



MINUTES of a **VIRTUAL** meeting of the Asset Management and Operations Committee held **via Zoom** on Thursday 28th January 2021 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/84769997141?pwd=eHFoeWRhYjZjVm50emorYUdDdzlkZz09>

Meeting ID: **847 6999 7141**

Passcode: **075863**

Virtually PRESENT: - Councillor C R Still (Chairman), Councillor Mrs. C E Goodman (Town Mayor), Councillors E H Andrews (late arrival), 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 (late arrival), M J Spurling, J Tivnan BEM plus the Town Clerk & RFO (Clerk) in attendance.

ALSO PRESENT: Councillor C R Sawyer.

| | ACTION |
|--|---|
| <p>84-20AMOC Apologies for absence There were no apologies for absence.</p> | |
| <p>85-20AMOC Declarations of Interest relating to items on the Agenda a) None.</p> | |
| <p>86-20AMOC Minutes of the previous meeting It was resolved that the minutes of the virtual Asset Management and Operations meeting held on Thursday 26th November 2020 were taken as read, confirmed and will be signed by the Chairman in due course. (Councillor K J Moon joined the meeting at this point.)</p> | |
| <p>87-20AMOC Matters arising from the minutes a) Ellis Monument: - Pursuant to minute 72-20AMOC (a) the formal tender process for the repair work to the Ellis Monument, has been issued. The Clerk explained the Historic Environment Planning Officer at Cornwall Council, has recommended a patch test of the proposed DOFF clean is undertaken by the contractor. Once this patch test has been undertaken and the results of the tender process are known, a planning application for proposed works to a Listed Building will be submitted to Cornwall Council. The Clerk highlighted that agreement to proceed must be given by Cornwall Council before commencement of cleaning and stonemasonry works to the Ellis Monument. (Councillor E H Andrews joined the meeting at this point.) b) Rendel/Sparrow Park/Bénodet Park: - i) Competition to design a sign for Sparrow Park: - Pursuant to minute 72-20AMOC (b) and having considered the three proposed designs, as per the specification, the Chairman expressed his concern about the structural capability of the designs, which incorporate the ferry chain. Other Members highlighted similar concerns about the construction, also a quotation needs to be obtained by suitable contractor to construct the sign. Councillor J Tivnan BEM volunteered to contact local contractors and will liaise with the Clerk about the quotations. Members noted the competition entries and it is agreed to delay selecting a specific design until more is known about the cost to produce, install etc.</p> | <p>Clerk</p> <p>Clerk</p> <p>Cllr Tivnan/ Clerk</p> |

c) Christmas Lights 2020 and Christmas tree: -

Pursuant to minute 72-20AMOC (c) and 74-20AMOC the Chairman detailed his concerns about the power supply which is used for the Christmas Tree lights at Sparrow Park, due to the height the cable has been suspended at. Members were unsure whether the NHS sign had resulted in the requirement to change how the supply of power was fed to the lights on the Christmas tree. The discussions continued about the location of the Christmas tree with Members highlighting some reasons for moving the tree to Eliot Square and some suggesting it should stay at the current location. It is agreed to seek a price to install an additional electrical 'spur' at Sparrow Park, for the Christmas tree lights.

Clerk

d) Request for memorial tree for Mr M Walmsley: -

Pursuant to minute number 72-20AMOC (d) the Clerk explained the tree in memory of Mr Walmsley had been agreed and ordered along with the planned location. The planting site is cleared and ready and the memorial plaque has been ordered and delivered. The Clerk added that the correspondent is being kept abreast of information on this project.

Clerk

88-20AMOC Operational Report

a) Operations Report from the Clerk: -

| FACILITY | PROJECT | STATUS |
|---------------------|---|--|
| COUNCIL CHAMBERS | Repairs for roof above Pearn's Passage DFR Roofing Boiler Service and Repair – SMP Pipe Service Ltd Waste collection contract - Biffa – reduced cost and to include recycling collection – Reduced collections for duration of Covid restrictions Repairs to radiator in shared corridor (Grace and Glamour) | Ongoing Completed Completed Ongoing |
| LIBRARY & COM HUB | Building roof – Cornwall Council – Install scaffolding and then remove the build-up of moss, debris, old nesting material, etc., from the surface of the flat roof Check and clear any blocked rainwater pipes | Completed |
| PARKS | Skate Park Water Issue – 12.01.21 SWW attended awaiting update Park Inspection App – Devices received Training undertaken by 2 x Caretakers plus Clerk & Cllr John Tivnan BEM Additional device ordered for 1 Caretaker Hybrid Vehicle Charging Point – 2nd quote survey completed awaiting report | Ongoing Completed Completed Ongoing |
| PUBLIC CONVENIENCES | Bénodet – Blocked toilet 13.01.21 – resolved by Caretaker Proposed legal agreement with Cornwall Council and developer to develop the Antony Road public conveniences. | Completed Ongoing |
| ENFORCEMENT | Dog Fouling – Goad Ave- Report from resident. Attendance and photos taken – no issues found. | Completed |

