



TORPOINT TOWN COUNCIL

NOTICE is hereby given that a meeting of the Asset Management and Operations Committee will be held on Thursday 24th March 2022 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 24th February 2022.
- 4. Matters arising from the Minutes.**
 - a) Ellis Monument – (minute 106-21AMOC (a) refers).
 - b) All Parks to include Rendel/Sparrow Park/Bénodet Park/ongoing maintenance of devolved play parks – (minute 106-21AMOC (b) refers).
 - i) To include sign for Sparrow Park.
 - c) Electrical 5 year survey Council Chambers / quotation to rectify highlighted issues (minute 106-21AMOC (c) refers – as circulated).
 - d) P50 Fire Extinguishers (minute 106-21AMOC (d) refers).
 - e) Christmas lights bolt safety testing (minute 106-21AMOC (e) refers).
 - f) Bunting (minute 106-21AMOC (f) refers).
 - g) Security to protect access to Thanckes Park Top Field (minute 106-21 (g) refers).
 - h) Skate Park jam 2022 (minute 110-21AMOC (a) 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 – as circulated.)
- 6. To consider the Council Business Risk Management Plan.**
 - a) Budget Monitoring – Asset Management & Operations Committee responsibilities (February 2022 Budget Variance as previously circulated refers).
- 7. Items referred this Committee.**
 - a) Draft Town Council Accessibility Statement for the April 2022 Committee meeting.
- 8. Policies referred to this Committee.**
None.
- 9. Health and Safety.**
 - a) Reports and any new, proposed regulations/legislations and current issues.
 - b) Fire Risk Assessment for all buildings.
- 10. Correspondence.**
 - a) Pothole Repair Fact Sheet February 2022 – Cornwall Council (as circulated).
 - b) Housing Manifesto – Mevagissey Parish Council (as circulated).
 - c) Sainsbury's Torpoint – A Hughes (copy of correspondence as circulated).

11. Planning Applications.

None.

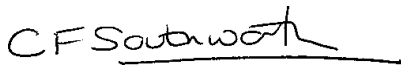
12. Accounts for payment.

Contact Name	Invoice Number	Total	Tax Total	Net	Description
Bodmin Nursery Limited	Invoice 00054	250.16	41.69	208.47	Plants for Sparrow Park and Harvey Street
Kathy's Fruit & Veg	Invoice 69	21.85	0.00	21.85	Cafe provisions
Westcare Limited	SINV001788901	138.00	23.00	115.00	Covid-19 Antigen Tests
Corner News	Outstanding invoice	93.70	0.00	93.70	Newspapers supplied to Torpoint Library
B E White	Invoice 007/22	250.00	0.00	250.00	Interim review of Xero accounts
Western Web Limited	Invoice 23032	396.83	66.14	330.69	Office equipment
Western Web Limited	Invoice 23020	80.40	13.40	67.00	Annual renewal of web space (£66 credit taken from this invoice)
FOY-AIR Enterprises Ltd T/A LittleMops	Invoice 1597	47.76	7.96	39.80	Cleaning supplies
Westcare Limited	SINV00188727	64.01	10.67	53.34	Stationery supplies
Richards Builders Merchants Ltd	Invoice 806829	32.96	5.50	27.46	Tennis Courts maintenance
Richards Builders Merchants Ltd	Invoice 805605	24.08	4.01	20.07	Parks maintenance
Richards Builders Merchants Ltd	Invoice 805141	53.68	8.96	44.72	Parks maintenance
WGS Power & Lighting Ltd	Invoice SI-10139	2,832.00	472.00	2,360.00	Christmas lights anchor point testing

13. Date of next meeting.

Thursday 28th April 2022.

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



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

Friday 18th March 2022