



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held Thursday 28th November 2019 at 7.00pm in the Committee Room, York Road, Torpoint.

PRESENT: - Councillors E H Andrews (Chairman), Mrs. C E Goodman (Town Mayor), G J Davis, L E Keise, Mrs. J M Martin, M G Spurling, C R Still, J Tivnan BEM plus the Town Clerk (Clerk).

	ACTION
<p>77-19AMO Apologies for absence Apologies for absence were submitted on behalf of Councillors Miss L J Hocking, K J Moon and Miss R A Tanner BEM (Deputy Town Mayor).</p>	
<p>78-19AMO Declarations of Interest relating to items on the Agenda a) An NRI (Non-Registerable interest) was declared by: - Councillor J Tivnan BEM – (Agenda item 13. Accounts for Payment – as a recipient of a reimbursement).</p>	
<p>79-19AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 25th October were taken as read, confirmed and signed by the Chairman.</p>	
<p>80-19AMO Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 66-19AMO (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 66-19AMO (b) the Clerk has contacted the local TVE (Torpoint Volunteer Exchange) group and they are willing to clear Sparrow Park middle section after Christmas this year, with the work completed by middle January 2020, allowing planting to commence in early Spring, ensuring the two trees are left in situ c) Memorial bench request for David and June Lakeman: - Pursuant to minute 66-19AMO (c) the Clerk was pleased to advise the memorial bench is now in situ and the family are very delighted with the installation on Chapeldown Road. d) Memorial bench request for relative of A Miller: - Pursuant to minute 66-19AMO (d) the Clerk advised the memorial bench has been delivered, the area is awaiting clearance and installation of a cement plinth, before the bench is installed. It is anticipated the bench will be installed in the next two weeks. e) Memorial bench request for relative Mrs Kinsman: - Pursuant to minute 66-19AMO (e) the Clerk advised Cornwall Council has approved the memorial bench installation at Marine Drive and is now awaiting further information from the family before the bench is ordered. f) Website (Project Initiation Document): - Pursuant to minute 69-19AMO (a) members reviewed the project initiation document for the website and other ICT services prepared by Councillor K J Moon and the Clerk. Following discussion, it is recommended to: -</p>	<p>Clerk</p> <p>Clerk</p> <p>Council</p>

- Formally adopt the project initiation document for replacement web services and Council ICT;
- Delay commencing the implementation of this project until November 2020, to be included in the budget considerations for 2021/22 and set up a working party to progress the project;
- To comply with WCAG 2.1 AA (i.e. levels A and AA of the Web Content Accessibility Guidelines, which allows citizens, particularly those with disabilities, to gain better access to public services by making public sector websites and mobile apps more accessible); add mobile responsive pages, extend text only section and check colour compliance instruct Westernweb Ltd. to undertake this activities at a cost of £450.00 (plus VAT).

The Chairman recorded thanks to Councillor Moon for the work to complete the project initiation document.

81-19AMO Operational Report

- The Clerk detailed the meeting between the Town Mayor and local skate park users, where they highlighted a desire to have lighting at the skate park to enable it to be used in the evenings after dark. Councillor J Tivnan summarised some possible lighting options, including solar paneled, cabled lighting with timers, highway lighting. The Clerk highlighted agenda item 10.c. Pocket Park Funding and with the Chairman and members permission, this item was considered at this point. Members had reviewed the information circulated for Pocket Park Funding, which is available for new pocket parks, up to £15,000 and for renovation of existing parks, up to £25,000. Match funding was considered as communities are strongly encouraged to obtain match-funding towards the grant awarded; the Clerk highlighted verbal community support for a funding bid has been given by the Friends of Thanckes Park group and the Torpoint and Rame Youth Project and explained Cornwall Council would need to be contacted to agree to be the local authority partner. The Clerk detailed the deadline for submission of applications is 31st December 2019 and due to the short timescale highlighted should members consider this as a proposal then work would need to be started in advance of the December council meeting. Councillors Mrs. J M Martin and G J Davis supported the consideration to add the lighting at the skate park and for this council to submit an application for pocket park funding by the deadline and it is **recommended** to: -
 - i) Investigate prices for a variety of options to install appropriate street lighting at the skate park;
 - ii) Contact Cornwall Council to obtain approval to support the pocket park funding application;
 - iii) Obtain written support for the pocket park funding application from the Friends of Thanckes Park group and the Torpoint and Rame Youth Project;
 - iv) Submit a pocket park funding application to renovate the skate park to the Ministry of Housing, Community and Local Government (MHCLG) by the deadline of 31st December – funding amount to be agreed pending research into prices.
- Lift – The Clerk explained the insurance for the lift is now in place, this includes the provision of two inspections per year and the lift service was undertaken today.
- Kissing gate – The Clerk highlighted Councillor S J Corbidge MBE had reported the recently installed kissing gate at Horson Field does not have a 'closer' on it and therefore there is the possibility of dogs/young children exiting the gate onto Antony Road if it is

