



MINUTES of a **VIRTUAL** meeting of the Asset Management and Operations Committee held **via Zoom** on Thursday 23rd July 2020 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/81359091549?pwd=cUgxTlh4bmIyWXJBT3ZJTTVJTENrZz09>

Meeting ID: **813 5909 1549**

Password: **657697**

Virtually PRESENT: - Councillor Mrs. C E Goodman (Town Mayor), Councillors E H Andrews, G J Davis, Miss L J Hocking, L E Keise, Mrs. J M Martin, K J Moon, M J Spurling, C R Still, Miss R A Tanner BEM (Deputy Town Mayor), J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager in attendance.

ALSO Virtually PRESENT: - Councillor Mrs. K Brownhill.

	ACTION
<p>21-20AMOC Apologies for absence Apologies for absence were submitted on behalf of Councillor T J Gulley OBE.</p>	
<p>22-20AMOC Election of Chairman for Civic Year 2020 – 21 The Town Mayor called for nominations for the position of Chairman for the Civic Year 2020-21. The Deputy Mayor (Councillor Miss R A Tanner BEM) proposed that Councillor C R Still is elected to serve at Chairman for the Civic Year 2020-21. Councillor Mrs. J M Martin seconded the proposition. The Town Mayor called for any further nominations for the position of Chairman for the Civic Year 2020-21. Councillor K J Moon proposed that Councillor J Tivnan BEM is elected to serve as Chairman for the Civic Year 2020-21. Councillor C R Still seconded the nomination. (At this point, the Town Mayor thanked Councillor E H Andrews for his service as previous Chairman on this Committee.) The Town Mayor called votes FOR (in alphabetical order) Councillor C R Still to be Chairman, who received seven votes. The Town Mayor called votes FOR Councillor J Tivnan to be Chairman who received four votes. Councillor C R Still having received the majority of votes was duly elected Chairman for the Civic Year 2020-21.</p>	
<p>23-20AMOC Election of Vice Chairman Civic Year 2020- 21 The Chairman called for nominations for the position of Vice Chairman for the Civic Yea 2020-21. Councillor Mrs. J M Martin proposed that Councillor M J Spurling is elected to serve as Vice Chairman for the Civic Year 2020-21. Councillor E H Andrews seconded the proposition. The Chairman call for any further nominations for the position of Vice Chairman for the Civic Year 2020-21. Councillor K J Moon proposed that Councillor J Tivnan BEM is elected to serve as Vice Chairman for the Civic Year 2020-21. Councillor Miss L J Hocking seconded the proposition. The Chairman called votes FOR (in alphabetical order) Councillor M J Spurling who received SIX votes. The Chairman called votes FOR Councillor J Tivnan BEM to be Vice Chairman who received FOUR votes. There was ONE abstention. Councillor M J Spurling having received the majority of votes was duly elected Vice Chairman for the Civic Year 2020-21.</p>	
<p>24-20AMOC Declarations of Interest relating to items on the Agenda a) None.</p>	

- Knotweed location record for Torpoint map.
- Further development of Library and Community Hub outside area with support from Community Hub and Library Development Manager.
- Hiring of Torpoint Council Facilities in relation to COVID-19
- Legionella assessment being undertaken across all Town Council sites with full legislation documentation being produced – under review.

b) The Clerk had previously circulated a report from the Community Hub and Library Development Manager with suggestions to changes to the Community Hub and Library, which would include the partial removal of the high wall at the entrance to the building. Members questioned whether the proposals would fall within budget and the Clerk explained a quote was still awaited. Members sought to understand where the Council notice board would be re-located, as this is the primary noticeboard in the lower end of the town. It was agreed these proposals would be re-considered at a future budget setting meeting of the Development and Localism Committee.

c) The Clerk had previously circulated a summary of quotations for a Legionella risk assessment to be undertaken across all Town Council sites. These are provided here: -

Company	Risk Assessment	Site Visit	Asset List	Schematic Drawing	Recommendations	Photos	Written Report	Add Legionella Tests	Cost Ex VAT
Amicus Compliance Solutions Ltd	✓	✓	✓	✓	✓		✓	£100.00	£2,959.00
AquaCare	✓	✓	✓	✓	✓	✓	✓	N/A	£995.00
SW Legionella Risk Assessment	✓	✓	✓	✓	✓	✓	✓	N/A	£495.00

Notes: All quotes include 1-3 Buller Road, Benodet Park Public Conveniences and Tea Hut, Library and Community
 Quote 1 is an estimate that might be subject to increase depending on what is found
 Quote 2 Includes the Antony Road Public Conveniences, but only because they think it also has a Tea Hut
 Quote 3 Does not believe Antony Road Public Conveniences requires a Risk Assessment based on the information but will investigate

The Operations Manager explained the current situation with old record keeping at the Library and Community Hub, coupled with no reports for the public conveniences. Members understood the requirements for the Legionella risk assessment and as the expenditure amount falls within the Clerk's delegated authority limits, it was agreed to instruct SW Legionella Risk Assessment at a cost of £495.00 (net) for all sites.

d) The Clerk explained the regular discussions with the Operations Manager and Support Officer, reviewing Government guidance about the re-opening of indoor hiring facilities and as soon as it is safe to re-open for hirers to return the Council will be advised.

