

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 4th December 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, and J Tivnan plus the Assistant Town Clerk (ATC) with the Town Clerk in attendance.

94-14 FP Apologies for absence

Apologies for absence were submitted on behalf of Councillors L E Keise and Mrs. C E Goodman

95-14 FP Declaration of Interest relating to items on the Agenda

None.

96-14 FP Minutes of the previous meeting

The minutes of the Asset Management Committee meeting held on the Thursday 6th November 2014 were taken as read, confirmed and signed by the Chairman, with the amendment to minute 86-14FP (ii) delete and would be arranged by Councillor J Tivnan.

97-14 FP Matters arising from the minutes

a) Ride on mower:-

Pursuant to minute 67-14FP (b) having contacted the funding body their records indicate that Torpoint Allotment Association (TAA) will need to contact them directly regarding the ride on mower to ascertain disposal procedures. A local community organisation have expressed an interest in the mower, if made available, however the proposed purchaser is still interested in the mower.

b) Town Emergency Plan:-

Pursuant to minute 85-14FP it is **recommended** that a working party to take this project forward is set up at the next Full Council meeting.

c) Fly a flag for the Commonwealth:-

Pursuant to minute 89-14FP (b) it is **recommended** that a flag to fly for Commonwealth Day (9th March 2015) is purchased at a cost of £58.00 plus VAT.

d) Automated External Defibrillator:-

Pursuant to minute 65-14FP (b) (St John Ambulance Brigade) the locations of defibrillator devices in Torpoint has been gathered by the Police, details are:

- Lodge House Surgery
- St. James Road Surgery
- Antony Road Surgery
- Torpoint Dental
- Antony Road Dental Centre
- Torpoint Ferries (1 mid-ship on each ferry and 1 in the ferry office)

It was noted that Torpoint Community College and Torpoint Nursery & Infant School are currently considering purchasing defibrillators in addition to other organisations in the town that are also considering purchasing devices. With the proposed move of Antony Road and St. James Road Surgeries and without the detailed specific knowledge of the types of devices (and as the device to be purchased by the Council has been budgeted for 2015/16 expenditure), it was agreed to try to establish the details of the devices, prior to making any further recommendations in the new financial year.

98-14 FP Report from the Assistant Town Clerk

a) Pearn's Passageway: - Awaiting quote for works to repair leak & drainage issues.

- b) Water consumption: - water saving devices now installed
- c) Faulty Fire Alarm sensors: - The ATC has made contact with Firewatch SW regarding replacement of sensors & has been told that the sensors are obsolete. The ATC will endeavour again to obtain replacements and if unsuccessful Councillor Tivnan has offered to make contact with Firewatch SW.
- d) Fire Risk Assessment: - Quotation received from Firewatch for electronic copy only, £250.00 plus VAT. It was **resolved** to proceed under Health and Safety guidelines, with the expectation that any recommendations made last year will still remain.
- e) Baby Changing Unit: - Installation made and awaiting invoice.
- f) Hall Heating: - Operational issues with central heating have now been resolved, although some complaints have continued. Awaiting two quotes for replacement central heating system despite pressure from the ATC.
- g) Kitchen area: - ATC to instruct an organisation to conduct a deep-clean of kitchen extraction system, to meet TR19 compliance regulations. It was confirmed that the combi-oven is in working order. Deep clean of kitchen has now been completed and a stock take has been undertaken. Food Hygiene Rating Scheme, ATC has started to prepare a file for recording information to meet compliance standards, which include a Safer Food Better Business (SFBB) pack.
- h) Vanity Annexe: - External lighting has been installed, awaiting confirmation of Electrical certification of work undertaken, from the licensee.
- i) Fixing Energy Prices: - Utility Wise have provided renewal prices from SEE Energy and British Gas, as the firm are a broker the possibility of obtaining a comparison of prices was discussed.
- j) Chambers/Roof above Archives: - It was reported that there have been several leaks which have occurred to the roof above the Archives office. Quotations to replace only this section of the roof are being sought, as the level of pitch is too gradual and water is gathering in the gully. Members discussed the urgency needed with obtaining these quotations, in order to prevent the ceiling collapsing due to adverse weather conditions.
- k) Clothing for staff: - Members approval order for work clothing for caretaker and cleaning staff, use Torpoint Town Council name without a proposed new logo and ensure a record is kept of clothing issued.
- l) Rendel Park: - Maintenance of the benches is in progress by Tamar Bridge & Torpoint Ferry Committee and an additional bin will be installed.
- m) Commemorative Bench (Mr. Ken Barrett): - Bench is now installed at Chapeldown Road, the family have visited the bench and have also written detailing their thanks for arranging the various formalities in this matter.
- n) Memorial Bench – E Sims:- Referring to Agenda item 11a) A request has been received from the family of Mr. Gary Sims to purchase a commemorative bench, to be located along Chapeldown Road. It is **recommended** that a bench is purchased and the family subsequently invoiced for payment; Cornwall Council are to be contacted to agree for Torpoint Town Council to take on the management of the bench, the bench is maintained by the Council and the bench is added to the Council's fixed asset register.
- o) Benodet Park & Skate Park: - Two litter bins have been ordered, to be placed in Benodet Park. Quotation for the electrical installation works required to install CCTV at the Skate Park received, £475.20 plus VAT, it is **resolved** that this works proceeds. Although an improved month for the general state of Skate Park, unfortunately at the end of November there has been a few small fires. On 2nd December 2014 a member of the public reported a fire in the Cornwall Council play park at Thanckes Park, which has resulted in the incineration of one of the ride-on pieces of play equipment. Members asked for the play-park to be monitored to see if a replacement is installed. The electrical box in Benodet Park is in a poor condition and members agreed that a quotation for a steel covered box to be built to cover it and to protect members of the public from harm, should be sought by that ATC. Some tiles from the Benodet stage roof are damaged

and/or broken, members indicated that these will need to be repaired or replaced and for the ATC to action this.

