

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 1st October 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.

62-15 AMO Apologies for absence

Apologies for absence were submitted on behalf of Councillors J F Creek.

63-15 AMO Declarations of Interest relating to items on the Agenda

None.

64-15 AMO Minutes of the previous meeting

The minutes of the Asset Management Committee meeting held on the Thursday 3rd September 2015 were taken as read, confirmed and signed by the Chairman.

65-15 AMO Matters arising from the minutes

a) Hall Heating:-

Pursuant to minute 51-15 AMO (a) the appropriate tender documents have been sent out and it is anticipated to have tenders returned in time for consideration at the October Council meeting. In accordance with the Financial Regulations the tenders submitted will be opened by the Town Clerk in the presence of at least one Councillor (Financial Regulation 14.1(d) refers).

b) Replacement cooker:-

Pursuant to minute 51-15 AMO (b) the caterer's advice over utilisation of space in the kitchen will be sought in the next four weeks, before a decision to remove the deep fat fryers will be considered.

c) Archives Roof:-

The Assistant Town Clerk explained that according to roofing contractors the current pitch of the room above the Archives does not meet minimum levels. The ATC presented information detailing quotations to replace this small section of roof. Members considered all of the options presented and on the basis that the Liquid Applied System would give a 20 year guarantee, it is **recommended** to instruct Option 2 Liquid Applied System from Clegg & Shortman Asphalt Co. Ltd. to proceed at a cost of £1790.60 plus VAT. The ATC showed members photographs of the lead roofing above the Vanity Rooms, which is currently in need of repair. Members also considered the proposed roof repairs options presented by the ATC and **recommend** to instruct Clegg & Shortman Asphalt Co. Ltd. to undertake Lead Repairs above Vanity Rooms at a cost of £502.04 plus VAT.

d) Electrical Circuits:-

Pursuant to minute 52-15 AMO (e) the Assistant Town Clerk explained that the annual inspection of electrical circuits is due to commence in the week commencing 5th October 2015.

e) Health and Safety Policy:-

Councillor J. Tivnan explained that due to time restraints he had unfortunately been unable to meet with the Assistant Town Clerk to review the current Health and Safety policy and procedures in the last month. Under these circumstances the Chairman asked members to consider becoming a

member of LCAS – the Local council advisory service, who the Council has used in previous years for practical guidance on health and safety practices. The Chairman explained that the cost to join is an annual payment of £95.00 for Zurich Municipal insurance customers, and it is anticipated that there would be an additional cost for assistance with the production of a Health and Safety manual. In response to this suggestion, Councillor J Tivnan indicated that he will be available in the next month to work with the ATC to complete this review and members decided this was a suitable way forward.

f) Defibrillator:-

Pursuant to minute 51-15 AMO (c) Councillor J Tivnan reporting having recently visited the Torpoint offices of the Tamar Bridge and Torpoint Ferry, to discover that as well as having defibrillators located on each of the three Torpoint ferries, there is also a defibrillator located in their offices in Torpoint. Considering the short presentation given at the September Council meeting by the organisation FLEET, Councillor J Tivnan proposed that the Ferry offices could be approached to consider re-locating this defibrillator outside the offices and for it to be a Community Public Access Defibrillator (cPAD), which will need then need power and a secure internet connection and can be opened by Ambulance control. Members **recommended** the Ferry offices are contacted with this suggestion.

Following the acquisition of a defibrillator on behalf of the Council, the Assistant Town Clerk explained that publicity will be arranged to ensure that as many local organisations, local schools and members of the public are made aware of its existence.

66-15 AMO Report from the Assistant Town Clerk

a) Fire exit in garage: - The ATC explained that a locksmith is reviewing this exit and consideration is being made for the door to open outwards, instead of inwards.

b) Fire Alarms: - Quotations to replace the existing fire alarm system are being sought.

c) Council Chambers: - General maintenance and upkeep is being undertaken; locksmith contacted to replace the locking system for the main hall front doors and it was noted that new hinges to these doors will be required in the very near future.

d) Gable end: - The Assistant Town Clerk explained that render has fallen off the gable end and due to a revised quotation for this work being received, further quotations will now need to be sought.

e) External Garage assets: - The external garage is currently storing old wooden furniture, including old benches that have now been replaced with new ones, members **recommended** that a check of the contents in storage is undertaken and any items of nil value are removed.

