

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 23rd March 2017 at 7.00pm in the Council Committee Room, 1-3 Buller Road, Torpoint.

PRESENT: - Councillor E H Andrews (Chairman), Councillors M J Crago (Town Mayor), P R Edwards, M N Pearn MBE, and J Tivnan plus the Town Clerk.

Also present: - Councillor Mrs K Brownhill.

	ACTION
<p>129-16AMO Apologies for absence Apologies for absence were declared on behalf of Councillors J F Creek, Mrs. C A Jackson, L E Keise and Miss R A Tanner BEM.</p>	
<p>130-16AMO Declarations of Interest relating to items on the Agenda None.</p>	
<p>131-16AMO Minutes of the previous meeting The minutes of the Asset Management Committee meeting held on Friday 24th February 2017 were taken as read, confirmed and signed by the Chairman subject to the deletion of the words "J Tivnan" in minutes 128-16AMO and insertion of the words "Torpoint and Rame Lions".</p>	
<p>132-16AMO Matters arising from the minutes a) Disability Access, Sparrow Park:- Pursuant to minute 118-16AMO (b) Councillor Tivnan reported that he is awaiting the visit of the transport officer from Cornwall Council to discuss this matter in more detail. b) Cleaning/Repairs Ellis Memorial:- Pursuant to minute 118-16AMO (c) the photographic details of the proposed repairs are still awaited from the Mayor and Officers to the Ellis Memorial for onward transmission to the Masons for consideration. c) Bus Shelters:- Pursuant to minute 118-16 AMO (d) the Clerk reported receipt of a proposed transfer document from Cornwall Council to transfer 9 shelters from this Council's ownership to Cornwall Council. The Clerk reported that three of the shelters were on land where permission was required but that these would be transferred in due course. The Clerk would review the recital to ensure the wording was accurate prior to signing. The Committee confirmed the Clerk's actions. d) Gazebo Purchase:- Pursuant to minute 118-16AMO (f) The Clerk reported that following acceptance of the purchase, the Deputy Town Clerk was arranging for the purchase, logo and ancillary items and would cost in the region of around £600. e) Benodet Park Sound Hut:- Pursuant to minute 118-16AMO (g) Councillor Tivnan is attempting to arrange a site meeting of all interested parties considered the estimate from the contractor was too low and will request that the contractor re-considers the estimate so that it can be reported to the Torpoint and Rame Lions Club for consideration and the allocation of financial assistance to install the additional electrical cable. The Deputy Town Clerk would also be asked if any specifications were issued for the estimate. A report from Councillor Tivnan is awaited.</p>	<p style="text-align: center;">JT/ Officer</p> <p style="text-align: center;">Mayor/ DTC</p> <p style="text-align: center;">DTC</p> <p style="text-align: center;">JT</p>

133-16AMO Operational Report

- The Clerk reported that following an inspection of the Annex a replacement radiator was required in the main room together with other plumbing work. Councillor P R Edwards has undertaken a review of the work required and will contact the Deputy Town Clerk.
- The Deputy Town Clerk reported that the boilers driving the heating and hot water systems have been working intermittently (one is not working), have been inspected by heating engineers and the following estimates obtained:-

CONTRACTOR	WORKS	ESTIMATE
British Gas	Repairs/refurbishment (1 boiler)	£1,195.20
Cornwall Academy Maintenance Services	Repairs/refurbishment/service (both boilers)	£1,092.00

Whilst members acknowledged that the estimate from Cornwall Academy Maintenance Services provided the best value, the Town Mayor observed that as a result of the age of the boilers (approximately 15 years) it would probably be more cost effective to renew the boilers. After considering this suggestion it is **recommended** that the council obtain costs to renew the boilers and do not proceed with the repairs until the replacement costs are considered.

- The Council within operational procedures, would purchase a wheelbarrow and ancillary tools for use at Council open spaces by staff and the community rehabilitation team. The equipment could also be used by volunteers undertaking community work for example litter picking at other open spaces.
- The Clerk reported on suggestions by Council to introduce a commercial organisation to enforce dog fouling on the lines of that introduced by principal authorities, following the investigations made by the Deputy Town Clerk. The report from the Deputy Town Clerk confirmed that the organisation is becoming established at various locations in the country but that the cost to this Council would be in the region of £5,000 per month (less any income from fines). The cost would include a worker on 37 hours per week, body camera and a motor vehicle. Councillor J Tivnan commented that this appeared to be contrary to the information that he had received and would investigate the matter further.
- It was confirmed that the CAT lighting in the Deputy town Clerk's office and in the Committee room would be replaced with LED lighting at a cost of £579.20.
- Following the Alarm and ELU tests undertaken by the Council's contractor, it was reported that both the smoke detectors and fire alarm panel were both obsolete and out of date. The Mayor suggested that these should be replaced and Councillor J Tivnan warned at the issues involved including with insurance of the building. Members were of a commonality in opinion that the system should be replaced and it is **recommended** that the council proceeds with obtaining estimates to replace the system as a matter of urgency.

Council

JT

Council

134-16AMO Policies Reviewed by this Committee

None

135-16AMO To Consider the Council Risk Management Plan

The tour and asset condition survey has still to be completed and Town Mayor, Councillor Tivnan and officers would arrange a mutually convenient time to complete the tour and survey. The Clerk informed members that within the 2016 Governance and Accountability for Local Councils (section 5) has introduced a revised reporting of fixed assets that would include the maintenance and longevity of life.

136-16AMO Items referred to this Committee

a) Floor Buffer:-

Pursuant to minute 119-16AMO and following delegation to this Committee to make a decision, members considered the proposed purchase or hire of a floor buffer to a ceiling of £850. After considering the matter it was **resolved** to purchase a refurbished Victor pro 17 used rotary floor buffer at a cost of £345 plus VAT (ancillary tools are additional to this cost). It is further understood that the buffer has a year's guarantee. The Deputy town Clerk would be instructed to proceed with the purchase.

137-16AMO Health and Safety

Councillor J Tivnan advised the meeting that two directors had received custodial sentences for falsifying documents following investigation.

138-16AMO Correspondence

None.

139-16AMO Planning Applications

None.

140-16AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
NDF Civils	Flagpole repairs	50.00	0.00	50.00
C F Southworth	NDP Refreshments/postage	16.90	0.00	16.90
Western Web	Flash Drives - System backup	69.00	11.50	57.50
M Acton	Laundry Service	35.00	0.00	35.00
British Gas	Electricity - Public Conveniences	16.28	0.77	15.51
Zurich Municipal	Insurance Renewal 2017-18	3049.02	0.00	3049.02
BIFFA	Wheelie Bin	101.66	21.18	80.48

141-16AMO Date of next meetingThursday 27th April 2017.**142-16AMO Any Business that has been disclosed to the Chairman and members prior to the meeting.**

- Councillor J Tivnan advised members that the speed awareness programme is progressing with volunteers being trained in the use of the speed monitoring equipment. Councillor Tivnan reported that fundraising is progressing with the sale of car stickers and that the assistance with publicity will be given by the Tamar Bridge and Torpoint Ferry team following a successful meeting with the Manager. Councillor Tivnan reminded members that the initiative commenced following reports of speeding along Antony and Trevol roads although it was noted that there were insufficient speeding motorists in 2012 to warrant the speed check van to come to the town.
- Councillor P R Edwards drew attention to the deteriorating condition of equipment in the parks in Torpoint.

Meeting closed at 7.44pm _____ Chairman