

## **TORPOINT TOWN COUNCIL**

**MINUTES** of a meeting of the Asset Management and Operations Committee held Thursday 23<sup>rd</sup> January 2020 at 7.00pm in the Committee Room, York Road, Torpoint.

**PRESENT:** - Councillors E H Andrews (Chairman), Mrs. C E Goodman (Town Mayor), Miss R A Tanner BEM (Deputy 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				
92-19AMO Apologies for absence					
Apologies for absence were submitted on behalf of Councillors Miss L J Hocking and K J Moon.					
93-19AMO Declarations of Interest relating to items on the Agenda					
None.					
94-19AMO Minutes of the previous meeting					
The minutes of the Asset Management Committee meeting held on Thursday 28th November were					
taken as read, confirmed and signed by the Chairman.					
95-19AMO Matters arising from the minutes					
a) Ellis Monument: -					
Pursuant to minute 80-19AMO (a) the Clerk will contact the contractor for the Ellis monument clean to ensure it is being scheduled by the contractor.					
b) Rendel/Sparrow/Bénodet Parks: -					
Pursuant to minute 80-19AMO (b) the local TVE (Torpoint Volunteer Exchange) group will be					
clearing the middle section at Sparrow Park shortly. The Clerk highlighted the unspent High					
Street funds (£2,000) and following suggestions from the Clerk and Councillor G J Davis, it is					
discussion, it is <b>recommended</b> to: -					
i. To investigate, gain permission from Cornwall Council and seek work quotations to install					
a water drinking fountain and a noticeboard/sign saying "Welcome to Torpoint" at	Council				
suitable locations at Sparrow Park;					
ii. Contact the funding body to check either or both projects are permissible.					
c) Memorial bench request for relative of A Miller: -					
Pursuant to minute 80-19AMO (d) the Clerk advised the memorial bench is now in situ and the					
family are delighted with the installation.					
d) Memorial bench request for relative Mrs Kinsman: -					
Pursuant to minute 80-19AMO (e) the Clerk is continuing the liaison with the family for a					
memorial bench for Doug and Jean Halliday at Marine Drive.					
e) Website (Project Initiation Document): -					
Pursuant to minute 80-19AMO (f) the Clerk has instructed WesternWeb Ltd. to ensure website					
compliance and will progress the working party for this project in October/November 2020.					
f) Pocket park funding (skate-park): -					
Pursuant to minute 81-19AMO the Clerk submitted an application for pocket park funding to					
Ministry of Housing, Communities and Local Government (MHCLG) Pocket Parks programme in					
advance of the application deadline, for solar-powered lighting at the skate park.					



96-19	•					
>	Town Clock – The Clerk has contacted the proposed contractor for the renovation work to the Town Clock and surround, this work will be undertaken when scaffolding is erected [provided and funded by St. James Church] for other renovation works at the Church. The Clerk highlighted recent correspondence from M Thomson-Neall offering to design					
A	and install equipment to power the clock instead of manually winding it and following discussion it was agreed to continue with the weekly manual wind of the Town Clock. Lift – The Clerk reported Allianz Engineering has undertaken [today] the Lifting Operations & Lifting Equipment Regulation (LOLER) 1998 Inspection with no defects recorded. The report advises a top cover is fitted to the controller cabinet to preserve the integrity and	Clerk				
>	protect from damage – Clerk to action. Emergency lighting routine maintenance visit found that several lights have failed the	Clerk				
>	inspection, replacement batteries are being installed by ASG Security.  Routine Fire Alarm system maintenance check at Council Chambers and the Library	Clerk				
>	undertaken (information to be forwarded to Councillor J Tivnan BEM).  Forest for Cornwall has advised possibility of forthcoming tree planting in Torpoint as part of county wide initiative, more details are expected.	Clerk				
>	Building work is being instructed to separate room numbers 5 and 6, to enable room 5 to be marketed for external use. Once the work is finished and a carpet laid, it will be marketed, unfortunately the room is not accessible to all [up a flight a stairs with no lift access] and therefore it will be harder to attract a Licensee.					
>	Electrical maintenance work has been instructed to move the server to a cupboard within room 3 as well as enable the Clerk to operate from the rear room. Additional					
	infrastructure is needed for the move and the Clerk is liaising with a phone contractor on this matter.	Clerk				
	The three advanced warning notice road closure signs are worn, Clerk will replace where necessary.	Clerk				
>	In answer to a question regarding the two large cross stringed Christmas lights, owned by the Council, the Clerk explained one of the cross strings requires repair and a quotation for the repair is anticipated from Festive Lighting. A member noted the beautifully decorated Christmas tree	Clerk				
>	The Library and Community Hub - as a result of the high number of people in the building during the Christmas Lights switch on event a question was posited regarding the existing fire exit – Councillor Tivnan agreed to review the existing fire exit and review whether the	Cllr Tivnan				
	rear door needs to be a dedicated fire exit.	CIII TIVIIAII				
97-19		6"				
	et Condition Survey.	Cllrs Andrews/				
The Chairman explained the asset survey of the buildings and external locations is to be undertaken. b) Library Inventory.						
The Clerk explained the café inventory is being added to the Library inventory.						
98-19AMO Items Referred to this Committee						
None.  99-19AMO Policies Reviewed by this Committee						
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a) Health and Safety: - Councillor J Tivnan explained the completed Town Council Health and Safety policy has now been forwarded to the Clerk and is locked for editing, explaining the Clerk can circulate to all members. The appendices for the policy are also being circulated. The Chairman minuted thanks to Councillor Tivnan for the work undertaken on the policy. b) GDPR: -							
lo further update. LOO-19AMO Health	and Safaty						
a) No changes reporte							
b) Fire Protection installations/variation/emergency lighting/fire extinguishers: -							
Councillor J Tivnan is arranging a visit from a county Fire Safety Officer to consider the							
existing variations.							
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.							
extinguisners v		guaranteed for 10	years and	service i	ree.		
a) Memorial bench – Mr and Mrs Howes: - The Clerk detailed correspondence recently received and following discussion, it is							
recommended to:							
Obtain permission from Cornwall Council to install the bench on the green verge at							
Chapeldown Road (exact location to be confirmed by the Clerk);							
> Purchase a memorial bench and plaque on behalf of the correspondent and provide 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							
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## **106-19AMO** Any Business that has been disclosed to the Chairman and members prior to the meeting.

> Councillor M G Spurling enquired when the Lions bench, made of recyclable materials is being installed, the Clerk explained the priority has been the installation of memorial benches ordered for families and the installation will be made when transportation of the bench is arranged.

Meeting closed at 8.01pm	Chairma
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