



MINUTES of a **VIRTUAL** meeting of the Asset Management and Operations Committee held **via Zoom** on Thursday 22nd October 2020 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/81887156797?pwd=WlIGMjJlbnNjR3Z2dnd5ZHIYT1dzUT09>

Meeting ID: **818 8715 6797**

Passcode: **155345**

Virtually PRESENT: - Councillor C R Still (Chairman), 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, Miss R A Evans BEM (Deputy Town Mayor), J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager in attendance.

	ACTION
<p>53-20AMOC Apologies for absence Apologies for absence were submitted on behalf of Councillors T J Gulley OBE and M J Spurling.</p>	
<p>54-20AMOC Declarations of Interest relating to items on the Agenda a) None.</p>	
<p>55-20AMOC Minutes of the previous meeting It was resolved that the minutes of the virtual Asset Management and Operations meeting held on Thursday 24th September 2020 were taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p>56-20AMOC Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 41-20AMO (a) the Operations Manager has now obtained a quotation for the repair work to the Ellis Monument, highlighting the stone mason recommends the monument is professionally cleaned prior to undertaking any repair work. Councillor J Tivnan BEM reminded the Officers to contact H G Stacey. The Clerk explained the quotation (as previously circulated) to professionally clean the monument, falls within the limits of delegation. It is resolved to delegate to the Clerk & RFO to instruct the professional clean of the Ellis Monument, in line with the Council's Best Value Statement. In order to proceed with the repair work, it is recommended to undertake a formal tender process and submit an Application for listed building consent for alterations to the Ellis Monument to Cornwall Council. b) Rendel/Sparrow Park/Bénodet Park: - Pursuant to minute 41-20AMO (b) the Chairman highlighted the ground at Sparrow Park has been prepared ready for planting. The Mayor added the bulbs have been delivered and the imminent arrival of the ordered plants is anticipated. i) <i>Sparrow Park proposed sign.</i> The proposed sign was considered, the Mayor minuted thanks to Andy Martin for taking time to design the proposal, incorporating surplus ferry chain, which has been donated by Tamar Crossings to the Council. Members further debated the proposed design, with a suggestion being put that this sign could be placed at an alternative location to Sparrow Park. Councillor K J Moon, also recording thanks to Andy Martin, suggested members of the community could be invited to design a sign for Sparrow Park. Councillor G J Davis was keen to highlight that should the public be invited to design a sign, exact criteria and parameters for the design will need to be agreed in advance,</p>	<p>Clerk/Ops Manager</p> <p>Council</p>

<p>The Clerk highlighted the Operations Manager continues to review the Council Asset Condition Survey. Following a question posited the Clerk will check the minimum asset value, for insurance purposes, for council assets. The asset condition survey will then be updated to include all those assets above the minimum value. The Clerk explained that Xero accounting software can only record the asset and the 'Play Park application' will log defects. This survey (Excel spreadsheet) summarises the actual 'condition of the Council asset'.</p>	<p>Clerk</p>
<p>59-20AMOC Asset Management and Operations Plan a) To review the 3 year plan (2021-2024):- The Clerk had previously circulated the budget statement to date showing the Asset Management and Operations Committee income and expenditure responsibilities. The Chairman drew Members attention to the Skate Park, with a reminder about the solar panelled lighting funding application which had been unsuccessful earlier this year. Consideration was given to whether this project, or another project for the Skate Park should be included in the budget considerations for 2021/22. Members agreed that once the Friends of Thanckes Park group had presented their visionary ideas, these could include improvements to the Skate Park. Additionally, Members accepted the Skate Park needs a considerable sum of money to be invested, highlighting that if there are any unspent funds in the 2020/21 Parks budget, these <i>could</i> be put into allocated reserves for future investment into the Skate Park, with the earliest likelihood of improvements being in the financial year 2022/23. Members recommend the income and expenditure budget considerations for 2021/22 for this Committee are rolled over from the 2020/21 budget, with any surplus funds added to allocated reserves.</p>	<p>Council</p>
<p>60-20AMOC Items Referred to this Committee None.</p>	
<p>61-20AMOC Policies Reviewed by this Committee None.</p>	
<p>62-20AMOC Health and Safety a) Proposed legislation and current issues: - Nothing to update regarding legislation. Councillor J Tivnan BEM has contacted the Fire Officer who is arranging to visit the premises to undertake a Fire Safety Audit, a visit being rearranged following postponement due to COVID-19.</p>	<p>Cllr Tivnan/ Ops Mgr/ Clerk</p>
<p>63-20AMOC Correspondence a) We're Watching You! – Cornwall Council: - The Clerk explained that a search on social media for a volunteer to undertake the We're Watching You campaign had been unsuccessful and therefore this Council would not be participating in the campaign this year. b) Engineering and Construction Insurance quotation (Platform Lift) – WPS Insurance: - The Clerk explained the Platform Lift insurance had now been renewed. c) Planning for the Future – Government Consultation on Changes to the Planning System – CALC: - The information, as previously circulated, was considered and debated, it was agreed to note the correspondence and if Members wish to make comments on the Government Consultation these can be made independently of the Council. d) Request for memorial bench for Mr M Walmsley – Victoria Trevor: -</p>	

Following discussion about the possibility of siting a bench in memory of Mr M Walmsley at Sparrow Park, it was suggested that a tree could be planted in his memory at Sparrow Park instead. Members were keen to ensure the community agrees with this suggestion as they have financially contributed to a memorial for Mr Walmsley. It is therefore **recommended** that in liaison with the correspondent and the community a tree and plants are planted within Sparrow Park, at a specific location which is to be agreed, in memory of Mr M Walmsley, to the total value of £300.00. It is further suggested for the Clerk to immediately liaise with the correspondent on this matter, to ascertain support in advance of the Council meeting.

Clerk

64-20AMOC Planning Applications

a) PA20/08623 – Rear extension and two storey side extension – 17 Goad Avenue, Torpoint PL11 2ND.

No observations or objections.

b) PA20/07337 – Change of use from dental surgery to residential property – 17 Antony Road, Torpoint PL11 2JS.

No observations or objections.

c) PA19/11033 – Replacement Garage at 30 Wellington Street, Torpoint PL11 2DF - update from Cornwall Council: -

The information, as circulated, is noted.

65-20AMOC Budget Monitoring Report

The September 2020 Financial Information, as previously circulated, was considered and shared on the screen.

66-20AMOC Accounts for payment

Contact Name	Invoice Number	Total	VAT	Net	Description
Clear Sight Window Cleaners	invoice 18-B	70.00	0.00	70.00	Council Chambers windows cleaned
*WPS Hallam Insurance (payable to James Hallam)	502707726	461.08	61.08	400.00	Lift insurance and Inspection fee renewal
Richards Builders Merchants Ltd	Inv no 748029	10.75	1.79	8.96	Thunderbolts M10 x 100mm hex for planters

* Due to a credit on the account, therefore the total payment due is reduced to £343.20.

67-20AMOC Date of next VIRTUAL meeting

Thursday 26th November 2020.

68-20AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.

- In response to a question about Council email accounts, Councillor K J Moon offered support to Members to re-set up Council email accounts.

Meeting closed at 8.50pm _____ Chairman