

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 4th September 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 E Goodman, Mrs. C A Jackson, L E Keise and J Tivnan (late arrival) plus the Town Clerk with the Assistant Town Clerk in attendance.

47-14 FP Apologies for Absence

None.

48-14 FP Declaration of Interest relating to items on the Agenda

A non registerable interest (NRI) was declared by the following
Town Mayor – Invoices for payment (as a recipient of a reimbursement).

49-14 FP Minutes of the previous meeting

The Minutes of the Asset Management Committee meeting held on the Thursday 3rd July 2014 were taken as read, confirmed and signed by the Chairman.

50-14 FP Matters arising from the minutes

a) Hall Heating System:-

Pursuant to minute 34-14FP (a) the Assistant Town Clerk reported that although no further progress has been this matter is being pursued. Members suggested that the environmentally friendly scheme could be pursued for quotations/tenders from various contractors.

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

Pursuant to minute 34-14FP (b) despite the information requested by the officer from Cornwall Council had been promptly dispatched via the internal mail at Cornwall Council no reply had been received. Pursuant to minute 46-14FP Councillor Mrs. K Brownhill reported that the removal of the residual weeds around the town is likely to be undertaken during early October.

c) Health and Safety:-

Pursuant to minute 34-14FP (d) it was reported that a meeting will be arranged with the St John Ambulance Brigade to obtain further information on the proposed defibrillator.

d) Harvey Street Flats:-

Pursuant to minute 36-14FP (a) the Clerk reported receipt of an email from Cornwall Council requesting information on the current planters on Harvey Street Hill. It was noted that Councillor J Tivnan was investigating this matter further and would report back to Cornwall Council on proposals for the planter.

51-14 FP Policies reviewed by this Committee

a) Health and Safety Policy:-

The Committee briefly reviewed the Health and Safety policy but deferred further review and consideration until the next meeting of this Committee when the operational structure meeting between the Assistant Town Clerk and Councillor J Tivnan has been completed and the policy could be considered when any matters relating to the policy can be addressed.

52-14 FP Items referred to this Committee

None.

53-14 FP To consider the Business Risk Management Plan:-

The Assistant Town Clerk briefed members on the fixed asset management programme. The Assistant Town Clerk reported that marking fixed assets was not complete and that this should be completed in the near future when the Chairman of this Committee along with the Assistant Town Clerk will inspect the external fixed assets. The Assistant Town Clerk also reported that two benches had been replaced as part of the Council replacement programme (1 at the former Lanouettes Green in Marine Drive and the other at Tanks Corner with the old benches removed for renovation). The Assistant Town Clerk also reported that a memorial bench for Gordon Crago had been installed at the North Slip in Marine Drive. The Assistant Town Clerk reported that the family have been invoiced for the bench and that following installation it is intended that the bench is added to this Council's fixed asset register. Members **recommend** that the Assistant Town Clerk's request to add the bench to the Council fixed asset register is approved.

54-14 FP Health and Safety

a) Operational Procedures (as circulated):-

The 5 health and safety operational procedures had been circulated to members for consideration. It was reported that Councillor J Tivnan and the Assistant Town Clerk had still to meet to formulate more procedures and schedules and that this would be undertaken shortly. It was therefore decided to defer this item until the next meeting of this Committee when the procedures and schedules would be completed.

b) Road Closure Signs:-

The Assistant Town Clerk drew attention to an email from Cornwall Council on the number and amount of road closure signs available at the Town Council. Councillor J Tivnan observed that currently some of the signage was externally supplied. After further discussion the Chairman announced that the signage provision would form part of the asset review.

c) CCTV Cameras:-

The Assistant Town Clerk drew attention to the report (as circulated) containing a chronological sequence of issues at the Skateboard Park compiled by the Caretaker. Other issues at the toilets in Antony Road were also identified. The Clerk suggested that the Council invest in an additional surveillance camera at Benodet Park that overlooked the skateboard park and also consider a camera at the Antony Road toilets to deter and also detect vandalism and other anti-social behavior. The Assistant Town Clerk had obtained a quotation for the additional installation of a camera at Benodet Park. Following further discussion it is **recommended** that the Council proceed with an additional surveillance camera at Benodet Park but that the Council undertakes an appraisal and evaluation of the requirements to locate cameras at various locations in the town to monitor and keep under surveillance vulnerable public sector buildings and property in the town.

d) Skateboard Park Inspection:-

The recent Skateboard Park inspection undertaken by the Play Inspection Company was presented to the Committee for consideration. After perusing the document Councillor Tivnan expressed satisfaction that the points contained in the document only referred to low risk issues. The Committee therefore accepted the document and confirm that the situation at the park is monitored.

