

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 3rd September 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, Mrs. C E Goodman, Mrs. C A Jackson, J Tivnan plus the Assistant Town Clerk.

Also Present: Councillor Mrs K Brownhill.

48-15 AMO Apologies for absence

Apologies for absence were submitted on behalf of Councillors J F Creek and P R Edwards.

49-15 AMO Declaration of Interest relating to items on the Agenda

None.

50-15 AMO Minutes of the previous meeting

The minutes of the Asset Management Committee meeting held on the Thursday 2nd July 2015 were taken as read, confirmed and signed by the Chairman.

51-15 AMO Matters arising from the minutes

a) Hall Heating:-

Pursuant to minute 37-15FP (b) a meeting has been arranged with the appointed heating consultant who will be providing the appropriate tender documents and a report will be provided for the next Council meeting. The process will be undertaken and the tender documents will be sent out in time for the October meeting and a further update provided at the next Committee meeting.

b) Replacement cooker:-

The Assistant Town Clerk plans to contact caterers who hire the kitchen to establish their specific needs, before considering disposing of the two deep fat fryers and replacing with a cooker. It is possible that the space could be better utilised providing additional preparation and workspace.

c) Defibrillator:-

Pursuant to minute 05-15 AMO (j) the Assistant Town Clerk will be ordering the 500-BAS-XX-10 Samaritan Semi-Automatic Defibrillator, cost £1,149.00 and according to Financial Regulations similar quotes will be sought. Written acceptance of location will be sought from Clifford Motors, prior to installation. Councillor Mrs C E Goodman explained that a member of the public had made contact with her regarding a possible offer of funding towards purchasing a defibrillator for the town, the Assistant Town Clerk agreed to establish the details of this and if appropriate recommend liaising with the Lions group. A publicity exercise is planned when the defibrillator is in situ.

52-15 AMO Report from the Assistant Town Clerk

a) Key Audit: - The ATC reported this as nearly complete.

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) Vanity Rooms: - It was noted that the occupiers are now delaying submitting any proposals to the Council for building works to the Council Chambers.

- d) Archives Roof: - The Assistant Town Clerk highlighted the problems which have been occurring with a section of the Council Chambers roof, over the Archives office. The roof has leaked in a number of places, this is now the third occasion and is therefore of serious concern. Dehumidifiers are now a permanent fixture and the Archives have been monitoring the humidity levels to ensure the safekeeping of the documents stored. The Assistant Town Clerk explained that G W Brown roofing contractor had sealed up the joints to the lead gulley with flashband, to prevent capillary attraction. Members **recommended** that quotes to replace this section of roof are obtained as soon as possible.
- e) Electrical circuits: - the annual electrical survey has not yet been completed in the Council Chambers. The Assistant Town Clerk will check availability with the contractor to ensure timely completion.
- f) Benodet Park & Skate Park: - Members were informed that the Skate Park has been left in a reasonable condition over the summer period, which is pleasing to report. It is currently not possible to download the CCTV footage from the recording system in the office, this proposal will therefore not proceed.
- g) Public Conveniences: - Toilet rolls from the Antony Road female public conveniences are frequently disappearing. In response to this problem more secure and robust dispensers will be ordered. Members discussed a proposal to keep the Antony Road public conveniences open for 24 hours. Councillors highlighting the possibility of criminal damage occurring to the building whilst considering who would benefit from the increased opening hours. The Assistant Town Clerk explained that some local taxi drivers had indicated a request to use the conveniences during the night, the ATC was unable to know what the demand would be. Councillor Mrs K Brownhill suggested that the Council Insurance providers are contacted to seek their advice. Members considered the suggestion and **recommended** that a trial period of 24 hour opening of Antony Road public conveniences is taken and reported at the next Council meeting.
- h) Bus Shelter: - The bus shelter requires updating, the Assistant Town Clerk will review the shelter and will instruct a repaint, if necessary, to be undertaken by an employee of the Council.

53-15 AMO Policies Reviewed by this Committee

- a) Health and Safety – It was **resolved** to defer this to the next meeting of this Committee, as several procedures are not currently included in the document provided.

54-15 AMO To consider the Business Risk Management Plan

The recently purchased drill and attachments will be added to the fixed asset register.

55-15 AMO Items Referred to this Committee

None.

56-15 AMO Health and Safety

- a) Fire Risk Assessment and issues - The exit bars are to be installed on the garage and the additional muster point will be put up. Audible closures on doors within Vanity Rooms to be arranged.
- b) Electrical Installation Report – The instructed contractor has been unable to undertake the survey, this will be scheduled before the end of September.

57-15 AMO Correspondence

None.

58-15 AMO Planning Applications

None

59-15 AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
BUNZL	Cleaning/Sanitary Materials & Equipment	59.61	9.94	49.67

Viking Direct – replacement cheque issued £269.76 (original cheque lost in the post & cancelled at the bank)

60-15 AMO Date of next meeting

Thursday 1st October 2015.

61-15 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting

- a) Disabled access for visually impaired residents and visitors across Torpoint email distributed – noted.
- b) Skills audit requirements for this Committee – members explained a knowledge in health and safety, trade experience, grounds maintenance or an interest in assets and buildings and operational activities.

Meeting closed 7.50pm.....Chairman