| | | | |
|--|--|--|------------|
| | Reports 22.01.21 via Fb – dog fouling in Cambridge Field. | Ongoing | |
| JAPANESE KNOTWEED | | | |
| OTHER | <p>Christmas Lights – Put Up & Take Down completed by volunteers.</p> <p>Collection of lights by Festive lighting for repair and storage NB Storage may incur a charge in future</p> <p>Bunting Incident – Awaiting repair to guttering</p> <p>Refill Salt Bin at Sainsbury's</p> <p>Operational Manager Vacancy – advert closed sifting and appointment in progress</p> | <p>Completed Completed</p> <p>Ongoing Ongoing</p> <p>Ongoing</p> | |
| <p>b) The Clerk highlighted concerns about the roof repairs undertaken at 'Pearn's Passage', as a further quotation had had to be sought as the roof is still leaking. The Chairman agreed to provide support to the Clerk and take up the issue with the contractor and seek a second opinion on the works.</p> | | | Cllr Still |
| <p>c) Repairs to radiator in shared corridor – Clerk explained a quotation from SMP Pipe Systems Ltd. for works has been sought and these will be instructed at a cost of £433.10 (plus VAT).</p> | | | Clerk |
| <p>d) Proposed legal agreement with Cornwall Council and developer to develop the Antony Road public conveniences: - Clerk to return to the Developer to obtain proposal with a smaller storeroom, which will increase the space available for the two public conveniences.</p> | | | Clerk |
| <p>e) Bunting: - i) Bunting incident Fore Street – the repair works are now completed to the damaged Fore Street property; ii) Clerk to instruct the contractor to erect the bunting on Fore Street before the last Sunday in March and arrange the take down of the same by the end of September.</p> | | | |
| <p>89-20AMOC To consider the Council Business Risk Management Plan</p> <p>a) Asset Condition Survey and Security: - The Clerk explained the Council Asset Condition Survey is being updated with additional assets when purchased. No further issues to report.</p> | | | |
| <p>90-20AMOC Items Referred to this Committee None.</p> | | | |
| <p>91-20AMOC Policies Reviewed by this Committee None.</p> | | | |
| <p>92-20AMOC Health and Safety</p> | | | |

a) Proposed legislation and current issues: -
Nothing to update regarding legislation.

b) Correspondence following visit from Fire Safety Officer, Cornwall Fire & Rescue Service – 9th December 2020: -
The Fire Officer was pleased to advise that, at the time of the visit, a broadly compliant standard of fire safety was evident. A few fire safety matters were noted and the Clerk has sought quotation from ASG Security to undertake:

- i) Door Retainer – Room 3
- ii) Door Retainer – Room 3 power supply
- iii) Automatic Smoke Detection – store cupboard Room 3;

At a quotation of £535.62 (plus VAT), Clerk to proceed with instruction of these works.

Clerk

93-20AMOC Correspondence
None.

94-20AMOC Planning Applications
None.

95-20AMOC Budget Monitoring Report
The November 2020 and December 2020 Financial Information, as previously circulated, were considered and shared on the screen.

96-20AMOC Accounts for payment

| Contact Name | Invoice Number | Total | VAT | Net | Description |
|---------------------------------|-----------------|--------|-------|--------|---|
| The Play Inspection Company | Inv No 45249 | 270.00 | 45.00 | 225.00 | Android tablet |
| ITEC | Inv no 356631 | 31.49 | 5.25 | 26.24 | Print copies 17.12.20 - 15.01.21 |
| Spot On Supplies | Inv no 21510276 | 77.59 | 12.93 | 64.66 | Trust S Alcohol Gel Sanitiser |
| Cornwall Council - Garage | Acc 34190700166 | 58.04 | 9.67 | 48.37 | Garage Rental 18.01.21 - 14.02.21 |
| Atlas Graphics (South West) Ltd | Inv 16569 | 42.00 | 7.00 | 35.00 | Mark Walmsley memorial Plaque as per email 18.12.20 |

97-20AMOC Date of next VIRTUAL meeting
Thursday 25th February 2021.

98-20AMOC Any Business that has been disclosed to the Chairman and members prior to the meeting.

- The Clerk reported receipt of all correspondence from Cornwall Council regarding the Local Maintenance Partnership (LMP) for 2021-2022. The agreement states the rates for next year's LMP will be increased by 2%, which is roughly in line with CPI (Consumer Price Index). Clerk to sign the LMP Agreement on behalf of the Council.

Meeting closed at 7.54pm _____ Chairman