



## 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 24<sup>th</sup> September 2020 at **7.00pm** 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/85206570776?pwd=SnYwUE55VG1ZL2d2dTMyeHEzdEhZQT09>

Meeting ID: **852 0657 0776**

Passcode: **961660**

One tap mobile

+442039017895,,85206570776#,,,,,0#,,961660# United Kingdom

Dial by your location

+44 203 901 7895 United Kingdom

Meeting ID: **852 0657 0776**

Passcode: **961660**

Find your local number: <https://us02web.zoom.us/u/kdth7t8FXy>

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

### 4. **Matters arising from the Minutes.**

- a) Ellis Monument – (minute 26-20AMOC (a) refers) (revised quotation for works to follow).
- b) Rendel/Sparrow Parks/Bénodet Parks – (minute 26-20AMOC (b) refers).
- c) Hiring of Town Council facilities in relation to COVID-19 (minute 27-20 (d) refers).

### 5. **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.)

### 6. **To consider the Council Business Risk Management Plan.**

- a) Asset Condition Survey and Security to include Library Inventory (to follow).

### 7. **Items referred this Committee.**

None.

### 8. **Policies referred to this Committee.**

- a) Environment Policy (to follow).

### 9. **Health and Safety.**

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

### 10. **Correspondence.**

- a) Town Clock due for inspection – M Thomson-Neall (to follow).

**11. Planning Applications.**

a) PA20/07451 – Construction of a side extension on the North Elevation - 16 Sycamore Drive, Torpoint PL11 2NA.

**12. Budget Monitoring Report.**

July and August 2020 Financial Information (as previously circulated).

**13. Accounts for payment.**

Contact Name	Invoice Number	Total	VAT	Net	Description
ASG Security	inv 34665	42.42	7.07	35.35	Replacement parts due to annual maintenance check council chambers
Spot On Supplies	inv 21502011	41.86	6.97	34.89	Cleaning products
SMP Pipe Systems Limited	Inv 3573	180.00	30.00	150.00	Gas Safety Boiler Check Library
Cornwall Council - Waste Management	Seagull Sack Sales	231.00	38.50	192.50	Invoice for sale of Seagull Sacks on behalf of CC

**14. Date of next meeting.**

Thursday 22<sup>nd</sup> October 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 18<sup>th</sup> September 2020