

BURGHFIELD PARISH COUNCIL

Minutes of the Asset Management Committee

Date:	Thursday 14th October 2021	Time:	7.45pm
Place:	West Wing Committee Room		
Present:	Mrs C Jackson-Doerge (Chairman)	Mr P Lawrence	
	Mr D Godding	Mr C Greaves	
	Miss M Cresser	Mr N Morse	
	Ms L Sharp		
In attendance:	Cally Morris (Parish Clerk)		
Apologies:	Mr T Ansell	Mr I Morrin	

1.1021 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council

Resolved: to accept the apologies as presented by Cllr T Ansell and Cllr I Morrin. Members noted that as the refurbishment of the village hall was now complete, Cllr I Macfarlane had tendered his resignation from the committee.

2.1021 Declaration of any personal or financial interests

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

3.1021 Applications for Dispensations

No applications were presented by members present.

4.1021 Minutes of the last Meeting

The minutes of the last meeting of the Asset Management Committee held on 23 September 2021 having been circulated, were confirmed a correct record by members present.

5.1021 Community Hub Project

i) To receive the draft cost plan for the next 6-month period to progress the project accordingly

Members received the draft cost plan for the provision of a temporary building to house a café on the Common Recreation ground.

Resolved: to forward a request to the Finance committee for £25,000 to be allocated from the current annual RCP to finance the project. Grant funding is to be pursued to assist in the financing of the project.

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

Members received the action plan as presented, approving the schedule for progression.

iii) To allocate actions accordingly

Resolved: Members present allocated the following actions:

- 1) *Obtain confirmation of sizing's of unit and space available.*
- 2) *Apply for planning permission for proposed unit asap*
- 3) *Pursue grant funding whilst awaiting planning permission*
- 4) *Tender for potential single operators of the cafe*

Yearly reviews of the success of the café are to be undertaken with a view to a permanent structure being pursued if deemed successful after the initial 24-month period.

iv) To determine funding streams and allocate actions accordingly for the progression of funding

Resolved: Grant funding is to be pursued as soon as possible. The following avenues are to be investigated further for the financing of the project.

The Good Exchange, Englefield Estate, Lottery Funding, West Berkshire Council, Covid recovery fund

v) To discuss and determine the business model for the operation of the Café

Resolved: Members present resolved that a tender is prepared for a single use operator for the café for the initial period to determine its success.

vi) To consider viable options for temporary buildings for installation

Members discussed various options for a temporary building to house a café.
Resolved: to pursue a modular building specifically designed for use as a café.

6.1021 To consider the specific projects for inclusion within the revenue and capital estimates for financial year 2022/23

Resolved: To request a sum of £25,000 for the upgrade, landscape, and maintenance of the temporary structure for financial year 2022/2023.

7.1021 Matters for Future Discussion – No items for future discussion were identified.

8.1021 Items for information Only - No further items.

To determine the date of the next scheduled meeting

Close of meeting – The chairman closed the meeting 20.50pm