



MINUTES of a **VIRTUAL** meeting of the Asset Management and Operations Committee held **via Zoom** on Thursday 26th November 2020 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/88976756997?pwd=NGM3cnJjZzVHYXJ3a2ZYU2tYQOT09>

Meeting ID: **889 7675 6997**

Passcode: **480342**

Virtually PRESENT: - Councillor C R Still (Chairman), Councillor Mrs. C E Goodman (Town Mayor), Councillors E H Andrews, G J Davis, Miss R A Evans BEM (Deputy Town Mayor), T J Gulley OBE, Miss L J Hocking, 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>69-20AMOC Apologies for absence There were no apologies for absence.</p>	
<p>70-20AMOC Declarations of Interest relating to items on the Agenda a) None.</p>	
<p>71-20AMOC Minutes of the previous meeting It was resolved that the minutes of the virtual Asset Management and Operations meeting held on Thursday 22nd October 2020 were taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p>72-20AMOC Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 56-20AMO (a) the formal tender process for the repair work to the Ellis Monument, along with the revised Application for listed building consent for alterations to be submitted to Cornwall Council, are being undertaken. b) Rendel/Sparrow Park/Bénodet Park: - Pursuant to minute 56-20AMO (b) the Clerk explained the information/criteria to design a sign for Sparrow Park has been circulated to this Committee for final approval. Members agreed the information and it will now be circulated to the community, on social media and the Council website. It is agreed to extend the closing date until the middle of January 2021, in order that entries can be considered at the next meeting of this Committee. The Mayor minuted thanks to the Chairman (Councillor C R Still) and Councillor J Tivnan BEM for their continued work make improvements at Sparrow Park. c) Christmas Lights 2020: - Pursuant to minute 56-20 (c) the Chairman minuted thanks to all those who had been involved in the erection of the Christmas Lights on Fore Street and the Christmas Tree and lights at Sparrow Park on Sunday 22nd November, adding that it had been a real community effort. d) Request for memorial tree for Mr M Walmsley: - Pursuant to minute number 63-20AMO (a) the Clerk explained an arborist from Cornwall Council had today circulated suggestions for a suitable tree to be planted at Sparrow Park in memory of Mr Walmsley. Councillor J Tivnan BEM was of the opinion that from the list of suggestions the silver birch was not suitable. It was agreed for the 'Sparrow Park planting team' to meet at Sparrow Park to agree the proposed location along with the tree to be planted and the Clerk will ask the initial correspondent Ms. Trevor to join the site meeting. The cost for the memorial plaque will need to be included in the total net budget cost of £300.</p>	<p>Clerk/Ops Manager</p> <p>Clerk/Ops Manager</p> <p>Cllrs Goodman/ Still/ Tivnan/ Clerk</p>

73-20AMOC Operational Report

a) Operations Report from the Operations Manager: -

Work completed

- Major plumbing repairs within Bénodet public conveniences due to a water leak
- Refitting toilet roll dispensers within Antony Road public conveniences
- Urgent repairs of bunting within Fore Street due to weather damage – there is further work to be undertaken due to the damage to guttering & downpipes on the building
- Repairs completed of guttering systems within the Council Chambers
- Support in cleaning of Harvey Street flats stone circle area
- Support installation of Christmas lights across Fore Street
- One verbal warning issued for littering offence under section 87 of the Environmental Protection Act 1990.
- One verbal warning issued for dog fouling under Anti-Social Behaviour Crime and Policy Act 2014 – Cornwall Council Public Space Protection (Dog Fouling) Order 2020.
- Construction and installation of Christmas Tree sponsor sign within Sparrow Park
- Repair of flag systems at Sparrow Park and Council Chambers.

Contractors

- Light repairs within Antony Rd and Bénodet public conveniences completed by Armada Electrics
- Installation of baby changing facilities within main hall Council Chambers convenience completed by Armada Electrics
- Radiator re-pressurisation at Library and Community Hub completed by SMP Pipe Systems Ltd.
- Emergency and Fire lighting at Council Chambers yearly test completed by ASG Systems
- Fire Alarm and CCTV maintenance check completed by ASG Systems.

Community tasks

- Reporting of four sites of fly tipping around Torpoint
- Site visit to Hawthorn Avenue for inspection of excessive littering
- Enforcement Patrol request by Jack and Jill's Childcare setting for excess dog fouling.

The Deputy Mayor (Councillor Ms R A Evans BEM) minuted thanks to the Operations Team for the ongoing work being undertaken, highlighting that in future the bunting in Fore Street should be put back-up in the middle of March and ideally taken down in advance of the Christmas Lights being put up. The Deputy Mayor continued that the exterior Main Hall doors at the Council Chambers require painting; the Operations Manager indicated a 'walk around' of the exterior of the building is planned to agree the improvements and these will be undertaken when the weather permits.

