

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 5th February 2015 at 7.30pm in the Mayors Parlour, 1-3, Buller Road, Torpoint.

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

The Chairman thanked Councillor E H Andrews, who was standing down as Chairman for family reasons, for his tenure as Chairman of this Committee and after brief consideration by members **recommend** that the role reversal of Councillor L E Keise as Chairman and Councillor E H Andrews as Vice Chairman is accepted by the Council for the remainder of this civic year.

109-14 FP Apologies for absence

Apologies for absence were submitted on behalf of Councillor E H Andrews.

110-14 FP Declaration of Interest relating to items on the Agenda

None.

111-14 FP Minutes of the previous meeting

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

112-14 FP Matters arising from the minutes

a) Fly a flag for the Commonwealth:-

Pursuant to minute 97-14FP (c) the Clerk confirmed that the Assistant Town Clerk had to obtain the flag from the Hampshire Flag Company as the original company had insisted payment in advance that is contrary to financial regulation 8.3. It is **recommended** that Sheryl Murray MP be invited to participate in the event.

b) Salt Bins:-

Pursuant to minute 101-14FP (a) members were urged to check the level of salt and grit in bins near to their homes and notify the Assistant Town Clerk if any required to be refilled. Councillor J Tivnan drew attention to the defective lid on the grit bin at the North Road/Antony Road junction. The Clerk would report this defect to the Assistant Town Clerk to pursue this matter further.

113-14 FP Report from the Assistant Town Clerk

- a) PAT testing: - It was noted that the PAT testing has been completed. In answer to a question from Councillor J Tivnan, the Clerk reported that any non-council equipment that has been tested the cost of the test would be charged to the relevant occupier by the Assistant Town Clerk. It was further noted that any piece of equipment that was found to be non-compliant would also reported to the occupier by the Assistant Town Clerk with the instruction that it is taken out of service.
- b) Fire Alarms: - The report was noted. Councillor J Tivnan was of the opinion that this issue had to be resolved as a matter of urgency and cited possible scenarios. It was suggested that when the relevant tenders are received it should be delegated to the officers to pursue in compliance with Financial Regulations and Best Value Statement if no council meeting is imminent.
- c) Fire Risk Assessment: - Following consideration of this matter it is **recommended** that the garage entrance at the rear of the property is no longer designated as a fire exit and the signage removed/altered. Councillor J Tivnan would meet with the Assistant Town Clerk to review the points in the document.
- d) Central Heating: - It was noted that two quotations have not been received although Councillor Tivnan expressed disappointment that a heat exchange system had not been included. Councillor Tivnan continued by explaining the benefits of this type of system. Members also noted the suggested infra-red system with

some present having reservations of this type of operation. It was suggested that this system is no longer considered although the Chairman pointed out that the company had offered to demonstrate the system to members. Further reports are awaited from the Assistant Town Clerk on this matter with the intention to install a replacement system in the summer.

- e) Kitchen: - Councillor J Tivnan explained the situation with the extraction system after having discussed with this Council's insurers. Councillor Tivnan confirmed that the insurance company are satisfied if the system is cleaned every other year but surveyed in the interim year although the company undertaking the work would not be liable if a fire broke out. It was suggested that a long term deal might be less expensive.
- f) Vanity Rooms - A "rebated" mat at a cost of £210 will be installed inside the disabled door on health and safety grounds. A conventional mat would be a tripping hazard and no mat results in a slippery floor.
- g) Electrical Installation Report: - It was noted that the report on the circuit box was given a classification code was a C3. Councillor Tivnan advised the meeting that this indicated the remedial action was not urgent but required a quotation.
- h) Buller Road entrance Lift – Councillor Tivnan advised a 6 monthly maintenance schedule to be put in place.
- i) Commemorative bench, Chapeldown Road: - It was confirmed that this Council has been asked to install and maintain a commemorative bench in Chapeldown Road (this will replace a former Cornwall Council installed and maintained benches) and the bench is currently in the process of being installed.
- j) Antony Road Toilets – It was reported that the conventional toilet rolls are being stolen from Antony Road public conveniences. It is recommended that theft proof toilet roll dispensers are purchased to prevent the occurrence.
- k) Bus Shelters – The Mayor reported that there were no bus shelters on the Western exit roads (Antony and Trevol Roads) from the town to the new health centre. The Mayor reported that he has identified possible sites for a bus shelter but it is likely this Council would have to fund the structure.

