

MARSTON SICCA PARISH COUNCIL

ASSET MANAGEMENT COMMITTEE

Clerk: Clerk@marstonsicca-pc.gov.uk

Tel: 07768 684673

Website: <https://marstonsicca-pc.gov.uk>

Members of the Marston Sicca Parish Council Asset Management Committee
You are hereby summoned to attend an Asset Management Committee (AMC) meeting on **Wednesday, December 4th 2024 at 6pm in the Meon Vale Village Hall** to transact the following business.

Members of the public are welcome to address the council during the public open session to put comments and questions to the council regarding items on the agenda or for future consideration. The time allocated for the public open session is 15 minutes with individual speaking time to be 3 minutes. Any increase in time allocated during this session will be at the Chairman's discretion.

Agenda

1.To receive any apologies for absence.

2.Declarations of Interest:

Councillors are reminded to declare any Disclosable Pecuniary and non- Pecuniary interests in agenda items and the nature of those interests. In keeping with the council's Code of Conduct, members must leave the meeting during the discussion relating to the item in which the interest has been declared unless a dispensation has been requested and granted.

3. Public Open Session

An opportunity for members of the public to raise matters of interest or concern relating to this agenda or for future meetings.

4. Election of Chairman

To consider and resolve on Chairman for the AMC, and to confirm the voting of the Chair will be reviewed in May of each year.

5. Building Name

To remove any confusion over the name of the building – Village Hall, Community Hub, Business Centre, and to resolve on a name that befits its purpose.

6. Terms of Reference for the AMC

6.1to consider and resolve on the terms of reference for the AMC.

6.2to consider any required delegated powers including finance, and to present comments to the full parish council at the December 16th Parish Council meeting.

6.3 to consider the remit of the AMC and whether it should include all assets owned by the parish council.

-2-/November 2024

7. Website, IT and Operations

7.1 to consider and resolve on the website – content and administration.

7.2. to review the administrative procedures for the main Meon Vale asset, including Hallmaster (booking systems and financial governance).

7.3 to consider how the AMC will work with the Village Hall Committee and resolve on any procedures.

8. Finance

8.1 to consider any conclusion to point 6.2 of this agenda, and to determine:

8.1.1 to review any staffing requirements to manage the assets (paid & volunteers)

8.1.2 to consider the management costs following the transfer of the Meon Vale Hall from St Modwen to the Parish Council and whether all costs pertaining to the various assets (including playground inspections) should be consolidated into an asset budget.

8.1.3 to consider any essential items required for the assets and cost indications.

8.1.4 to consider the draft P&L for Meon Vale Village Hall.

8.1.5 to consider a specific budget for the assets within the 2025/26 full parish council budget and to present this to full council at the December 16th Parish Council meeting.

8.2 to consider and resolve on having a P&L statement provided each month and to identify internal financial controls in accordance with the Parish Council's Financial Regulations Policy.

9. Date of next meeting

To consider date of next meeting and the regularity of future meetings.

Debbie Woodliffe

Parish Clerk

Committee Members:

Cllr. Cliff Brown, Cllr. Richard Whittaker, Cllr. Steve Barker