Clerk

Clerk/
Ops Mgr

<p>28-20AMOC To consider the Council Business Risk Management Plan a) Asset Condition Survey and Security and Library Inventory: - The Clerk explained the Asset Survey is now being recorded using Xero accounting software and research into 'applications' for defects / asset condition survey are still be investigated.</p>	<p>Clerk/ Ops Mgr</p>
<p>29-20AMOC Items Referred to this Committee None.</p>	
<p>30-20AMOC Policies Reviewed by this Committee a) Health and Safety Policy – this will now be removed from the agenda as it was adopted at the March 2020 Council meeting. b) GDPR – will form part of the whole policy review. c) Flag Flying Policy (updated version as circulated): - Councillor M J Spurling suggested adding the date for 'thanking the NHS' to the Flag Flying Policy. The amendments to the policy are agreed and Councillor K J Moon suggested a sentence is reworded is follows "<i>The flag is to be lowered to half-mast (on both flagpoles) on the announcement of death. The following day it will be raised again to the approved position (i.e. to the top of the flagpole) until the day of the funeral when it is to be lowered again. The union flag will be flown for this period at both flagpoles.</i>" The Mayor thanked Councillor Mrs. K Brownhill for undertaking this policy review and it is recommended to adopt these changes to the Flag Flying Policy.</p>	<p>Clerk Council</p>
<p>31-20AMOC Health and Safety a) Proposed legislation and current issues: - Nothing to report.</p>	
<p>32-20AMOC Correspondence a) Christmas Projection Show for Torpoint: - Following lengthy debate on the matter with Members having differing opinions on the possibility of a Christmas Projection Show in Torpoint, it is agreed the Clerk to research costs and availability for a Christmas Projection Show to be held in Torpoint later this year. It was highlighted by Councillor Mrs. J M Martin that the Christmas Lights switch on will be organised to coincide with the last Local Community Market of the year, on Sunday 29th November; it is not yet known if any other event activities will be organised. b) Mother's Ruin 1751 & Blue Flamingo Gin – event being planned for Saturday 26th September 2020 (Thanckes Park top field): - The Clerk explained that without a Torpoint Town Partnership meeting being held this event information has been forwarded to the Council for their perusal. It was highlighted by a Member that permissions to undertake this business activity at Enterprise Court may need to be sought.</p>	<p>Clerk Clerk</p>
<p>33-20AMOC Planning Applications None.</p>	
<p>34-20AMOC Budget Monitoring Report The June 2020 Financial Information, as previously circulated, was considered. The Clerk explained the impact on the Council income and expenditure, as a result of COVID-19, is currently being researched.</p>	

35-20AMOC Accounts for payment

Contact Name	Reference	Total	TaxTotal	Net	Description
AMS Fabrications Ltd	INV - 2125	204.00	34.00	170.00	Think Social Distancing stencils 600mm square x 2mm steel x 2
ITEC	336470	37.58	6.26	31.32	Copy Charges Ricoh Printer
Festive Lighting	18260	43.20	7.20	36.00	Repair to Christmas light red & blue rope light
Cornwall council - Bus Rate Library	802715760	384.00	0.00	384.00	Non Domestic Rates August 2020
Cornwall Council - Bus Rate Pub Con	802385084	147.00	0.00	147.00	Non Domestic Rates Pub Con August 2020
Cornwall Council - Bus Rate Chambers	802311466	652.00	0.00	652.00	Non domestic rates August 2020
Hudson Accounting Limited	509	450.00	0.00	450.00	Internal Audit for Financial Year 2019 - 20
Cornwall Council Protection Service	8100027893	100.00	0.00	100.00	Fixed Penalty Notice Training Course

36-20AMOC Date of next VIRTUAL meeting

Thursday 24th September 2020.

37-20AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Clerk detailed Pavement Licensing legislation for food and drinks traders is being brought in, Cornwall Council is running webinars to provide advice and guidance.
- The Clerk advised that Cornwall Council has this week advised that a decision has been made that devolved Libraries will no longer take Cornwall Council payments on behalf of the Information Service. Meetings on this are being set up and once more definitive information is known, this will be advised to the Council.
- Christmas Lights switch on – The Secretary of the Torpoint and Rame Peninsula Lions Club has confirmed the new President as Clive O’Shaughnessy. Constructive suggestions are welcomed about the possibility of having a Santa’s Sleigh at an event later this year.
- The Clerk gave a brief update on the Devolution of the Parks (as the next Development and Localism Committee meeting is not until September) – Cornwall Council has suggested this Council seeks quotations for the replacement tennis court fencing, which will be forwarded to Cornwall Council.

Meeting closed at 8.30pm _____ Chairman