

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 2<sup>nd</sup> April 2015 at 7.00pm in the Committee Room of the Council Chambers, York Road, Torpoint.

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

### **139-14 FP Apologies for absence**

Apologies for absence were submitted on behalf of Councillor Mrs. C A Jackson.

### **140-14 FP Declaration of Interest relating to items on the Agenda**

None.

### **141-14 FP Minutes of the previous meeting**

The minutes of the Asset Management Committee meeting held on the Thursday 5<sup>th</sup> March 2015 were taken as read, confirmed and signed by the Chairman, with the removal of Vice from those present as Councillor E H Andrews Chaired the meeting.

### **142-14 FP Matters arising from the minutes**

a) Salt Bins:-

Pursuant to minute 112-14FP Councillors discussed the current state of the salt bins within the town, highlighting that one in particular, (at the end of North Road) was previously broken and in need of repair. The Town Clerk clarified that several are owned and managed by Cornwall Council whereas others have been acquired by the Town Council as a result of Cornwall Council relinquishing this operation. As a result of this recent acquisition there is not an established procedure in place for ensuring they are all managed, replenished with salt and regularly checked. On the instigation of Councillor J Tivnan it is **recommended** that a quality audit of all the salt bins in the town is undertaken with a report to Council for consideration on the future management of this resource.

### **143-14 FP Report from the Assistant Town Clerk**

- a) Fire Alarms: - as the current age of the existing system is over 16 years old, quotations have been received for replacement fire alarms panel and detection system; Councillor J Tivnan and the ATC agreed to compile a brief written summary regarding this situation, for consideration at the next meeting.
- b) Fire Risk Assessment: - Councillor J Tivnan is meeting the ATC on 10 April 2015 to review the risk assessment and implement recommendations. Pursuant to minute 128-14 FP (c) a review of the fire exits from the kitchen will be undertaken.
- c) Hall Heating: - quotations received and presented by the ATC, who added that since compiling the report it has become apparent that as well as the Main Hall needing to be centrally heated in the winter period to a higher temperature than the current heaters, the new system would ideally be able to switch to provide air-conditioning, to cool the Hall when it is being hired for use as fitness classes. It is **recommended** that the ATC contacts a central heating supplier

to find out more information regarding air/heat exchange systems and also contacts other locations where similar systems have been installed.

- d) Electrical circuits: - for the second year running, the electrical installation condition report has indicated not all circuits are RCD/RCBO protected, discussion continued and it was agreed for Councillor J Tivnan to compile a brief written statement.
- e) Kitchen area: - ATC has now instructed Vent-Clenz to undertake clean of ventilation hygiene system, to meet TR19 compliance regulations, on 10<sup>th</sup> April 2015. Councillor J Tivnan volunteered to attend the Chambers on this date to oversee the proceedings being undertaken.
- f) External gable end, render fallen off: - Pursuant to minute 180-14 where it was resolved to proceed with this repair, this work has now been instructed and will be undertaken when the weather is suitable.
- g) Commemorative Bench (Mr. Gary Sims): - the family of Mr. Gary Sims have now visited the bench for the first time and were met by Councillor Mike Pearn MBE, they have reported their delight, pleasure and thanks to the Council for the installation of this commemorative bench.
- h) Defibrillator: - In this new financial year provision has been made by the Council to purchase a defibrillator for the town, Councillor J Tivnan proposed liaising with the Torpoint and Rame Peninsular Lions club as they are currently researching defibrillators in the local area. Councillor Mrs. C E Goodman further suggested that the locations of these could be added to the Council website.
- i) Benodet Park & Skate Park: - Two litter bins have been delivered to Benodet Park. Galvanised steel electrical box cover for Benodet Park is still awaiting delivery, members asked the ATC to give a deadline of 10 further working days for delivery, before cancelling the order placed. The Town Clerk advised on the current situation regarding documentation received from the grounds maintenance contracts contractors. The electrical cable for the CCTV camera to be installed in Skate Park has now been laid, Councillor G Davis expressed concern regarding the casing of the cable and Councillor John Tivnan agreed to investigate his concern. The ATC reported the CCTV camera is due to be installed on 11<sup>th</sup> April and will ensure appropriate signs are put up around the park. As the camera is to be installed on a pole, members were concerned that the public may seek to climb the pole to damage the camera, Councillor J Tivnan suggested a "collar" preventing damage could be added. There have been incidents of criminal damage occurring in Benodet Park, including damage to the disabled toilet door. The incidents have been reported to the Police and images forwarded to them for further investigation.
- j) Electrical and gas renewal of contracts: - The Town Clerk explained that the contracts for electricity and gas are due for renewal shortly. It is **recommended** that the Town Clerk and ATC utilise the services of a broker to negotiate updated more economical rates and then present these details at Full Council.
- k) Benches: - Two old wooden benches, are currently in storage, it was suggested that in the future one or both of these could be re-conditioned and then substituted for more damaged benches located around the town. Councillor Mike Pearn MBE explained that two benches currently located at Thanckes Park, owned by Cornwall Council, are in a very poor state of repair and it may be appropriate to consider taking over these to replace them before Armed

