

MEON VALE ASSET MANAGEMENT COMMITTEE
Representing Quinton Parish Council & Marston Sicca Parish Council
Clerk: Clerk@quinton-pc.gov.uk and Clerk@marstonsicca-pc.gov.uk

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NOTICE OF COMMITTEE MEETING

Notice is hereby given that the meeting of Meon Vale Asset Management Committee (AMC) will be held at Meon Vale Community Centre on Wednesday 29th May at 7pm. All members of the committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out in this agenda.

This meeting is open to the public enabling questions or representations to take place during the public open session. Questions relating to items on this agenda should be kept to 3 minutes with a maximum of 15 minutes allocated to the Public Open Session.

Agenda

1. Welcome by Chairman of the Asset Management Committee

2. Apologies for absence

To receive and approve any absences from members.

3. Declaration of interest

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

4. Public Open Session

Members of the public are permitted to make representations, raise questions, or make comment on any items of business included in the agenda. Committee members may feel it necessary to respond to questions at the next committee meeting. Individual comments should be kept to 3 minutes.

5. Minutes of previous AMC meeting held 28th March 2024

Members to consider and approve the minutes from the last AMC meeting.

6 Governance

Members to consider the adoption of a Complaints Policy/Procedure, and to discuss any complaints received.

7. Terms of Reference

Members to review the TOR and to consider accepting the final draft

8. Community Engagement

Members to discuss the benefits of organising a meeting between the AMC and Meon Vale Residents Association. This would enable the committee to provide a full update on the community centre and to share ideas and considerations for this important community building.

9. Community Centre Booking Policy

Members to review and adopt the policy

10. Finance

10.1 Clerk/RFO to provide Expenditure and Income summary for the Community Centre

10.2 To review the process of payments and repatriating funds from one parish council to another.

10.3 To review the Asset Register for items relating to the Community Centre

11 Procurement and Assets

11.1 Members to discuss and resolve on the procurement of items relevant to the community centre (already actioned or require approval).

11.2 To consider and resolve on building costs to the small kitchen in the community centre including cost of £2150 for carrying out the works.

11.3 Annual Certification Costs

12. Correspondence

Clerk or members to identify any correspondence received that is relevant to committee business.

13. Sub-Committee

Members to appoint a sub-committee for the sole purpose of administering essential day - to-day tasks (including the payment of bills).

14. Date of next meeting

Members to agree on forward meeting dates for ease of reference.

Parish Clerk.