



TORPOINT TOWN COUNCIL

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

PRESENT: - Councillors E H Andrews (Chairman), Mrs. C E Goodman (Town Mayor), K J Moon, C R Still, Miss R A Tanner BEM (Deputy Town Mayor), J Tivnan BEM plus the Town Clerk (Clerk).

	ACTION
<p>63-19AMO Apologies for absence Apologies for absence were submitted on behalf of Councillors G J Davis, Miss L J Hocking, L E Keise, Mrs. J M Martin and M G Spurling.</p>	
<p>64-19AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>65-19AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 26th September 2019 were taken as read, confirmed and signed by the Chairman.</p>	
<p>66-19AMO Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 51-19AMO (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 51-19AMO (b) the Mayor and several members held a site meeting at Sparrow Park prior to this meeting. The Mayor explained the majority of the growth within the middle section needs clearing, whilst ensuring the cherry trees are kept in situ. The Deputy Mayor (Councillor Miss R A Tanner) was of the opinion the trees should remain in place. At this point the Clerk reminded members about the funding available, as well as highlighting the original bid proposal was to install a bench. Members were not sure that a bench would enhance this section of Sparrow Park, especially as the Christmas Tree is placed there. The Clerk had obtained a contractor quotation to reduce and/or clear and remove the greenery within this section, however the Deputy Mayor suggested the local TVE (Torpoint Volunteer Exchange) group may be willing to clear this area, as part of their volunteering in the town – Clerk to follow up. Members were keen to ensure that any works to remove the greenery should not take place until after Christmas this year, with the work completed by middle January 2020, allowing planting to commence in early Spring. Councillor K J Moon reported the damaged wall and railings in front of Bénodet Park entrance, reported to Cornwall Council, has been repaired. c) Memorial bench request for David and June Lakeman: - Pursuant to minute 51-19AMO (c) the Clerk is continuing to progress the activities to install the memorial bench for the family. d) Memorial bench request for relative of A Miller: -</p>	Clerk

Pursuant to minute 51-19AMO (d) the Clerk is continuing to progress the activities to install the memorial bench for the family.

e) Memorial bench request for relative Mrs Kinsman: -

Pursuant to minute 51-19AMO (e) the Clerk is continuing to progress the activities to install the memorial bench for the family, the Clerk is awaiting approval from Cornwall Council to install the bench on Marine Drive.

67-19AMO Operational Report

- The Clerk detailed the arrangements for the delivery, preparation and subsequent erection of the Christmas Lights, on Sunday 17th November, is in place. The bunting will be taken down at the same time. The cherry picker has been ordered to assist with the erection, as well as the take down (on Sunday 5th January 2020). Members suggested a scaffolding tower is used for the switch on event instead of hiring the cherry picker.
- The Clerk is continuing to communicate with St. James Church representatives regarding the renovations to the Town Clock.
- The asset condition survey remains on hold pending a decision on the Council combining purchasing an accounting and asset management package.
- Following receipt of a quotation, the Council Chambers chairs have been professionally cleaned.
- Library – a broken chair is being replaced.

68-19AMO To consider the Council Business Risk Management

a) The Asset Condition Survey (old version) was reviewed.

- Flag pole – stress testing - Councillor J Tivnan agreed to look into possible contractors to undertake this.
- Concerns about the condition/state of the Ellis Monument were raised by Councillor K J Moon. It was highlighted in order to undertake any additional works to the cleaning already agreed, a Heritage planning application would need to be completed and submitted to Cornwall Council.

b) Library Inventory.

- Councillor K J Moon questioned progress on the issues occurring with the legionella test results at the library – Councillor J Tivnan has updated the Caretaker on this matter.

