

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 2nd June 2016 at 7.00pm in the Committee Room of the Council Chambers, York Road, Torpoint.

PRESENT: - Town Mayor (Councillor M J Crago), Councillors E H Andrews, Mrs. C E Goodman, Mrs. C A Jackson, L E Keise, Miss R A Tanner BEM and J Tivnan plus the Town Clerk.

15-16 AMO Apologies for absence

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

16-16 AMO Election of Chairman for the Civic Year 2016-17

The Town Mayor (Councillor M J Crago) called for nominations for the position of Chairman for the Civic Year 2016-17. Councillor L E Keise proposed that Councillor E H Andrews is elected Chairman for the Civic Year 2016-17. Councillor Mrs. C A Jackson seconded the proposition and there being no other nominations the motion was put and Councillor E H Andrews was duly elected Chairman for the Civic Year 2016-17.

17-16 AMO Election of Vice Chairman for the Civic Year 2016-17

The Chairman called for nominations for the position of Vice Chairman for the Civic Year 2016-17. The Town Mayor proposed that Councillor Mrs C E Goodman is elected Vice Chairman for the Civic Year 2016-17. Councillor Mrs C A Jackson seconded the proposition and there being no other nominations the motion was put and Councillor Mrs C E Goodman was duly elected Vice Chairman for the Civic Year 2016-17.

18-16 AMO Declarations of Interest relating to items on the Agenda

None.

19-16 AMO Minutes of the previous meeting

The minutes of the Asset Management Committee meeting held on the Thursday 5th May 2016 were taken as read, confirmed and signed by the Chairman.

20-16 AMO Matters arising from the minutes

a) Environment Policy:-

Pursuant to minute 4-16 AMO (a) it was reported that the Clerk and Councillor J Tivnan will be working on the document as previously reported. The Clerk is awaiting a reply from the graduate placement programme on the possibility of a graduate placement to assist with research on this matter.

b) Fire Risk Assessment:-

Pursuant to minute 4-16AMO (b) it was reported that the Deputy Town Clerk is still awaiting the Fire Officer to report his findings to the Council.

c) Flag Pole:-

Pursuant to minute 4-16AMO (c) Councillor Tivnan gave his observations on the proposed periodic structural inspection and the effect on the key holding and fixing points.

21-16 AMO Operational Report

a) Proposed CCTV Camera in Benodet Park:-

Receipt was reported of a quotation to install and commission a camera in Benodet Park overlooking the tennis courts for £1,300 should the Town Council take on the premises as part of the devolution programme. There would be additional costs for cabling and creation of the plinth. The Clerk informed the meeting that should the Council attach the cameras to the hut in the tennis court then the price could reduce by £700. The Clerk reminded members that the original plan was for the Council only to take on the playing surface and grassed areas adjacent to it and not the hut. Councillor J Tivnan voiced concern at the continued damage and vandalism to this hut and suggested that the council do not consider taking on the hut. The Mayor concurred with Councillor Tivnan and advised that the Council should only consider installing a camera in Benodet Park. Following discussion it is **recommended** that the Council accepts the quotation for the installation and commission of the camera for £1,300 as an extension of the current contract (Financial Regulation 14.1 iv) refers) subject to Cornwall Council concluding a suitable arrangement with this Council to manage the tennis court area only [not including the hut]. The Clerk was asked to confirm the length of time the quotation was valid.

22-16 AMO Policies Reviewed by this Committee

None.

23-16 AMO To consider the Business Risk Management Plan

a) Fixed Asset Condition Survey:-

Following discussion it was **recommended** that the Deputy Town Clerk arrange two suitable dates for the Council to undertake a visual inspection of this Council's assets.

24-16 AMO Items Referred to this Committee

None.

25-16 AMO Health and Safety

a) Road Closure and Signage.

Councillor J Tivnan spoke on the changes to Cornwall Council's processes on road closure. The original certificate was "open ended" but now it appears that certification will be for a finite period. Councillor Tivnan spoke on the issues involved and suggested that the Council send one of the employees onto the one day course to ensure consistency and continuity.

26-16 AMO Correspondence

None.

27-16 AMO Planning Applications

a) PA16/04731 – 8, Kempton Terrace, Torpoint - Proposed single storey and first floor extension and new garage (existing single-storey extension and garage to be demolished) at rear including two new high level windows to the south east (side elevation and proposed dwarf boundary wall and side access gate to same).

No objections or observations.

28-16 AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Viking Direct	Stationery/Ink Cartridges	67.38	11.23	56.15
SW Hygiene	Sanitary Disposal/Nappy Rental Contract	722.14	120.37	601.77

*It was resolved to approve invoices for Harry Kazam (£260)/ Dulcett Tones (£100) as part of the Queen's Birthday Celebrations approval for payment on the day of the event.

29-16 AMO Date of next meeting

Thursday 7th July 2016.

30-16 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting

- The Town Mayor suggested that as part of the terms of reference review for committees the council should consider the number of Committees and the structures of the committees. It is **recommended** that this is also considered at the time of the review.
- Councillor J Tivnan informed the meeting that Cornwall Council as part of the proposals for licensing street traders, Cornwall Council were offering to undertake the work of offering a bespoke service for £35 per hour. Councillor Tivnan voiced disappointment that Cornwall Council sought to charge for assisting local groups. Councillor Tivnan concluded by suggesting that Cornwall Council need to produce clear guidelines.
- Councillor Tivnan also drew attention to a recent media article in which local experts appeared to be at odds with the reply received from the Chief Executive of Cornwall Council. Councillor Tivnan offered to scan the document to enable the Clerk to include it in the reply to the Chief Executive. Councillor Tivnan concluded by suggesting that the media should be cognisant of the situation and suggested a copy letter is sent to them.

Meeting closed 7.45pm.....Chairman