



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Asset Management and Operations Committee will be held on Thursday 27th February 2020 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 23rd January 2020.

4. Matters arising from the Minutes.

- a) Ellis Monument – (minute 95-19AMO (a) refers).
- b) Rendel/Sparrow Parks/Bénodet Parks – (minute 95-19AMO (b) refers).
- c) Memorial Bench request for relative Mrs Kinsman (minute 95-19AMO (d) refers).
- d) Pocket park funding (skate-park) (minute 95-19AMO refers).
- e) Memorial Bench request relative Mr and Mrs Howes (minute 101-19AMO (a) refers).
- f) Lions Bench (minute 106-19AMO 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) Local Maintenance Partnership 2020 - 21 (as circulated).
- b) Recycling Torpoint – Mr T Fry (as circulated).

11. Planning Applications.

- a) None.



12. Budget Monitoring Report.

To consider the January 2020 Financial Comparison (as circulated).

13. Accounts for payment.

PAYEE	REF NO	REASON	GROSS	(VAT)	NETT
Complete Business Solutions	Stationery`	SINV02190875	26.34	4.39	21.95
ASG Security	Replace batteries & Lights	33316	158.77	26.46	132.31
Kathy's Fruit & Veg	Stock for Library Café	78	14.10	0.00	14.10
Spot On Supplies	Cleaning Stock	21487252	135.61	22.60	113.01
ITEC	Photocopier copies	317649	81.25	13.54	67.71
DJW Window Cleaning	Bus Shelters	INV 0027	12.00	0.00	12.00
DJW Window Cleaning	Bus Shelters	INV 0028	18.00	0.00	18.00
DJW Window Cleaning	Bus Shelters	INV 0029	18.00	0.00	18.00
Saltash Carpets	Room 5 Carpet	11120	475.00	79.16	395.84

14. Date of next meeting.

Thursday 26th March 2020.

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

C F Southworth

Mrs C F Southworth Cert (HE), BA (Hons), PSLCC
Town Clerk & RFO

Friday 21st February 2020