

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 1st September 2016 at 7.00pm in the Council Committee Room, 4, York Road, Torpoint.

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

	ACTION
<p>45-16 AMO Apologies for absence Apologies for absence were submitted on behalf of Town Mayor Councillor M J Crago. Members recommend that those that for future meetings have not submitted apologies should be listed as absent with no apologies submitted.</p>	Council
<p>46-16 AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>47-16 AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on the Thursday 7th July 2016 were taken as read, confirmed and signed by the Chairman with the amendment of the words Fire Risk Assessor to replace the words Fire Officer in minute 34-16AMO (b).</p>	
<p>48-16 AMO Matters arising from the minutes a) Environment Policy:- Pursuant to minute 34-16 AMO (a) the Clerk reported that the Council have not received proposals for an amendment or amended version of the Environment Policy and proposals for a three year environment and sustainability programme to the Council but will pursue this matter with the graduate. b) Fire Risk Assessment:- Pursuant to minute 34-16AMO (b) it was noted as a result of annual leave a further update from the Deputy Town Clerk is awaited following consultation with the occupier. c) Flag Pole:- Pursuant to minute 34-16AMO (c) it was reported by members it is understood HMS Raleigh do not undertake stress testing on flag poles. Councillor J Tivnan suggested that the Council as an interim the bolts at the foot of the flagpole should be examined to ensure that these are at the correct tension and that the insurance company should again be contacted for a suitable engineer to undertake an appropriate test. a) Fixed Asset Condition Survey:- Pursuant to minute 34-16AMO (d) members were reminded that a date for the second tour of the town was awaited. It is anticipated that a suitable date should be promulgated to members in time for the next Council meeting. Following the second tour an appropriate condition survey will be compiled for consideration by this Committee.</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">DTC</p> <p style="text-align: center;">Clerk/DTC</p> <p style="text-align: center;">Mayor/ Chairman/ DTC</p>
<p>49-16 AMO Operational Report Operational Report:- The Clerk reported that work on the gable end has been effected and completion including signing off was now awaited. The Clerk also reported that additional repairs to the roof area were also undertaken by the roofing contractor utilising the scaffolding that is in place. It was also noted that the plaster on the Council Hall outside of the Clerk's office has "blown" and will require re-plastering and the Deputy Town Clerk is currently acquiring an estimate to undertake the work. The Deputy Town Clerk is also investigating issues with some of those</p>	DTC

