

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 5<sup>th</sup> March 2015 at 7.30pm in the Committee Room of the Council Chambers, York Road, Torpoint.

**PRESENT:-** Councillor E H Andrews (Vice-Chairman), Councillor M N Pearn MBE (Town Mayor), Councillors Mrs. K Brownhill, Mrs. C E Goodman, G J Davis, Mrs. C A Jackson plus the Assistant Town Clerk (ATC) with the Town Clerk in attendance.

### **123-14 FP Apologies for absence**

Apologies for absence were submitted on behalf of Councillors L E Keise and J Tivnan

### **124-14 FP Standing Orders**

Standing Orders relating to the commencement of business were suspended.

### **125-14 FP Declaration of Interest relating to items on the Agenda**

None.

### **126-14 FP Minutes of the previous meeting**

The minutes of the Asset Management Committee meeting held on the Thursday 5<sup>th</sup> February 2015 were taken as read, confirmed and signed by the Chairman, with the removal of the Assistant Town Clerk from those present and an amendment to minute 116-14FP (a) to record it was reported on behalf of the Assistant Town Clerk.

### **127-14 FP Matters arising from the minutes**

a) Fly the Flag for the Commonwealth:-

Pursuant to minute 112-14FP (a) the Assistant Town Clerk informed members that Torpoint Nursery and Infant School and Carbeile Junior School have confirmed their attendance at the event on Monday 9<sup>th</sup> March 2015, Councillors and members of the public have also been invited to attend.

b) Salt Bins:-

Pursuant to minute 112-14FP the Town Clerk suggested that a record of the location of the salt bins is made and that members of the Council who live in the vicinity of these bins would be allocated responsibility for checking the salt levels and state of the bins. Members agreed to this proposal, the Assistant Town Clerk will compile a matrix and disseminate. In the meantime, if members know the location of a salt bin, please make certain it is in good shape and also that it contains salt. The Town Mayor agreed to contact Cornwall Council to clarify if salt bins will be replaced in the future. The Town Clerk advised that the bins have been "absorbed" in various condition and as the replacement value is de-minus (below the insurance excess for individual claims) these are not included individually on the fixed asset register but are noted in the supplementary notes and en-bloc on the insurance schedule. The Committee concurred with the Clerk's assessment and **recommend** that the grit bins acquired from Cornwall Council are not included on the asset register.

### **128-14 FP Report from the Assistant Town Clerk**

a) Pearn's Passageway: - repairs undertaken, review of the repairs if being made to establish all leak have stopped.

- b) Fire Alarms: - quotations now received for replacement fire alarms systems, information to be provided in advance of Full Council. There is a need to establish if the current electrical wiring system is up to standard before considering replacement.
- c) Fire Risk Assessment: - Councillor J Tivnan has volunteered to review the risk assessment and meet with Assistant Town Clerk to implement recommendations. It **recommended** that a review of fire exits from the kitchen is now undertaken.
- d) Hall Heating: - quotations received, information to be provided in advance of Full Council.
- e) Kitchen area: - second quotation for clean of kitchen extraction system, to meet TR19 compliance regulations has been received, no work instruction has been made by Assistant Town Clerk and further guidance will be sought.
- f) Vanity Rooms: - room 2 floor now repaired.
- g) External gable end, render fallen off: - awaiting quotation.
- h) Lift Service: - undertaken 19<sup>th</sup> February 2015.
- i) Alleged noise complaint: - one pedestal fan in use for fitness classes, additional fan needs PAT testing before use. No further noise complaints received.
- j) Commemorative Bench (Mr. Gary Sims): - Bench has been delivered and is now installed at Chapeldown Road, the bench will be added to the fixed asset register and maintained by the Council on behalf of the family.
- k) Benodet Park & Skate Park: - Two litter bins are still awaiting delivery for Benodet Park. Galvanised steel electrical box cover for Benodet Park is still awaiting delivery. Grass cutting and footpath maintenance has been agreed at Full Council on 19<sup>th</sup> February, the Town Clerk has advised the outcomes to those whose tenders were successful.
- l) Public conveniences: - Blocked drains at Antony Road, a drainage company was instructed and successfully resolved the problem, cost £85.00 (for up to 1 hour) plus VAT. Keys for the padlocks on public conveniences gates are starting to wear and tear, unable to purchase new keys. To prevent a future problem occurring, a new system of padlocks has been purchased £78.00 including VAT.
- m) Bus Shelter(s): - The Town Mayor highlighted that there is a current shortage of bus shelters in the town, in particular en-route to the new Health Centre on Trevol Road. He explained that in the near future the Council may want to review the number of shelters in the town, with a view to purchasing additional bus shelters for the town, especially along the route to the Health Centre. It is **recommended** that this matter should be reviewed in the Development Plan.
- n) Security: - the Assistant Town Clerk is undertaking a key audit to record the key issued as highlighted in the Internal Audit scrutiny document, this will then monitored and reviewed on a 6 monthly basis

#### **129-14 FP Policies Reviewed by this Committee**

None.

#### **130-14 FP To consider the Business Risk Management Plan**

The inspection of the internal fixed assets is still to be completed by the Chairman and Assistant Town Clerk.

**131-14 FP Items Referred to this Committee**

**132-14 FP Health and Safety**

- a) Fire Risk Assessment and Issues:- ongoing
- b) Councillor G J Davis enquired regarding who has the responsibility for the upkeep and checking of lifebuoys in the town. In response to the question the Town Clerk and Town Mayor indicated that Cornwall Council currently has the responsibility for the lifebuoys.
- c) Legionella Management: - ongoing

**133-14 FP Communication Strategy**

No further update.

**134-14 FP Correspondence**

None

**135-14 FP Planning Applications**

None

**136-14 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
Ability Lifts	Service	540.00	90.00	450.00

**137-14 FP Date of next meeting**

Thursday 2<sup>nd</sup> April 2015.

**138-14 FP Any Business that has been disclosed to the Chairman and members prior to the meeting**

None

Meeting closed 8.16pm.....Chairman