

BURGHFIELD PARISH COUNCIL

Minutes of the Asset Management Committee

Date:	Thursday 19th November 2020	Time:	7.45pm
Place:	Virtually via Zoom		
Present:	Mrs C Jackson-Doerge (Chairman)	Mr T Ansell	
	Mrs L Sharp	Mr P Lawrence	
	Mr I Macfarlane	Mr C Greaves	
	Miss M Cresser	Mr I Morrin (arrived 19.50pm)	
	Mr D Godding		
In attendance:	Cally Morris (Parish Clerk)	Claire Stroud (Assistant Clerk)	
	Emma Shumsky		
Apologies:	Ms L Sharp		

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

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

Resolved to accept the apologies presented by Ms L Sharp.

2.11 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.

3.11 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.

4.11 Minutes of the last Meeting

The minutes of the last meeting of the Asset Management Committee held on 22 October 2020 having been circulated, were confirmed a correct record, and signed by the Chairman. (It was noted that although Cllr Jackson-Doerge had submitted apologies, she arrived at the meeting at 18.45pm)

5.11 Village hall refurbishment

- i) To receive an update regarding the progression of the works and determine any specific actions

Members were advised that the tenders received for the refurbishment of the village hall had been received and scrutinised by the sub-group. Interviews had been held with the final figures being analysed for accuracy. Upon completion of public consultation, the tender is to be awarded for progression of the project.

ii) To determine actions for delegated authority to the sub-group

Resolved: To award the Tender to the contractor demonstrating best value for the project in accordance with the schedule of works and cost plan.

Proposed by Cllr D Godding, seconded by Cllr Greaves and resolved unanimously.

iii) To receive an update regarding funding of the project

Following resolution at full council to apply for a PWL (Public Works Loan) for the value of £100,000, consultation with the public as to their support for the application and the financial implication is being sought.

iv) To delegate authority to the sub-group during the winter break

Resolved: To delegate authority to the sub-group for the progression of the project in accordance with the cost plan and tender documentation during the winter break.

Proposed by Cllr Lawrence, seconded by Cllr Cresser and resolved unanimously.

6.11

Community Hub Project

i) To review the plans for the hub

Members reviewed the plans for the Community Hub, with various discussions being held regarding potential amendments required to the plan for future consideration and incorporation. The plan is to be revisited by the sub-group.

ii) To receive the updated business plan

Members present discussed the revised business plan, determining that the overall usage of the hub being as a community asset, for local groups to utilise accordingly.

Resolved: The sub-group are to meet and discuss the overall progression of the hub, incorporating comments received from members.

Proposed by Cllr Ansell, seconded by Cllr Cresser and resolved unanimously.

iii) To progress the action plan for the next 6-month period and allocate specific roles

The sub-group are to provide details of a proposed action plan after their scheduled meeting. Any specific roles requiring allocation are to be discussed following the report.

iv) To identify and progress sources of funding for application

Resolved unanimously for the sub-group to undertake detailed sourcing of funding to ascertain the level achievable for delivery of the hub.

Proposed by Cllr Morrin, seconded by Cllr Lawrence and resolved unanimously.

7.11

Matters for Future Discussion – Café set-up as a separate item.

8.11

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 20.43pm