



TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held Thursday 27th February 2020 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, Miss L J Hocking, T J Gulley OBE, L E Keise, Mrs. J M Martin, K J Moon, M G Spurling, C R Still, J Tivnan BEM plus the Town Clerk (Clerk).

	ACTION
<p>107-19AMO Apologies for absence Apologies for absence were submitted on behalf of Councillor Miss R A Tanner BEM (Deputy Town Mayor).</p>	
<p>108-19AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>109-19AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 23rd January 2020 were taken as read, confirmed and signed by the Chairman.</p>	
<p>110-19AMO Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 95-19AMO (a) the Clerk has contacted the contractor for the Ellis monument clean who has confirmed the clean is scheduled for Spring 2020. b) Rendel/Sparrow/Bénodet Parks: - Pursuant to minute 95-19AMO (b) the Project statement for the water drinking fountain is to be completed by the Clerk, highlighting permission from Cornwall Council has been granted. The work towards the installation of a noticeboard/sign saying "Torpoint Town Centre" is progressing, Councillor G J Davis explained the suggestion to use old ferry chain, which would be treated and then recycled as the focal point of the proposed sign. The Clerk is endeavouring to seek permission from Cornwall Council for the sign at Sparrow Park as well as seeking appropriate costings. Various suggestions for landscaping the middle section at Sparrow Park have been discussed in the past, Councillor J Tivnan BEM detailed the Powerpoint presentation previously prepared with proposals for each section of Sparrow Park and agreed to circulate the same to all for information. All agreed that with the recent clearance of the middle section, the Mayor (Councillor Mrs. C E Goodman) would arrange a further site visit to make proposals for this area, advising members of this Committee in due course. Councillor Tivnan suggested the lower section [where the suggested noticeboard/sign is proposed] would be suitable for wildflower growth. c) Memorial bench request for relative Mrs Kinsman: - Pursuant to minute 95-19AMO (d) the HALLDIAY memorial bench has arrived, the bad weather is causing a delay to the installation, the Clerk is hopeful to arrange installation in the next four weeks, weather permitting. d) Pocket park funding (skate-park): - The Clerk was disappointed to advise the bid for pocket park funding had been unsuccessful with</p>	<p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Cllr Tivnan</p> <p style="text-align: right;">The Mayor</p> <p style="text-align: right;">Clerk</p>

<p>the funding body the Ministry of Housing, Communities and Local Government (MHCLG) advising the assessment process was challenging, with a large number of good quality applications turned down, a total of 68 awards (18%) were granted out of 373 applications.</p> <p>e) Memorial Bench request for relative Mr and Mrs Howes: - Pursuant to minute 101-19AMO (a) the Clerk is seeking permission from Cornwall Council to install a memorial bench on Chapeldown Road for the relative of Mr and Mrs Howes.</p> <p>f) Lions bench: - Pursuant to minute 106-19AMO the Clerk explained the installation has been delayed for a number of reasons, still to be actioned.</p>	<p>Clerk</p> <p>Clerk</p>
<p>111-19AMO Operational Report</p> <ul style="list-style-type: none"> ➤ Room 5 – The Clerk explained the redecoration is now complete and the room will now be made available for use. ➤ Public conveniences – The Clerk reported these are currently locked, awaiting repair of a water leak. ➤ Instructed work to fit a top cover to the controller cabinet of the lift to preserve the integrity and protect from damage. ➤ Christmas lights – awaiting quotation for the repair of one of the cross strings. Councillor M G Spurling suggested reconsidering the electrical quotation, obtained in 2019, for works to the electrical sockets, fixings and brackets, to ensure a rolling maintenance programme is maintained. ➤ Office moves are progressing. ➤ Bunting will be erected in Fore Street in advance of the markets commencing at the end of March 2020. It is anticipated that wired bunting will be purchased, as this will withstand the weather and last longer. Additionally, bunting to celebrate VE Day 75 will be sought, to promote and advertise this national celebration. ➤ Weed spraying of pavements – it is recommended to: <ul style="list-style-type: none"> i) Seek quotations/issue tender for the weed spraying of all pavements in the town, total of three sprays in 2020. ii) Seek a further quotation/issue tender for the weed spraying for a period of three years (2020 – 2022 inclusive); (Clerk was advised to contact Callington Town Council with offer to tender). iii) Delegate authority to the Clerk in conjunction with the Asset Management and Operations Committee to consider the quotation(s) and let the tender at the next meeting of the Asset Management and Operations Committee (26th March 2020). 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Council</p>
<p>112-19AMO To consider the Council Business Risk Management</p> <p>a) Asset Condition Survey. The Chairman explained the asset survey of the buildings and external locations is to be undertaken.</p> <p>b) Library Inventory. The Clerk explained the café inventory is being added to the Library inventory.</p>	<p>Cllrs Andrews/ Hocking/ Clerk</p> <p>Clerk</p>
<p>113-19AMO Items Referred to this Committee</p> <p>None.</p>	
<p>114-19AMO Policies Reviewed by this Committee</p> <p>a) Health and Safety: -</p>	

