

WEST HADDON PARISH COUNCIL

EXECUTIVE OFFICER: Mrs Gill Wells

Email: westhaddonpc@gmail.com

You are summoned to attend the **Asset & Facility Management Committee** which will be held in the West Haddon Sports Pavilion Monday 16th September 2019. 7.30 – 9.30pm. Press and Public Welcome.

Gill Wells

11th September 2019

Item No.	<u>OPENING PROCEDURES</u>
AF 01/19	ELECTION OF CHAIR.
AF 02/19	ELECTION OF VICE CHAIR.
AF 03/19	PUBLIC SESSION – Members of the Public are invited to address the meeting on agenda items only (15 minutes maximum). Please note it is unlawful to make decisions under this item.
AF 04/19	APOLOGIES – Motion required to accept apologies and reasons for absence from Members.
AF 05/19	DECLARATION OF INTERESTS under the localism act 2011 and the relevant authorities (DPI) regulations 2012.
AF 06/19	REQUESTS FOR DISPENSATIONS to be received in writing by the Clerk. The Council are asked to consider requests for consideration.
AF 07/19	MOTION TO RECEIVE AND APPROVE THE MINUTES OF THE PLAYING FIELD COMMITTEE 30 TH JULY 2018.
AF 08/19	MATTERS ARISING – Members or Officers are asked to raise queries / issues relating to actions or decisions raised at the previous meeting.
Item No.	<u>GOVERNANCE MATTERS</u>
AF 09/19	TERMS OF REFERENCE – To consider and approve the Terms of Reference for the Asset and Facility Management Committee for recommendation to Full Council October 2019.
AF 10/19	STANDING ORDERS – To note the Councils standing orders with reference to the management of all Council meetings and their management.
Item No.	<u>ASSET & FACILITY MANAGEMENT</u>
AF 11/19	PLAYING FIELDS – To consider the following:- <ul style="list-style-type: none"> • S106 project updates with reference to enhanced sporting facilities; • S106 and footpath enhancement; • Works / Actions Required in terms of maintenance; • Waste disposal; • Security.
AF 12/19	PAVILION – To consider the following:- <ul style="list-style-type: none"> • S106 project update with reference to planning application DA/2019/0111; • Bookings & use of facility; • Licensing arrangements; • Event management and bookings; • Terms and conditions of use; • Utility costs; • Maintenance requirements; • Subscription cost review and payment terms.
AF 13/19	NEW PLAY AREA – To review the project and approve any outstanding works required in the area.
AF 14/19	SKATEBOARD PARK – To review the facility and maintenance requirements / future plans for the area.
AF 15/19	POCKET PARK – To review the facility and maintenance requirements and instruct works accordingly.
AF 16/19	ALLOTMENTS – To review the allotment facilities and future plans.
AF 17/19	TREES WORKS / VERGES & HEDGES – To review actions and requirements and instruct works accordingly.
AF 18/19	THE OLD FIRE STATION – To review the project and use of the facility and approve requirements.
AF 19/19	CHURCHYARD – To consider any works required in the closed churchyard.
AF 20/19	CEMETERY – To consider any works required in the cemetery and management to comply with audit and instruct works accordingly.

AF 21/19	MISCELLANEOUS LAND AREAS – To consider any areas under the Parish Councils remit requiring attention and approve the next actions.
Item No.	BUDGET & FINANCIAL MANAGEMENT
AF 22/19	BUDGET MANAGEMENT – To review the budget and financial management associated with the Councils assets and facilities.
Item No.	CLOSING PROCEDURES
AF 23/19	ITEMS FOR THE NEXT MEETING & ITEMS FOR THE NEWSLETTER – Council Members are asked to notify the Clerk of items they wish to be included on the next agenda.
AF 24/19	DATE OF NEXT MEETING:- <ul style="list-style-type: none"> • 7th October 2019 (To be confirmed).