

MINUTES of a **VIRTUAL** meeting of the Asset Management and Operations Committee held **via Zoom** on Thursday 24th September 2020 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/85206570776?pwd=SnYwUE55VG1ZL2d2dTMyeHEzdEhZQT09>

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
<p>38-20AMOC Apologies for absence Apologies for absence were submitted on behalf of Councillors Miss R A Evans (<i>was Tanner</i>) BEM (Deputy Town Mayor) and Miss L J Hocking</p>	
<p>39-20AMOC Declarations of Interest relating to items on the Agenda a) None.</p>	
<p>40-20AMOC Minutes of the previous meeting It was resolved that the minutes of the Asset Management and Operations meeting held on Thursday 23rd July 2020 were taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p>41-20AMOC Matters arising from the minutes a) Ellis Monument: - 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 work to the Monument. The Clerk explained the original contractor has been required to clean the 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 Chairman complimented the works of the volunteers plus the Operations team to make 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</p>	<p>Clerk/Ops Manager</p> <p>Clerk/Ops Manager</p>

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.

Following consideration and review it is recommended to adopt the changes to the Environment Policy.	Council																														
<p>46-20AMOC Health and Safety a) Proposed legislation and current issues: - Nothing 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 rearrange the premises visit which was postponed as a result of COVID-19.</p>	Cllr Tivnan																														
<p>47-20AMOC Correspondence a) Town Clock due for inspection – M Thomson-Neall: - The Clerk will liaise with the contractor who undertakes the weekly clock winding to ensure the two-yearly full inspection and maintenance check of the Town Clock is undertaken.</p>	Clerk																														
<p>48-20AMOC Planning Applications a) PA20/07451 – Construction of a side extension on the North Elevation - 16 Sycamore Drive, Torpoint PL11 2NA. No observations or objections.</p>																															
<p>49-20AMOC Budget Monitoring Report The July and August 2020 Financial Information, as previously circulated, was considered and shared on the screen. Members expressed an enthusiasm to see individual Committee budget income and expenditure information highlighted separately, either colour coded or via a report using the Xero accounting system. The Clerk agreed to discuss the request with the Support Officer.</p>	Clerk																														
<p>50-20AMOC Accounts for payment</p> <table border="1" data-bbox="126 1129 1372 1535"> <thead> <tr> <th>Contact Name</th> <th>Invoice Number</th> <th>Total</th> <th>VAT</th> <th>Net</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>ASG Security</td> <td>inv 34665</td> <td>42.42</td> <td>7.07</td> <td>35.35</td> <td>Replacement parts due to annual maintenance check council chambers</td> </tr> <tr> <td>Spot On Supplies</td> <td>inv 21502011</td> <td>41.86</td> <td>6.97</td> <td>34.89</td> <td>Cleaning products</td> </tr> <tr> <td>SMP Pipe Systems Limited</td> <td>Inv 3573</td> <td>180.00</td> <td>30.00</td> <td>150.00</td> <td>Gas Safety Boiler Check Library</td> </tr> <tr> <td>Cornwall Council - Waste Management</td> <td>Seagull Sack Sales</td> <td>231.00</td> <td>38.50</td> <td>192.50</td> <td>Invoice for sale of Seagull Sacks on behalf of CC</td> </tr> </tbody> </table>	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	
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<p>51-20AMOC Date of next VIRTUAL meeting Thursday 22nd October 2020 (Committee budget setting for 2021/22 will be included on the agenda).</p>																															
<p>52-20AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting. None.</p> <p>Meeting closed at 8.07pm _____ Chairman</p>																															