

MARSTON SICCA PARISH COUNCIL

ASSET MANAGEMENT COMMITTEE

Clerk: Clerk@marstonsicca-pc.gov.uk

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Draft Minutes of Asset Management Committee (AMC) held on January 16th 2025 at Meon Vale Village Hall

In attendance:

Cllr. Brown

Cllr. Barker

Cllr. Johnsey (in the absence of Cllr Whittaker)

Parish Clerk

2 members of the public

1. Apologies

Apologies received from Cllr. Richard Whittaker

2. Declarations of Interest

Cllr. Barker declared a non-pecuniary interest in Marston Meadow, and Cllr. Johnsey declared an interest in Ground Maintenance contracts.

3. Public Open Session

3.1 A resident asked if the council were going to proceed with the installation of blinds to the main village hall. This had already been resolved at a previous parish council meeting (different members), and current AMC members confirmed the blinds will be organised asap.

3.2 Resident asked if the AMC could organise a window cleaner as the windows to the hall require a thorough clean. Clerk to action.

4. Legal Status of Transfer

4.1 The clerk had sent full council members a copy of the transfer documents pertaining to Meon Vale assets. The key document Rentalcharge Deed was still being studied by the PC solicitor as all related covenants relate to that document. This relates to the parish council contractual obligation to the Meon Vale Management Company.

4.2 Council members had been included in an email from the Clerk/RFO to the PC solicitor in respect of the management company Preim, and the fees for maintaining the central amenities. St Modwen had assured the parish council that the three entities including Londis, the leisure centre and St Modwen (for the plot of retained land), would have a contractual obligation to each pay 25% of the Preim costs. These contracts were not included in the transfer documents.

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4.3 Members also noted the question relating to Preim, how and to whom the 4 entities (including the PC) pay the charges and what is the process to potentially change the management company.

4.4 Members resolved to discuss at the full PC meeting on Monday 20th by which time St Modwen should have responded to our questions.

5. Resolutions Made at Full Council regarding the assets and the AMC

5.1 Budget for Preim. Members were unable to determine a budget as no cost indications had been received from Preim. Costs relating to central amenities has been sent to the PC solicitors as no mention of this has been noted within the transfer documents.

5.2 Budget for Ground Maintenance:

5.2.1 Members had been advised of initial cost indications for the sport pitches but as the tender process will start for ground maintenance contracts for the parish, the sport pitches can be included (for cost comparison) and, to determine frequency of cuts for costs submitted by Preim.

5.2.2 Members queried the containers sited by the pavilion and the contents. Clerk to check and advise.

5.2.3 Members discussed water leakage to the allotments and resolved to determine the water supply to the site.

5.3 Members had agreed to appoint a paid member of staff as Meon Vale Village Hall administrator which was supported by full council resolution. Members resolved to agree the employment contract and job specification.

5.4 Cllr. Barker did not have full cost indications for the footpath (phase 1) to Marston Meadow but would have it ready for members perusal at full council meeting on January 20th. There were, however, indications that the pathway would be expensive, and funding should be sought to enable quality of surface to be used to facilitate wheelchairs – clerk to check. Cllr. Barker also suggested the contents of the Pavilion to Marston Meadow would be considered including disabled access to picnic tables.

5.5. Members resolved to remove the wording ‘business hub’ from the Meon Village Hall logo and to change the board room hire conditions from exclusive board room use only to be open for various use when not occupied as a business room.

6. Hallmaster and Paypal

6.1.1 The booking process for MV village hall hire is in place but there needs to be greater transparency on payments. Invoices are visible but payments either into the bank or via Paypal need to have clear correlation with invoices raised. Clerk and administrator working to resolve.

6.1.2 Members discussed the Well-Man day at MVVH and why this had not been invoiced. It was resolved that Cllr. Brown would advise the contact details and the clerk to invoice before the Well-Woman day was confirmed.

6.2 and 6.3. Village Hall P&L and IT matters. Members resolved to defer these items until they have concluded an AMC budget meeting.

7. Finance

7.1 Members resolved to continue with procurement of items outlined in the previous AMC committee. This would include the blinds to the main hall and remaining chairs.

7.2 This agenda item was deferred until next meeting. This would provide sufficient time to schedule the various assets and an appropriate maintenance budget.

8. Governance, Building Checks and Website

8.1 Members discussed checks and maintenance logs for the village hall including fire checks. Cllr. Brown confirmed some checks were continuing after the change in the AMC membership including fire checks and emergency lighting. It was resolved that the Clerk would contact the Quinton Chairman to secure the safety check list and to then maintain a safety log noting frequency of checks.

8.2 Website and posting of asset matters. Members resolved to defer this item until after they have concluded the asset budget meeting.

8.3 Members resolved to update the asset register when the Meon Vale assets have been transferred, and the Marston Meadow Pavilion and contents have been procured and sited.

9. Marketing

Members discussed the need to promote the village hall facilities but resolved to defer the matter and include in the budget meeting (date to be confirmed asap).

10. Correspondence

10.1 members were aware of the correspondence regarding the asset transfer.

Next Meeting

13th March 2025. Budget meeting date to be advised.

Debbie Woodliffe

Parish Clerk

Committee Members:

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