**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*

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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