

**MINUTES** of a **VIRTUAL** meeting of the Asset Management and Operations Committee held **via Zoom** on Thursday 24<sup>th</sup> September 2020 at 7.00pm via the Zoom link: <u>https://us02web.zoom.us/j/85206570776?pwd=SnYwUE55VG1ZL2d2dTMyeHEzdEhZQT09</u> Meeting ID: **852 0657 0776** Passcode: **961660** 

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

	ACTION
38-20AMOC Apologies for absence	
Apologies for absence were submitted on behalf of Councillors Miss R A Evans (was Tanner) BEM	
(Deputy Town Mayor) and Miss L J Hocking	
39-20AMOC Declarations of Interest relating to items on the Agenda	
a) None.	
40-20AMOC Minutes of the previous meeting	
It was <b>resolved</b> that the minutes of the Asset Management and Operations meeting held on	
Thursday 23 <sup>rd</sup> July 2020 were taken as read, confirmed and will be signed by the Chairman in due	
course.	
41-20AMOC Matters arising from the minutes	
a) Ellis Monument: -	Clerk/Ops
Pursuant to minute 26-20AMO (a) alternative quotations for the proposed clean of the Ellis Monument have been sought. Members were concerned that the quotations did not include repair	Manager
work to the Monument. The Clerk explained the original contractor has been required to clean the	5
monument only. In order to ensure clarity on the works required to be undertaken Operations	
Manager to review the scope of works to identify and seeks quotation for all repairs plus the	
cleaning of the monument. The planning approval will need to be re-considered alongside this to	
ensure all requirements are met prior to commencement of work, as it is a Grade II listed	
monument.	
b) Rendel/Sparrow Park/Bénodet Park: -	
Pursuant to minute 26-20AMO (b) the Mayor explained there are arrangements for a small group	
of volunteers to meet at Sparrow Park the next day to discuss the possible planting in the section	
nearest to the Post Office, which has now been cleared. Councillor J Tivnan BEM explained a	
resident has offered the use of an outside tap (for plant watering), should this be needed. The	Clerk/Ops Manager
Chairman complimented the works of the volunteers plus the Operations team to make	rianagei
improvements to all the parks. The Mayor will continue to weed Rendel Park when needed and the	
advice of the Cornwall Council arborist is being sought to consider whether any works are needed	
to a tree at Rendel Park and also a tree overlooking the Skate Park.	
c) Hiring of Town Council facilities in relation to COVID-19: -	
Pursuant to minute 27-20 (d) the Chairman initially suggested the Council needed to appoint a	
COVID Officer. The Clerk and Operations Manager explained all the procedures which are being	
implemented to ensure the building is COVID-Secure. Hirers can only hire the building if the	
Government guidance is being adhered to and all hirers are required to submit a risk assessment	



highlighting the COVID-19 activities/mitigations being undertaken. The Council has prepared risk assessments for the cleaning of the hiring space, which is currently being limited to the Main Hall only. The Operations Manager explained that it is anticipated that other areas at the Council Chambers will be hired out in due course. Posters displaying the QR codes have been placed at all Council buildings and the small business Licensees at the Council Chambers have been asked to do the same. The Clerk added that several employees have downloaded the NHS Track and Trace application, those employees and visitors without the application, will be expected to complete the Track and Trace manual log sheet at the Council Chambers and the Library and Community Hub (if in the building for the minimum period of time). The Clerk highlighted the amount of time Officers have spent checking and completing risk assessments, assuring Members that prior to re-opening for hire and operations, the Government guidance is constantly being considered, reviewed and adhered to. Thanks were minuted to the Officers and Operations Team for following best practice and enabling the buildings to be COVID-Secure and it was agreed that a COVID Officer did not need to be appointed.

## 42-20AMOC Operational Report

a) Operations Report from the Operations Manager: - *COVID-19* 

- Reopening of Council facilities including Main Hall, Committee Room and use of Bénodet Park
- > Application of extra social distancing markers outside public conveniences
- COVID-19 cleaning of facilities for hirer use fully implemented and risk assessment complete.

#### Contractor

- > Second path weed spraying across Torpoint
- Commercial Gas Safety checks completed in Library and Community Hub by SMP Pipe Systems
- > Contractor installation of new Memorial Bench by James Property Services
- > Surveillance Camera Maintenance by Security Dynamics
- Inspection and work allocated for treatment of knotweed in highlighted location across Torpoint completed by Cormac
- > Legionella documentation and risk assessment completed by SW Legionella
- Ground Maintenance Machinery annual service completed by Francis Thomas Mobile Servicing Limited

#### Other aspects

- Building of three compost bins within Thanckes Skate Park for use by Town Council and volunteers
- > Completion of (virtual) Enforcement training by all Caretaking staff
- > Support of Mayor and Councillors with planting scheme within Sparrow Park
- > Completion of training of Caretakers within Legionella testing
- > Safety signs installed within Skate Park
- > Cutting back overgrown weeds along footpath behind Kingsley Avenue and Cremyll Rd
- > Cutting and maintenance of corner plot within Bénodet Park
- > Second knotweed spraying completed for Town Council Service Level Agreement
- Path maintenance behind Torpoint Football Club in line with agreed Local Maintenance Agreement with Cornwall Council.