99-14 FP Policies Reviewed by this Committee

a) Environment Policy:-

Members considered the Environment Policy (as circulated) and suggested that parts of the policy are aspirational. It was suggested that some investigation of other local council's environment policies are investigated. Following further discussion it was **recommended** that the policy is adopted by the Council with a renewal of the policy in one year.

100-14 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 all the Council's road closure signs are now in the garage.

101-14 FP Items Referred to this Committee

a) Salt bins: -

Councillors are asked to check salt bins to ensure that they are filled with salt, ready for use in the cold weather.

102-14 FP Health and Safety

a) Operational Procedures (as previously circulated):-

i) Electrical Safety:-

Portable Appliance Test (PAT) will be undertaken in compliance with best practice.

ii) Fire Risk Assessments:-

Councillor J Tivnan has reformulated the fire log book to make it both user friendly and compliant with periodic checks and is now in use.

iii) Gas Safety:-

The reference to the faulty Loop Pump, HWS pump supplied and fitted located within the boiler room in July 2014.

iv) Waste Transfer Certification:-

Certificate to demonstrate waste transfer compliance has been received.

v) Legionella Risk Assessment:-

Dantek Environmental Services have conducted training with the Caretaker and ATC, providing information and documentation, to enable the Council to meet current Health and Safety Commissions guidelines and British standards, relating to the control of Legionella bacteria in water systems

vi) Asbestos Survey:-

Another surveyor has been contacted, a site visit was arranged, a review of the records already held undertaken, along with sampling where necessary, reporting documentation will follow.

b) Legionella Management:-

Refer to minute 102-14FP (v)

c) Fire Risk Assessment Review:-

Refer to minute 98-14FP (d).

The Chairman thanked Councillor J Tivnan for his assistance in these matters.

103-14 FP Communication Strategy

a) The Chairman summarised the notes of the recent Communications and Marketing Strategy Working Party meeting. For the Local government Transparency Code 2014, it is **recommended** that an Excel document is uploaded monthly to the website, containing all information needed to meet to terms of the Code, deadline of 31

December 2014 for completion. In addition this area of the website would be subject to an annual audit and the Publicity policy to be updated to include reference to the Code, Paragraph 3, sub paragraph c) number iv).

b) The Town Clerk clarified the publication of agenda's, which need to be sent three clear days, in advance of meetings. This is the only document that members are required to have, the agenda can be sent electronically, provided members' agree. Written reports, with the exception of the Mayor's Diary are preferably submitted in advance of all meetings. Retention on the members' page, it is **recommended** that papers are retained on the page until the following month when new papers are uploaded for the next meeting and existing papers removed. The Town Clerk confirmed that some policies are copyright to the Council and therefore not published on the open website. General housekeeping standards: recurring events on the website should be removed, with a monthly entry (12) stating that this event takes place on the same day every week. It was **recommended** that the Town Clerk undertake the role of press officer subject to discussion. The Clerk requested that protocols to be established by the Council.

c) Corporate logo – updated logo presented, to be discussed at the next meeting.

d) Marketing folders – it is **recommended** that these are used to promote the Hiring of facilities by the Council.

e) Tyhee Times – A Facebook page has been trialed to inform members when the Tyhee Times has been uploaded to the Council website. The next meeting date is Thursday 8th January 2015.

104-14 FP Correspondence

a) Alleged Statutory Nuisance – Cornwall Council:-

Noted. A complaint has recently been received alleging loud music from events and fitness classes at the Torpoint Council Chambers, the ATC has reported this to various hirer's, including the fitness classes teachers' and is working with them to reduce noise levels.

b) Cornwall Blind Association – Grant income request for an application form

Noted, ATC to reply.

c) M A Watkiss – copy of letter to Tamar Bridge & Torpoint Ferry Offices

Noted

d) Memorial Bench request to purchase – E Sims

Noted, refer to Minute 98-14FP (n).

105-14 FP Planning Applications

a) PA14/10775 – Plot 6A, Trevol Business Park, Trevol Road, Torpoint – Advert Consent: 3 internally illuminated fascia's, 1 internally illuminated projection sign and 1 non-illuminated reverse applied window graphic.

No objections or observations.

106-14 FP Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Streetmaster	Commemorative Bench	964.80	160.80	804.00
M Acton	Laundry	33.00	0.00	33.00
BNP Paribas	DD Lease Photocopier	486.72	81.12	405.60

107-14 FP Date of next meeting

Thursday 5th February 2015.

108-14 FP Any Business that has been disc disclosed to the Chairman and members prior to the meeting

a) Tamar Bridge & Torpoint Ferry Committee – Rendel Park Maintenance Agreement.

It is **recommended** that the amendment to the Maintenance agreement is accepted.

Meeting closed 8.38pm.....Chairman