

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 6<sup>th</sup> November 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, a L E Keise and J Tivnan plus the Assistant Town Clerk (ATC) with the Town Clerk in attendance.

### **77-14 FP Apologies for absence**

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

### **78-14 FP Declaration of Interest relating to items on the Agenda**

None.

### **79-14 FP Minutes of the previous meeting**

The minutes of the Asset Management Committee meeting held on the Thursday 2<sup>nd</sup> October 2014 were taken as read, confirmed and signed by the Chairman.

### **80-14 FP Adjournment of the meeting**

It was resolved that the meeting stand adjourned to receive an updated report from Hyder Consultants on proposals to re-align the Yonderberry Jetty. The meeting was adjourned at 7.05pm and reconvened at 7.35pm.

### **81-14 FP Matters arising from the minutes**

a) Ride on mower:-

Pursuant to minute 67-14FP (b) the ride on mower can now be offered in the current condition as 'sold as seen'. Members have asked that if there were any conditions put in place by the funding source when the mower was purchased, which will be clarified. Once clarification is obtained, then an advantageous sale price could be proposed. The Assistant Town Clerk will seek clarification that the proposed purchaser is still interested.

### **82-14 FP Report from the Assistant Town Clerk**

- a) Water consumption: - The ATC confirmed that water saving devices are to be installed.
- b) Faulty Fire Alarm sensors: - The ATC reported that these are to be replaced in Annexe area by Firewatch SW.
- c) Baby changing unit: - The ATC confirmed that this facility has now been installed by the contractor at a cost of £50.00.
- d) Hall Heating: - The ATC reported that there are currently operational issues with central heating in the entire complex and has been treated as a priority as complaints have been received from hirers. On the matter of replacing hall heating it was noted that the tendering process had been concluded previously but that the Council had not awarded the contract at this time. The ATC confirmed that this would be pursued again with additional quotations being sought by the ATC, to be undertaken in parallel to resolving the current operational matters and also to be co-terminus with the Council's budget proposals.
- e) Kitchen area:- It was reported that the annual deep clean of the kitchen has commenced that should result in considerable savings over last year when contractors were used. The ATC confirmed that despite using staff to undertake the clean, the extraction system still had to be serviced and cleaned. The ATC reported that the portable water boiler had failed and had to be replaced at a cost of £89.99 plus VAT. It was further reported that the combi-oven is not in working order and a catering company would be contacted in an effort to resolve this matter.

- f) General Maintenance: - It was reported that the stepladder has broken and will be replaced at a cost £59.61 plus VAT.
- g) Annexe: - The occupier has proposed installing external lantern lighting, for health and safety reasons, at their own cost to the Annexe building. It is therefore **recommended** that following receipt of written proposals to install external lighting, the Council approve the installation subject to the facilities are installed by the occupier at no cost to this Council, the equipment is maintained by the occupier, electrical certificates are obtained and that the council reserve the right to request that the Annexe is restored to the original condition should the current occupiers vacate the premises.
- h) Rendel Park: - It was reported that the Council are in dialogue with the Tamar Bridge and Torpoint Ferry Joint Committee management to refurbish of the benches in the Park.
- i) Sparrow Park Benches: - Following the visual inspection and review of the Council fixed assets by the Chairman and also ATC, the Sam Bassett memorial bench in Sparrow Park that has been recently added to the fixed asset register will be refurbished by the Council, in time for Remembrance Sunday. Councillor L E Keise suggested that the information regarding the location of all the benches in the town could be added to the Council website, for public information.
- j) Benodet and Skateboard Parks:- A report to the Police of "arson not endangering life" was made on 9<sup>th</sup> October 2014, which has resulted in a small amount of tarmac being damaged and requiring replacement. The Mayor issued a letter to the students of Torpoint Community College. Further damage to Benodet Park was reported to the Police and CCTV footage recovered. The Police have recorded 12-15 visits to these sites and since these events the skate park seems to have improved. Councillor L E Keise suggested the national Crimestoppers telephone number is displayed in the parks. Damaged basketball nets in the skate park are not to be replaced. Additional CCTV signs will be ordered as the current ones are damaged and broken.
- k) Public Conveniences: - Receipt was reported of an email from a resident of Portwrinkle, commending the Thanckes Park toilets as being "fantastic"! The resident was delighted to find public conveniences that were a pleasure to use and not in a poor or unwelcome condition. The Chairman requested thanks to be passed to the Care-taking staff for a job well done.
- l) Japanese Knotweed: - Councillor J Tivnan has received information from an organisation who provide a free consultation on Japanese Knotweed and he has offered to contact the company for more details and report the findings at the next meeting of this Committee.
- m) Harvey Street Flats: - It was discussed that the railings at the site have now rusted, as they have not been properly maintained. It was proposed and **recommended** that a letter is sent to Cornwall Council asking them to remove these railings at Harvey Street and also make good the site. Councillor J Tivnan indicated that he will forward details for the maintenance of the gardens to the Town Clerk.