The Clerk had previously circulated a quotation detailing roof repairs urgently needed due to persistent water ingress to 'Pearn's Passage'. The Clerk continued that as the initial works had been undertaken by the contractor DFR Roofing Ltd., it is appropriate to award these essential works to the same contractor. The Clerk explained that the quotation exceeds the delegated authority limit of £1,000 (according to the Best Value Statement) and there is a risk to the delivery of Council services if the works are not undertaken quickly. Members accepted the urgency of the situation and it is **resolved** to proceed with the roof repairs by the contractor DFR Roofing Ltd. at a cost of £1,282.00 (plus VAT), as soon as the weather permits.

Ops
Manager/
Clerk

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<p>It is agreed to forward a letter of thanks to Torpoint Post Office and Shop for sponsoring the Christmas tree in the town.</p>	<p>Mayor</p>
<p>74-20AMOC To consider the Council Business Risk Management Plan a) Asset Condition Survey and Security: - The Clerk explained the Operations Manager continues to review the Council Asset Condition Survey, this has resulted in identification of the additional roof repairs needed. Having assisted with the erection of the lights on the Christmas tree, the Chairman made a point that the electrical box – currently situated alongside the flag pole – was potentially in the wrong location to supply the Christmas lights on the tree, suggesting the electrical box could be moved to be closer to the area in Sparrow Park where the Christmas tree is sited. This prompted a suggestion from Councillor Mrs. J M Martin that instead of moving the electrical box, in future years the site of the Christmas tree could be ‘relocated’, and returned to its original location in Eliot Square, alongside St. James Church. Councillor E H Andrews explained that an electric supply was already in place at Eliot Square, should the decision to change be considered. Councillor J Tivnan BEM highlighted that in the past, when the Christmas tree had been located in Eliot Square, it had meant that car parking spaces had been lost. The Clerk posited the question about whose decision is it regarding where the Christmas tree is located and it was answered that in the past it has been a Council decision. It is agreed this item should be considered and discussed in more detail at a future Committee meeting.</p>	<p>Clerk</p>
<p>75-20AMOC Items Referred to this Committee None.</p>	
<p>76-20AMOC Policies Reviewed by this Committee None.</p>	
<p>77-20AMOC Health and Safety a) Proposed legislation and current issues: - Nothing to update regarding legislation.</p>	
<p>78-20AMOC Correspondence a) Military Road, Torpoint Patching Work – Monday 30th November to Friday 11th December 2020 - Cornwall Council: - Noted, information shared on social media. b) Town Clock update – D Benson: - Noted.</p>	
<p>79-20AMOC Planning Applications a) PA20/09618 – Single storey extension forming staff changing facilities due to the Covid-19 Pandemic – Tamara House, 7 Thanckes Close, Torpoint, PL11 2RA. No objections or observations.</p>	
<p>80-20AMOC Budget Monitoring Report The October 2020 Financial Information, as previously circulated, was considered and shared on the screen.</p>	

81-20AMOC Accounts for payment

Contact Name	Invoice Number	Total	VAT	Net	Description
ITEC	INV No 349894	83.06	13.84	69.22	Print copies 21.10.20-17.11.20
Complete Business Solutions Group Ltd	Inv SINV02506633	62.28	10.38	51.90	stationery
Western Web Limited	Inv 22098	180.00	30.00	150.00	Set up Cloud Above email account for councillors 10.11.20 - 09.11.21
Kernow Aerials	Christmas Lights	84.00	14.00	70.00	Christmas Lights materials
Cornwall Council - Garage	34190700166	58.04	9.67	48.37	Garage Rental 23.11.20 - 20.12.20
PPL PRS Ltd	Inv No SIN1565800	203.75	33.96	169.79	PRS & PPL Combined charges
Francis Thomas Mobile Servicing Limited	Inv no 2925	25.99	4.33	21.66	Weibang Mulching Plug
LRM Planning Ltd	Inv no 26	900.00	150.00	750.00	NDP works
Cornwall Council - Garage	34190700166	58.04	9.67	48.37	Garage Rental 26.10.20-22.11.20
Biffa	Inv no 522T32026	26.30	4.38	21.92	library waste collection 24.10.20 - 20.11.20
Biffa	Inv 522T32 25	68.25	11.37	56.88	Council Chambers Waste Collection 24.10.20 to 20.11.20
BT Chambers Maintenance Account	WW 3649 1759	172.90	28.82	144.08	rental & one off charges

82-20AMOC Date of next VIRTUAL meeting

Thursday 28th January 2021.

83-20AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Clerk reported receipt of initial correspondence from Cornwall Council regarding the Local Maintenance Partnership (LMP) for 2021-2022. The letter announces that the rates for next year's LMP will be increased by 2%, which is roughly in line with CPI (Consumer Price Index). Therefore, the estimated grant to be applied to the Council is £514.55.
- The Clerk noted receipt of correspondence from Cornwall Council detailed a Renewal Application with Variation from Paul Williams trading as 'Williams Ice Cream' to trade in 'Layby on B3247 opposite Tregantle Fort, Torpoint'.
- The Chairman wished all Committee members a Merry Christmas!

Meeting closed at 7.40pm _____ Chairman