<p>Councillor J Tivnan explained the completed Health and Safety policy has now been circulated to all members and it is recommended the Health and Safety policy is formally adopted.</p> <p>b) GDPR: - No further update.</p>	Council																																																												
<p>115-19AMO Health and Safety</p> <p>a) No changes reported.</p> <p>b) Fire Protection installations/variations/emergency lighting/fire extinguishers: -</p> <ul style="list-style-type: none"> ➤ Councillor J Tivnan BEM arranged the visit from the county Fire Safety Officer and accompanied him and the Clerk on a tour of the Council Chambers building. Whilst on the tour the variations were considered and due to a change in operational activities since the original fire protection upgrade, there are two areas (out of five) now requiring additional fire protection. Clerk to obtain updated quotation for this work. Councillor Tivnan continued that the Fire Safety Officer accepts the use of P50 Fire extinguishers and therefore Councillor Tivnan will continue to consider replacement of the same, as the P50s are guaranteed for 10 years and service free. Councillor Tivnan added an invitation to the Fire Safety Officer to undertake a full audit of the premises has been made and it is anticipated this will take place in June/July 2020. 	Clerk Cllr Tivnan																																																												
<p>116-19AMO Correspondence</p> <p>a) Local Maintenance Partnership 2020 – 21: - The correspondence from the Environment Service at Cornwall Council was considered, it is recommended to renew the contract to undertake the footpath maintenance as detailed.</p> <p>b) Recycling Torpoint: - The correspondence regarding recycling in Torpoint was considered and the Mayor agreed to contact the correspondent to discuss their enquiry.</p>	Council The Mayor																																																												
<p>117-19AMO Planning Applications</p> <p>None.</p>																																																													
<p>118-19AMO Budget Monitoring Report</p> <ul style="list-style-type: none"> ➤ Members reviewed the January 2020 financial comparison (as circulated) and the budget was considered. The budget overspend on footpath expenditure was reviewed and discussed. 																																																													
<p>119-19AMO Accounts for payment</p> <table border="1" data-bbox="126 1444 1354 1892"> <thead> <tr> <th>PAYEE</th> <th>REF NO</th> <th>REASON</th> <th>GROSS</th> <th>(VAT)</th> <th>NETT</th> </tr> </thead> <tbody> <tr> <td>Complete Business Solutions</td> <td>Stationery`</td> <td>SINV02190875</td> <td>26.34</td> <td>4.39</td> <td>21.95</td> </tr> <tr> <td>ASG Security</td> <td>Replace batteries & Lights</td> <td>33316</td> <td>158.77</td> <td>26.46</td> <td>132.31</td> </tr> <tr> <td>Kathy's Fruit & Veg</td> <td>Stock for Library Café</td> <td>78</td> <td>14.10</td> <td>0.00</td> <td>14.10</td> </tr> <tr> <td>Spot On Supplies</td> <td>Cleaning Stock</td> <td>21487252</td> <td>135.61</td> <td>22.60</td> <td>113.01</td> </tr> <tr> <td>I TEC</td> <td>Photocopier copies</td> <td>317649</td> <td>81.25</td> <td>13.54</td> <td>67.71</td> </tr> <tr> <td>DJW Window Cleaning</td> <td>Bus Shelters</td> <td>INV 0027</td> <td>12.00</td> <td>0.00</td> <td>12.00</td> </tr> <tr> <td>DJW Window Cleaning</td> <td>Bus Shelters</td> <td>INV 0028</td> <td>18.00</td> <td>0.00</td> <td>18.00</td> </tr> <tr> <td>DJW Window Cleaning</td> <td>Bus Shelters</td> <td>INV 0029</td> <td>18.00</td> <td>0.00</td> <td>18.00</td> </tr> <tr> <td>Saltash Carpets</td> <td>Room 5 Carpet</td> <td>11120</td> <td>475.00</td> <td>79.16</td> <td>395.84</td> </tr> </tbody> </table>	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	I TEC	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	
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<p>120-19AMO Date of next meeting</p>																																																													

Thursday 26th March 2020.

121-19AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

- Councillor K J Moon wished to highlight that Myalgic Encephalomyelitis (ME) / Fibromyalgia awareness week is between Monday 11th to Sunday 17th May 2020. A meeting is planned with the Clerk and Library and Community Hub Manager about the opportunity to host an ME / Fibromyalgia awareness / fundraiser during that week at the Library and Community Hub. Councillor Moon explained his desire to light up a building or monument in Torpoint with a blue light to increase awareness. Councillor Mrs. J M Martin volunteered to speak to Mr Andy Martin on the subject of lighting up a building/monument and it was suggested to Councillor K J Moon to submit a Notice of Motion to the Clerk [for inclusion on the March Council meeting agenda] for the Council to consider.
- Councillor J Tivnan BEM advised receipt of correspondence from Cornwall Council Streetworks Event planning that from 1st April 2020 any applications for event road closures with less than 8 weeks' notice or applications received with 8 weeks' notice but incomplete paperwork, will not be processed in time for the event to go ahead and will be returned by Streetworks.

Cllr Martin

Cllr Moon

Meeting closed at 8.21pm _____ Chairman