

# BURGHFIELD PARISH COUNCIL

## Minutes of the Asset Management Committee

<b>Date:</b>	<b>Thursday 23<sup>rd</sup> September 2021</b>	<b>Time:</b>	<b>7.00pm</b>
<b>Place:</b>	<b>West Wing Committee Room</b>		
<b>Present:</b>	Mrs C Jackson-Doerge (Chairman)	Mr P Lawrence	
	Mr I Morrin	Mr C Greaves	
	Miss M Cresser	Mr T Ansell	
<b>In attendance:</b>	Cally Morris (Parish Clerk)		
<b>Apologies:</b>	Mr I Macfarlane	Mr D Godding	
	Ms L Sharp	Mr N Morse	

**1.0921 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**

Resolved: to accept the apologies presented by Cllr Macfarlane, Cllr Godding, Cllr N Morse and Cllr Sharp.

**2.0921 Declaration of any personal or financial interests**

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

**3.0921 Applications for Dispensations**

No applications were presented by members present.

**4.0921 Minutes of the last Meeting**

The minutes of the last meeting of the Asset Management Committee held on 11 March 2021 having been circulated, were confirmed a correct record by members present.

**5.0921 Village hall refurbishment**

i) To receive a report on works to date and determine any outstanding actions

Members received a verbal report from the Clerk further to the completion of the refurbishment works at the village hall. A few minor items remain outstanding and will be addressed upon the materials, supply and labour becoming available.

ii) To receive a report regarding the funding of the project

Members received an update of income versus expenditure to date for the refurbishment project. The final payment remains outstanding, being scheduled for completion upon the remaining snags having been addressed.

**6.0921 Community Hub Project**

i) To receive an update regarding the progression and development of a business plan following the instruction of ABC Business Consulting

Members discussed the next steps for the provision of a Café on the Common Rec further to the report presented by ABC Business consulting at the previous meeting.

Resolved: To proceed with a MVP (Minimum Viable Project) to provide a temporary café to be opened by Easter 2022. Proposed by Cllr T Ansell, seconded by Cllr Greaves and resolved unanimously.

ii) To determine an action plan for the next 6-month period to progress the project accordingly

Following community consultation pre-covid identifying a need for a café, and members identifying a need for a Covid recovery plan within the parish, members present resolved unanimously to pursue the provision of a café on the common recreation ground for parishioners.

Resolved: To undertake the following actions for the progression of the café as soon as possible:

- Planning permission application to be prepared and submitted prior to the end of October
- Requested funding for the project to be confirmed by the Governance & Finance committee.

- Grant funding to be pursued from WBC Health & Wellbeing fund, Covid Recovery funding, Postcode lottery and the Football foundation

**7.0921 To give consideration to the hire charges applied for the use of the Pavilion**

Resolved: To request the Community committee undertake a review prior to the start of the next financial year, upon the new facility having been provided to ensure running costs of the building are met. Proposed by Cllr T Ansell, seconded by Cllr I Morrin and resolved unanimously.

**8.0921 To consider the specific projects for inclusion within the revenue and capital estimates for financial year 2021/22**

Resolved: To request £50,000 for the provision of a Café on the Common Recreation Ground.

**9.0921 To give consideration to the Assets managed by the committee under the ownership of the parish council and determine if any changes are required to the delegated authority**

Members reviewed the current assets managed under the Asset Management Committee determining the main focus and purpose of the committee was for the provision of a Café/Hub on the Common Rec. Upon that project having been successfully completed the committee will be reviewed accordingly. The name of the committee is to revert to the Community Hub Committee to avoid any confusion in the interim period.

**10.0921 Matters for Future Discussion – No items for future discussion were identified.**

**11.0921 Items for information Only - No further items.**

**To determine the date of the next scheduled meeting**

**Close of meeting –** The chairman closed the meeting at 19.55pm