

BURGHFIELD PARISH COUNCIL

Minutes of the Asset Management Committee

Date:	Thursday 22nd October 2020	Time:	6.30pm
Place:	Virtually via Zoom		
Present:	Mr T Ansell	Mr P Lawrence	
	Mr I Macfarlane	Mr I Morrin	
	Miss M Cresser	Mr D Godding	
In attendance:	Cally Morris (Parish Clerk)	Claire Stroud (Assistant Clerk)	
Apologies:	Mrs C Jackson-Doerge	Ms L Sharp	
	Mr C Greaves		

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

Apologies for absence were received from Mrs C Jackson-Doerge, Ms L Shap, Mr C Greaves.

2.10 **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.

3.10 **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.

4.10 **Minutes of the last Meeting**

The minutes of the last meeting of the Asset Management Committee held on 17 September 2020 having been circulated, were confirmed a correct record, and signed by the Chairman.

5.10 **Village hall refurbishment**

i) To receive a progress report and consider any specific actions

Members received a report updating of action taken to date relating to the refurbishment of the village hall. Tenders are to be submitted prior to 3rd November with the selection criteria being reviewed and scored accordingly by the members appointed to undertake the task at the previous meeting. Upon selection, interviews will be undertaken, with the contract being awarded in accordance with best value and best practice principles.

ii) To form a sub-group for progression of the action plan for progression of the works

Resolved: To form a sub-group to progress the required actions for the refurbishment works comprising of Cllr Greaves, Cllr Macfarlane, Cllr P Lawrence, and Cllr Ansell, based on their professional experience. Proposed by Cllr Morrin, seconded by Cllr P

Lawrence and resolved unanimously.

iii) To determine the delegated authority of the sub-group

Resolved: To delegate authority to the sub-group to undertake the decisions required within the remit, budget and action plan approved for the progression of the refurbishment works. Proposed by Cllr M Cresser, seconded by Cllr C Jackson-Doerge and resolved unanimously

iv) To receive an update regarding the funding of the project

The Governance & Finance Committee confirmed £100,000 would be allocated from the RCF to fund 50% of the project. The remaining monies required are to be funded by a PWLB. An application is to be submitted as soon as possible. A newsletter article is to be prepared for the November edition for distribution

v) To confirm the Tender opening schedule and delegated authority

Resolved: Cllr Greaves, Cllr Ansell, Cllr Lawrence, Cllr Sharp, Cllr Macfarlane were delegated authority to review and scrutinise the tenders received, apply the selection criteria and schedule interviews for the successful bids submitted. The final recommendation is to be presented to the parish council for confirmation of award. Works are scheduled to commence early December with an anticipated completion date of mid-March 2021.

6.10

Community Hub Project

i) To form a sub-group to progress the project accordingly

Resolved: To form a sub-group to progress the required actions for the refurbishment works comprising of Cllr Lawrence, Cllr Morrin, Cllr C Jackson-Doerge, Cllr Greaves and Cllr Ansell on their professional experience. Proposed by Cllr Macfarlane, seconded by Cllr C Greaves and resolved unanimously.

ii) To determine the delegated authority of the sub-group

Resolved: To delegate authority to the sub-group to undertake any minor decisions required for the progression of the provision of a Community Hub, including the application of planning permission and the application of grant funding. Proposed by Cllr Morrin, seconded by Cllr Macfarlane and resolved unanimously

Members present reviewed the design of the proposed hub, confirming the final drawings for progression of the project.

iii) To determine a time plan for the works

All items are to be allocated within the next item on the agenda.

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

Members present are to undertake a review of the updated draft budget presented.

Resolved: To submit a planning application for the works as soon as possible.

Resolved: An article is presented in the next parish newsletter to update residents of progress to date and the timeline for the Community hub in conjunction with the village hall project.

v) To identify and progress sources of funding for application

Resolved: Grant funding is sought for the delivery of the project. Further investigations are to be undertaken as to the options open for potential funding.

7.10

Matters for Future Discussion – Budget for Community Hub, Role of Community hub defined, Business case/plan review/.

8.10

Items for Information

Close of meeting