f) Benches:- Members considered the location for the two benches to be purchased as part of the annual redevelopment programme. The ATC gave a brief summary, explaining that the bench near to Defiance Field is in a poor state; the two benches alongside the Ambulance Hall hut are in a reasonable state and also there are benches along Chapeldown Road belonging to Cornwall Council which are in a poor state. After much discussion members **recommend** the decision regarding the location for these benches is deferred until January 2016.

g) Benodet Park & Skate Park: - Members were informed that the Skate Park continues to be found in a reasonable condition. Unfortunately however, criminal damage occurred in the male public conveniences on 13th September 2015, the Police were informed and CCTV evidence has now been given to the Police to follow up. The Caretaker has now completed his Weed Spray qualification

Knapsack sprayer course and has commenced weed spraying outside the Council Chambers, at the rear of the building and will commence sprays of the park.

g) Public Conveniences: - The toilet rolls dispensers have now been replaced at Antony Road public conveniences and toilet seat replaced in the male toilet.

h) Japanese Knotweed: - It was reported that the Caretaker is now qualified to undertake herbicide application. The Town Clerk has been in negotiations proposed a pilot scheme to Cornwall Council for the removal of Japanese Knotweed in Thanckes Park and a response is currently awaited.

h) Bus Shelter: - Renovations at the bus shelter have been commenced. Councillor J Tivnan explained that as the Council is proposing to provide three new bus shelters for the town in the next financial year that it is **recommended** for the work and checks required needed to implement the bus shelters is commenced immediately. This is so that if approval to proceed is given, the Council will then be in a position ready to purchase and erect the shelters at the commencement of the new financial year.

67-15 AMO Policies Reviewed by this Committee

a) Health and Safety:-

Minute 65-15 (c) refers.

68-15 AMO To consider the Business Risk Management Plan

The following items will be added to the fixed asset register: - Vacuum cleaner, Pop up stands, Display stands, Defibrillator.

69-15 AMO Items Referred to this Committee

a) Parish Lengthsman Scheme:-

Members deferred this item until the next meeting.

b) Town Council Maintenance Vehicle:-

As a projection of costs to implement a maintenance vehicle were unavailable, members deferred this item until the next meeting.

c) Replacement benches – location:-

Minute 66-15 (f) refers.

70-15 AMO Health and Safety

a) Fire Risk Assessment and issues:-

Minute 66-15 (a) refers.

71-15 AMO Correspondence

a) Cornwall Council – Paperless planning:-

Members heard suggestions from the Assistant Town Clerk that have been proposed by two telecommunications companies, in order for suitable technology to be installed to the Council Chambers, to enable plans to be viewed electronically. Due to the complexity of some of the proposals, members considered that it would be more appropriate to ask the companies to come to present their proposals to members at a meeting in the future. It is **recommended** for companies be invited to present their proposals and also tender prices at the next meeting of the Asset Management and Operations Committee and for all members to be invited to attend this meeting.

b) Mrs B Smith – Route 32, Torpoint – Plymouth (and return) (Copy of letter):-

Members commented that although the letter was addressed to City bus, it is **recommended** the Council acknowledge the correspondents concern, clarifying that unfortunately the Council is unable to assist in this matter.

72-15 AMO Planning Applications

a) PA15/07788 – 3, Eliot Square, Torpoint – Provision of a drop kerb to provide access to existing. No objections or observations.

73-15 AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Information Commissioner	Data Protection Registration (Direct Debit)	35.00	0.00	35.00
Clear Sight	Window Cleaner	60.00	0.00	60.00
Viking Direct	Calculator	5.99	1.00	4.99
British Gas	Standing Charge (Elec) Antony Road P/C	216.79	10.32	206.47
Aero Healthcare	Defibrillator (Clifford Motors)	1390.68	231.78	1158.90

74-15 AMO Date of next meeting

Thursday 5th November 2015.

75-15 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting

a) Councillor J Tivnan questioned whether any action had been taken regarding the trees overhanging the slipway on the Torpoint seafront, it was suggested Cornwall Councillor Brian Hobbs pursues this matter as this is within his ward.

b) The Chairman explained that following a recent stationery purchase the Council had received Boots gifts vouchers, it was **recommended** that these are donated as raffle prizes for the Mayor’s Charity.

Meeting closed 8.21pm.....Chairman