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<p>left ajar or blown open. The Clerk to gain consent from Cormac to install a suitable fitting and obtain a quotation for a suitable solution.</p> <ul style="list-style-type: none"> ➤ Radon Testing and Monitoring – The Clerk explained receipt of correspondence from Cormac with an invitation to provide a quotation to undertake radon testing and monitoring at Torpoint Library and Community Hub. It is recommended to obtain a quotation for radon testing and monitoring to be undertaken at the Torpoint Library and Community Hub and the Council Chambers buildings. ➤ The water ingress within Pearn’s passage is being repaired. ➤ The Clerk highlighted a relative of Councillor K J Moon has a badge maker available to purchase second – hand, with an additional printer ink cartridge and blank ID cards @ a cost of £200. The Chairman explained this is an operational activity and advised the Clerk to proceed with the purchase. ➤ The Clerk advised funds donated by local traders in December 2018 towards the Christmas lights will be utilised towards the purchase of two additional small Christmas trees plus LED lights, to be installed along Fore Street. These will be added to the Council’s fixed asset register and the Clerk will ensure all the small Christmas trees are recorded on the register for insurance purposes. It was noted that electrical conduit is attached from the flag pole at Sparrow Park for the Christmas lights. ➤ The Clerk explained the Antony Road public conveniences has been left in an awful mess with vomit and human faeces and on one occasion were closed early due to the condition they have been left in. 	<p>Clerk</p> <p>Council</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>82-19AMO To consider the Council Business Risk Management</p> <p>a) Asset Condition Survey. The Chairman, Councillor L Hocking and the Clerk are meeting to continue to undertake the asset survey of the buildings and external locations.</p> <p>b) Library Inventory. The Clerk explained an inventory of the café is being undertaken, prior to the handover of the facility to the council in December 2019. The council will be charged accordingly for the agreed stock and asset inventory and the insurance company advised of the changes.</p>	<p>Cllrs Andrews/ Hocking/ Clerk</p> <p>Clerk</p>
<p>83-19AMO Items Referred to this Committee</p> <p>None.</p>	
<p>84-19AMO Policies Reviewed by this Committee</p> <p>a) Health and Safety: - Councillor J Tivnan explained the completed Town Council Health and Safety policy should be available in January 2020 and will circulate to all members when it is finished.</p> <p>b) GDPR: - No further update.</p>	<p>Cllr Tivnan</p> <p>Clerk</p>
<p>85-19AMO 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"> ➤ Councillor J Tivnan is arranging for the county Fire Safety Officer to visit the premises in the New Year. ➤ Councillor J Tivnan is continuing to investigate the opportunity to replace the fire extinguishers with P50 Fire extinguishers, guaranteed for 10 years and service free. 	<p>Cllr Tivnan</p>

86-19AMO Correspondence

a) Climate Change Freedom of Information request – S Cooper with second letter: -
Noted.

b) Local Maintenance Partnership 2020 – 2021 – Cornwall Council: -
Noted.

c) Pocket park funding: -

See minute number 81-19AMO. The Clerk highlighted a quotation which had been sought for netting to protect the Bénodet Park / skate park wall from damage due to climbing and members considered it would be worthwhile the parks working party looking at the possibility of providing an entrance within the wall [there was a gateway in the wall] to enable ease of access between the parks.

Parks
working
party/Clerk

87-19AMO Planning Applications

None.

88-19AMO Budget Monitoring Report

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

89-19AMO Accounts for payment

PAYEE	REF NO	REASON	GROS S	(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

90-19AMO Date of next meeting

Thursday 23rd January 2020.

91-19AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

None.

Meeting closed at 8.10pm _____ Chairman