55-14 FP Communication Strategy

It was confirmed that the Assistant Town Clerk will contact those members on the Communication and Marketing Strategy Working Party to arrange a suitable time to meet and progress this matter. Following discussion on the future of the Tyhee times, it is **recommended** that this Council continue with a further 6 months trial of the Tyhee Times at a cost of £100 per insert. It is further understood that the Torpoint Town Partnership have indicated continued support for the publication.

56-14 FP Council Chambers and Other Council Property

a) Fire Alarms:-

The Assistant Town Clerk reported a fault with the fire alarm system with the frequent sounding of the evacuation alarm without any evidence of a fire. It was further reported that the alarm engineers were due on site on Monday to investigate the problem. When the report was received Councillor J Tivnan would be notified to consider the report further.

b) Baby Changing Unit:-

The Assistant Town Clerk drew attention to the number of infants that were attending functions at the Council Chambers and were having to be changed on the floor. It was **recommended** to support the request of the Assistant Town Clerk and purchase a baby changing unit to be located in the disabled toilet at a cost of £119 plus VAT.

c) Guttering Replacement:-

Following the recent external painting programme of the complex, it was suggested that the Council might wish to replace the current guttering that would also improve the aesthetics of the building. Anticipating the situation the Assistant Town Clerk obtained two quotations for the works (written and not verbal – see Best Value Statement).

| COMPANY OR BUSINESS | DESCRIPTION | AMOUNT (£) |
|----------------------------------|--|-------------------|
| CE Builders | Replace guttering/remove old from site | 1,360 |
| NDF Civils and Property Services | Replace guttering/remove old from site | 2,800 |

After considering the above works it is **recommended** that the Council proceed with the works and award the contract to CE Builders.

d) Town Clock:-

The Clerk reported receipt of a letter from the retired engineer offering to undertake the maintenance of the clock for this year. The Clerk reported that it was this engineer that had repaired the clock last year. It was understood that originally the engineer had not expressed an interest in undertaking the work and the Council had approached a national company to undertake the work. Given receipt of the letter the Clerk had contacted the PCC to evaluate any views and opinions. The PCC raise no objections subject to the Council implementing the appropriate procedures including any required risk assessments. After a brief discussion it is **recommended** that the Council take advantage of the kind offer subject to

- The engineer being accompanied by the Clock Winder
- Any risk assessments are put in place that would be evaluated by Councillor J Tivnan.

e) Report on Council Property:-

The Assistant Town Clerk circulated a report some of which had considered in other parts of the minutes. Other key points included

- Repairs will be effected to the leaking roof in the passageway between the Council Hall and Committee Room.
- SW Water have been called to investigate the increased water consumption and repairs together with other water saving actions would be undertaken.

- Rendel Park would be inspected by the Clerk and contractor and the grass at the St John Ambulance Hall would be cut.

The Assistant Town Clerk was thanked for a comprehensive report.

57-14 FP Correspondence

None.

58-14 FP Planning Applications

- a) PA14/07721 – 5, Peacock Avenue, Torpoint – Single Storey rear extension and detached garage.

No objections or observations.

59-14 FP Accounts for Payment

| PAYEE | REASON | GROSS | (VAT) | NETT |
|------------------------------|--|--------|-------|--------|
| Don Benson | Clock Winding | 28.00 | 0.00 | 28.00 |
| NDF Civils & Property | Fixing Benches(Marine Drive/Tanks Cnr) | 360.00 | 0.00 | 360.00 |
| Stylus Engravers (M N Pearn) | Kings Troop/Gorsedh Kernow Momento | 83.98 | 12.51 | 71.47 |

60-14 FP Date of next meeting

Thursday 2nd October 2014.

61-14 FP Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Mayor announced that the Clerk had been asked to send a welcoming letter to the new Captain at HMS Raleigh.
- The Mayor also congratulated Councillor E H Andrews for his "Ice Bucket" challenge in aid of the Mayors Charity.

Meeting closed 8.39pm.....Chairman