

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 1st December 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 L E Keise, M N Pearn MBE and J Tivnan plus the Town Clerk.

	ACTION
<p>87-16AMO Apologies for absence Apologies for absence were declared on behalf of Councillors J F Creek, P R Edwards Mrs C E Goodman, Mrs C A Jackson and Miss R A Tanner BEM.</p>	
<p>88-16AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>89-16AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Thursday 3rd November 2016 were taken as read, confirmed and signed by the Chairman.</p>	
<p>90-16AMO Matters arising from the minutes a) Fire Risk Assessment:- Pursuant to minute 76-16 AMO (a) the Clerk reported that arrangements were being made for the next Fire Risk assessment to be undertaken in the near future. Councillor J Tivnan explained that he has noted an amendment to the current risk assessment and this will be emailed to members. Members observed that should the door be re-erected in the suggested location it will be very difficult for any user of the facilities with a disability requiring a wheelchair or motorized vehicle to exit the premises other than going back through the building. Councillor Tivnan offered to accompany the Fire Risk assessor to explain the Council's concerns. The Committee recommend that the status quo remains with the door not being replaced and this is confirmed with the fire risk assessor. b) Flagpole [Sparrow Park]:- Pursuant to minute 76-16AMO (b) Councillor Tivnan explained a method to make accessibility across the park easier for those with disabilities that included a rail. It was noted that the infrastructure of Sparrow Park is owned by Cornwall Council and it is therefore the principal authority that would have to implement any changes. Councillor Tivnan offered to produce details of his proposals following which it is recommended that the Town Council forward these to Cornwall Council for consideration and implementation. The Town Mayor offered to raise the issues and proposals with the CNA Link Officer. c) Fixed Asset Condition Survey:- Pursuant to minute 76-16 AMO (c) Given the paucity of members that attended the suggested tour in November members agreed to defer this matter to the next meeting of this Committee when a new date would be announced. d) Operational Report:- Pursuant to minute 76-16AMO (d) the Clerk understands that following discussions between the Deputy Town Clerk and the suppliers it is not possible to exchange the model of Billy Goat as it has been used. It was noted that the machine is currently being used within Benodet Park and the Skateboard Park for the collection of detritus. Pursuant to minute 76-16AMO Councillor Tivnan confirmed that he will be writing to the Council to transfer ownership of the Christmas Lights [those not being leased] from the Torpoint Community Events Company to Torpoint</p>	<p>J Tivnan</p> <p>Council</p> <p>J Tivnan/ Council/ Mayor</p> <p>AMO Committee</p>

Town Council for inclusion on this Council's fixed asset register and insurance schedule.	J Tivnan									
<p>91-16AMO Operational Report</p> <p>The Town Clerk presented the report to members. It was reported that the drains at Benodet Park public conveniences have been cleared following flooding to the entrance. Councillor M N Pearn asked that any future problems to be reported to him by the caretakers when the problem first arises so that it can be forwarded to Cornwall Council for immediate action. The Clerk also confirmed that the annual inspection and service of the gas heating will be arranged shortly by the Deputy Town Clerk. The Clerk also noted that it has been suggested that the current ply fire exit doors in the main hall are replaced with UPVC doors. Councillor M N Pearn expanded on the suggestion claiming UPVC doors would reduce noise from the building, make the premises more secure and also retain heat more efficiently in the winter. Members considered the proposal and recommend that the Council proceed with the suggestion and that in addition to the required estimates, the specification must include top and bottom fastenings for the doors. Receipt was reported of two estimates to clean the Ellis Memorial in Sparrow Park.</p> <table border="1" data-bbox="110 724 1338 835"> <thead> <tr> <th>COMPANY</th> <th>TENDER</th> <th>ESTIMATE</th> </tr> </thead> <tbody> <tr> <td>Martin and Sons Ltd</td> <td>Clean the monument and paint existing letters</td> <td>£1,450</td> </tr> <tr> <td>HG Stacey Ltd</td> <td>Clean the monument and paint existing letters</td> <td>£710</td> </tr> </tbody> </table> <p>Members considered both estimates. Before making any recommendations members sought to establish the materials and method for cleaning the memorial and also to obtain an estimate to make the necessary repairs.</p> <p>The Clerk concluded the report by informing the Committee that the Community Rehabilitation team have completed the bench renovation work in Marine Drive and also reminded members to inspect the grit bins in the vicinity of their homes to ensure that the initial fill has been completed.</p>	COMPANY	TENDER	ESTIMATE	Martin and Sons Ltd	Clean the monument and paint existing letters	£1,450	HG Stacey Ltd	Clean the monument and paint existing letters	£710	<p>DTC</p> <p>Council</p> <p>DTC</p>
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Martin and Sons Ltd	Clean the monument and paint existing letters	£1,450								
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<p>92-16AMO Policies Reviewed by this Committee</p> <p>a) Environment Policy:-</p> <p>Members considered the policy (as circulated) and acknowledged that the content is in the process of being updated. It is therefore recommended that the current policy is still adopted pending the on-going review when the revision will be brought to this Committee for further consideration.</p>	Council									
<p>93-16AMO To Consider the Council Risk Management Plan</p> <p>Nothing to report.</p>										
<p>94-16AMO Items referred to this Committee</p> <p>None</p>										
<p>95-16AMO Health and Safety</p> <p>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. The Clerk also drew attention to points in the Local Council Advisory Service (LCAS) document that were also noted. The Clerk advised that both the Clerk and Deputy Town Clerk will be attending the LCAS seminar in the new year.</p>										
<p>96-16AMO Correspondence</p> <p>a) Clear Channel – Proposals to transfer the bus shelters to Torpoint Town Council ownership. The Clerk drew attention to proposals from Clear Channel (a successor company to the former</p>										

owners Adshell Ltd) the owners of bus shelters at numerous locations in the town to transfer ownership to this Council. Receipt was also reported of an email from Fernbank Ltd offering to take on the cleaning and maintenance of the bus shelters when ownership was transferred. After briefly considering the matter members **recommend** that this matter is deferred pending confirmation of the issue of sometimes substantial vandalism to the shelters and also the ultimate replacement. The Clerk would attempt to seek clarity on these matters prior to the Council meeting.

Clerk/
Council

b) British Gas – Annual Gas installation service.
Noted.

c) Cornwall Council – Winter Wellbeing Guides.
Noted.

97-16AMO Planning Applications

None

98-16AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
Festive Lighting Company	Yr 1 Hire Charges Christmas Lights	2,049.60	341.60	1,708.00
British Gas	Electricity - Pub Cons Antony Road	19.03	10.60	8.43
SLCC	Clerk Membership (Torpoint contribution)	250.00	0.00	250.00
BIFFA	Wheelie Bin (19/11 - 23/12)	127.08	21.18	105.90

99-16AMO Date of next meeting

Thursday 2nd February 2017.

100-16AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.

- Councillor J Tivnan drew attention to anti-social behavior on the evening of the Christmas Lights switch-on involving aerosol based "party string". Council Tivnan highlighted some of the problems claiming that it spoilt the enjoyment of some of the attendees. It was also reported that retailers had been asked not to sell this novelty on the evening of the event but unfortunately some had chosen to do so. It was suggested that a bye law could be introduced although members conceded that the police had enough anti-social behavior legislation at their disposal to prevent such incidents. Members also commented that the absence of police that evening was noticeable. Councillor M N Pearn reported that he has been in contact with Cornwall Council and is awaiting a reply. It is therefore **recommended** that this item is deferred to the Council meeting pending a report from Council Pearn on receipt of the relevant information from Cornwall Council.

Council

Meeting closed at 7.43pm _____ Chairman