



**MINUTES** of a **VIRTUAL** meeting of the Asset Management and Operations Committee held **via Zoom** on Thursday 25<sup>th</sup> June 2020 at 6.30pm via the Zoom link:

<https://us02web.zoom.us/j/88652482928?pwd=OjU5WnVRTElzek5HTSs0SnZqU215UT09> Meeting ID:

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

**Virtually PRESENT:** - Councillor Mrs. C E Goodman (Town Mayor), Councillors E H Andrews, G J Davis, T J Gulley OBE, L E Keise (late arrival), Mrs. J M Martin, K J Moon, M J Spurling, C R Still, J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager in attendance.

	<b>ACTION</b>
<p><b>1-20AMOC Apologies for absence</b> Apologies for absence were submitted on behalf of Councillor Miss R A Tanner BEM (Deputy Town Mayor).</p>	
<p><b>2-20AMOC Other Member not present</b> Councillor Miss L J Hocking.</p>	
<p><b>3-20AMOC Election of Chairman for Civic Year 2020 – 21</b> The Town Mayor called for nominations for the position of Chairman for the Civic Year 2020-21. Councillor Mrs. J M Martin proposed that Councillor E H Andrews is elected to serve at Chairman for the Civic Year 2020-21. Councillor M J Spurling seconded the proposition. The Town Mayor called for any further nominations for the position of Chairman for the Civic Year 2020-21. There were no further nominations. The Town Mayor called votes FOR Councillor E H Andrews for Chairman, who received seven votes. The Town Mayor called votes AGAINST and there were two votes AGAINST. At this point Councillor E H Andrews announced he wished to withdraw the nomination made for his position as Chairman. Following discussion, it was therefore agreed for the Town Mayor to continue as Chairman for this meeting and for the Clerk to research whether the Election of Chairman could be re-presented at the next meeting of this Committee.  Councillor L E Keise joined the meeting at this point.</p>	Clerk
<p><b>4-20AMOC Election of Vice Chairman Civic Year 2020- 21</b> As there had been no further nominations for Chairman it was agreed that the Election of Vice Chairman should not proceed until a Chairman of the Committee had been elected.</p>	
<p><b>5-20AMOC Declarations of Interest relating to items on the Agenda</b> a) None.</p>	
<p><b>6-20AMOC Committee Terms of Reference.</b> The Chairman proposed, seconded by Councillor Mrs. J M Martin and it is <b>recommended</b> to approve the Asset Management and Operations Committee Terms of Reference.</p>	<b>Council</b>
<p><b>7-20AMOC Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the Asset Management and Operations meeting held on Thursday 27<sup>th</sup> February 2020 were taken as read, confirmed and will be signed by the Chairman in due course.</p>	

**8-20AMOC Matters arising from the minutes**

a) Ellis Monument: -

Pursuant to minute 110-19AMO (a) it was agreed the Clerk to contact the contractor again, as a result of COVID-19 delay, to ascertain a timeline for completion of the work – anticipating the contractor is still able to undertake the work to the Ellis Monument.

Clerk

b) Rendel/Sparrow Park/Bénodet Park: -

Pursuant to minute 110-19AMO (b) the Chairman highlighted that prior to lockdown several Councillors had met with the Head Gardener from Antony National Trust who had made several planting suggestions for Sparrow Park and the section had been cleared. Unfortunately, the areas will need weeding again, the Chairman is co-ordinating a volunteering effort with the Operations Manager. The Chairman thanked Councillor J Tivnan BEM for completing the COVID-19 risk assessment for volunteering, which had been forwarded to Rebecca Dickson at Cormac. There is now the opportunity to re-start the projects to install signage and a drinking water foundation at Sparrow Park.

Clerk/  
Ops Mgr

c) Memorial Bench request for relative Mrs Kinsman: -

Pursuant to minute 110-10AMO (c) the Clerk was pleased to report the bench in memory of Mr and Mrs Halliday is now installed on Marine Drive and has been added to the Council fixed asset register.

d) Memorial Bench request relative Mr and Mrs Howes: -

Pursuant to minute 110-10AMO (d) the Clerk reported that due to COVID-19 there has been a delay with placing the order for the memorial bench as the plaque details were awaited. The bench is now ordered and delivery is expected in the next 6 weeks or so.

e) Lions Bench: -

Pursuant to minute 107-19AMO (e) the Clerk was pleased to report the bench, made of recycled materials, donated by the Rame Peninsula Lions Club / Co-op Community Fund has been collected from Councillor J Tivnan BEM, assembled and affixed on Chapeldown Road. A plaque has been ordered and a photograph to include a representative from the organisations who donated the bench will be organised in due course. The bench will be added to the Council fixed asset register.

Clerk

**9-20AMOC Operational Report**

Operations Report from the Operations Manager: -

*COVID-19*

- Public conveniences – reopened after deep cleans in compliance of COVID-19 risk assessments. COVID-19 protocol includes advising 3 people maximum in facilities, regular cleans daily, washing of hands before and after use and tape to adhere to 2m social distancing.
- Retraining of staff within the Library – library cleaner has been retrained to match the cleaning standard in accordance to COVID-19 non-medical cleaning requirements.
- Risk assessments completed for return to work of cleaning and caretaking staff as required by COVID-19 business ready.
- Deep clean of Council Chambers to ensure compliance with COVID-19

*Contractor work*

- All fire extinguishers and blankets have completed and passed annual fire inspection by Fire Watch
- Fire alarm systems and security have been serviced and outstanding work completed by A.S.G.
- Extractor fan within the Council Chambers kitchen has been annually serviced by Vent-Clenz
- Footpaths behind Torpoint Athletic and along HMS Raleigh to St John have been cut back, work completed by DR Grounds.
- PAT testing (to be) completed across all locations completed by JR PAT testing
- Annual play park inspection completed by The Play Inspection Company with improvement recommendations.

