

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management Committee held on Thursday 6th October 2016 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor E H Andrews (Chairman), Councillor M J Crago (Town Mayor), Councillors P Edwards, Mrs C E Goodman, L E Keise, M N Pearn MBE, Miss R A Tanner BEM, J Tivnan and the Deputy Town Clerk in attendance.

	ACTION
<p>59-16AMO Apologies for absence None received (a subsequent apology was received from Cllr Mrs. C A Jackson after the meeting).</p>	
<p>60-16AMO Declarations of Interest relating to items on the Agenda None</p>	
<p>61-16AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 1st September 2016 were taken as read, confirmed and signed by the Chairman.</p>	
<p>62-16AMO Matters arising from the minutes a) Environment Policy:- Pursuant to minute 48-16 AMO (a) the Deputy Town Clerk explained that there are no proposals or amendments to the existing Environment Policy and added that the graduate had been asked to consider changes and it did not appear that any changes has been forthcoming. The current policy therefore remains. b) Fire Risk Assessment:- Pursuant to minute 48-16 AMO (b) the Deputy Town Clerk explained having contacted the occupier following the recommendation to install a fire door alongside the "reception" at the bottom of the stairs alongside the entrance to the Committee Room. The Deputy Town Clerk explained that this entrance currently provides disabled access to the occupier's facility and also the Committee Room of the Council Chambers, it is understood that should a fire door be installed, this would narrow the gap and preclude the access ability for wheelchair users. Members inspected the area, noting the possible need to increase the size of the door frame and subsequently recommended purchase and installation of an accessible fire door with audible closures, in line with the recommendation made in the fire risk assessment; members further recommend that authority is delegated to the Officers of the Council to proceed in accordance with Council best practice. c) Flag Pole:- Pursuant to minute 48-16 AMO (c) the Deputy Town Clerk reported having not received any further information from the insurance company. Cllr. J Tivnan volunteered to contact the insurance company to investigate this matter further. The Deputy Town Clerk agreed to forward all relevant email correspondence on the matter to Cllr. J Tivnan. d) Fixed Asset Condition Survey:- Pursuant to minute 48-16 AMO (d) members were reminded that a date for the second tour of the town was awaited. The Deputy Town Clerk invited proposals for dates and several dates were suggested, including Sunday 16th October, although the Mayor is unable to attend on this date.</p>	<p style="text-align: center;">Council Council</p> <p style="text-align: center;">Cllr J Tivnan</p> <p style="text-align: center;">Mayor/ Chairman/ DTC</p>

63-16AMO Operational Report

Operational Report:-

The Deputy Town Clerk explained that work on the gable end was now complete, with additional roof repairs still required. The plaster works to the Council Hall wall outside the Clerk's office is "blown" and the work to repair this has not yet commenced. The Deputy Town Clerk detailed incidents of graffiti and fire damage that has occurred in the toilets at Antony Road and cited a reminder that CCTV had been proposed for this area two years ago. The Deputy Town Clerk advised that she will continue to liaise with the local PCSO's from Devon and Cornwall Police to try to prevent future damage. Pursuant to minute 49-16AMO the Deputy Town Clerk investigated the cost for the Council to purchase a "Billy Goat" mechanical vacuum that would collect fallen leaves in gutters and also at Benodét Park and the skate park. The Deputy Town Clerk detailed having contacted two suppliers both of whom recommended that a more substantial machine, than initially suggested by Cllr J Tivnan, would be more suitable to the Council requirements. The Deputy Town Clerk was asked to detail the price and product specifications from each supplier:

DTC

DTC

Option	Company	Model	Price (exc VAT) £
1	Trafalgar (recommended for domestic use)	KV600SP Lawn & Litter vacuum	869.17
2	Trafalgar (recommended for Council use)	MV650H Industrial Duty Vacuum	1,541.66
3	F Thomas Garden Machinery (recommended for domestic use)	Billy Goat Vac system 650 SPH	1,195.66
4	F Thomas Garden Machinery (recommended for Council use)	Billy Goat power drive pro leaf collector	1,592.60

After considering the matter and prices provided members **resolved** 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 – option (1) above Model KV600SP at a cost of £869.17 plus VAT. The Deputy Town Clerk detailed a recent blocked drain which had caused some flooding in the Council Chambers, which has subsequently been cleared.

64-16AMO Policies Reviewed by this Committee

None.

65-16AMO To Consider the Council Risk Management Plan

Nothing to report.

66-16AMO Items referred to this Committee

a) Capital Maintenance Programme:-

Members considered the three year proposed Development Plan. It is **recommended** that the proposals for the Committee as contained within Appendix "A" to these minutes with further information annotated in the Notes section are approved by Council.

Council**67-16AMO Health and Safety**

Cllr J Tivnan explained no changes to the current legislation.

68-16AMO Correspondence

<p>a) FLEET – Proposed two external defibrillators in Torpoint:- The Deputy Town Clerk referred to email correspondence which had been circulated to members from FLEET (Frontline Emergency Equipment Trust) indicating that their organisation has raised sufficient funds to purchase two externally located PAD defibrillators to be located in the town of Torpoint. FLEET are now seeking a decision from the Council about where best to locate the two defibrillators and in addition are seeking approval from the Town Council to fund the annual maintenance charge for each pad, at a cost of £295.00 plus VAT per pad, for the foreseeable future. Members recommend that the council approve the annual maintenance charge of £295.00 per VAT for each pad. The Mayor has suggested, following an informal discussion, that possible locations could be outside the Council Chambers building and the second outside the Costcutters shop on Trevithick Avenue. The Mayor explained that Cllr B Hobbs has agreed to speak to the proprietor at Costcutters on this matter. In addition members suggested that the current Council defibrillator located at Clifford Garage could be relocated to the outside of the building and then made accessible to all. Members recommended that any decision on locations and the current defibrillator is deferred to Council.</p>	<p>Council</p> <p>Council</p>
<p>69-16AMO Planning Applications a) PA16/07656 – 18B Wellington Street, Torpoint – Recommend refusal on the grounds of overdevelopment of the site. Clarification is sought on a certificate of lawfulness.</p>	
<p>70-16AMO Accounts for payment None.</p>	
<p>71-16AMO Date of next meeting Thursday 3rd November 2016.</p>	
<p>72-16AMO Any Business that has been disclosed to the Chairman and members prior to the meeting. None.</p> <p>Meeting closed at 8.30pm _____ Chairman</p>	