

# BURGHFIELD PARISH COUNCIL

## Minutes of the Community Hub Committee

<b>Date:</b>	<b>Thursday 24<sup>th</sup> March 2022</b>	<b>Time:</b>	<b>6.30pm</b>
<b>Place:</b>	<b>West Wing Committee Room</b>		
<b>Present:</b>	Mr T Ansell Mr D Godding Mr P Lawrence	Mr I Morrin Ms L Sharp Mr N Morse	
<b>In attendance:</b>	Cally Morris (Parish Clerk)	1 member of the public	
<b>Apologies:</b>	Mr C Greaves	Mrs C Jackson-Doerge (Chairman)	

**1.0322 To report, approve and record apologies for absence (and the reasons) from members of the Parish Council**

Resolved: to accept apologies as presented by Cllr C Jackson-Doerge and Cllr C Greaves.

**2.0322 Declaration of any personal or financial interests**

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

**3.0322 Applications for Dispensations - No applications were presented by members present.**

**4.0322 Minutes of the last Meeting**

The minutes of the last meeting of the Asset Management Committee held on 17 February 2022 having been circulated, were confirmed a correct record by members present.

**5.0322 Community Hub/Café Project**

i) To receive an update in relation to the purchase of a temporary unit for a café

Members received an update of progress to date for the installation of a temporary unit on the common recreation ground. Meetings have been scheduled with the appropriate specialist for required groundworks in preparation for installation of the unit. Planning permission has been submitted with a decision estimated on 29th April 2022.

ii) To review the action list for the progression of the café

Members present reviewed the action list for progression of the café, determining the following items requiring action:

- Grant funding applications to be submitted
- Site preparation, service connections and final landscaping of area
- Internal Fit out

iii) To discuss and approve the Tender document for the operation of the Café

Members present received the tender document for the operation of the café.

Resolved: To proceed with the document as presented. Proposed by Cllr Morrin, seconded by Cllr Sharp and resolved unanimously.

iv) To determine and finalise the schedule and associated dates for tender

Resolved: To implement as presented. However, members fully acknowledged that the timeline stated was subject to change due to circumstances outside the control of the parish council. Resolved unanimously.

Resolved: An extraordinary meeting is to be scheduled at the appropriate time to review and scrutinise tenders received. The final recommendation will be presented to the parish council for confirmation of award. Proposed by Cllr Morrin, seconded by Cllr Lawrence and resolved unanimously.

**6.0322 Matters for Future Discussion – No items for future discussion were identified.**

**7.0322 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 19.25pm.