



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a **VIRTUAL** meeting of the Asset Management and Operations Committee will be held **via Zoom** on Thursday 25<sup>th</sup> June 2020 at **6.30pm** to which members are summoned to attend. Members of the public are invited to join/listen to the **Virtual** meeting by one of the following options: - <https://us02web.zoom.us/j/88652482928?pwd=QjU5WnVRTElzek5HTSs0SnZqU215UT09>

Meeting ID: Meeting ID: **886 5248 2928** Password: **724277**

One tap mobile +441314601196,,88652482928#,,,,0#,,724277# United Kingdom

Dial by your location +44 131 460 1196 United Kingdom, Meeting ID: **886 5248 2928**, Password: **724277**

### AGENDA

**1. Apologies for absence.**

**2. Election of Chairman for the Civic Year 2020-21**

**3. Election of Vice Chairman for the Civic Year 2020-21**

**4. Declarations of interest relating to items on the Agenda.**

**5. Committee Terms of Reference (as circulated).**

**6. Minutes of the previous meeting.**

Minutes of the meeting held on Thursday 26<sup>th</sup> March 2020.

**7. Matters arising from the Minutes.**

a) Ellis Monument – (minute 110-19AMO (a) refers).

b) Rendel/Sparrow Parks/Bénodet Parks – (minute 110-19AMO (b) refers).

c) Memorial Bench request for relative Mrs Kinsman (minute 110-19AMO (c) refers).

d) Memorial Bench request relative Mr and Mrs Howes (minute 110-19AMO (e) refers).

f) Lions Bench (minute 110-19 (f) AMO refers).

**8. Operational Report.**

Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights. (A detailed report on recent activities to follow from the Operations Manager.)

**9. To consider the Council Business Risk Management Plan.**

a) Asset Condition Survey and Security and Library Inventory.

**10. Items referred this Committee.**

None.

**11. Policies referred to this Committee.**

a) Health and Safety.

b) GDPR.

**12. Health and Safety.**

a) Reports and any new, proposed regulations/legislations and current issues.

b) Fire protection installations/variations/emergency lighting/fire extinguishers.

c) Skate Park Annual Inspection (as circulated).

**13. Correspondence.**

a) Public Sector Geospatial Agreement (as circulated).

#### 14. Planning Applications.

a) PA20/03780 Proposal Listed Building Consent for proposed part window replacements. Location Trevol House Trevol Road Torpoint PL11 2NL.

#### 15. Budget Monitoring Report.

To consider the March 2020, April 2020 Financial Comparison and May 2020 Financial Information (as previously circulated).

#### 16. Accounts for payment.

Contact Name	Reference	Total	TaxTotal	Net	Description
Spot On Supplies	inv 21495510	68.00	11.33	56.67	Vogue First Aid Kit 50 person x 1 Benodet
					Vogue First Aid Kit 50 person x 2 Chambers
					Portwest Thermal Grip Gloves x 2 Parks
ITEC	Inv 33266	37.42	6.24	31.18	Copy Charges Ricoh Printer
The Play Inspection Company	41551	81.00	13.50	67.50	Outdoor Annual Inspection & Life Expectancy
DrGrounds	Inv No 20	660.00	0.00	660.00	1 x cut Footpath 4 (Raleigh) Length 1181m
					1 x cut Footpath 7 (Mill/Football Club) Length 278m
Complete Business Solutions Group Ltd	SINV02312500	72.38	12.06	60.32	Photocopy paper A4 80gms 5 x reams box of x2
					Plastic wallets x 100 box of x2
					Pukka Pads A4 lined pack of 5 x2
Firewatch South West Ltd	152195	132.02	22.00	110.02	Annual Inspection Library BS5306: Part 3
					Technician Attendance Fee
					Inspection of Extinguishers and Parts
					Inspection Certificate No 512498
Firewatch South West Ltd	152194	27.60	4.60	23.00	1.2 x 1.2 Fire Blanket BSEN 1869 Part No M12FB Council Chambers Fire Blanket
					Inspection Certificate No 512497
Firewatch South West Ltd	152193	534.75	89.12	445.63	Annual Inspection Fire Extinguishers Chambers BS5306 Part 3
					Technician Attendance Fee
					Inspection Including Parts
					Environmental Disposal Charge
					2kg Dry Powder Service Exchange
					2 kg CO2 Service Exchange
					6/9 ltr AFFF Refill & Repressure
					Inspection Certificate no 512497
Mrs Rachael Hammond	TTC Inv 1518	42.00	7.00	35.00	Refund of party room hire cancelled due to Covid 19

#### 17. Date of next VIRTUAL meeting.

Thursday 23<sup>rd</sup> July 2020.

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

*C F Southworth*