

**MINUTES** of a **VIRTUAL** meeting of the Asset Management and Operations Committee held **via Zoom** on Thursday 25<sup>th</sup> March 2021 at 7.00pm via the Zoom link:

<https://us02web.zoom.us/j/88518142971?pwd=QTgzMFFMT3V6VHp4QXExbXhJNkw0dz09>

Meeting ID: **885 1814 2971**

Passcode: **727436**

**Virtually PRESENT:** - Councillor C R Still (Chairman), Councillor Mrs. C E Goodman (Town Mayor), Councillors E H Andrews, G J Davis, Miss R A Evans BEM (Deputy Town Mayor), T J Gulley OBE, Miss L J Hocking, L E Keise, Mrs. J M Martin, K J Moon, C R Sawyer, M J Spurling, J Tivnan BEM plus the Town Clerk & RFO (Clerk) and Operations Manager (Ops Mgr) in attendance.

	<b>ACTION</b>
<p><b>114-20AMOC Apologies for absence</b> There were no apologies for absence.</p>	
<p><b>115-20AMOC Declarations of Interest relating to items on the Agenda</b> a) The Town Mayor (Councillor Mrs. C E Goodman) declared an NRI (Non-Registerable Interest) in correspondence, which is being considered, under agenda item 5. Operational Report.</p>	
<p><b>116-20AMOC Minutes of the previous meeting</b> It was <b>resolved</b> that the minutes of the virtual Asset Management and Operations Committee meeting held on Thursday 25<sup>th</sup> February 2021 were taken as read, confirmed and will be signed by the Chairman in due course.</p>	
<p><b>117-20AMOC Matters arising from the minutes</b> a) Ellis Monument: - The proposed cleaning, stonemasonry works and planning application for Listed Building consent are all in progress.  b) Rendel/Sparrow/Bénodet Parks (to include sign for Sparrow Park): - Pursuant to minute 102-20AMOC (b) two Members and the Clerk are continuing to seek advice on the structural capability of the designs, which incorporate the ferry chain. The Chairman suggested convening a meeting to progress this project further.  c) Christmas Lights 2020 and Christmas tree: - Pursuant to minute 102-20AMOC (c) Councillor M J Spurling explained having supported the second contractor site visit advising 'it appears the electrical cable is in an accessible place and therefore the proposed works can be undertaken within the quotation already provided'. With the installation of an additional electrical 'spur' to support the Christmas tree lights being undertaken as per the quotation received from Armada Electrical. It is <b>recommended</b> to instruct Armada Electrical to undertake the electrical works, as per quotation number 1421, dated 24<sup>th</sup> February 2021, at a cost of £1,167.80 for materials and labour. This Council wishes to enter into this contract due to the professional expertise of Armada Electrical and their knowledge of the site (see Financial Regulations 14.1 Contracts (c)).  d) Request for memorial tree for Mr M Walmsley: - Pursuant to minute number 102-20AMOC (d) the Clerk explained although there had been a</p>	<p>Clrs Davis/Still/ Tivnan &amp; Clerk</p> <p><b>Council</b>  Clerk</p>

delay with the delivery of the tree, it is now expected to be delivered in the week commencing 29<sup>th</sup> March and will be planted on the same day. The cost of the memorial tree, stake and cable ties, a bag of ericaceous soil and a bag John Innes soil, the total cost is £258.00 (plus VAT). Therefore, with the cost of the plaque, £35.00 (plus VAT), the project total cost is £293.00 (plus VAT), which will be invoiced to the correspondent.

Ops Mgr

Clerk

e) Roof repairs Pearn's Passage: -  
Pursuant to minute 102-20AMOC (e) the Chairman explained the roof repairs are now completed above Pearn's Passage.

f) Proposed legal agreement with Cornwall Council and developer to develop the Antony Road public conveniences: -  
Pursuant to minute 102-20AMOC (f) following a meeting of members of the working party and the developer a revised plan had been circulated and it is **recommended** to approve this revised plan of the public conveniences, to be attached to the legal agreement, to be installed as part of the redevelopment at Antony Road. Following a question posited, the Clerk explained the interim toilet facility, whilst the works are being undertaken, will be sited within Antony Road car park and will continue to be cleaned and serviced by the Council, with the developer undertaking the chemical emptying of the temporary conveniences.

**Council**

(At this point the Chairman experienced internet connection problems and left the meeting.)

The Deputy Chairman, Councillor M J Spurling, continued as Chairman of the meeting.

g) Skate park benches: -  
Pursuant to minute 103-20AMOC (a), the Clerk explained the two picnic benches for the skate park have been ordered and will be delivered flat packed to the outside of the Community Hub & Library. Once constructed, they will be installed at the skate park by the Operations Team, along with a metal storage box, containing a shovel and a brush, enabling safe use of the skate park surface.

