

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 2<sup>nd</sup> October 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, and J Tivnan plus the Town Clerk with the Assistant Town Clerk in attendance.

### **62-14 FP Apologies for Absence**

L E Keise.

### **63-14 FP Declaration of Interest relating to items on the Agenda**

None.

### **64-14 FP Minutes of the previous meeting**

The minutes of the Asset Management Committee meeting held on the Thursday 4<sup>th</sup> September 2014 were taken as read, confirmed and signed by the Chairman.

### **65-14 FP Matters arising from the minutes**

a) Hall Heating System:-

Pursuant to minute 34-14FP (a) the Assistant Town Clerk reported that one quotation to replace the fan heaters in the Main Hall had been received from British Gas. Further quotations/tenders would be sought in due course.

b) St John Ambulance Brigade:-

Pursuant to minute 34-14FP (d) the Assistant Town Clerk reported having spoken to the St John Ambulance Brigade regarding the proposed defibrillator, who have offered to train staff and members in the use of a defibrillator. Regarding the proposed purchase of a defibrillator, St John Ambulance offered to suggest suppliers for the purchase, if needed.

Members discussed the proposed purchase of a defibrillator and it was noted that the Council would endeavour to establish the current whereabouts of defibrillators in the town, although the Mayor is currently seeking this information through the local media. The location of the proposed defibrillator was discussed and it was suggested that in order to make it most accessible it should preferably be sited in an external setting. It is therefore **recommended that** the Council purchase an AED device, with the possibility of either obtaining local sponsorship and/or fundraising to cover the annual servicing cost charges, to be located in an external setting in Torpoint. Councillor G J Davis drew attention to the current budget and the fact that finances did not exist to purchase the device in this financial year although it has been included in the proposed 2015-16 Development Plan expenditure and as a result could not support the recommendation. The Town Clerk reported to members that part of the recently implemented Local Government Transparency Code 2014 legislation, Councils with an annual turnover exceeding £200,000 will have to publish certain items of expenditure over £500 onto the website. More information will be available at the next Council meeting.

c) Harvey Street Flats:-

Pursuant to minute 36-14FP (a) Councillor J Tivnan reported that a list of quotes for the facing stone on proposed planter at Harvey Street flats is being gathered.

d) Road Closure Signs:-

Pursuant to minute 54-14FP (b) Councillor J Tivnan reported that with the forthcoming Remembrance Day road closures, he now understood that Cormac were no longer going to be erecting the Road Closure signs for town events. Councillor Tivnan suggested that this amounted to a change in practices and asked if any other member was aware of the change. Councillor Tivnan continued that if the Town Council were now going to be responsible for undertaking all the activities associated with road closures, then he wished to seek clarity as to why charges being made by Streetworks for road closures. It is therefore **recommended** that the Council seeks confirmation of the changes made regarding Road closures and signs, by making contact with Cormac and/or Streetworks.

e) CCTV cameras:-

Pursuant to minute 54-14 (c) the Town Clerk reported that the quotation from Security Dynamics for the installation of a CCTV camera at the Skate Park, Benodet Park, however according to the Best Value Statement, this exceeds the limits for the DFO, £1,950.00. However, it was reported that in this industry it is commonplace that other companies do not undertake repairs or renovations to other companies systems, due to the service contracts in place, as mistakes could cause contracts to be void. Therefore, as detailed in the Financial Regulations, para 14.3 (referring to Contracts), it confirms regulations need not apply to contracts where the following is true: "for work to be executed or goods to be supplied which consist of repairs to or parts for existing machinery or equipment or plant". It is therefore **recommended** that the Council proceeds with the purchase of the CCTV camera from Security Dynamics and it is further **recommended** that the Council approves the additional charge for electrical supply for the camera (quotation for works being obtained). It was further noted that the Council has not yet undertaken 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.

f) Town Clock:-

Pursuant to minute 56-14FP (d) the service of the Town Clock has been approved, Councillor J Tivnan asked to be informed regarding the date for the service, once a definitive date had been arranged and he will then attend.

#### **66-14 FP Policies reviewed by this Committee**

a) Health and Safety Policy:-

Councillor J Tivnan reported having recently working with the Assistant Town Clerk for two days on site, reviewing all areas of Health and Safety for Torpoint Town Council. A summary of the visit and a more detailed report will follow: areas include: asbestos record, which is not yet documented; TR19 Register for cleaning of the extraction/ventilation system in the kitchen; review of hardwire test reports resulting in C3, low category recommendations. A review of the Fire Risk assessment will be carried out in December 2014, along with a review of the Health and Safety guidelines issued to Hirer's. The report will propose that in future all the health and safety policies will need reviewing every two years, instead of annually.

#### **67-14 P To consider the Business Risk Management Plan:-**

a) Marking of Fixed Assets:-

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.

b) Suggested sale of the ride on mower:-

Following a suggestion to sell the ride on mower, it was reported that the mower is not currently in working order and therefore it would not be appropriate to consider selling goods belonging to the Council, unless they were of a merchantable quality. Following a discussion it was therefore **recommended** that the mower is brought up to a working standard to make it available for sale, and then that the mower is disposed of at the most advantageous price available to the council.

