MARSTON SICCA PARISH COUNCIL

ASSET MANAGEMENT COMMITTEE

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Draft Minutes of Asset Management Committee (AMC) held on May 27th 2025 at Meon Vale Village Hall

In attendance:
Cllr. Brown (Chairman)
Cllr. Barker
Cllr. Johnsey
Parish Clerk
5 members of the public

1. **Apologies**
   None, all present

2. **Declarations of Interest**
   None. Information was, however, provided by Cllr. Brown to confirm he has been elected as County Councillor.

3. **AMC Members**
   Following the resignation of Richard Whittaker from the parish council, the full council agreed to appoint Cllr. Brown, Cllr. Barker and Cllr. Johnsey as AMC members. The AMC members subsequently voted Cllr. Brown to be committee Chairman until May 2026.

4 **Public Open Session**

4.1 A resident of Meon Vale discussed the ongoing concerns over the long- term security and maintenance of the woodlands, wetlands and greenway. The Residents Assoc. felt the prospect of having these assets fall within the management company was not a realistic option. The suggested action plan is to create a programme of works with associated costs to ascertain actual financial liability. As the PC must pay an agreed percentage for maintaining the woodlands, it will naturally join RA discussions. The clerk suggested getting advice on a possible CIC. Clerk to revert.

4.2 The resident discussed the need to complete unfinished works since St Modwen was taken over by Miller Homes, including resurfacing part of the greenway link. The committee agreed that Miller Homes must provide an update on their work plan.

4.3 AMC members requested a study to justify the VH kitchen refit and its benefits.

5. Terms for Hall Hire and Fees

- 5.1There had been various drafts for Terms of use of Meon Vale village hall. The finalized version has been approved. Cllr. Barker to send a copy to committee members.

5.2 In the terms, it was agreed the hire costs for the hall would be:

*Main hall - £17

*Meeting Room - £15 (members agreed to omit 'board room' as a title for space to hire.

*Payments for hall hire must be made within 7 days of booked event.

*Cancellations to be confirmed no later than 72 hours from date of booked event.

6. Hallmaster renewal

Members agreed that Hallmaster was an essential tool for administering Meon Village hall and resolved to pay the annual fee of £294.

7. Finance

7.1 Members agreed to retain Preim as the management company for the central assets (costs approved) but felt a simpler written agreement relevant to the Parish Council would be beneficial. Clerk to action

7.2 Members were advised of potential costs from Hall Reynolds for drafting a lease agreement for the Pavilion. The estimated costs were £750 plus VAT, the clerk had requested £700 inclusive of VAT. Members resolved to cap at £750 but were hopeful of getting the lower amount agreed.

7.3 The clerk informed members the extra costs for buildings insurance were likely to be in the region of £3000. Members appreciated the necessity of having buildings insurance in place and resolved to pay the premium. The clerk confirmed the price had already been reduced and had requested consent to pay in two tranches.

7.4 A request was made for the AMC to grant funds towards the Meon Fest annual event. The funds would be to procure trestle tables, pop up gazebos and sides. It was resolved to grant £870 for payment of the noted assets.

7.5 The Chairman permitted an item noted in correspondence to be discussed under finance; A resident had previously mentioned the procurement of a sound system for Meon Vale Hall. The cost for the item is £660 inc VAT. Persimmon had already agreed to contribute £500 towards the cost from their community fund. It was resolved to purchase the item and invoice Persimmon for their contribution.

7.6 The Clerk will prepare a complete Profit and Loss statement for the Village Hall for the next AMC meeting.

8. Governance & Risk Management

8.1 Fire assessment. Cllr. Brown confirmed the documents for fire checks is retained in the office. This needs to be assessed annually. The fire extinguishers have a schedule, clerk to check with Cllr. Watson from Quinton PC.

8.2 Clerk to send members a template for a risk assessment schedule for the assets and community events on PC property.

8.3 Clerk to investigate the whereabouts of the first aid box/bleed kit procured for the hall.

9. Correspondence

A member of staff requested the procurement of sanitary bins for the village hall toilets. Clerk to action.

Next Meeting

15th July 2025 Meon Vale Village Hall

Debbie Woodliffe
Parish Clerk

Committee Members: Cllr. Cliff Brown, Cllr. Steve Barker, Cllr. Ian Johnsey