Ops Mgr

### **118-20AMOC Operational Report**

a) Operations Report from the Clerk/Operations Manager: -

FACILITY	PROJECT	STATUS
COUNCIL CHAMBERS	Repairs for roof above Pearn's Passage DFR Roofing	Completed
	Electrician to be instructed to check for water ingress now roof repaired	Ongoing
	Loose slates – Committee Room roof – quotation to be sought	Ongoing
	Gas Safety Cert Catering Equipment completed 25/02/21 – Phil Crew Commercial Gas Services	Completed
	Rooms 1 and 2 – (Grace and Glamour treatment rooms) damp issue which is affecting both rooms, being investigated General maintenance and improvements to outside of building will	Ongoing

	be undertaken (in the Spring) by contractors and Operations Team	Ongoing	
LIBRARY & COM HUB	One window surround has fallen off – reported to CC for action	Ongoing	
PARKS	<p>Hybrid Vehicle – delivered and livery applied – mats, seat covers and operational kit being purchased. Manual printed and log book installed.</p> <p>Ramps for vehicle – ordered – 4 week lead time (D R Grounds Maintenance instructed for March 2021 cut).</p> <p>Ride-on lawnmower delivered early March 2021 and first cut of Skate park and Bénodet Park undertaken</p> <p><b>Skate Park</b> – March 2021 Council resolved to purchase two picnic benches – these are ordered, awaiting delivery. A metal storage box, with cleaning kit, being installed with combination padlock – for adult skate park users. <i>Consider correspondence from Team Rubicon re possible skate park event.</i></p> <p><b>Bénodet Park</b> Drains Issue Update – South West Water visited the site 19/03/21 – water leak tested positive for chlorine and now being investigated</p> <p>Hybrid Charging Point EVC – installed – additional cable purchased</p> <p>CCTV cameras all now repaired, HD PTZ (High definition Point to zoom) camera installed.</p> <p>Wall – in the past have considered installation of netting to prevent climbing – as coping stones being damaged. <i>Consider actions and budget to prevent further damage.</i></p> <p><b>Thanckes Park Play Park</b> Friends of Thanckes Park planting willow – co-ordinated with Operations Manager</p> <p><b>Rendel Park</b> Correspondence from resident regarding dogs in the park – <i>consider options available.</i></p> <p><b>Sparrow Park</b> Planting suggestions being agreed and removal of green waste</p>	<p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
PUBLIC CONVENIENCES	Antony Road development – meeting held – new drawing expected.	Ongoing	
ENFORCEMENT	Continuing – Operations Manager to undertake Enforcement training	Ongoing	

JAPANESE KNOTWEED	Operations Manager to work with Operations team – support available from Cllr Spurling	Ongoing	
BENCHES	Memorial Bench for Mrs Pearce being installed by Cllr Tivnan and payment now received	Completed	
OTHER	A programme to spring clean all the benches is being compiled	Ongoing	
	Bunting – Purchase order placed for bunting to be put up before middle of March	Ongoing	
	Lift service completed 25/02/21	Completed	
	Defibrillators – replacement pads being order for Carbeile Inn defib. Work progressing to renew the monitoring licence next year with Duchy Defibrillators – which is a cheaper option.	Ongoing	
	Accident Record - Caretaker/Enforcement Officer – 17/03/21 0615 The Lawn a large brown dog ran up and bit the back of leg. No medical attention needed and unable to trace owner and therefore not reported as a crime.	Completed	
	Anonymous correspondence – van leaking oil – investigated and reported to Environment agency	Ongoing	
<p>Members considered the correspondence from Team Rubicon regarding a possible skate park event, highlighting the benefits of increased sporting participation. The Clerk explained, having contacted Millbrook Parish Council Clerk, a discussion about the possibility of a 'dual venue' event could be organised, for Torpoint and Millbrook. Members were enthusiastic about this idea, although cautious about whether the Torpoint skate park facility and surface would be suitable for an event, such as this. It is <b>recommended</b> to pursue organising an event, hosted by Team Rubicon, at the skate park and also to work alongside Millbrook Parish Council, to offer a 'dual venue' event, should they decide to proceed, at a maximum cost of £920.00.</p> <p>(At this point Councillor C R Still returned to the meeting and returned to the role of Chairman.)</p> <p>The Clerk reminded Members about previous discussions about how to prevent further damage being done to Bénodet Park wall, where it has been continually climbed over, usually to collect footballs. Instead of trying to stop the wall being climbed over, Councillor G J Davis suggested investigating opening up the 'old' entrance within the rear wall (to the skate park) and secondly, the possibility of installing another entrance to Bénodet Park from Thanckes Park Play Park. It is agreed the Operations Manager to pursue this approach and also obtain quotation(s) to repair the top of the damaged wall.</p> <p>Members considered the correspondence from a resident regarding dogs in Rendel Park and following debate it is <b>resolved</b> to purchase and install signs to highlight to dog owners to keep 'dogs on leads' in the park. Additionally, enforcement at the park will be undertaken by the Operations Team.</p> <p>(At this point the Chairman experienced internet connection problems and left the meeting.) The Deputy Chairman, Councillor M J Spurling, continued as Chairman of the meeting.</p>			Council
			Ops Mgr/ Clerk
			Ops Mgr

