



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Asset Management and Operations Committee will be held on Thursday 28th November 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 25th October 2019.

4. Matters arising from the Minutes.

- a) Ellis Monument – (minute 66-19AMO (a) refers).
- b) Rendel/Sparrow Parks/Bénodet Parks – (minute 66-19AMO (b) refers).
- c) Memorial Bench request for David and June Lakeman – (minute 66-19AMO (c) refers).
- d) Memorial Bench request for relative A Miller (minute 66-19AMO (d) refers).
- e) Memorial Bench request for relative Mrs Kinsman (minute 66-19AMO (e) refers).
- f) Website (Project Initiation Document) – (as circulated) (minute 69-19AMO (a) 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) Climate Change Freedom of Information request – S Cooper with second letter (via email – as circulated).
- b) Local Maintenance Partnership 2020 – 2021 – Cornwall Council (as circulated).
- c) Pocket park funding (as circulated).

11. Planning Applications.

a) None.

12. Budget Monitoring Report.

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

13. Accounts for payment.

PAYEE	REF NO	REASON	GROSS	(VAT)	NETT
John Tivnan	padlocks & chains reimburse	padlocks	42.80	7.13	35.67
ITEC	photocopies	304632	69.64	11.61	58.03
RBL	Poppy Wreaths Remembrance	TAA18	55.00	0.00	55.00
Spot on Supplies	cleaning materials	21481710	203.50	33.92	169.58
complete Business Solutions	Stationery for library	SINV02082073	29.38	4.90	24.48
HSS Hire	Cherry Picker for Christmas Lights	17774931	347.28	57.88	289.40
AMS Fabrications Ltd	Memorial Railings + install	INV 2051	1536.00	256.00	1280.00
Cornwall Council	Pay roll September 2019	98281373	17289.98	36.00	17253.98

14. Date of next meeting.

Thursday 23rd January 2020.

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

CF Southworth

Milly Southworth Town Clerk & RFO

Friday 22nd November 2019