

TORPOINT TOWN COUNCIL

MINUTES of a meeting of the Asset Management and Operations Committee held on Thursday 3rd March 2016 at 7.00pm in the Committee Room of the Council Chambers, York Road, Torpoint.

PRESENT: - Councillor L E Keise (Chairman), Councillors M N Pearn MBE (Town Mayor), Mrs. C E Goodman and J Tivnan plus the Town Clerk.

121-15 AMO Apologies for absence

Apologies for absence were submitted on behalf of Councillor Mrs. C A Jackson.

122-15 AMO Declarations of Interest relating to items on the Agenda

None.

123-15 AMO Minutes of the previous meeting

The minutes of the Asset Management Committee meeting held on the Thursday 4th February 2016 were taken as read, confirmed and signed by the Chairman.

124-15 AMO Matters arising from the minutes

a) Replacement cooker:-

Pursuant to minute 110-15 AMO (a) the Town Clerk reported that he understands an additional cooker is only required for limited use in kitchens and given the extra use it is considered not to be cost effective to purchase additional kitchen facilities. The Mayor also understands that the proposed purchaser for the deep fat fryer no longer requires this equipment. After considering the matter further it is **recommended** that the Council no longer considers purchasing additional cooking facilities and retains the deep fat fryer.

b) Environment Policy:-

Pursuant to minute 110-15 AMO (b) the Clerk reported that the Assistant Town Clerk was unaware of the policy application details as referred to in the previous related minute. The Clerk suggested that the Council consider the current policy to decide if it is fit for this Council's requirements, whether a new policy should replace the current policy or even have a policy. Councillor J Tivnan suggested that there could be environmental legislation and therefore it might be mandatory to have a policy. The Clerk is not aware that a policy is mandatory for local councils but best practice and a statement of intent would encourage a council to implement such a scheme. Members agreed to defer this matter to the next meeting of the Committee to ascertain if it is mandatory to have a policy at this level and also to decide if wishes to continue what the policy should contain.

c) Fire Risk Assessment:-

Pursuant to minute 110-15 (c) The Clerk understands from the Assistant Town Clerk that the contractor that wrote the fire risk assessment has been invited back to consider implementation of the outstanding actions within the plan including installation of the of the fire retaining door adjacent to the lobby area in York Road. The Assistant Town Clerk will also be in discussions with the current occupier. Councillor Tivnan will be meeting with the Assistant Town Clerk to review the fire risk assessment and to discuss the lesser or non-urgent defects within the assessment.

d) Boiler [Plant] Room Defects:-

Pursuant to minute 115-15AMO (b) the Clerk reported that the ventilation defect in the plant Room had almost been rectified. The Clerk also referred to the recent email circulated by the Assistant Town Clerk detailing the procurement procedure for the works. Members concurred with the

explanation given by the Assistant Town Clerk and pointed to the urgency of rectifying this health and safety issue.

e) Flag Pole:-

Pursuant to minute 120-15AMO the Clerk reported that following Councillor Tivnan's suggestion that the Council's insurers are contacted to progress the matter, the insurers have been contacted and have asked the Council to contact LCAS (Local Council Advisory Service) team for further information. The Assistant Town Clerk is awaiting procedures to implement the necessary inspections. The Chairman suggested that until this is completed no flags should be flown from the pole. The Clerk would pass this advice onto the Assistant Town Clerk to discuss with the Mayor.

125-15 AMO Operational Report

a) Gable End Repairs –

It is reported that the Assistant Town Clerk is identifying suitable contractors to effect repairs to the gable end of the Council Hall. The difficulty being experienced pivots around the height and accessibility of the defective area of the hall. Members would be updated with progress on this matter.

b) Probation Services Contract (as circulated) –

The Clerk drew attention to the proposed contract to engage with the Probation Service to undertake maintenance work for the Town Council. The Clerk reported on the progress to date that principally involved painting the Council Chambers. Members commented on the extent and aesthetics of the work. The Clerk explained that the Assistant Town Clerk is coordinating the work inside the complex with the Clerk undertaking a works programme for outside work including Benodet, Rendel Parks and footpaths. Whilst the Clerk reported that this would involve investment in a self-propelled lawnmower and strimmer/brush cutter the savings on traditional contracts would be considerable. The Clerk also reported that the annual fee of £4,480 (plus VAT) is the amount that was tacitly confirmed at the meeting with the service. After considering the matter it is strongly **recommended** that the Clerk is delegated to sign the contract on behalf of the Council. It is also **recommended** that the Council purchase a self-propelled lawnmower and petrol strimmer/brush cutter to undertake footpath maintenance and other peripheral work. The work would be undertaken by the Probation Service. With this in mind it is **recommended** that the Council continue the LMP (Footpath Contract) with Cornwall Council for 2016-17 financial year. The Clerk confirmed that he would direct outside operations including building walls in the corner of Benodet Park to create raised beds and other horticultural work.

126-15 AMO Policies Reviewed by this Committee

None.

127-15 AMO To consider the Business Risk Management Plan

a) Fixed Asset Condition Survey:-

The Clerk advised members of the intention to undertake a fixed asset condition survey as part of the overall asset management strategy. The Clerk advised that the external assets would be inspected for condition and this could determine the requirements to replace or maintain the asset and also the priority of work. The survey would also guide and direct the Assistant Town Clerk and Probation Team when undertaking a works programme. The Chairman suggested that a traffic light system could also be employed to illustrate priority within the programme. It was also noted that the Mayor and Assistant Town Clerk currently undertook a visual inspection of assets during the year and this would complement the condition survey.

128-15 AMO Items Referred to this Committee

a) Adela Road:-

The Council considered this matter as referred by Council. The Clerk reported that the Cornwall Officer is unable to attend this meeting and also the next meeting (7th April 2016). It was further reported that the officer could attend a meeting on the 15th or 16th March to discuss this matter with members and officers. Councillor Tivnan briefed members on the proposals given at an original meeting and how this is best implemented. It was **resolved** that the officer meets with members and officers on the 15th March 2016 to discuss the proposals further, that the original papers is again discussed and that the matter is presented to Council at the meeting on the 17th March for further consideration.

129-15 AMO Health and Safety

None.

130-15 AMO Correspondence

131-15 AMO Planning Applications

None.

132-15 AMO Accounts for payment

PAYEE	REASON	GROSS	(VAT)	NETT
A & D Supplies	Granite SEBO Dust Bags	16.68	2.78	13.90
Rabart Decorators Merch	Paint and ancillary equipment	103.15	17.19	85.96
Rabart Decorators Merch	Paint and ancillary equipment	153.56	25.58	127.98
Rabart Decorators Merch	Paint and ancillary equipment	31.44	5.24	26.20
Rabart Decorators Merch	Paint and ancillary equipment	39.95	6.66	33.29
Rabart Decorators Merch	Paint and ancillary equipment	409.51	68.27	341.24
Rabart Decorators Merch	Skelton Gun 400ml	2.87	0.48	2.39
British Gas	Gas Supply - Town Hall	2065.45	344.24	1721.21
Cornwall Council	Fixed Notice Penalty Training	90.00	0.00	90.00

133-15 AMO Date of next meeting

Thursday 7th April 2016.

134-15 AMO Any Business that has been disclosed to the Chairman and members prior to the meeting

None.

Meeting closed 7.45pm.....Chairman