69-19AMO Asset Management and Operational Plan

a) To review the 3 year plan 2020-23: -

The Clerk presented the information used for 2019/20 budget planning and following discussion it is **recommended** the proposed three-year plan 2020-2023 (as circulated) is adopted with the following considerations:

- All proposed projects with projected expenditure are included in the plan for 2020-2023;
- A project statement is drafted for budget consideration for the town council website and associated digital/software/hardware for 2020/21;
- A record is kept of the rolling programme of repairs/redecoration and inspections undertaken;
- The opportunity/need to utilise a vehicle, to transport furniture and equipment for events, and with the introduction of the devolved parks, it is more than likely a vehicle will be required for other activities. The Clerk highlighted in the past the council has

Clr Tivnan

Council

<p>considered buying/leasing a vehicle, however, there has not been sufficient justification for the expenditure. The Clerk explained having spoken to a local garage (Devonshire's) to enquire about work vehicles, the garage had offered an opportunity to 'share' the use of their work vehicle. The Clerk was unsure at this stage whether this solution is suitable and needs to establish the insurance implications for an employee driving a vehicle not owned/leased by the Council. It is agreed the Clerk will investigate this further, contacting Devonshire's and the Council insurers for clarification before proceeding.</p>	Clerk
<ul style="list-style-type: none"> ➤ It is agreed to transfer the Library budget proposals to the Development and Localism Committee for consideration, with the salaries reviewed at the Finance and Personnel Committee. ➤ Skate park – briefly discussed – no additional funds to be added to the budget for this project. ➤ Japanese Knotweed – the position on the Service Level Agreement with Cornwall Council is to be reviewed. 	Clerk
<p>70-19AMO Items Referred to this Committee None.</p>	
<p>71-19AMO Policies Reviewed by this Committee a) Health and Safety: - Councillor J Tivnan was pleased to provide the Clerk with the first draft of a Town Council Health and Safety policy, with additional information to follow. The Clerk to review and provide feedback to Councillor Tivnan with thanks to Councillor Tivnan recorded by the Chair. b) GDPR: - The Clerk is seeking information from SLCC (Society of Local Council Clerks) to produce further guidance on GDPR.</p>	Clerk Clerk
<p>72-19AMO Health and Safety a) No changes reported. b) Fire Protection installations/variation/emergency lighting/fire extinguishers: - ➤ A fire drill has been safely undertaken. ➤ An overnight activation was responded to by the Caretaker. ➤ Councillor J Tivnan is progressing the variations and is contacting the county Fire Safety Officer for advice.</p>	
<p>73-19AMO Correspondence a) Debris from the beach - Mr M A Watkiss: - Having considered the correspondence it is resolved to advise the correspondent that when Miss Lisa Hocking is accessing Town Beach she is not acting as a Town Councillor, she uses the beach as a member of Torpoint Rowers Club. Additionally, to advise this Council understands Antony Estates are ensuring the beach is cleaned twice yearly to comply with the Court Order. b) Skate park - Jack Bailey and other riders in Torpoint: - It is agreed to note the email correspondence and invite Jack Bailey and his friends to a meeting with the Mayor to discuss the skate park. c) Fight Back against Dog Fouling – Keep Britain Tidy campaign: - Noted.</p>	Council Mayor/Clerk

74-19AMO Planning Applications

None.

75-19AMO Budget Monitoring Report

- Members reviewed the September 2019 financial comparison (as circulated) and the budget was considered.

76-19AMO Accounts for payment

PAYEE	REF NO	REASON	GROS S	(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
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	53535.1 1	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

77-19AMO Date of next meeting

Thursday 28th November 2019.

78-19AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Deputy Mayor (Miss R A Tanner BEM) highlighted as a client of Grace and Glamour that at times the noise levels are excessive from hirers using the Committee Room and this impacts on clients in the salon; the Clerk will ensure hirers are asked to consider other users of the building, reminding them that small businesses operate within the building.
- The Deputy Mayor (Miss R A Tanner BEM) enquired whether the Council had been contacted by a resident who has been considering ordering a memorial bench, following the recent passing of resident Mark Walmsley. The Clerk advised no correspondence has been received on this matter, the Deputy Mayor agreed to follow this up.

Clerk

Dep Mayor

Meeting closed at 9.10pm _____ Chairman