

## TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 5<sup>th</sup> May 2016 at 7.00pm in the Committee Room of the Council Chambers, York Road, Torpoint.

**PRESENT:** - Councillor L E Keise (Chairman), Councillors Mrs. K Brownhill (as substitute for Councillor M N Pearn MBE (Town Mayor), Mrs. C E Goodman, Mrs. C A Jackson, Miss R A Tanner BEM (as substitute for Councillor P R Edwards) and J Tivnan plus the Town Clerk.

### **1-16 AMO Apologies for absence**

Apologies for absence were submitted on behalf of Councillor M N Pearn MBE (Town Mayor).

### **2-16 AMO Declarations of Interest relating to items on the Agenda**

Non Registerable Interests (NRI) were declared by the following:-

Councillor Mrs. K Brownhill – Agenda item 8 (from F & P) as a director of the company.

Councillor J Tivnan - Agenda item 8 (from F & P) as a director of the company.

### **3-16 AMO Minutes of the previous meeting**

The minutes of the Asset Management Committee meeting held on the Thursday 7<sup>th</sup> April 2016 were taken as read, confirmed and signed by the Chairman.

### **4-16 AMO Matters arising from the minutes**

a) Environment Policy:-

Pursuant to minute 138-15 AMO (a) the Clerk and Councillor J Tivnan reported that both had met and are working on a three year environmental plan rather than a definitive policy with an aim to reduce the carbon footprint of the Council. Councillor Tivnan announced the intention to look at further reductions during years 2 and 3 with the possible introduction of renewable energy initiatives including installation of solar panels and also energy saving devices. It was also suggested that the Council review environmental initiatives at Cornwall Council.

b) Fire Risk Assessment:-

Pursuant to minute 138-15AM0 (b) it was reported that the Deputy Town Clerk is awaiting the Fire Officer to report his findings to the Council.

c) Flag Pole:-

Pursuant to minute 138-15AM0 (c) the Clerk reported that the holding nuts on the base of the flag pole have been tightened. The Clerk and Deputy Town Clerk were unclear as the structural stability of the pole although a visual inspection appears to confirm that the structure is sound. Councillor Tivnan suggested that a periodic structural inspection might be appropriate and this would be conveyed to the Deputy Town Clerk.

d) Gable End Repairs:-

Pursuant to minute 138-15AM0 (d) it was reported that despite emails from the Deputy Town Clerk no responses have been received from the contractors. Following discussion it is **recommended** that the contractor with the lowest priced estimate (LMS Plastering - £995) is contacted to confirm that a method statement and some form of guarantee is in place. Following confirmation it is **recommended** that the contract is awarded to LMS Plastering.

### **5-16 AMO Operational Report**

Nothing further to report.

**6-16 AMO Policies Reviewed by this Committee**

None.

**7-16 AMO To consider the Business Risk Management Plan**

a) Fixed Asset Condition Survey:-

Although two suggested dates were given it is understood that the first date is not convenient to the new Town Mayor elect and the second date is not convenient to a key member of this committee. After considering the matter further it was **resolved** to refer this matter to the next meeting of this Committee when the new Mayor and Chairman of this Committee would be in place to arrange a suitable date. It was further suggested that previous tours had been at the weekend and a tour plus light refreshments might be an appropriate approach. It was also suggested that the Council should review the Cornwall Council Environmental Services plan when undertaking a tour of the town.

**8-16 AMO Items Referred to this Committee**

a) Torpoint Sea Scouts – Request to Use Facilities at No Cost. (As referred by the F&P Committee). Noted. After considering the matter it was **resolved** to grant the request subject to the usual terms of reference.

(Councillors Mrs. K Brownhill and J Tivnan both declared a non-registerable interest (NRI) and left the meeting during the above minute).

**9-16 AMO Health and Safety**

a) Lift Maintenance Contract.

Receipt was reported of a proposed Lift Maintenance Contract from Ideal Lifts the annual fee being £140. Receipt was also reported of a questionnaire from the company that was perused by Councillor Tivnan for comment and observation and returned to the Deputy Town Clerk.

**10-16 AMO Correspondence**

None.

**11-16 AMO Planning Applications**

None.

**12-16 AMO Accounts for payment**

PAYEE	REASON	GROSS	(VAT)	NETT
South West Water	Public Conveniences Antony Road	209.00	15.23	193.77
Cornwall Council	Garage Rent (04/04/16-29/06/16)	102.88	17.12	85.76

**13-16 AMO Date of next meeting**

Thursday 2<sup>nd</sup> June 2016.

**14-16 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting**

None.

Meeting closed 7.26pm.....Chairman