## **68-14 FP Items referred to this Committee**

None.

## **69-14 FP Health and Safety**

a) Operational Procedures (as circulated):-

The health and safety operational procedures had previously been circulated to members for consideration. It was reported that Councillor J Tivnan and the Assistant Town Clerk have now met to formulate and update these procedures and schedules. The updated versions are expected to be completed before the next meeting of this Committee.

## **70-14 FP Communication Strategy**

a) Members on the Communication and Marketing Strategy Working Party are scheduled to meet on Monday 8<sup>th</sup> October for the inaugural meeting and as Chairman of the Asset Management Committee Councillor E H Andrews agreed to compile an agenda for this first meeting. Councillor G J Davis suggested that by searching the internet for "integrated marketing and communication strategy", as this may be useful for this working party. He continued that the Council may need to consider developing a "vision" for the future and this is one of the key areas the working party could look at. The Assistant Town Clerk reported the number of recent monthly 'visits' to the Town Council website, providing a comparison between June 2014, 4,808 and more recently September 2014, which had 5,757 'visits'. Following discussion regarding the Events listing page, there appears to be local organisations who have uploaded their weekly events, instead of showing one off events that are running in the town. Although it was suggested that weekly events should be removed, the Clerk further suggested that this clearly demonstrated the need for a robust policy rather than the current judgmental position of the Town Clerk or Assistant Town Clerk on website inclusion. Members concurred that this would be considered as part of the discussions on the Marketing and Communication strategy.

Members then discussed the current website and the Assistant Town Clerk reported that the current Council webmaster has indicated that for £200 plus VAT expenditure the current website could be brought more up-to-date, members agreed that this should be discussed at the forthcoming Communication and Marketing Strategy working party meeting. The Town Clerk explained that if the Council agrees to delegate budget monitoring to individual Committees (ref Budget Monitoring Policy), then this proposal for spending could be delegated to this Committee.

## **71-14 FP Council Chambers and Other Council Property**

a) Monthly Report:-

The Assistant Town Clerk circulated an updated report regarding Council Chambers and other Council property. The Mayor suggested that future agendas include this report as item 4, prior to the matters arising from the previous minutes, it was therefore **resolved** to change all future agenda's accordingly.

- The Assistant Town Clerk reported recent small fires which had been started on a number of occasions within the Skate park, damaging the grass. Councillor C E Goodman explained that a recent visit planned to Torpoint Community College, Year 10 students by the Fire Service, was unfortunately the last visit by the Service as he is not being replaced. The broken electrical box within Benodet Park has not yet been repaired, the Assistant Town Clerk will pursue the repair.
- It was reported that brambles are encroaching onto the bench on the walkway behind the Harbour Lights. The Assistant Town Clerk will arrange for these to be cleared.

- Fire Alarms: - It was reported that four fire detectors in the Annexe, do not operate. It will be part of the health and safety report to recommend that these four sensors are replaced.
- Town Clock:-The annual maintenance is being undertaken and a report will follow.

### 72-14FP Correspondence

a) Devon & Cornwall Police complaint response:-

Receipt was reported of a reply from the Devon and Cornwall Police in response to complaint as a result of the tardiness of responding to calls to the 101 number. Members discussed the reply and were disappointed that the response did not acknowledge the time taken to answer the calls to the 101 telephone number. It was suggested by Councillor G Davis that this issue/complaint could be forwarded for discussion at the forthcoming Police & Crime Panel Scrutiny public meeting scheduled for 17<sup>th</sup> October, members then **resolved** to refer this item to the Council meeting.

b) Members of St. James' Church, Torpoint:-

Receipt was reported of a letter enquiring if the Town Council would like to decorate a Christmas tree for their Christmas Tree Festival, to be placed in the Church in December this year. Following discussion it was **recommended** that the Council would decorate a small tree for the Festival.

### 73-14 FP Planning Applications

None.

### 74-14 FP Accounts for Payment

PAYEE	REASON	GROSS	(VAT)	NETT
Barry Evans Home Imp	Remove PVC and trace leak	54.00	9.00	45.00
BUNZL	Cleaning Materials	120.06	20.01	100.05
Trebor Maintenance	Grounds Maintenance (Sept)	249.60	41.60	208.00
Cornwall Council	Garage Rent (29.9 - 2.11)	59.70	9.95	49.75
BT	Business Phones	296.54	49.42	247.12

### 75-14 FP Date of next meeting

Thursday 6<sup>th</sup> November 2014.

### 76-14 FP Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Mayor reminded members' regarding the forthcoming CNA / Budget meeting being held on 7<sup>th</sup> October, at the Council Chambers, all members and the public are welcome.

Meeting closed 8.32pm.....Chairman