<p><b>119-20AMOC To consider the Council Business Risk Management Plan</b>  a) Asset Condition Survey and Security: -  The Clerk explained the Council Asset Condition Survey is being updated with additional assets when purchased, a complete Fixed Asset report will be submitted with the End of year Accounts. No further issues to report.</p>																																					
<p><b>120-20AMOC Items Referred to this Committee</b>  None.</p>																																					
<p><b>121-20AMOC Policies Reviewed by this Committee</b>  a) Data Protection Policy / GDPR: -  Following consideration of the revised Data Protection / Data Retention Policy, as circulated, it is <b>recommended</b> to approve the Data Protection / Data Retention Policy as updated in 2021.</p>	<b>Council</b>																																				
<p><b>122-20AMOC Health and Safety</b>  a) Proposed legislation and current issues: -  Councillor J Tivnan BEM explained that following the recent appointment of the Operations Manager, he will arrange to review the Fire Risk Assessment at the Council Chambers and also the Health and Safety Policy (March 2021).</p>	Cllr Tivnan/ Ops Manager																																				
<p><b>123-20AMOC Correspondence</b>  a) Land Adjoining St John's Ambulance Hut, Marine Drive – Antony Estate: -  The correspondence, as previously circulated, provides permission to the Town Council to undertake grass cutting at the Antony Estate owned land adjoining the St. John's Ambulance Hut and is noted and will be kept for future reference.</p>	Clerk																																				
<p><b>124-20AMOC Planning Applications</b>  None.</p>																																					
<p><b>125-20AMOC Budget Monitoring Report</b>  The February 2021 Financial Information, as previously circulated, was considered, with no areas of concern.</p>																																					
<p><b>126-20AMOC Accounts for payment</b></p> <table border="1" data-bbox="123 1436 1373 1843"> <thead> <tr> <th>Contact Name</th> <th>Invoice Number</th> <th>Total</th> <th>Tax Total</th> <th>Net</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>WPS Hallam Insurance</td> <td>Inv No 505796188</td> <td>94.94</td> <td>0.00</td> <td>94.94</td> <td>Fleet insurance addition of Ride on Mower</td> </tr> <tr> <td>ITEC</td> <td>Inv No 363024</td> <td>81.95</td> <td>13.66</td> <td>68.29</td> <td>Print copies 18.02.21 to 17.03.21</td> </tr> <tr> <td>Atlas Graphics (South West) Ltd</td> <td>Inv No 16880</td> <td>336.00</td> <td>56.00</td> <td>280.00</td> <td>TTC livery to transit van design, supply and fit</td> </tr> <tr> <td>Don Ruffles</td> <td>Inv no 533543</td> <td>315.00</td> <td>52.50</td> <td>262.50</td> <td>Foot-Operated Hand Sanitising Station x 3 Council Chambers</td> </tr> <tr> <td>ASG Security</td> <td>Inv no 35700</td> <td>642.74</td> <td>107.12</td> <td>535.62</td> <td>Fire alarm upgrade council chambers</td> </tr> </tbody> </table>	Contact Name	Invoice Number	Total	Tax Total	Net	Description	WPS Hallam Insurance	Inv No 505796188	94.94	0.00	94.94	Fleet insurance addition of Ride on Mower	ITEC	Inv No 363024	81.95	13.66	68.29	Print copies 18.02.21 to 17.03.21	Atlas Graphics (South West) Ltd	Inv No 16880	336.00	56.00	280.00	TTC livery to transit van design, supply and fit	Don Ruffles	Inv no 533543	315.00	52.50	262.50	Foot-Operated Hand Sanitising Station x 3 Council Chambers	ASG Security	Inv no 35700	642.74	107.12	535.62	Fire alarm upgrade council chambers	
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<b>127-20AMOC</b> <b>Date of next VIRTUAL meeting</b> Thursday 22 <sup>nd</sup> April 2021.	
<b>128-20AMOC</b> <b>Any Business that has been disclosed to the Chairman and members prior to the meeting.</b> None.  Meeting closed at 7.46pm _____ Chairman	