.00	0.00	25.00
Spot on Supplies	Floor Polish	21479581	18.30	3.05	15.25
ITEC	Photocopies	300432	63.48	10.58	52.90
Cornwall Council	Payroll April - June 2019	98281758	53535.11	36.00	53499.11
KSS CHC Ltd	Probation community work	91	448.00	74.67	373.33
Mrs CF Southworth	Probation tools and keys	TTC	28.70	0.00	28.70

15. Date of next meeting.

Thursday 28th November 2019.

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

CF Southworth

Milly Southworth Town Clerk

Friday 18th October 2019