

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 7th July 2016 at 7.00pm in the Committee Room of the Council Chambers, York Road, Torpoint.

PRESENT: - Councillor E H Andrews (Chairman), Town Mayor (Councillor M J Crago), Councillors P R Edwards, Mrs. C E Goodman, Mrs. C A Jackson, M N Pearn MBE, Miss R A Tanner BEM plus the Town Clerk.

31-16 AMO Apologies for absence

Apologies for absence were submitted on behalf of Councillor J F Creek, L E Keise and J Tivnan.

32-16 AMO Declarations of Interest relating to items on the Agenda

None.

33-16 AMO Minutes of the previous meeting

The minutes of the Asset Management Committee meeting held on the Thursday 2nd June 2016 were taken as read, confirmed and signed by the Chairman.

34-16 AMO Matters arising from the minutes

a) Environment Policy:-

Pursuant to minute 20-16 AMO (a) the Clerk reported that the graduate from the University of Bournemouth had commenced the five week work placement programme with this Council and as part of the brief, would be working on the Environment Policy and proposing a three year environment and sustainability programme to the Council.

b) Fire Risk Assessment:-

Pursuant to minute 20-16AMO (b) it was reported that the Deputy Town Clerk has consulted with occupier and will discuss this further with the Fire officer.

c) Flag Pole:-

Pursuant to minute 20-16AMO (c) it was reported that explorations are underway with other Councils and also HMS Raleigh to establish how stress testing and other inspections are undertaken on flag poles within their asset condition programme. Once a suitable inspection regime is identified this Council will attempt to mirror that programme.

d) Fixed Asset Condition Survey:-

Pursuant to minute 23-16AMO (a) The Town Mayor briefed members on the inspection tour undertaken by some members the previous evening and urged members to also participate in the next tour on Tuesday evening. The Mayor advised the meeting that a list of tasks would be drawn up as a result of the tour and any that were within the remit of this council would be reproduced as a works programme. Councillor P R Edwards raised the issue of dogs in play areas and was surprised that there is not an enforcement programme or policy to prevent this. Councillor Mrs. C E Goodman pointed to the positive aspects of the tour and the Mayor concluded that it was suggested that kayak store racks might be of assistance at the pumping station in Chapeldown Road.

35-16 AMO Operational Report

Operational Report:-

The Clerk reported that footpath 7 (The Mill) vegetation control programme has almost been completed and that footpath 4 (Raleigh to Efford Bridge) had been commenced and will hopefully

be completed this weekend. It was also reported that land adjacent to the St John Ambulance Hall had been cut but the Mayor suggested that a second cut is now due. It was also reported that the grass in Rendel and Benodet Parks has been scheduled to be cut this weekend. Following a break-in at the toilets adjacent to Benodet Park, the Deputy Town Clerk will review CCTV footage in an attempt to identify the culprits. It was further reported that the target date to repair the gable end on the Council Hall should commence in early August subject to receipt of the appropriate documentation from the contractors. It was further reported that the toilets in Antony Road have been refurbished and a reporting procedure has been introduced for the Enforcement Officer. The Clerk urged members to report any dog fouling "hot spots" to the Enforcement Officer so that increased patrols can be mounted in the identified area.

36-16 AMO Policies Reviewed by this Committee

None.

37-16 AMO To consider the Business Risk Management Plan

a) Review of Asset Security:-

The Clerk reported that the Deputy Town Clerk has security marked portable assets in the Council building and the Council asset register is up to date. The Council does operate a loans book for any assets on loan to facilitate an event or function but currently there is not anything on loan.

38-16 AMO Items Referred to this Committee

None.

39-16 AMO Health and Safety

a) Play Inspection Company – Annual Inspection of the Skateboard Park.

The Clerk drew attention to the annual health and safety inspection of the Skateboard Park undertaken by the Play Inspection Company. The Mayor remarked that the overall analysis of the inspection was deficiencies were of low risk and were concerned mainly with housekeeping issues. The Deputy town Clerk would review the report and implement any recommendations.

b) Other Health and safety Matters

The Clerk reported that the fire evacuation drill had recently been undertaken and that the premises had been evacuated in around 1 minute of the fire alarm being sounded.

40-16 AMO Correspondence

a) NHS – Community Bulletin.

Noted. Councillor M N Pearn reported he understood the revised proposals were to close the surgery at Cawsand and that the Millbrook surgery would remain open.

41-16 AMO Planning Applications

None.

42-16 AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Peninsula Plumbing	Repairs to the Pub Cons (Antony Road)	855.60	142.60	713.00
Clifton Emery Design	Rame Peninsula [Plan] - Mileage	230.40	38.40	192.00

43-16 AMO Date of next meeting

Thursday 1st September 2016.

44-16 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting

- Councillor Mrs C A Jackson reported that a radar key (a key to open disabled toilets) had been handed into the Library.

Meeting closed 7.29pm.....Chairman