

## TORPOINT TOWN COUNCIL

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

**PRESENT:-** Councillor L E Keise (Chair), M N Pearn MBE (Town Mayor), Councillors J F Creek, Mrs. C E Goodman, Mrs. C A Jackson, J Tivnan plus the Assistant Town Clerk (ATC) with the Town Clerk in attendance.

### **34-15 AMO Apologies for absence**

Apologies for absence were submitted on behalf of Councillor P R Edwards.

### **35-15 AMO Declaration of Interest relating to items on the Agenda**

None.

### **36-15 AMO Minutes of the previous meeting**

The minutes of the Asset Management Committee meeting held on the Thursday 4<sup>th</sup> June 2015 were taken as read, confirmed and signed by the Chairman.

### **37-15 AMO Matters arising from the minutes**

#### a) Salt Bins:-

Pursuant to minute 112-14FP the ATC documented a response from Cornwall Council indicating that their current policy is not to repair or replace damaged salt bins on the highway. If bins are found to be in un-usable condition then they will be removed without replacement, unless the relevant town or parish council wish to take them into ownership. Members acknowledged this reply but request that Cornwall Council inform the Town Council if any are removed. A programme to agitate all the bins will be implemented for end of September/October that Councillor J Tivnan offered to co-ordinate and implement.

#### b) Hall Heating:-

A letter of contract has been issued and accepted by David Raspison of Cornwall Compliance Ltd, who is currently drawing up a scaled plan of the Main Hall to calculate the heat loss for sizing the fan coil units. Recommendations and budget prices will be provided in due course.

#### c) Replacement new cooker:-

One quote obtained for the sale of the two deep fat fryers, the ATC will investigate the cost of a replacement cooker in the kitchen before submitting the sealed bid to Council.

#### d) Defibrillator:-

Pursuant to minute 05-15 AMO (j) the ATC reported that Clifford Motors had verbally approved the suggestion to locate a defibrillator at the fuel station on Antony Road. Members **recommended** the purchase of a 500-BAS-XX-10 Samaritan Semi-Automatic Defibrillator, cost £1,149.00. This defibrillator is designed to automatically analyse the heart rhythm and assist the rescuer to deliver a lifesaving shock (if needed) and will guide the rescuer through the process of effective CPR. Councillor J Tivnan explained that he would continue to liaise with the Lions, as the Lions group are expected to approve the purchase of a similar defibrillator for the town in the next month and then a joint publicity exercise could be arranged.

e) Park in Rowe Street:-

Pursuant to minute 11-15 AMO, the Town Clerk is waiting to hear from Cornwall Council following the adverts placed in the local press and will seek a response regarding the possible sale to Torpoint Town Council before the next meeting of Council.

f) Alleged Noise Complaint:-

Pursuant to minutes 23-15 AMO (h) the ATC reported that Cornwall Council have written to a hirer asking the hirer to close all the windows that open to Buller Road, for the duration of the hire period. Cornwall Council are continuing to liaise with the complainant, the hirer and the ATC to seek a suitable conclusion to this allegation.

### **38-15 AMO Report from the Assistant Town Clerk**

a) Key Audit: - The ATC reported this as 90% complete, still has to obtain the signatures from all licensees as some are currently unavailable.

b) Fire Alarms: - Council approved review of existing systems with an action to obtain quotations to replace the current systems which is out of date.

c) Fire Risk Assessment: - Operational activities are in progress: installation of exit bars and appropriate signage on the garage fire exit doors are to be installed; additional muster point for Vanity Hair; audible closure for door between Vanity Beauty and the Committee Room; door seals being replaced.

d) Hall Heating: - as previously noted (minute 37-15AMO (b) refers).

e) Vanity Rooms: - It was noted that the occupiers plan to make proposals to the Council for building works to the Council Chambers after the summer period, to increase their treatment space.

f) External Gable end / Roof / Outside the Council Chambers repairs: - Further quotes are being obtained. General maintenance, including small painting tasks undertaken at the Council Chambers, including painting of the outdoor steps to the entrance.

g) Electrical circuits: - two quotes have been received to undertake the annual survey of the Council Chambers. Once the third quotation has been received members **recommend** delegated authority to officers of the Council to select a suitable supplier, in accordance with Financial Regulations and upon receipt of public liability insurance and method statements.

h) Reconditioned bench which was situated beside the St John Ambulance Hall: - has been replaced in its original position, however it requires further repair.

i) Benodet Park & Skate Park: - Members were informed that the Skate Park condition has improved state on a daily basis. The ATC has investigated a system whereby the CCTV footage can be downloaded in the office. This system will be trialed by the CCTV firm and then if it works successfully there will be an expected expenditure of approximately £50.00 plus VAT.

j) Public Conveniences: - Benodet Park public conveniences were highly utilised on Armed Forces Day and kept clean and well stocked on this day. Members commented on the sterling work undertaken by the External Caretaker at this event and wished to note their appreciation and thanks for the litter collection undertaken also. Both sets of public conveniences are being maintained to a high standard of cleanliness.

k) Footpaths: - No further instructions have been given to cut the footpaths. Members discussed volunteering to walk Footpath 4 to see if a cut is required and then also to undertake a quality control check of the footpath, after the next cut has been undertaken.

l) Dog Fouling/Litter Patrol: - Patrols of the town have continued, notices displayed in town noticeboards and a press release has been circulated for issue.

m) Tennis Courts: - The ATC explained that the tennis courts are now opened, unlocked and locked by Torpoint Town Council on a daily basis. Councillor Mrs. C E Goodman reported having visited the tennis courts one evening and was delighted to see groups of varying age groups using the facilities until twilight. Players have been advised to report any problems or misuse directly to Councillor Mrs. C E Goodman.

#### **39-15 AMO Policies Reviewed by this Committee**

None

#### **40-15 AMO To consider the Business Risk Management Plan**

The inspection of the internal fixed assets has been completed by the Chairman and Assistant Town Clerk. The items will be recorded by the ATC and appended to the Council's Fixed Asset Report.

#### **41-15 AMO Items Referred to this Committee**

None.

#### **42-15 AMO Health and Safety**

a) The ATC has now received the annual Skate park report, risks identified are either Very Low or Low Risk. Councillor J Tivnan offered his assistance to address the identified issues.

#### **43-15 AMO Correspondence**

a) Sheryll Murray MP – Climate Change and Onshore Windfarms - Noted.

#### **44-15 AMO Planning Applications**

None

#### **45-15 AMO Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
Trebor Maintenance	Parks maintenance (June)	208.00	34.67	173.33
Cornwall Council*	Garage rent 4.5.15-28.6.15	95.52	15.92	79.60
Cornwall Council	Garage rent 29.6.15-2.8.15	59.70	9.95	49.75
Torpoint Bowling Club	AFD - Refreshments	238.00	0.00	238.00
C F Southworth**	Raise Flag event AFD (reimbursement)	27.25	0.00	27.25
AA Media Ltd	AFD - AA Signs	588.00	98.00	490.00
Royal Mail	Neighbourhood Plan postage	5.58	0.93	4.65
Cornwall Council	Road Closure Application (Mayor's Civic)	40.00	0.00	40.00
Viking (Credit Note)***	Discount voucher	10.00	1.67	8.33

\*original cheque (005135 value £47.76) issued now cancelled at bank, as missing and invoice amounts corrected by CC

\*\*receipts misplaced, reimbursement amount approved by Town Mayor

\*\*\*credit note for Viking Direct (office expenses)

**46-15 AMO Date of next meeting**

Thursday 3<sup>rd</sup> September 2015.

**47-15 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting**

None.

Meeting closed 7.55pm.....Chairman