

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 5th November 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), Mrs. C E Goodman, Mrs. C A Jackson, J Tivnan plus the Assistant Town Clerk.

Also present: Councillors E H Andrews, Mrs. K Brownhill, G J Davis, Mrs. J M Martin, Mrs. R A Southworth, Miss R Tanner.

Mr D Raspison, Heating Consultant - Cornwall Compliance Ltd. present for Minute 78-15 AMO only.

76-15 AMO Apologies for absence

Apologies for absence were submitted on behalf of Councillors P Edwards.

77-15 AMO Declarations of Interest relating to items on the Agenda

None.

78-15 AMO Hall Heating

Pursuant to minute 65-10 AMO (a) Mr D Raspison, Heating Consultant was invited to the meeting to explain the tender documentation already received and provided more specific detail and costings on the proposed works involved in the Main Hall and Main Hall toilets of the Council Chambers. This includes:

- removal of the existing high level industrial type fan coil units
- supply and installation of four coil fan convectors
- extension of pipework and connection where necessary
- supply and installation of three high level wall mounted air conditioning cassette units for cooling only (internal and externally mounted).
- replace the three existing radiator with Low Surface Temperature Radiators, with associated insulation and boxing in.

In addition to this, the following work is proposed with the heating upgrade:

- electrical installation work – supply and install switched connections for four coil fan convectors
- in existing boiler room move existing programmer from inside the control panel to the face of the control panel
- provide and install power supply and connection for air conditioning units
- insulation and boxing in of pipework and decoration/paintwork required.

Councillor Mrs. R A Southworth firstly questioned some of the differences between the tender amounts received although the overall figures were similar. Also, the original estimate of works which was received last year, these tenders are considerably more than the quotations received then. Mr Raspison explained that the raw materials cost for the fan convector heaters has increased and also the original quotations were for heating works only. Councillor J Tivnan asked whether an ongoing maintenance contract was budgeted for, after the 12 month warranty had expired, Mr Raspison replied that this had not been included in the original tender specification. Mr Raspison gave details of previous work undertaken by Cornwall Academy Maintenance Service Ltd. and

explained they also provide ongoing servicing contracts to other organisation, including schools. He continued that all works would need to be completed and tested before payment, re-iterating the 12 month warranty period. Confirming his charges of £35.00 per hour, considering the two tenders provided members asked for a more detailed investigation of the price quoted for boxing in from Cornwall Academy Maintenance Services Ltd. Members' instructed Mr Raspison to contact Cornwall Academy Maintenance Services Ltd. to seek a review of the boxing in prices and provide feedback to the Assistant Town Clerk in advance of the November Council meeting when it is **recommended** a final decision will be made.

Members' thanked Mr Raspison for this update and Mr Raspison left the meeting.

79-15 AMO Minutes of the previous meeting

The minutes of the Asset Management Committee meeting held on the Thursday 1st October 2015 were taken as read, confirmed and signed by the Chairman.

80-15 AMO Coastal Community Team tender documents

The Assistant Town Clerk explained that three companies had been given the opportunity to tender for work for the Coastal Community Team. A request from one of the tenderers for a short extension of the deadline for submission had been granted to all three firms. Two tender submissions were received by the deadline, from Clifton Emery design Ltd and David Wilson Partnership. Members considered the tender documents as presented in the table below.

TENDERER	CONTRACT	AMOUNT (£)
Clifton Emery design Ltd	Coastal Community Team	£ 9,500
David Wilson Partnership	Coastal Community Team	£10,000
Situ8 Ltd	Did not submit	

Councillor G J Davis explained that the Council were currently working with Clifton Emery design on their Vision for Torpoint, which was also supporting work being undertaken on the Torpoint Neighbourhood Development Plan. Councillor G J Davis explained that the David Wilson Partnership have been approved to work with the Saltash Coastal Community Team initiative. Members sought an understanding of the brief which was to identify the specific challenges that affect the coastal economy of the area and develop an Economic Plan drawing from existing, developing or historic projects, plans, visions and reports. A basic financial evaluation of both tenders was undertaken with both responses within the working budget. Members then **resolved** to appoint Clifton Emery design Ltd. the successful consultant to the Coastal Community Team. Members confirmed an approved all tender documentation is to be shared with members of the Coastal Community Team Advisory Committee.

