

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 4th February 2016 at 7.00pm in the Committee Room of the Council Chambers, York Road, Torpoint.

PRESENT: - Councillor L E Keise (Chairman), Councillors M N Pearn MBE (Town Mayor), Mrs. C E Goodman, Mrs. C A Jackson and J Tivnan plus the Town Clerk.

107-15 AMO Apologies for absence

None.

108-15 AMO Declarations of Interest relating to items on the Agenda

None.

109-15 AMO Minutes of the previous meeting

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

110-15 AMO Matters arising from the minutes

a) Replacement cooker:-

Pursuant to minute 96-15 AMO (a) the Town Clerk reported that it is understood users and hirers of the kitchen would prefer additional cooking facilities as difficulties were being expressed by the hirers that it is difficult to accommodate large functions with the limited range of facilities. It is understood that the Assistant Town Clerk is actively seeking estimates for the work. Following further discussion it was **resolved** to refer this item to the next meeting of the Committee for further consideration. The sealed bid for the deep fat fryer would also be considered at the same meeting.

b) Environment Policy:-

Pursuant to minute 98-15 AMO (a) Councillor J Tivnan reminded the members of what was discussed at the previous meeting and that examples of policy application was awaited from the Assistant Town Clerk. In the absence of the Assistant Town Clerk this item was referred to the March meeting of this Committee.

c) Fire Risk Assessment:-

Pursuant to minute 101-15(a) members considered the recently completed Fire Risk Assessment. Councillor J Tivnan spoke on some of the outstanding actions and suggested that the Fire Log should be checked by staff and duly recorded. The Clerk drew attention to the identified absence of the door adjacent to the Vanity Room reception that had been identified within the report. The Town Mayor (Councillor M N Pearn) reported that the door had been removed for some considerable time prior to the current occupiers using the area. Councillor Tivnan advised the meeting on reasons for re-instating the door and identified possible solutions. The suggestions promulgated by Councillor Tivnan on how to rectify this problem that would be conveyed to the Assistant Town Clerk for discussions with the current occupier.

111-15 AMO Report from the Assistant Town Clerk

The report as circulated was considered by the Committee. It was noted that several items have been completed and these included the Archives roof (with the exception of decorating the internal ceiling) and the bench installation in Chapeldown Road. It was reported that installation of

replacement heating in the main hall is progressing well and the ATC is pursuing external finances with Cornwall Council to secure additional bus shelters in the town. The ATC is obtaining estimates to repair the gable end at the end of the Council Hall. In response to a question from the Chairman Councillor L E Keise, it was reported that despite the newly appointed Caretaker/Enforcement Officer being booked onto the course it is not going to proceed at this time. This matter would be pursued further by Assistant Town Clerk.

112-15 AMO Policies Reviewed by this Committee

None.

113-15 AMO To consider the Business Risk Management Plan

The Clerk drew attention to the recently completed Internal Controls Scrutiny Process as considered by the Finance and Personnel Committee. It is recommended that photographing portable assets with a reasonable value is undertaken to compliment the asset register. It is also considered that visitors meeting with Council Officers also sign the visitor’s book. Councillor Tivnan supported the process and suggested that occupiers and hirers also had control of those on the premises. It was conceded that casual hirers, for example, table top sales and public meetings would not have a comprehensive list of attendees but that the “sweep” of the building at the time of evacuation would prevent any being left on the premises.

114-15 AMO Items Referred to this Committee

None.

115-15 AMO Health and Safety

a) Electrical Installation Report:-

Receipt was reported of the Electrical Installation report as commissioned by this Council. After a brief perusal by Councillor Tivnan it was announced the items that required attention were classified as non-urgent and could then be scheduled into the council maintenance programme.

b) Boiler [Plant] Room Defects:-

Receipt was reported of an Engineers report from the contractors installing the new heating system detailing defects in the plant room. The defects listed concerned an undersized and wrongly located air supply into the plant room and the report also suggested terminal guards are fitted on the flue terminals as these are accessible by the public. Councillor Tivnan on examining the report concurred with the findings. The Clerk confirmed that this was a health and safety issue therefore within the scheme of delegation the Clerk would progress the repairs subject to compliance with financial regulations.

116-15 AMO Correspondence

a) Weed Spraying Operations:-

Receipt was reported of two estimates for weed spraying the roads and pavements around the town. The estimates are listed below:-

CONTRACTOR	ESTIMATE DETAILS	AMOUNT(£)
CORMAC SOLUTIONS	As per specification (2 sprays)	£3,696.75
Complete Weed Control South West	As per specification (2 sprays)	£2,320.00

(Both the above prices plus VAT).

The Mayor reported that he was satisfied with the standard of work undertaken this year by Complete Weed Control South West basing his observation on the fact that no complaints had been received this year

After considering the matter it is **recommended** that the contract is awarded to Complete Weed Control South West for the 2016-17 financial year.

117-15 AMO Planning Applications

None.

118-15 AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
C F Southworth	Travelling/Accommodation - Course	156.79	0.00	156.79
SW Water	Water Invoice - Council Chambers	618.21	0.00	618.21
SW Water	Water Invoice - Pub Convs Antony Road	394.08	28.57	365.51
Cornwall Council	Garage Rent (30/11/15 - 04/01/16)	59.70	9.95	49.75
Cornwall Council	Garage Rent (05/01/16 - 01/02/16)	47.76	7.96	39.80
Crab Stitch	Embroidery - Council work clothing	48.00	0.00	48.00
Trebor Maintenance	Grounds Maintenance Jan 2016)	208.00	34.67	173.33

119-15 AMO Date of next meeting

Thursday 3rd March 2016.

120-15 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Town Mayor advised the meeting that Cornwall Council are repairing/renovating the ramp from on footpath 1 where it joins Antony Road just south of the Defiance Field. The Mayor reported that the Town Council bench should be removed prior to the work being undertaken.
- The Mayor ventured that the flagpoles should be part of a condition survey given the storms of recent weeks. Councillor Tivnan offered to obtain the necessary health and safety procedures including details of a stress test for the pole.
- The Mayor also observed that the Ellis monument in Sparrow Park requires professional cleaning possibly by a monumental mason.
- Councillor Mrs C E Goodman warned of parking restrictions within Trevol Business Park the contravention of which has resulted in a fixed penalty parking ticket.

Meeting closed 7.45pm.....Chairman