

# BURGHFIELD PARISH COUNCIL

Clerk: Mrs Cally Morris  
Burghfield Parish Council, PO Box 7381, Reading RG1 9XP  
Tel: 0118 983 1748 Email: burghfieldclerk@gmail.com

## NOTICE OF MEETING

You are requested to attend a meeting of the **Asset Management Committee** to be held in the village hall meeting room on:

**Date:** Thursday 17<sup>th</sup> September 2020 **Time:** 7.30pm  
**Place:** Virtually via Zoom  
**Meeting ID:** 896 6894 0061 **Passcode:** 275094

Cally Morris  
Clerk to Burghfield Parish Council

**1.09 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**

**2.09 Declaration of any personal or financial interests**

In accordance with the requirements of the process for dealing with member's standards matters, to disclose and declare all personal or financial interests including those of a partner/spouse on any Agenda item (as recorded in the Register of Member's Financial and Other Interests form).

**3.09 Applications for Dispensations**

To consider and grant any applications from members who may have a personal/financial interest in a specific matter under consideration.

**4.09 Minutes of the last Meeting**

- i) To approve the Minutes of the last meeting of the Committee held on 23 July 2020

**5.09 To receive feedback following the use of the Common Recreation Ground and the Pavilion for a pop-up-pub and takeaway café**

**6.09 Time plan for the village hall improvement works**

- i) To progress the time plan for the works
- ii) To progress a Gantt chart for the project
- iii) To determine the action plan for the next 3-month period and allocate roles

**7.09 Financial planning**

- i) To receive an update from the funding subgroup
- ii) To identify any additional sources of funding and allocate applications accordingly

**8.09 To determine a revised timeline for the provision of a Community Hub following the outbreak of Covid-19 and associated restrictions**

- i) To progress the time plan for the works
- ii) To progress a Gantt chart for the project

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- iii) To progress the action plan for the next 3-month period and allocate specific roles

## **9.09 Financial planning**

- i) To receive an update from the funding subgroup
- ii) To identify any additional sources of funding and allocate applications accordingly

## **10.09 Matters for Future Discussion**

## **11.09 Items for Information**

**Close of meeting**