Forces Day in June 2015. Councillor Kim Brownhill reminded members that the Council have already approved to provide a commemorative plaque to be placed on a bench, in memory of Richard Tresidder, a local resident who drowned in the late 1960's rescuing a local youth off town beach. It was suggested that the commemorative plaque is placed on a bench, located near to the library or in the vicinity of Town Beach.

- l) Public conveniences: - CCTV camera located outside the Benodet toilets has been sprayed with spray paint.
- m) Bus Shelter(s): - This matter was referred to the Development and Localism Committee to be discussed as part of the Development Plan consideration in June 2015.
- n) Footpaths: - the Town Clerk clarified which Footpaths the Council have responsibility for under the Local Maintenance Partnership agreement and explained that if there are infrastructure issues or problems with footpaths, to make contact with Cornwall Council direct; there is a form available on-line which can be completed and submitted. The Town Clerk indicated that when the vegetation and growth over the footpaths needs addressing, he will accompany the contractor along each footpath and explain the requirements of the sub-let contract.
- o) Security: - the ATC is making progress with finishing the key audit to record the keys issued as highlighted in the Internal Audit scrutiny document.
- p) Dog Fouling: - the ATC reported having presented a report to the Finance & Personnel (F & P) committee asking if the Council wished to implement a formal Dog Patrol, by the casual Care-taker. It was reported that the F & P Committee are making a recommendation that a Dog Patrol is commenced on a trial basis for a month, for a period of four hours per week.

#### **144-14 FP Policies Reviewed by this Committee**

- a) Publicity Policy: -

Members **recommend** no change to this policy and for it to be reviewed. Councillor G Davis highlighted concerns regarding procedures and protocols for using social media, particularly with relevance to the Neighbourhood Plan. It is **recommended** that on the ground of necessity, the use of social media by the Neighbourhood Plan Steering Group should continue but that a bench marking exercise with best practice in the sector should be undertaken to produce a model policy and protocol for the Council.

#### **145-14 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.

#### **146-14 FP Items Referred to this Committee**

##### **147-14 FP Health and Safety**

- a) Fire Risk Assessment and Issues:-

Noted.

- b) Legionella Management:-

Councillor J Tivnan will formally check procedures are being followed at a forthcoming health and safety review with the ATC.

**148-14 FP Communication Strategy**

A skills audit of all Councillors will seek to establish any training needs.

**149-14 FP Correspondence**

a) CALC – Annual Subscription.

Noted. It is **recommended** that the Council does not subscribe to this organisation and that the finances are used for staff and Councillor training following production of the skills audit.

b) CORY – Contract Renewal.

Noted. The ATC will encourage hirers of our facilities to recycle their own waste, i.e. take it away to their home for non-business recycling. It was **recommended** that the contract renewal is signed and approved.

**150-14 FP Planning Applications**

None

**151-14 FP Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Firewatch SW	Inspection/Tests/Parts	406.27	67.71	338.56
Cornwall Council	Non Dom Rates Council Chambers (April)	1021.80	0.00	1021.80
Cornwall Council	Non Dom Rates Public Cons (April)	114.00	0.00	114.00

**152-14 FP Date of next meeting**

Thursday 7<sup>th</sup> May 2015, (Mayor’s Parlour – note room change).

**153-14 FP Any Business that has been disclosed to the Chairman and members prior to the meeting**

None

Meeting closed 8.45pm.....Chairman