



## TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Asset Management and Operations Committee will be held on Thursday 28<sup>th</sup> October 2021 at 7.00pm in the Council Committee Room, 4 York Road, Torpoint to which members are summoned to attend.

### AGENDA

- 1. Apologies for absence.**
- 2. Declarations of interest relating to items on the Agenda.**
- 3. Minutes of the previous meeting.**  
Minutes of the previous meeting held on Thursday 23<sup>rd</sup> September 2021.
- 4. Matters arising from the Minutes.**
  - a) Ellis Monument – (minute 46-21AMOC (a) refers).
  - b) All Parks to include Rendel/Sparrow Park/Bénodet Park/ongoing maintenance of devolved play parks – (minute 46-21AMOC (b) refers).
    - i) To include sign for Sparrow Park.
  - c) Christmas tree electrical supply (minute 46-21AMOC (c) refers).
  - d) Verge cutting (minute 46-21AMOC (d) refers).
  - e) Grit Bin Refill Delivery 2021 Cormac (Ops Manager) (minute 52-21AMOC (b) refers).
- 5. Operational Report.**  
Report on any matters relating to council assets, facilities and operations, including the Library and Christmas Lights. (A detailed report on recent activities is circulated from the Operations Manager – to follow.)
- 6. To consider the Council Business Risk Management Plan.**
  - a) Budget Monitoring – Asset Management & Operations Committee responsibilities (September 2021 Financial Information as now circulated).
  - b) Renewal of Engineering and Construction Insurance from Allianz Engineering for the period from the 30<sup>th</sup> October 2021 to 29<sup>th</sup> October 2022 (email as attached). (Clerk instructed, due to urgency of renewal).
  - c) To consider Budget requirements for 2022-23, 2023-24 and 2024-25 (any further discussions).
- 7. Items referred this Committee.**
  - a) Quinquennial Survey (minute 48-21AMOC) (see quotations are previously circulated).
- 8. Policies referred to this Committee.**  
None.
- 9. Health and Safety.**
  - a) Reports and any new, proposed regulations/legislations and current issues.
- 10. Correspondence.**
  - a) M Foulds – Millers Estate Agents Advertising Signs (as circulated).
  - b) Tree Wardens – Cornwall Council (as circulated).
  - c) Music Licence Renewal (PPLPRS) (as circulated).

**11. Planning Applications.**

- a) PA21/09998 – Loft conversion with rear dormer windows - 35 Carbeile Rod, Torpoint, Cornwall PL11 2HP.
- b) PA20/06823 – Householder application for proposed office/workshop – 10 Wellington Road, Torpoint, Cornwall (see information from Cornwall Council as circulated).

**12. Accounts for payment.**

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Cornish Tea & Cornish Coffee Co Ltd	Invoice SL54384	33.89	0.00	33.89	Café supplies
Complete Business Solutions Group Ltd	Invoice SINV02909524	43.66	7.28	36.38	A4 Paper - box of 5
BS Embroidery Plus	Invoice 2892	59.28	9.88	49.40	YK002 Embroidered front printed back TTC logo 2xl
BT Chambers Maintenance Account	Acc no WW36491759	73.99	12.33	61.66	rental / maintenance charges Oct - Dec 21
Everflow Water	Invoice 1196381	384.56	26.36	358.20	Public Conveniences Water Rates - Water 18.11.21 - 18.12.21
Western Web Limited	Inv 22774	180.00	30.00	150.00	Renewal of Cloud Above email account for Councillors using torpointtowncouncil.gov.uk 10.11.21 - 09.11.22
Atlas Graphics (South West) Ltd	Invoice 18160	118.80	19.80	99.00	Road closure signs
Cornwall Council - Sea Gull Proof Sacks	Invoice 8100182847	90.00	0.00	90.00	Seagull proof sacks
Bea's Flowers	Invoice 39	265.00	0.00	265.00	Civic church flowers

**13. Date of next meeting.**

Thursday 25<sup>th</sup> November 2021.

**14. Any Business that has been disclosed to the Chairman and members prior to the meeting.**

*C F Southworth*

Mrs C F Southworth Cert (HE), BA (Hons), PSLCC  
Town Clerk & RFO

Friday 22<sup>nd</sup> October 2021