

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 3rd July 2014 at 7.00pm in the Committee Room of the Council Chambers, York Road, Torpoint.

PRESENT:- Councillor E H Andrews (Chairman), Councillor M N Pearn MBE (Town Mayor), Councillors Mrs. K Brownhill, G J Davis, Mrs. C A Jackson, L E Keise and J Tivnan (late arrival) plus the Town Clerk with the Assistant Town Clerk in attendance.

31-14 FP Apologies for Absence

Apologies for absence were submitted on behalf of Councillor Mrs. C E Goodman.

32-14 FP Declaration of Interest relating to items on the Agenda

None.

33-14 FP Minutes of the previous meeting

The Minutes of the Asset Management Committee meeting held on the Thursday 5th June 2014 were taken as read, confirmed and signed by the Chairman.

34-14 FP Matters arising from the minutes

a) Hall Heating System:-

Pursuant to minute 20-14FP (a) the Assistant Town Clerk reported that engineers had visited site and suggested the Council explore underfloor heating although with the amount of additional work and disruption that would be involved had ruled out this option. One of the issues that was identified was the thermostat controls in the hall.

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

Pursuant to minute 20-14FP (c) the Clerk reminded members that the officer responsible for Japanese Knotweed control in the county was visiting Torpoint to discuss weed control in Thanckes Park on Monday 7th July at 10am. It was also reported the CCTV recording system has been repaired and also that following approval by Council the maintenance programme has been confirmed with the contractor.

c) Council Assets:-

Pursuant to minute 23-14FP the Assistant Town Clerk informed the meeting that together with the Chairman of this Committee the fixed asset register would be reviewed and assets would security marked accordingly. It was intended for this exercise to be completed before the end of July.

d) Health and Safety:-

Pursuant to minute 24-14FP the Assistant Town Clerk reported that alternative fire alarm servicing providers were being investigated although there have not been any further issues with the alarms. The Assistant Town Clerk reported receipt of a quotation of £3,000 to install an external defibrillator. It is understood that a charity event will raise the money to purchase the equipment but that the Town Council would be expected to pay the annual fee of £300 to maintain the computer link. It was noted that an estimate of £1,300 had been received for an internal defibrillator and that training was undertaken annually. It is also understood that the St John Ambulance Brigade had also offered to speak with the Council and give an example of a possible suitable defibrillator. After discussing the further it is **recommended** that further discussion of this matter is deferred pending further information from the St John Ambulance Brigade. It was further reported that the 5-year "hard wiring test" is currently underway. It was noted that the electrical certificates of the recently completed electrical re-configure of

the Annexe and the York Road areas of the building is probably sufficient for the inspection regime although a copy of the York Road certificate is still awaited.

35-14 FP Policies reviewed by this Committee

None.

36-14 FP Items referred to this Committee

a) Harvey Street Flats:-

The Clerk reported receipt of an email from the Housing department of Cornwall Council detailing the proposed improvements at Harvey Street flats. The email was read and contents noted. Following circulation of the previous email from the Housing Services department indicating possible agreements with the Town Council on planting or maintenance regimes for the area, Councillor J Tivnan suggested that the Committee consider agreeing to option 2 "To erect a two tier semi-circle planter where the brick semi-circle is now with Cornish stone facing to match planters above". Councillor Tivnan observed that this appeared to be the most cost effective solution. Additionally it is also recommended that the adjacent flag stones are relayed as not only do these detract from the aesthetics but are uneven. It was also observed that the railings parallel to Harvey Street require painting and improving. It was therefore **recommended** that the Council enters into a management agreement to maintain a flower bed at Harvey Street (as in option 2 above) and simultaneously seeks to have the flag stones re-laid or replaced and if possible the railings at Harvey Street repainted.

37-14 FP To consider the Business Risk Management Plan:-

Reporting Compliance

The Clerk drew attention at reporting procedures to statutory authorities including HSE, HMRC and others. Councillor Tivnan informed the meeting that reporting of RIDDOR incidents has changed and detailed the process. Councillor Tivnan offered to review reporting procedures with the Clerk and Assistant Town Clerk to ensure compliance.

38-14 FP Health and Safety

In response to the monthly requested report on accidents and incidents the Assistant Town Clerk reported that none had occurred since the last meeting. Councillor J Tivnan gave a progress report on the proposed Health and Safety policy and confirmed that he will be meeting with the Assistant Town Clerk in early September to complete the proposed policies and any other relevant documents. Councillor Tivnan also spoke on other health and safety matters.

39-14 FP Communication Strategy

The Clerk drew attention to previous discussions when it was considered that the Council would have a member's only section of the website. The Clerk reported that to have this exclusive area would cost would in the region of £75 and to access this area would be by a password. The Clerk suggested that meeting information could be uploaded to this area for members to view prior to the meeting and then removed to be replaced by other information. Members suggested that this was a good way to promulgate information and it is **recommended** that the Council pursue this initiative. Other strategies were also discussed. Councillor G J Davis reminded members of discussions to create a Working Party to discuss items including the communication and marketing strategies. It is **recommended** that volunteers are sought from the Council to join this working party to start work in on the strategies in September. The Chairman also spoke on the condition and location of notice boards

and suggested that this should be reviewed. Members would defer discussion until the September meeting and it also be considered in line with the Development plan that has been postponed until the September meeting of the Development and Localism Committee.

40-14 FP Council Chambers

The Assistant Town Clerk reported that the external painting programme is well underway and quotations to replace the guttering is also being collated. Attention was drawn to the current heating system and the high temperatures being experienced. Councillor J Tivnan ventured the suggestion that this might be as a result of maintaining water temperatures to reduce the risk of problems with legionella bacteria. It was understood that the Gas Engineer will visit site and this matter would be pursued.

41-14 FP Council Committees

The Chairman who had asked for this item to be included on the agenda sought approval to defer this item to a more appropriate time. Members concurred with the request.

42-14 FP Correspondence

None.

43-14 FP Planning Applications

None.

44-14 FP Accounts for Payment

PAYEE	REASON	GROSS	(VAT)	NETT
Grant Thornton	External Audit	720.00	120.00	600.00
BUNZL	Cleaning Materials	89.67	14.95	74.72
BUNZL	Cleaning Materials	106.21	17.70	88.51
Cornerstone Vision	Tyhee Times - Advertiser	120.00	20.00	100.00
Clear Sight	Window Cleaner	60.00	0.00	60.00
Communi Corp	Freedom Scroll	76.56	12.76	63.80
Cornwall Council (J Tivnan)	Traffic Management (Civic Parade)	40.00	0.00	40.00
Firewatch SW*	Alarm Call Out	127.50	21.25	106.25
Don Benson	Clock Winding	28.00	0.00	28.00
SW Hygiene	Sanitary Disposal Units	614.04	102.34	511.70

*Vanity Rooms organisation reimbursed the Council for this expenditure

45-14 FP Date of next meeting

The date of the next meeting will be Thursday 4th September 2014.

46-14 FP Any Other Business

- Councillor Mrs. K Brownhill suggested that members volunteer to tidy any residual weeds that remained in the town. It was suggested that this could raise the profile of the Council. Councillor J Tivnan concurred with the suggestion.

Meeting closed 8.20pm.....Chairman