The Chairman thanked the Assistant Town Clerk for the comprehensive report.

### **83-14 FP Policies Reviewed by this Committee**

- a) Data Protection, Records Management Policy and Records Retention:-

Members considered the Data Protection, Records Management Policy and Records Retention policies (as circulated). Following discussion it was **recommended** that the policies are adopted by the Council.

It was further **recommended** that the policies are considered every other year given the controls are part of the data protection legislation. It was further suggested that the model Freedom of Information policy adopted by this Council might be considered in the intervening year.

### **84-14 FP To consider the Business Risk Management Plan**

The inspection of the external fixed assets has now been completed by the Chairman and ATC and will continue with the review and inspection of internal assets. It was noted that the Millennium Beacon is still located at AMS Fabrications, Trevol Business Park.

#### **85-14 FP Items Referred to this Committee**

##### a) Town Emergency Plan:-

It was agreed to defer this item to the next meeting, following a conversation between Councillor G J Davis and the Community Network Manager. The Town Clerk would pursue any former plans or similar documents produced by this Council.

#### **86-14 FP Health and Safety**

##### a) Operational Procedures (as circulated):-

Councillor J Tivnan distributed a document detailing points and recommended actions following the health and safety visit made by himself, working with the ATC, to the Council Offices on 3<sup>rd</sup> and 4<sup>th</sup> October 2014. A summary of this report:-

##### i) Electrical Safety

It was noted The 5 yearly hard wiring programme is incomplete and will be pursued with an electrical engineer. It is **recommended** that the Portable Appliance Test (PAT) will be undertaken in compliance with best practice.

##### ii) Fire Risk Assessments:-

It was noted that staff training is required in this area of health and safety and would be arranged by Councillor Tivnan. Copies of the current Fire Risk Assessment would be obtained from the contractor together with the annual portable appliance test certificate. The fire log book would be re-formulated to make it both user friendly and compliant with periodic checks. It was confirmed that two relatively recent members of staff have undertaken basic fire extinguisher training in June.

##### iii) Gas Safety:-

The Annual Gas Safety checks had been undertaken with one reference to faulty Loop Pump that required to be resolved. An enquiry of the status of this issue is to be made

##### iv) Waste Transfer Certification

It was noted that no certification of this is held on site and therefore Duty of Care in the transfer of waste could not be demonstrated. A certificate will be requested from the company undertaking this work.

##### v) Legionella Risk Assessment

It was noted that staff training in this area is required and this has been arranged with Dantek Ltd on the 27<sup>th</sup> November 2014 as the company that undertook the original survey is understood to have folded. The training will be undertaken in compliance with document L8. Dantek Ltd will also undertake another full survey at the same time as training staff.

##### vi) Asbestos Survey

It is understood the company that carried out the initial survey no longer operates and to ensure full compliance it is **recommended** that another surveyor is identified to undertake a full survey.

