

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management Committee held on Thursday 3rd November 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, Mrs C A Jackson, L E Keise, M N Pearn MBE, Miss R A Tanner BEM, J Tivnan and the Deputy Town Clerk in attendance.

	ACTION
<p>73-16AMO Apologies for absence None</p>	
<p>74-16AMO Declarations of Interest relating to items on the Agenda Non Registerable Interests (NRI) were declared by:- Town Mayor (Councillor M J Crago) – Agenda Item 12 (as a member of Carew Lodge).</p>	
<p>75-16AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 6th October 2016 were taken as read, confirmed and signed by the Chairman.</p>	
<p>76-16AMO Matters arising from the minutes a) Fire Risk Assessment:- Pursuant to minute 62-16 AMO (b) Councillor J Tivnan updated members on the current situation and proposed actions. Councillor Tivnan explained that the pragmatic solution was not to install a fire door as it would restrict the escape route for anyone with a physical disability. However it was acknowledged that as this recommendation was in the current fire risk assessment the Council had to consider any actions. Councillor Tivnan suggested that as the next Fire Risk assessment was due in January 2017, Councillor Tivnan would write an amendment to the current recommendation that would suffice until the next Fire Risk assessment is undertaken. After considering Councillor Tivnan’s explanation members resolved that this suggestion is implemented. b) Flag Pole:- Pursuant to minute 62-16 AMO (c) Councillor Tivnan explained that despite extensive research and investigation he could not resolve this matter. Councillor Tivnan had been in touch with insurers, suppliers and principal authorities but had not been able to make any further progress. The Town Mayor cited the example of a local organisation that had undertaken routine repairs. Councillor P R Edwards offered to undertake routine maintenance to the fixing bolts. In the circumstances and given the protracted nature of this item it is recommended that the Council undertakes a visual inspection of the pole and removes the flag if high winds are expected. c) Fixed Asset Condition Survey:- Pursuant to minute 62-16 AMO (d) members considered that it was necessary for the second tour of the town to proceed. After a brief discussion it was agreed that the second tour would be on the 12th November 2016 meeting at 11 am outside of the Council Chambers. The Clerk would notify members. d) Operational Report:- Pursuant to minute 63-16AMO Councillor Tivnan complained that the model of “Billy Goat” selected by members at the previous meeting was too heavy to be operated and has voiced</p>	<p style="text-align: center;">Cllr J Tivnan</p> <p style="text-align: center;">Council</p> <p style="text-align: center;">Clerk</p>

<p>his concern to the Deputy Town Clerk. The Deputy Town Clerk has contacted the supplier to ascertain if an exchange for a lighter model can be arranged. Pursuant to minute 63-16AMO Councillor J Tivnan explained the history of the two "Welcome to Torpoint" Christmas Lights signs following the agreement at the last Council meeting that the Town Council repair the lights in the current knowledge that there was no known owner. Councillor Tivnan advised the Committee that the Torpoint Community Events Company had purchased the lights for £1,100 some years previously, with funds that had been raised voluntarily. Councillor Tivnan confirmed to members that the Events company had owned and insured the lights but opined that the lights were a "town" asset and should be owned and insured by the Town Council. Councillor Tivnan also reminded members that the remainder of the lights were leased to the Town Council from the Festive Lighting Company. The Clerk suggested that written confirmation should be received by this Council from the Torpoint Community Events Company offering the formal transfer of the signs to complete an audit trail. Members recommend that this process is completed.</p>	<p>DTC</p> <p>JT/ Council</p>
<p>77-16AMO Operational Report The Town Clerk presented the report to members. Members were advised that further fires have been reported in the Antony Road public conveniences at the weekend and that a small fire had been lit in Benodet Park. The police had been called and it is understood have dealt with the offenders. It was further reported that a dog owner allowing their dog to foul in the park has been given a warning. It is understood that warnings are given prior to issuing a fixed penalty notice for any further offences. In response to an observation made by the Town mayor it is understood the Deputy Town Clerk is pursuing the contractor to complete the repairs to the roof outside of the Clerk's office. It is understood that the Deputy Town Clerk has forwarded the cheque to the contractor to the contractor but is pursuing this matter.</p>	<p>DTC</p>
<p>78-16AMO Policies Reviewed by this Committee None.</p>	
<p>79-16AMO To Consider the Council Risk Management Plan Nothing to report.</p>	
<p>80-16AMO Items referred to this Committee None</p>	
<p>81-16AMO Health and Safety Cllr J Tivnan referred to a circular that he receives and advised Council that there is no new legislation or reviews to current systems and procedures that would affect the Council.</p>	
<p>82-16AMO Correspondence a) Veterans with Dogs – Request to use the Council Hall at no charge (Sunday 6th November 2016). Noted. After considering the matter it was resolved to support the application. It was further noted that because the application had been received after the Finance and Personnel Committee agenda had been circulated and the event was prior to the council meeting this matter had been presented to the AMO Committee for consideration. b) Trago Mills – Pensioners Week 2016. Noted</p>	

83-16AMO Planning Applications

None

84-16AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
EDF Energy	Haldo Pillar, Cambridge Field	17.01	0.81	16.20
ITEC	Photocopies	13.51	2.25	11.26
Carew Lodge*	Refreshments - Freedom Ceremony	306.00	0.00	306.00
BIFFA	Wheelie Bin	101.66	16.94	84.72

*The Town Mayor Councillor M J Crago declared a non-registerable interest as a member of Carew Lodge and left the meeting whilst this matter was considered.

85-16AMO Date of next meetingThursday 1st December 2016.**86-16AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.**

- Councillor M N Pearn reminded members of the Great British Tidy up 3-5th March 2017. Councillor Pearn indicated that the NDP team and others have expressed an interest in assisting with this work. Councillor Tivnan asked the question who is responsible for clearing the road adjacent to Thanckes corner suggesting it could be Cornwall Council.

Meeting closed at 7.35pm _____ Chairman