

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=WllGMjJlbmNjR3Z2dnd5ZHlYT1dzUT09 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
53-20AMOC Apologies for absence	
Apologies for absence were submitted on behalf of Councillors T J Gulley OBE and M J Spurling.	
54-20AMOC Declarations of Interest relating to items on the Agenda	
a) None.	
55-20AMOC Minutes of the previous meeting	
It was resolved that the minutes of the virtual Asset Management and Operations meeting held	
on Thursday 24 th September 2020 were taken as read, confirmed and will be signed by the	
Chairman in due course.	
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	Clerk/Ops
professionally clean the monument, falls within the limits of delegation. It is resolved to delegate	Manager
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	Council
undertake a formal tender process and submit an Application for listed building consent for	council
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) Sparrow Park proposed sign. 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,	



including: location at Sparrow Park, height, wording (e.g. Town Centre) and whether the Council wishes to incorporate ferry chain into the design. It is recommended the community are given the opportunity to submit a design for a town centre sign to be placed in Sparrow Park, by a deadline to be agreed, with agreed criteria provided in advance. c) Christmas Lights 2020: -	Council
 i) Pursuant to minute 42-20 (b) it was explained that following a prompt from Councillor J Tivnan BEM investigations into weight testing for the bolts/eyelets for the Christmas Lights [which they are suspended from] are being researched. Incidentally, it was explained that contractors to undertake bolt testing are rare. It has been suggested that this work could be researched and undertaken next year, as permissions from the property owners will be needed before the weight testing starts. Councillor Tivnan suggested advising the Council insurance company the plan will be to undertake the anchor bolt testing next year. ii) It was explained the lights needed for the Christmas Tree at Sparrow Park require updating / replacing. The Clerk advised receipt of a quotation for £243.00 (plus VAT) from G & R Electrical Wholesalers Ltd. to provide 4 x 10m strings of lights, plus transformer/splitter. Additionally, a quotation from Festive Lighting for a tree top "NHS" display, dimensions approximately 75cm x 75cm, on a 2m support pole will cost £120.00 (plus VAT). Following discussion the Local Community Markets agreed to make a donation to the Council to fund the replacement Christmas Tree lights, plus the NHS tree top display and agreed to donate the Christmas Lights to the Council to be included on the fixed asset register. d) Town Clock two-yearly inspection and maintenance: - Pursuant to minute number 47-20AMO (a) the Clerk advised having contacted the clock winder, all maintenance is undertaken regularly to ensure the Town Clock is kept in operational order. 	Clerk
57-20AMOC Operational Report a) Operations Report from the Operations Manager: - Work completed	
 Second Japanese Knotweed spray application as per the Council Service Level Agreement All Legionella tasks completed and compliant to inspection requirements In-house maintenance and cut back of footpath behind RALEIGH to St John Revealing of Heritage walk footpath stye within St John walk Support to Local Community Markets with management of temporary road closure Planters built for 'Bringing Colour to the Town' Plants installed within planters for 'Bringing Colour to the Town' Repairs to Bénodet disabled door at the public conveniences. 	
 Contractor Window cleaning complete within Council Chambers by Clear Site Window Cleaning 	
The Clerk shared photographs taken of the Library and Community Hub flat roof, which show a build-up of moss and debris, along with rain water gathering. Councillor G J Davis highlighted it is the responsibility of Cornwall Council to ensure the building is water-tight; it is agreed to liaise with Cornwall Council on the matter.	Clerk
58-20AMOC To consider the Council Business Risk Management Plan	

a) Asset Condition Survey and Security: -



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'.	Clerk
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.	Council
60-20AMOC Items Referred to this Committee	
None. 61-20AMOC Policies Reviewed by this Committee	
None.	
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.	Cllr Tivnan/ Ops Mgr/ Clerk
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: -	

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instead. Members were k financially contributed to liaison with the correspon	gested that a tre keen to ensure the a memorial for N ident and the co n which is to be suggested for th	e could be he commu Mr Walmsl ommunity a agreed, in e Clerk to	e planted i inity agree ey. It is t a tree and memory immediat	n his men es with thi herefore r plants ard of Mr M W ely liaise v	e planted within Sparrow /almsley, to the total value	Clerk
 2ND. No observations or object b) PA20/07337 – Change Torpoint PL11 2JS. No observations or object 	ions. of use from de ions. ment Garage at	ental surge	ry to resic	lential pro	ioad Avenue, Torpoint PL11 perty – 17 Antony Road, t PL11 2DF - update from	
65-20AMOC Budget M	onitoring Repo Incial Informatio		iously circ	ulated, wa	as considered and shared on	
	Number	Total	VAT	Net	Description	
Contact Name				Net	Besenpeion	
Clear Sight Window Cleaners	invoice 18-B	70.00	0.00	70.00	Council Chambers windows cleaned	
Clear Sight Window	invoice 18-B 502707726	70.00 461.08			Council Chambers windows	
Clear Sight Window Cleaners *WPS Hallam Insurance (payable to James Hallam) Richards Builders Merchants Ltd	502707726 Inv no 748029	461.08	0.00 61.08 1.79	70.00 400.00 8.96	Council Chambers windows cleaned Lift insurance and Inspection fee renewal Thunderbolts M10 x 100mm hex for planters	
Clear Sight Window Cleaners *WPS Hallam Insurance (payable to James Hallam) Richards Builders Merchants Ltd * Due to a credit on the a 67-20AMOC Date of ne Thursday 26 th November 2	502707726 Inv no 748029 account, therefor ext VIRTUAL n 2020. hess that has b juestion about C	461.08 10.75 re the tota neeting	0.00 61.08 1.79 Il payment Iosed to t	70.00 400.00 8.96 due is re the Chair	Council Chambers windows cleaned Lift insurance and Inspection fee renewal Thunderbolts M10 x 100mm hex for planters duced to £343.20.	