81-15 AMO Matters arising from the minutes

a) Hall Heating:-

Refer to minute 78-15 AMO.

b) Replacement cooker:-

Pursuant to minute 65-15 AMO (b) a regular user/caterer has been contacted for advice over utilisation of space and they have suggested that an additional cooker in the kitchen would be preferred if the decision to remove the deep fat fryers is considered. Members asked the Assistant Town Clerk to check if the sealed bid, already received for the deep fat fryers is still valid, whilst obtaining prices for a gas cooker in their place, before proceeding further.

c) Defibrillator:-

The Assistant Town Clerk explained that the recently purchased defibrillator had now been installed at Clifford Motors (the Esso garage) and publicity has being organised. Councillor G Davis enquired over progress with an externally boxed mounted defibrillator, explained by N Trebilcock in Open Forum at the September Council meeting. The Assistant Town Clerk explained that the presentation was given in Open Forum and therefore there is currently no action being pursued in this matter. Councillor Tivnan explained that he has offered to fund the annual maintenance of one of the boxes, should one be installed in Torpoint. He added that he has submitted an application to the British Heart Foundation for free defibrillators for the town.

d) Paperless Planning:-

Pursuant to minute 71-15 AMO (a) the Assistant Town Clerk referred to quotations (as previously circulated) to install appropriate technology and equipment in the Committee Room of the Council Chambers to facilitate viewing paperless plans that had been received from Clockwork Audio Systems, Perkins Communication and the Stem Group. The equipment will include:

- an electronic projection screen
- ceiling mounted projector
- switches located on two walls in the Committee room
- appropriate data cabling to have cabled internet access available.

Members debated the quotations presented and Councillor G Davis queried the different specifications of the projection screen identified in the quotations. Members **recommend** the Assistant Town Clerk seek further guidance on the quotations to enable them to be consistent that would then be considered at the November Council meeting. Councillor G Davis reminded Members that the Committee Room would also need to have wi-fi access available, which the Assistant Town Clerk is investigating with the current provider.

Councillors E A Andrews, Mrs. J M Martin and Mrs. R A Southworth left the meeting at this point.

82-15 AMO Report from the Assistant Town Clerk

a) Fire Alarms: - The ATC explained that there had a recent fire alarm activation, all evacuation procedures had been followed. In addition, a fire drill had been undertaken with up to 50 persons evacuated safely and correctly.

b) Fire Risk Assessment: - Business card holders installed at every fire exit, to contain "in the event of fire" actions and contact details.

c) Kitchen, Council Chambers: - large refrigerator in the Kitchen has broken and engineers were called. Unfortunately it was unable to be repaired due to the age, replacement refrigerators ordered, expenditure within Financial Regulations.

d) Gable end: - Further quotations being sought for work to be undertaken.

e) Electrical Installation report: - Work completed, awaiting copy of report.

- f) Archives: - Appointed contractor contacted, awaiting method statements and insurance documentation
- g) Benodet Park & Skate Park: - Skate Park – wooden pallets have been taken there and left strewn across the park.
- h) Bus Shelter: - Investigations into the purchase of new bus shelters in the next financial year have resulted in an opportunity to apply for grant funding. The Assistant Town Clerk asked members to consider possible location(s) of new shelter(s) as this information is required for the grant funding application. Members suggested the following locations: in front of Harvey Street Flats; in front of the Comrades Club, in front of the Army Cadet Hut; opposite the Spar and opposite the road entrance to Woodland Way, although appreciated that not all these locations would be able to benefit from a new bus shelter immediately as only three have been budget for. Members **recommended** the investigative work continues for additional bus shelters in the town.

83-15 AMO Policies Reviewed by this Committee

- a) Data Protection/Record Management/Records Retention: -
Members **recommended** approval all the Data Protection, Record Management and Records Retention policies.

84-15 AMO To consider the Business Risk Management Plan

None.

85-15 AMO Items Referred to this Committee

None.

86-15 AMO Health and Safety

- a) Fire Risk Assessment and issues:-
Statutory requirements for fire risk assessments to be checked.
- b) LCAS Membership and Information:-
The Council has now joined LCAS and have been provided with Guide to Risk Management.

87-15 AMO Correspondence

- a) NHS - Peninsula Community Health (Annual Review):-
Noted.

88-15 AMO Planning Applications

None.

89-15 AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Kernewek Link	NDP Advertisement	175.00	0.00	175.00
Zurich Municipal	LCAS membership	114.00	19.00	95.00
EDF Energy	Haldo Pillar, Cambridge Field	6.84	0.90	5.94
Cornwall Council	Salary Payment (Jul-Sept 2015)	23,957.33	10.32	23,947.01
SW Water	Water Invoice - Council Chambers	644.45	0.00	644.45

90-15 AMO Date of next meeting

Thursday 3rd December 2015.

91-15 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting

None.

Meeting closed 8.40pm.....Chairman