

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 5th June 2014 at 7.00pm in the Committee Room of the Council Chambers, York Road, Torpoint.

PRESENT:- Councillor E H Andrews (Retiring Chairman), Councillor M N Pearn MBE (Town Mayor), Councillors Mrs. K Brownhill, G J Davis, Mrs. C E Goodman, L E Keise and J Tivnan plus the Town Clerk.

15-14 FP Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Mrs. C A Jackson.

16-14 FP To appoint Chairman for the 2014-15 Civic Year.

The retiring Chairman called for nominations for the position of Chairman for the Civic Year 2014-15. Councillor J Tivnan proposed that Councillor L E Keise is elected Chairman for the Civic Year 2014-15. Councillor G J Davis seconded the proposition. Councillor Keise declined the nomination due to work commitments. Councillor G J Davis proposed that Councillor E H Andrews is elected Chairman for the Civic Year 2014-15. Councillor L E Keise seconded the proposition and there being no other nominations the motion was put and Councillor E H Andrews was duly elected Chairman for the Civic Year 2014-15.

17-14 FP To appoint a Vice Chairman for the 2014 -15 Civic Year.

The retiring Chairman called for nominations for the position of Vice Chairman for the Civic Year 2014-15. Councillor E H Andrews proposed that Councillor L E Keise is elected Chairman for the Civic Year 2014-15. Councillor Mrs. C E Goodman seconded the proposition and there being no other nominations the motion was put and Councillor L E Keise was duly elected Vice Chairman for the Civic Year 2014-15.

18-14 FP Declaration of Interest relating to items on the Agenda

None.

19-14 FP Minutes of the previous meeting

The Minutes of the Forward Planning Committee meeting held on the Thursday 1st May 2014 were taken as read, confirmed and signed by the Chairman.

20-14 FP Matters arising from the minutes

a) Hall Heating System:-

Pursuant to minute 4-14FP (a) the Town Clerk drew attention to the proposed retendering process for the hall heating system. The Clerk asked if the Council wished to pursue a green solution or any form of heating. Councillor J Tivnan suggested that the Council should pursue green credentials and reduce the carbon footprint although Councillor G J Davis was of the opinion that all options should be considered. It was therefore **recommended** that all options should be considered and that the Assistant Town Clerk would with Council approval, present the revised quotations in time for the next meeting of this Committee.

b) Doctors Surgery:-

Pursuant to minute 4-14FP (b) it was reported that Cornwall Council had rejected this Council's application to list the Doctors Surgery as a community asset. Councillor Tivnan suggested that the Council should review the legislation and application to ensure any future applications are in compliance and that we learn from this

application. It was suggested that further discussions on this matter is referred to the Development and Localism Committee for consideration.

c) Any Business that has been disclosed to the Chairman and members prior to the meeting:-

Pursuant to minute 4-14FP (c) it was reported that no reply has been received from Cornwall Council on the questions raised by Councillor Tivnan or the Clerk on the subject of Japanese Knotweed. In addition to the previous questions Councillor Tivnan sought information on the risk assessments undertaken by Cornwall Council in relation to the eradication of this weed and also if consideration has been given to burying the weed and overlaying with a membrane. The Clerk would email the officer again seeking a response to the previous email sent at the beginning of May and also asking the additional questions. Councillor Tivnan also raised concern at the amount of ragwort that had not been removed from various locations in the town. Receipt was also reported of quotations to repair or replace the hard disk and monitoring equipment of the CCTV system in Benodet Park. The quotations were £357 for a replacement of the current monitoring facility and £364 for an 8 channel replacement. The Assistant Town Clerk was asked to raise a purchase order for the 8 channel monitoring system that will allow the opportunity for additional cameras to be added to the current system. It is further **recommended** that this Council contracts a fully comprehensive maintenance programme for the system at a cost of £525 per annum.

d) Publicity Policy:-

Pursuant to minute 6-14FP (a) Councillor G J Davis circulated the third edition of the Tyhee Times for information. Councillor Davis also announced that this edition was also now on the website. Members noted at a recent Torpoint Town Partnerships meeting that it was considered businesses were included on the events page of the Town Council website. The Clerk was unaware of problem as this was not discussed at a Town Council meeting but advised members to contact the Assistant Town Clerk who controlled the website content. The Clerk urged the Council to consider introducing protocols and a rubric for operating the website. The Clerk continued that otherwise the decision to include or exclude items was an opinion or judgmental and that others might disagree with the decision. It was noted that the communication strategy would be included as an agenda item on future agendas for this committee.

e) Health and Safety:-

Pursuant to minute 7-14FP the Clerk reported that the electricity cable laid through the flower bed in Benodet Park has been made safe.

