



## 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).

	<b>ACTION</b>
<p><b>92-19AMO Apologies for absence</b> Apologies for absence were submitted on behalf of Councillors Miss L J Hocking and K J Moon.</p>	
<p><b>93-19AMO Declarations of Interest relating to items on the Agenda</b> None.</p>	
<p><b>94-19AMO Minutes of the previous meeting</b> The minutes of the Asset Management Committee meeting held on Thursday 28<sup>th</sup> November were taken as read, confirmed and signed by the Chairman.</p>	
<p><b>95-19AMO Matters arising from the minutes</b>            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 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.</p>	<p style="text-align: center;"><b>Council</b></p> <p style="text-align: center;">Clerk</p>



<p>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.</p> <p>b) GDPR: - No further update.</p>	Clerk																																																
<p><b>100-19AMO Health and Safety</b></p> <p>a) No changes reported.</p> <p>b) Fire Protection installations/variation/emergency lighting/fire extinguishers: -</p> <ul style="list-style-type: none"> <li>➤ Councillor J Tivnan is arranging a visit from a county Fire Safety Officer to consider the existing variations.</li> <li>➤ 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.</li> </ul>	Cllr Tivnan																																																
<p><b>101-19AMO Correspondence</b></p> <p>a) Memorial bench – Mr and Mrs Howes: - The Clerk detailed correspondence recently received and following discussion, it is <b>recommended</b> to:</p> <ul style="list-style-type: none"> <li>➤ Obtain permission from Cornwall Council to install the bench on the green verge at Chapeldown Road (exact location to be confirmed by the Clerk);</li> <li>➤ Purchase a memorial bench and plaque on behalf of the correspondent and provide an invoice for payment for the bench and any installation materials;</li> <li>➤ Following installation, the bench is added to the Council fixed asset register and then agrees to maintain and upkeep the bench on behalf of the family for the foreseeable future.</li> </ul>	Clerk <b>Council</b>																																																
<p><b>102-19AMO Planning Applications</b> None.</p>																																																	
<p><b>103-19AMO Budget Monitoring Report</b></p> <ul style="list-style-type: none"> <li>➤ Members reviewed the December 2019 financial comparison (as circulated) and the budget was considered.</li> </ul>																																																	
<p><b>104-19AMO Accounts for payment</b></p> <table border="1" data-bbox="126 1434 1354 1822"> <thead> <tr> <th>PAYEE</th> <th>REF NO</th> <th>REASON</th> <th>GROS S</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>KSS CRC Ltd</td> <td>Probation Dec 2019 Works</td> <td>164</td> <td>448.00</td> <td>74.67</td> <td>373.33</td> </tr> <tr> <td>KSS CRC Ltd</td> <td>Probation Nov 2019 Works</td> <td>163</td> <td>448.00</td> <td>74.67</td> <td>373.33</td> </tr> <tr> <td>Cornwall Council</td> <td>Garage Rental</td> <td>34190700166</td> <td>56.48</td> <td>9.40</td> <td>47.08</td> </tr> <tr> <td>ASG</td> <td>Batteries for emergency lights</td> <td>33101</td> <td>51.96</td> <td>8.66</td> <td>43.30</td> </tr> <tr> <td>ITEC</td> <td>photocopies</td> <td>313208</td> <td>43.80</td> <td>7.30</td> <td>36.50</td> </tr> <tr> <td>Spot on Supplies</td> <td>Cleaning and Toiletries</td> <td>21484842</td> <td>158.63</td> <td>26.44</td> <td>132.19</td> </tr> <tr> <td>Cornish Tea &amp; Coffee Co.</td> <td>Café products</td> <td>SL33631</td> <td>208.06</td> <td>0.00</td> <td>208.06</td> </tr> </tbody> </table>	PAYEE	REF NO	REASON	GROS S	(VAT)	NETT	KSS CRC Ltd	Probation Dec 2019 Works	164	448.00	74.67	373.33	KSS CRC Ltd	Probation Nov 2019 Works	163	448.00	74.67	373.33	Cornwall Council	Garage Rental	34190700166	56.48	9.40	47.08	ASG	Batteries for emergency lights	33101	51.96	8.66	43.30	ITEC	photocopies	313208	43.80	7.30	36.50	Spot on Supplies	Cleaning and Toiletries	21484842	158.63	26.44	132.19	Cornish Tea & Coffee Co.	Café products	SL33631	208.06	0.00	208.06	
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<p><b>105-19AMO Date of next meeting</b> Thursday 27<sup>th</sup> February 2020.</p>																																																	



**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.
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Meeting closed at 8.01pm \_\_\_\_\_ Chairman