

BURGHFIELD PARISH COUNCIL

Minutes of the Asset Management Committee

Date:	Thursday 17th September 2020	Time:	7.30pm
Place:	Virtually via Zoom		
Present:	Mrs C Jackson-Doerge	Mr T Ansell	
	Mrs L Sharp	Mr P Lawrence	
	Mr I Macfarlane	Mr C Greaves	
	Miss M Cresser	Mr I Morrin	
In attendance:	Cally Morris (Parish Clerk)	Claire Stroud (Assistant Clerk)	
	Emma Shumsky	2 members of the public	
Apologies:			

The Chairman opened the meeting by reiterating that questions from parishioners were at his discretion and that a total of 15 minutes would be allocated accordingly. The chairman, to ensure fairness for all residents in attendance, stated that a maximum time of 3 minutes was allocated to each individual. The session would close after 15 minutes to ensure all remaining business upon the agenda could be transacted. Residents were reminded that upon closure of the question time, they were in attendance in an observational capacity only and to not cause a disturbance. No questions were presented, the chairman closed the floor and started the proceedings of the meeting

A local resident in attendance requested details of the costs for the Village hall refurbishment project and the proposed Community Hub. The Chairman advised that both figures were still estimates at this stage, however, it is anticipated that the village hall will cost £200,000 and the Hub £600,000.

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

No apologies for absence were received.

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).

No further Declarations of either a personal or financial nature were presented by members present.

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.

No applications were presented by members present.

4.09 Minutes of the last Meeting

The minutes of the last meeting of the Asset Management Committee held on 23rd July 2020 having been circulated, were confirmed a correct record, and signed by the Chairman.

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

A written report was presented by the organisers of the Pop-up Pub, highlighting the overall success of the event. Feedback was also received in relation to the areas that could have been improved, highlighting the facilities currently provided within the pavilion as being an issue.

Café B will forward their stats for review at the next scheduled meeting.

6.09 Time plan for the required village hall improvement works

i) To agree the outline time plan for the works

Members discussed the time plan for the works required at the village hall, determining the schedule of works and associated processes. A project plan is being formulated alongside a Gantt chart to track the progress of the project.

ii) To formulate a Gantt chart for the project

A further license has been obtained for the Gantt charts required to track progress of the project. The Parish Clerk is to develop accordingly with assistance from Cllr T Ansell and Cllr Jackson-Doerge. Time penalties are to be incorporated to establish the true cost if decisions are delayed.

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

Members acknowledged that the main item for progression was the application for grant funding.

7.09 Financial planning

i) To receive an update from the funding subgroup

The funding sub-group advised they had undertaken the initial investigations as to funding available, advising The Good Exchange as being the main platform to focus their efforts on for potential funding. The Clerk advised the application was 50% complete. Cllr Ansell, Cllr Sharp and Cllr Greaves are to review the application.

ii) To identify any additional sources of funding and allocate applications accordingly

Members resolved unanimously to subscribe to CCB to obtain advice from their Village Hall specialist, Kate Meads. Assistance with grant applications and general funding is to be requested.

Members identified that both J.Mould and Sulhamstead Parish Council could be potential funders of the project and are to be contacted 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

Members discussed the time plan for the progression of a Community Hub, determining the schedule of works and associated processes are to be progressed. A project plan is being formulated alongside a Gantt chart to track the progress of the project.

ii) To progress a Gantt chart for the project

A Gantt chart is to be developed to ensure the project continues to be both measurable and deliverable. Time penalties are to be incorporated to establish the true cost if decisions are delayed for any reason.

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

Resolved unanimously the following actions are undertaken:

- Review budget document
- Prepare a preliminary business case to determine the revenue figures
- Incorporate feedback received from recent users
- Update drawings and plans from previous discussions held

9.09 Financial planning

i) To receive an update from the funding sub-group

Grant funding for the hub is to be submitted in conjunction with applications being presented for the proposed village hall works.

ii) To identify sources of funding and allocate applications accordingly

A list is to be compiled throughout the application process for the village hall.

10.09

Matters for Future Discussion – A review of the plans for the Community Hub, feedback from users, Planning Permission application, the role of the Community Hub overall, newsletter article for November edition.

11.09

Items for information Only - No further items were identified.

To determine the date of the next scheduled meeting

Close of meeting – The chairman closed the meeting at 21.05pm

DRAFT