

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 3rd December 2015 at 7.10pm in the Committee Room of the Council Chambers, York Road, Torpoint.

PRESENT:- Councillor L E Keise (Chair), M N Pearn MBE (Town Mayor), P R Edwards, Mrs. C E Goodman, J Tivnan plus the Assistant Town Clerk.

Also present: Councillors Mrs. K Brownhill, G J Davis.

92-15 AMO Apologies for absence

Apologies for absence were submitted on behalf of Councillors Mrs. C A Jackson, J F Creek.

93-15 AMO Standing Orders

Standing orders relating to the commencement of business were suspended.

94-15 AMO Declarations of Interest relating to items on the Agenda

None.

95-15 AMO Minutes of the previous meeting

The minutes of the Asset Management Committee meeting held on the Thursday 5th November 2015 were taken as read, confirmed and signed by the Chairman.

96-15 AMO Matters arising from the minutes

a) Replacement cooker:-

Pursuant to minute 81-15 AMO (b) the Assistant Town Clerk confirmed that the sealed bid already received for the deep fat fryers is still valid. Prices for an additional gas cooker in their place are still to be obtained. Councillor P Edwards volunteered to source prices for a similar cooker to the existing one and also volunteered to disconnect the deep frat fryers in the event of their future sale, adding that that he would provide certification of the disconnection.

b) Paperless Planning:-

Pursuant to minute 81-15 AMO (d) the Assistant Town Clerk advised members that Clockwork Audio systems have now been awarded the contract to install equipment to facilitate viewing paperless plans in the Committee Room of the Council Chambers. The Assistant Town Clerk added that it is hoped that all installations will be conducted before the end of December 2015; the contractor has indicated that they will endeavour to meet this timeframe.

97-15 AMO Report from the Assistant Town Clerk

- a) Fire Alarms: - The Assistant Town Clerk explained that there had been further fire alarm activations in the Vanity Hair salon, members suggested that the sensor is either removed or the salon workstation is moved, the Assistant Town Clerk agreed to take immediate action to resolve.
- b) Fire Risk Assessment: - Annual fire risk assessment to be booked by the Assistant Town Clerk.
- c) Central Heating upgrade in Main Hall: - Awaiting dates for commencement of work.
- d) Gable end: - Further quotations being sought for work to be undertaken.
- e) Electrical Installation report: - Work completed, report awaited.

- f) Archives Roof repair and Vanity Rooms Roof Repair: - Appropriate documentation has now been received, awaiting an improvement in the weather before being able to proceed with the work. Correspondence received from the Archives over storage of their contents indicates that they have taken the decision to close until the work on the roof has been completed. Three dehumidifiers on loan (two from Councillors) are working 24 hours a day to keep the humidity at acceptable levels. The Assistant Town Clerk explained that once the external roof repairs had been undertaken it is likely that the internal ceiling will need to be re-plastered. Members suggested that this work may be able to be undertaken under the Council's insurance policy and the Assistant Town Clerk will pursue this. It was also suggested that the dehumidifiers being used in the Archives are PAT tested.
- g) Benodet Park & Skate Park: - The Skate Park has been left untidy at times.
- h) Bus Shelter: - Investigations into obtaining grant funding for this financial year are continuing.
- i) Enforcement Officer: - The Assistant Town Clerk reported that the Council had recently received notification, from Ian Beard – Caretaker, of his decision to give notice of resignation to Torpoint Town Council. The Assistant Town Clerk explained that discussion regarding the vacancy would take place at the next Council meeting, adding that following Ian Beard's departure there would be no one to undertake the dog fouling / litter patrol in the town and this would therefore be discontinued for the for-seeable future.

98-15 AMO Policies Reviewed by this Committee

- a) Environment Policy: -

Members reviewed the policy and Councillor J Tivnan suggested that the policy is reviewed again next month in more detail.

99-15 AMO To consider the Business Risk Management Plan

The Assistant Town Clerk reported that two refrigerators purchased to replace the broken double refrigerator in the kitchen will be added to the Fixed Asset register.

100-15 AMO Items Referred to this Committee

None.

101-15 AMO Health and Safety

- a) Fire Risk Assessment and issues:-

Statutory requirements for fire risk assessments will be checked and any issues identified in the annual fire assessment will be considered at the next meeting.

- b) LCAS Membership and Information:-

The Assistant Town Clerk showed members the Guide to Risk Management which has been provided by LCAS explaining that it is a very in depth, detailed document. Due to limited time available the Assistant Town Clerk has not yet been able to review the full Guide. In the interim the Assistant Town Clerk asked Members to consider the urgent need to complete risk assessment of the workplace. It was suggested that training on how to undertake workplace risk assessments would be useful to the Council. Councillor J Tivnan, as an accredited CIEH tutor, offered to provide Workplace Risk Assessment training to the Assistant Town Clerk in the New Year, a two day course,

with a minimal charge for the qualification, members **recommended** this is undertaken as soon as possible.

102-15 AMO Correspondence

None.

103-15 AMO Planning Applications

None.

104-15 AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Viking Direct	NDP Stationery	142.52	19.67	122.85

105-15 AMO Date of next meeting

Thursday 4th February 20165.

106-15 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting

Meeting closed 7.40pm.....Chairman