21-14 FP Policies reviewed by this Committee

None.

22-14 FP Items referred to this Committee

a) Terms of Reference:-

The Committee considered the terms of reference for this Committee (as circulated). After considering the document it is **recommended** that this Committee adopts the terms of reference for the 2014-15 civic year.

23-14 FP To consider the Business Risk Management Plan:-

Operation – Assets

The Committee considered the Business Risk Management Plan and in particular the section relating to assets. It was noted that the Plan allocated this section to the Finance and HR Committee and it was noted the plan would be further reviewed in time for the July meeting of Finance and Personnel Committee and subsequently to the Council. Following consideration of the Operation – Assets planned actions it is **recommended**:-

- That an inventory of items of de-minus value (i.e. not identified in the fixed asset register) are monitored regularly by relevant Caretaker and is scrutinised by the Assistant Town Clerk and also by a small group from this Committee.
- That all items are security marked.
- The security of the premises is monitored as part of the hiring procedure and the Assistant Town Clerk ensures that arrangements are made for the security of the buildings and assets. A key register of key holders should be maintained.
- Maintenance of the infra-structure of the building is considered within the Development Plan and/or Budget deliberations.
- That a loans book is established for any organisation wishing to borrow equipment from the Council.

24-14 FP Health and Safety

Councillor J Tivnan raised the matter of the fire evacuation process and the issue of the fire alarms. The Assistant Town Clerk reported that the current contractors have been briefed and have visited the site to assess the issue of false alarms. It was noted that the Committee will be reviewing the Health and Safety policy and Fire Evacuation procedures at the September meeting of this Council and prior to this Councillor Tivnan will meet with the Assistant Town Clerk to consolidate the various strands of the policy and monitoring processes, inspection regimes and maintenance schedules in preparation for presentation in September. The Clerk also stressed that now the Council had discontinued membership of LCAS a robust training programme should be put in place to ensure staff have the knowledge to undertake and implement the health and safety systems and protocols. It was also noted that Councillor Tivnan and the Assistant Town Clerk would also review this area of operations. It was **recommended** that the Assistant Town Clerk presents monthly reports to this Committee on any accidents or incidents that affect the health and safety controls of the Council. Councillor G J Davis posited the question that regular attendances of the Assistant Town Clerk would have an effect on the workload. The Clerk suggested that this is considered further by the Finance and Personnel Committee. It is **recommended** that this Council purchases a defibrillator given the benefits this piece of equipment can give in saving lives.

25-14 FP Council Chambers

The Assistant Town Clerk reported that six companies had been approached to complete the external painting of the Council Chambers. These were

COMPANY OR ORGANISATION	COMMENTS	AMOUNT(£)
Leighton Paine		Did not quote
P & M Painting and Decorating	Including Scaffolding (ex VAT)	£9,250.00
Nathan Fursman		Did not quote
Chris Seldon		Did not quote
CE Builders	Including Scaffolding (ex VAT)	£3,900.00
Mike Penny (via Chris Seldon)		Did not quote

After considering the quotations it is **recommended** that the contract is awarded to CE Builders subject to the usual terms of reference.

The Assistant Town Clerk informed members that a quotation had been received to undertake the 5 year hard wire test of the premises. Councillor Tivnan explained that this was the start of the process and that the remedial work would be graded on a scale of 1-4 with the higher numbers requiring urgent attention.

26-14 FP Correspondence

None.

27-14 FP Planning Applications

None.

28-14 FP Accounts for Payment

None.

29-14 FP Date of next meeting

The date of the next meeting will be Thursday 3rd July 2014.

30-14 FP Any Other Business

- Councillor G J Davis spoke on a recent meeting with stakeholders of the site at the lower end of Fore Street including the former Fire Station, Health Centre, Police Station and Library. Councillor Davis briefed members on the various proposals. Councillor J Tivnan suggested that this Council considers exploring the purchase of the Police Station and explained that this Council would become a key player in this area. The Clerk explained the process with borrowing money with the PWLB including the amounts available and other council's wishing to borrow from this source. It is therefore **recommended** that this Council makes preliminary exploration into the possibility of borrowing money from this organisation. It was further suggested that this Council should run a stall at Cambridge Field during carnival day.
- The Mayor announced that the Union flag is flying in Sparrow Park in commemoration of D Day.

Meeting closed 9.05pm.....Chairman