

**Marston Sicca & Quinton Parish Councils
Asset Management Committee Meeting**

AGENDA

**Thursday 28th, March 2024 7.30pm
Meon Vale Community Centre.**

1. Apologies

To receive apologies for absence

2. Declaration of Interest

Councillors are reminded to declare any Disclosable Pecuniary Interests and non- Pecuniary interests in agenda items and the nature of those interests.

3. Agree minutes from previous AMC Committee Meeting

4. Public Open Session

To receive questions from the public on matters relating to Meon Vale Assets.

5 Transfer of assets

Status on transfer with solicitors and timeline.

6. Asset Management Committee Terms of Reference

Members to review the terms of reference for the joint committee, working in accordance with full council directives.

7. Asset Management Sub-Committee

To consider the appointment of a sub-committee to manage day-to-day operational matters including the payment of bills (in accordance with the AMC budget).

8. Community Centre

8.1 To review the Hallmaster Booking System and determine who will manage confirmations.

8.2 To consider approving expenditure for the various rooms including PAT testing and the following:

(i) Vacuum Cleaner – approximately £200

(ii) Cleaning Materials (mops, cloths etc.,) estimated @ £100

(iii) Tea Towels – max £20

(iv) Cutlery – max £200

(v) V. Sweeper – max £80

(vi) Blinds for meeting rooms – max £1200

(vii) Electrical Changes – max £2000

(viii) White boards – max £250

(ix) Drinks/coffee machine for meeting room (rent or buy) max £2000

(x) Security – remote locks and window security for three rooms max £3000

(xi) Crockery, to discuss current requirements and estimated costs.

(xii) Tables and Chairs, to discuss current requirements and estimated costs.

NB procurement to not exceed £14k

8.3 Conditions of use and hire charges.

8.4 To consider staffing matters including a cleaner for the Community Centre

9. Finance

RFO / Members to discuss financial transparency and asset register

10. Correspondence

To receive any correspondence relating to Meon Vale Assets or the AMC

11. Date of next meeting

Debbie Woodliffe Clerk