*Other aspects*

- Weekly operation report implemented to keep regular updates
- Support with Library and Community Hub Manager in procurement of ramp for COVID-19 flow system
- Stock management implemented across store sites
- Completed renovation of Sainsbury's memorial bench
- Annual first application of knotweed spraying complete.

*Under investigation*

- Play park asset management system is being researched to coincide with the devolution of parks under control of Torpoint Town Council
- P50 fire extinguishers financial plan under investigation awaiting invoice from Fire Watch for annual standard fire extinguisher inspection in order for comparison of long-term cost to be analysed.

The Chairman minuted thanks to the Operations Manager and team for the comprehensive update; Councillor Mrs. J M Martin concurred with the Chairman's comments and enquired when the bunting will be erected in Fore Street. The Clerk explained it will be put up ideally prior to Saturday 4<sup>th</sup> July as more traders are allowed to re-open.

Councillor M J Spurling also recorded thanks to the Operations Manager for arranging the weed spraying of the Japanese Knotweed at Thanckes Park, highlighting that there is a patch of Japanese Knotweed growing along Chapeldown Road. Councillor J Tivnan BEM offered to walk the area to check for Japanese Knotweed.

The Clerk explained the Library and Community Hub Manager has been working closely with the Operations Manager about plans for safe re-opening. The Clerk will contact the volunteers who put up the Christmas Lights to ensure a quotation for any essential electrical work is obtained.

Clerk/  
Ops Mgr

Clr Tivnan

Clerk/  
Ops Mgr

**10-20AMOC To consider the Council Business Risk Management Plan**

a) Asset Condition Survey and Security and Library Inventory: -

The Clerk highlighted a document recently circulated on the "Play Inspection App" and it was agreed this would be considered/debated at the forthcoming Development and Localism Committee meeting as it links to the Project Initiation Document already completed and agreed for the forthcoming devolution of the Parks.

Clerk

<b>11-20AMOC Items Referred to this Committee</b>						
None.						
<b>12-20AMOC</b>						
<b>13-20AMOC Policies Reviewed by this Committee</b>						
a) Health and Safety Policy – adopted at the March 2020 Council meeting. It was highlighted that all COVID-19 measures will need to be documented/recorded and risk assessments updated prior to re-opening of premises.						Clerk/ Ops Mgr
b) GDPR – will form part of the whole policy review.						
<b>14-20AMOC Health and Safety</b>						
a) Proposed legislation and current issues: - As previously detailed, all COVID-19 guidance/measures will need to be followed/adhered to.						Clerk/ Ops Mgr
b) Fire protections installations/variations/emergency lighting/fire extinguishers: - Councillor J Tivnan BEM explained in detail the research being undertaken, with the Operations Manager, to consider the number of existing fire extinguishers across all premises, with a view to replacing these with P50 fire extinguishers. Highlighting the initial outlay/cost would be recouped over a number of years, due to P50's not requiring annual servicing. Councillor Tivnan explained that further work/costings will be undertaken with a plan to present a report of the information for the budget setting meeting for 2021/22. Councillor Tivnan continued that the previously arranged fire safety visit to the premises from Andy Jones (Cornwall Fire and Rescue Service) would be re-arranged and this would enable a complete assessment to be undertaken.						Cllr Tivnan/ Ops Mgr
c) Skate Park Annual Inspection: - The inspection report, as previously circulated, was considered, the Operations Manager explained the recommendations in the report are being addressed.						Cllr Tivnan/ Ops Mgr
<b>15-20AMOC Correspondence</b>						
a) Public Sector Geospatial Agreement (PSGA): - The Clerk explained the Council has submitted an application for a Public Sector Geospatial Agreement (PGSA) and membership has been approved, this is to enable Ordnance Survey information to be obtained for the Neighbourhood Development Plan.						
<b>16-20AMOC Planning Applications</b>						
a) PA20/03780 Proposal Listed Building Consent for proposed part window replacements. Location Trevol House Trevol Road Torpoint PL11 2NL. No observations or objections.						
<b>17-20AMOC Budget Monitoring Report</b>						
The March 2020, April 2020 Financial Comparison and May 2020 Financial Information, as previously circulated, were considered.						
<b>18-20AMOC Accounts for payment</b>						
Contact Name	Reference	Total	TaxTo tal	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

Councillor M J Spurling questioned the amount being charged to cut the footpaths, the Clerk explained the annual amount being reclaimed from Cornwall Council under the Local Maintenance Partnership Agreement is £504.46, adding the amount being paid under the agreement has always been substantially below the 'true' cost of the work.

**19-20AMOC Date of next VIRTUAL meeting**

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

**20-20AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.**

None.

Meeting closed at 7.26pm \_\_\_\_\_ Chairman