Councillor Mrs. C A Jackson raised the issue of the notice board at the Library reporting that it is in a poor condition. The Clerk would report this matter to the Assistant Town Clerk but urged members to report any defective assets to the Assistant Town Clerk to effect immediate action and not wait for meetings to report any matters.

114-14 FP Policies Reviewed by this Committee

None.

115-14 FP To consider the Business Risk Management Plan

The review of the Council's internal assets is continuing by the Assistant Town Clerk.

116-14 FP Items Referred to this Committee

a) Statutory Noise Nuisance: -

It was reported by the Assistant Town Clerk that whilst noise levels appear to be satisfactory it was noted that as warmer weather arrives the temptation to open windows and doors might present a further problem. It is proposed to purchase additional pedestal fans so that a maximum of three fans can be used to cool the area. It was commented that a heat exchange unit might assist in keeping the area cool.

117-14 FP Health and Safety

It was confirmed the key health and safety matters were addressed in the Assistant Town Clerk's report.

118-14 FP Communication Strategy

The report of the Communications and Marketing Working Party meeting held on Tuesday 27th January 2015 was considered by members. Members firstly considered the proposal on press releases. The Clerk reminded members that he could only issue a press release following approval by Council or on a matter delegated to the officer. The Clerk warned of the dangers of issuing releases based on the officer's opinion and that it would not be appropriate to issue a press release on behalf of a member. Any speculative releases or prospective actions by

the Council would have to be issued by the Mayor but clearly as his/her opinion. Councillor Tivnan suggested that the protocols were clear and simple and that the Council should work within the parameters outlined by the Clerk. Members therefore **recommend** that the Council adopt the broad outline given by the Clerk. Members then considered the discussion on social media. The report spoke of concerning issues experienced by members or known by members with examples such as the some libraries and the Diamond Jubilee being cited. The Clerk also drew attention to examples given to him by an insurance representative of Town hall staff resigning as a result of cyber abuse and bullying. The Clerk warned that the Council if the Council wished to go down this route then strict and robust controls must be put in place to protect staff. Councillor Tivnan spoke of health and safety matters with the possibility of staff going absent through stress and pressure. Councillor Mrs. C E Goodman spoke of the cyber communications at the Community College and offered to produce the policy or model of best practice that the Community College had in place. It was also suggested that other parish councils are contacted that use social media to ascertain the procedures and protocols that they have in place to prevent bullying and harassment of staff. After further consideration it is **recommended** that this item is deferred until further information is forthcoming from others bodies when the matter would be reconsidered. On the subject of the Town Council logo the Clerk confirmed that the logo's used on letterheads etc. were produced on the staff or Mayoral initiative and were not intended to become the Council corporate logo – this was a Council decision. The Mayor chastised members by reminding those present that members of the Council were investigating a corporate logo some 18 months ago but no progress had been made. Councillor G J Davis spoke of the need for consistency. It is there noted that the current logo's would be continued until this Council produced a corporate logo that would then replace all those currently being used. It is also **recommended** that the Council becomes involved with the "We are Cornwall" website.

119-14 FP Correspondence

a) Cornwall Council – Draft Renewable Energy Supplementary Planning Document Consultation.

<http://www.cornwall.gov.uk/renewables>

Noted.

b) Plymouth City Council – Plymouth Plan

<http://www.plymouth.gov.uk/plymouthplan>

Noted.

120-14 FP Planning Applications

None.

121-14 FP Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Clear Sight	Window Cleaner	60.00	0.00	60.00
Trebor Maintenance	Grounds Maintenance (Jan 15)	249.60	41.60	208.00
G W Brown	Archives Roof	495.00	0.00	495.00
C E Builders	Roof Pearn's Passage	840.00	140.00	700.00
C E Builders	Shed Door Benodet Park	456.00	76.00	380.00
C E Builders	Repairs - Vanity Room Floor	336.00	56.00	280.00
SW Water	Water Supply 14/10-22/1	779.61	0.00	779.61

122-14 FP Date of next meeting

Thursday 5th March 2015.

123-14 FP Any Business that has been disc disclosed to the Chairman and members prior to the meeting

Meeting closed 8.50pm.....Chairman