<p>using the Antony Road toilets and in particular the unhygienic and unsanitary behavior. It was also suggested by the Committee that the Town Council should undertake removal of weeds from the entrance of the toilets that detracted from the area. Councillor J Tivnan drew attention to shrubs and bushes adjoining the property on the hill at Harvey Street. Councillor Tivnan reported that Cornwall Council had removed the shrubs and bushes adjacent to the property wall at the top of the hill and suggested that if Cornwall Council removed all the bushes that in the opinion of Councillor Tivnan served no useful purpose, Councillor Tivnan would arrange for the area to be seeded with the addition of a possible bulb planting programme to improve the aesthetics. After considering the matter it is recommended that the Council contact Cornwall Council to request the bushes are removed and the area included as an extension of the current leased area that includes the flower beds and grassed area. Councillor Miss R A Tanner drew attention to the poor condition to link footways (that is footways linking two roads) that are not included in the herbicide application schedule. The Clerk would investigate this matter further and report to Council. Councillor J Tivnan also drew attention to issues with fallen leaves in gutters that are not being cleared away. Councillor Tivnan suggested that the Council purchase a "Billy Goat" mechanical vacuum that would remove the material. It was noted that the machines are available in a price bracket of around £700-£1,200. Councillor Tivnan concluded that he was prepared to assist in using the machine on behalf of the Council. After considering the matter it is recommended that the Council purchase the machine for use by the Council owned or leased areas and also for use on Cornwall Council highways subject to Cornwall Council approval. It was also noted that blocked roadside drains had been identified and the Clerk will notify the ward member accordingly.</p>	<p>Council</p> <p>Clerk</p> <p>Council</p> <p>Clerk</p>
<p>50-16 AMO Policies Reviewed by this Committee a) Health and Safety Policy and Health and Safety Operational Manual. Members considered the amended Health and Safety policy and operational manual (as circulated). After considering the documents it is recommended that the Council approve the amended documents. Members observed that although the document has been reviewed it is a "live" document and can be amended between the review and renewal dates as identified in the policy schedule. Councillor J Tivnan would also review the operational manual to identify any areas that require additional procedures.</p>	<p>Council</p> <p>JT</p>
<p>51-16 AMO To consider the Business Risk Management Plan Capital Maintenance Programme:- The Clerk reported on the area of the Business Risk Management Plan applicable and relevant to this Committee, that included proposed capital maintenance plans for this and succeeding years, project management disciplines and also how capital investment projects are controlled and monitored during the contract. After considering the matter it was agreed that this item is deferred until the next meeting of this Committee for further consideration. Councillor Tivnan also reminded the Committee that an approved contractors list should also be compiled and that the contractors have full and approved processes in place to comply with legal and H&S requirements. This item would also be included in the scheme of delegation to officers.</p>	<p>AMO Committee</p>
<p>52-16 AMO Items Referred to this Committee None.</p>	
<p>53-16 AMO Health and Safety Councillor J Tivnan observed that the annual Skateboard Park had revealed low risk matters that can be addressed under the normal operation procedures. The Clerk reported on a health and safety bulletin circulated by a trade union. Attention was drawn to issues with the popular herbicide glyphosate which it was indicated could be carcinogenic. Trade Union guidance has</p>	

<p>highlighted the risks to workers exposed to the product. It was suggested that the Council should review the use and ensure that where it is used the correct PPE equipment should be used. Other matters raised included problems with fatigue at work and the rise in stress levels within the Council environment. The Clerk also drew attention to health and safety fines of around £8 million to construction firms since the introduction of new guidelines that were introduced in February 2016 that included three fines that were for fatalities that totaled £5.6 million pounds. The Clerk stressed the importance of ensuring that any construction firms must have the relevant documentation, processes and procedures in place.</p>											
<p>54-16 AMO Correspondence a) L Fletcher – Request to install a commemorative bench. Noted. It was further noted that this letter had been considered by the Finance and Personnel Committee where it was recommended that approval is given subject to the usual terms of reference. It was brought to this Committee’s attention for information purposes.</p> <p>b) Torpoint Archives – Installation of Shelving. Noted. The Committee also noted that this is an operational matter and securing the proposed shelving was an essential part of approval.</p>	Clerk/ DTC										
<p>55-16 AMO Planning Applications None.</p>											
<p>56-16 AMO Accounts for payment</p> <table border="1" data-bbox="110 947 1336 1016"> <thead> <tr> <th style="background-color: #92d050;">PAYEE</th> <th style="background-color: #92d050;">REASON</th> <th style="background-color: #92d050;">GROSS</th> <th style="background-color: #92d050;">(VAT)</th> <th style="background-color: #92d050;">NETT</th> </tr> </thead> <tbody> <tr> <td>EE/T Mobile</td> <td>Telephone Bill</td> <td style="text-align: center;">130.48</td> <td style="text-align: center;">21.75</td> <td style="text-align: center;">108.73</td> </tr> </tbody> </table> <p>It was reported that the excess minutes and cost will be charged to the sharing Council as appropriate.</p>	PAYEE	REASON	GROSS	(VAT)	NETT	EE/T Mobile	Telephone Bill	130.48	21.75	108.73	
PAYEE	REASON	GROSS	(VAT)	NETT							
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<p>57-16 AMO Date of next meeting Thursday 6th October 2016.</p>											
<p>58-16 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting None.</p> <p>Meeting Closed at 7.51pm. _____ Chairman</p>											