Councillor M J Spurling questioned whether the Operations Team would have the capacity to	
inspect and maintain the Play Parks plus the tennis courts when the site areas are devolved from	
Cornwall Council, whilst continuing with these Operational activities, the Operations Manager	
confidently explained there has been sufficient work to occupy the team and it has always been	
expected for the Operations Team to undertake this work. Councillor G J Davis explained that in	
the past the Community Payback Service had undertaken the grass cutting and general	
maintenance of Council sites and it had not been anticipated for the Caretakers to undertake the	
grass cutting at the devolved sites. However, as the Council is not operating an agreement with	
the Community Payback Service, this situation could change.	
b) Christmas Lights: -	
The Clerk explained the Christmas Lights information, as previously circulated, which details the	
actions and processes for the road closure, hire of equipment, successful put up and take down of	
the Christmas Lights, using volunteers plus contractors from Kernow Aerials and Armada Electrical,	
who will provide their services free of charge to the town. Councillor J Tivnan BEM suggested that	
the hooks used to suspend the Christmas Lights in Fore Street, attached to the buildings, would	Ops
need to be weight tested, as his records indicate the most recent weight testing was undertaken	Manager
some time ago. It was agreed that the Operations Manager will seek suitable contractor and	
quotation(s) for this work.	
c) Replacement Vacuum cleaner: -	
An update on the current situation with the vacuum cleaner at the Council Chambers had been	
previously circulated. According to the Council's Best Value Statement the replacement cost is	
within delegated limits of the Clerk, it is agreed this is operational and to proceed with the	

within delegated limits of the Clerk, it is agreed this is operational and to proceed with the purchase of a cordless, lightweight hand held vacuum cleaner Dyson V10, from Curry's PC World, including free delivery at a cost of £374.16 (plus VAT).

d) Incident - Dog bite - Council employee: -

The Clerk reported to Member that unfortunately a Caretaking staff member had been bitten by a dog, which was not on a lead at the time, whilst on duty for the Council. The Clerk explained the employee was recovering well from the incident, which had bitten through the work / clothing. The incident has been reported to the Police by the employee as it is criminal offence. Operations Manager to monitor the health and wellbeing of the employee.

Ops Mgr

Clerk

e) The Chairman thanked the Operations Team for the Enforcement being undertaken, the Clerk added that social media will be used to help share Enforcement messages and photos.

#### 43-20AMOC To consider the Council Business Risk Management Plan

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

The Clerk was pleased to explain the work undertaken to complete the Asset Condition Survey, which now includes the Library inventory information. The asset condition survey will be regularly monitored and updated by the Operations Manager and Community Hub and Library Manager. The Support Officer is investigating using Xero accounting software for this report, currently the fixed assets are recorded on Xero, however, the actual 'condition of the Council assets' are recorded in a separate spreadsheet.

# **44-20AMOC** Items Referred to this Committee None.

## 45-20AMOC Policies Reviewed by this Committee

a) Environment Policy: -



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Following consideration a Policy.	nd review it is	recomme	nded to a	dopt the c	hanges to the Environment	Council		
6-20AMOC Health ar	nd Safety							
a) Proposed legislation and current issues: -								
othing to report.								
The Clerk was advised by Councillor J Tivnan BEM the annual Fire Risk assessment at the Council								
Chambers will need to reviewed in January 2021 and he agreed to make contact with the Fire								
Officer (Andy Jones) to re	earrange the pr	emises visi	t which wa	as postpor	ned as a result of COVID-19.			
7-20AMOC Correspo	ndence							
) Town Clock due for ins						Clerk		
The Clerk will liaise with the contractor who undertakes the weekly clock winding to ensure the								
wo-yearly full inspection	and maintenar	nce check o	f the Tow	n Clock is	undertaken.			
8-20AMOC Planning								
	ction of a side	extension o	on the Nor	th Elevatio	on - 16 Sycamore Drive,			
orpoint PL11 2NA.								
lo observations or object								
9-20AMOC Budget M					d			
he July and August 2020								
hared on the screen. M					5			
ncome and expenditure i	-	-	• • •					
sing the Xero accounting	g system. The	Clerk agree	ed to discu	iss the rec	uest with the Support	Clerk		
)fficer.								
50-20AMOC Accounts for payment								
	Invoice							
Contact Name	Number	Total	VAT	Net	Description			
					Replacement parts due to			
ASG Security	inv 34665	42.42	7.07	35.35	council chambers			
Spot On Supplies	inv 21502011	41.86	6.97	34.89	Cleaning products			
					Gas Safety Boiler Check			
SMP Pipe Systems Limited	Inv 3573	180.00	30.00	150.00				
	Seagull Sack							
	-	231.00	38.50	192.50				
ASG Security Spot On Supplies					annual maintenance check council chambers Cleaning products			
SMP Pipe Systems Limited	Inv 3573	180.00	30.00	150.00	Library			
Cornwall Council - Waste	Seagull Sack				Invoice for sale of Seagull			
Management	Sales	231.00	38.50	192.50	Sacks on behalf of CC			
1-20AMOC Date of n	ext VIRTUAL	meeting						
51-20AMOC Date of n Thursday 22 <sup>nd</sup> October 20		-	Hing for 7	001/00	ill be included on the			
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igenda).								
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-	ness that has	been disc	losed to	the Chair	man and members prior			
to the meeting.								
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leeting closed at 8.07pm					Chairman			