

# MARSTON SICCA PARISH COUNCIL

## ASSET MANAGEMENT COMMITTEE

Clerk: [Clerk@marstonsicca-pc.gov.uk](mailto:Clerk@marstonsicca-pc.gov.uk)

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Members of Marston Sicca Parish Council Asset Management Committee (AMC) are hereby summoned to attend an AMC meeting on **Thursday, January 16<sup>th</sup> 2025 at 6pm** at 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. Apologies**

*To receive 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.*

#### **3. Public Open Session**

*An opportunity for members of the public to raise matters of interest or concern relating to this agenda, or to request any points relating to the AMC to be discussed at a future meeting.*

#### **4. Legal Status Asset Transfer**

*To consider latest communication from parish council solicitor.*

#### **5. Resolutions made at Full Council Meeting regarding asset management**

*To prepare action plan following decisions made at the December 16<sup>th</sup> full parish council meeting.*

*5.1 Budget for Preim (central amenities and MV Village Hall*

*5.2 Proportion of Parish Council Budget for Ground Maintenance*

*5.3 Consider staffing matters for MV Village Hall*

*5.4 Consider costs for footpath (stage 1) to Marston Meadow*

#### **6. Hallmaster and PayPal**

*6.1 To consider current booking process for MV Village Hall and financial transparency.*

*6.2 To consider draft P&L with estimate income based on trading to date.*

*6.3 To consider an action plan to resolve any IT problems with Hallmaster.*

#### **7. Finance**

*7.1 To consider the procurement of outstanding items for MV Village Hall*

*7.2. To consider the process for assessing and managing the various assets owned or managed by the parish council (following decision to include ALL assets within the AMC), and to maintain schedule of financial transactions.*

### **8. Governance -Building Check & Website**

*8.1 To consider the process for maintaining required H&S checks on the assets with appropriate logs.*

*8.2 To consider parish council website and the posting of matters relating to the main parish council assets.*

*8.3 To review and conclude on updated asset register.*

### **9. Marketing**

*To consider process for marketing the key assets – usage and promotion.*

### **10. Correspondence**

*To receive any correspondence relating to the parish council assets.*

Debbie Woodliffe  
Marston Sicca Parish Clerk

January 10<sup>th</sup> 2025

Committee Members: Cllr. Cliff Brown, Cllr. Richard Whittaker, Cllr. Steve Barker
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