The Chairman thanked Councillor J Tivnan for this comprehensive report.

#### **87-14 FP Communication Strategy**

The Chairman summarised the notes of the Communications and Marketing Strategy Working Party meeting held on Monday 8<sup>th</sup> October, where discussion regarding the current website had taken place. Following receipt of a quotation from the contractor to update the existing website the Working party would invite the webmaster to attend the next meeting of the Working Party. It is **recommended** that the Mayor's Diary is renamed Town

Events. The events listing would also be reviewed. It was confirmed that the member's web section has been set up for access to meeting documents and this is currently in progress. It is also **recommended** that Councillor Mrs. A I Johnson is appointed to serve on this Working party.

### **88-14 FP Council Chambers and other Property**

This item to be deleted from the agenda, as issues will now be identified as part of the ATC's monthly report.

### **89-14 FP Correspondence**

a) Scope – House to House Collections:-

Noted. The dates were confirmed as 30<sup>th</sup> March to 19<sup>th</sup> April 2015 and 4<sup>th</sup> April to 24<sup>th</sup> April 2016.

b) Sheryll Murray MP - Town Councils & Fly a Flag for the Commonwealth 9<sup>th</sup> March 2015:-

Noted. Members recommend to support fly a flag for the Commonwealth subject to the the cost of the flag being investigated.

### **90-14 FP Planning Applications**

a) PA14/09445 – 36, Sycamore Drive, Torpoint – Extension at rear of property.

No objections or observations.

b) PA14/09772 – 2, Woodland Way, Torpoint – Demolition of rear porch; extension to kitchen and realignment of existing rear extension roof.

No objections or observations

(Councillor L E Keise declared a non registerable interest as being a neighbour of the applicant).

c) PA14/09790 – 7, Thanckes Close, Torpoint – Retrospective: Single storey extension and installation of a Biomass Boiler.

No objections or observations

d) PA14/09953 – Plot 6A, Trevol Business Park, Torpoint – Siting of Air Conditioning Condensers to the rear elevation.

No objections or observations.

e) PA14/10228 – 26, Marine Drive, Torpoint – Removal of condition 4 of decision PA14/08269 (proposed two-storey extension to create a self-contained annexe. Renewal of existing aluminium double-glazed windows and doors to PVC double glazed including alteration of first floor bed 1 window to inward opening double glazed PVC doors with Juliet balcony to south elevation. Formation of raised timber decking adjacent to ground floor lounge double doors to south elevation) with regard to obscure glazing.

No objections or observations.

f) PA14/10230 – 26, Marine Drive, Torpoint – Proposed two storey rear extension. Renewal of existing double glazed windows and doors to PVC double glazed including alteration of first floor bed 1 window to inward opening double glazed doors with Juliet balcony to south elevation. Formation of raised timber decking adjacent to ground floor lounge double doors to south elevation.

No objections or observations

It was noted that the Council has raised concerns with planning applications that have been questioned, it appears that the Council are not getting what we asked for.

### **91-14 FP Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Clear Sight	Window Cleaner	60.00	0.00	60.00
Viking Direct	Coffee	9.96	0.08	9.88
Trebor Maintenance	Grounds Maintenance (Oct)	249.60	41.60	208.00
M Acton	Laundry	67.00	0.00	67.00
EDF Energy	Haldo Piller	5.36	0.83	4.53

Due to an error with omission of VAT, correction to the following:

Torpoint Builders Merchants	Adjustable Wrench	8.08	1.35	6.73
Also Torpoint Builders Merchants	Leather Gloves (2)	3.84	0.64	3.20

The Chairman noted that laundry expenditure is recovered via invoice to hirers.

**86 – 14 FP Date of next meeting**

Thursday 4<sup>th</sup> December 2014.

**87 – 14 FP Any Business that has been disclosed to the Chairman and members prior to the meeting**

None.

Meeting closed 9.04pm.....Chairman