**Minutes of the Assets Management Committee Meeting**

**Held at the Civic Hall, Uppermill on Thursday 24th October 2024**

There were present: Cllr G Sheldon (Chairman), Cllr B Beeley, Cllr L Thompson, Cllr K Phillips, Cllr P Gaul, Cllr A Wrigley.

Mrs K Allott – Clerk to the Council, Mr K Parker – Site Manager, Mr J Price - RFO.

**762. Apologies for Absence –** Cllr K Dawson, Cllr L Dawson, Cllr D Wall

**763. Declarations of Interest –** None declared.

**764. Minutes of meeting held 16 September 2024**

The minutes were accepted as a true record and signed by Cllr Sheldon. Proposed Cllr Phillips, seconded Cllr Beeley

**765. Budget Setting 2025-6**

The RFO shared the current budget figures and it was discussed. Due to the necessary expenditure this year, the Repairs budget is already overspent at half year by £28k. There was a discussion around requesting a reserve draw down at the next Finance Committee meeting.

A projection of all the outstanding expenditure on Repairs for this year and the priorities for next year were discussed.

Each budget code was discussed and an amount agreed so the RFO could populate the sheets to be shared at the next Finance budget setting meeting.

301 Pay +£1290 per staff member pro rata to be added (confirmed by NALC).

*(Post meeting note current head count and bands to continue. Review NI costs with additional figures to be incorporated into the budget).*

302/303 fuel +10%

304 Rates +5%

305 PPE +£100 per staff member

306 Cleaning £5k

307 Repairs £52k

308 Refuse Collection £3350

316 Hygiene £1700

318 Security which is recharged – no change

319/20 loan repayment and interest - no change

321 Water +5%

324 Licence fees – no change

415 Notice boards £600

431 Bus shelters £300

432 Allotments expenditure £500, income £850

433 Dawson’s Field £2500

434 Tel kiosks £250

Charges were discussed and it was resolved from April 2025:

Cemetery -Burial £995, Ashes plot £210. Plus 5% increase on all other charges.

Cemetery projected income £21000

Wedding ceremony charges would increase from £150 to £250.

Hire charges from large promoter events increase to £995.

Hire charges from small concerts, bands, choirs and community events increase to £420.

It was agreed the clerk would contact the boxing promoter offering a 20% discount if he commits to 3 bookings a year.

Hall hire Income was discussed, and it was agreed the current projection for this financial year was on the high side and unachievable. Code 721 hire of hall income £60k

The Repairs budget is to include estimates for a security system to be installed at the Civic Hall, sound and lighting replacement, improved lighting and carpeting, plus redecoration of the downstairs kitchen.

Due to the large spend already, Councillors agreed to defer the redecoration of the ballroom to the next financial year.

Contracts and SLAs were discussed for the next financial year and the Clerk confirmed she was tasked with this exercise.

Councillors agreed for a tree survey, to be carried out every 3 years, to be arranged now. Councillors also agrees to the replacement of two fire doors, one in the kitchen and one on the bar area.

The Site Manager reported a problem with residents/local people using our bins to dispose of their rubbish and it was discussed whether a gate should be fitted. After some discussion it was agreed to monitor the situation and report back at the next meeting.

The regular bookings hire charges was deferred to the next meeting.

**766. AOB**

The Allotment vandalism was discussed and the clerk advised the measures that had already been put in place. Councillors feel there are no further actions the Parish Council can take over and above this.

Three quotes had been received for a handrail. £2365 plus vat, £2000 inc, £700 plus vat. The £700 plus vat quote from Mick Harrington was agreed.

Insurance claims – the Clerk advised councillors of two liability claims recently received from two[[1]](#endnote-1) separate events where the claimants have allegedly slipped on a spilled drink. Both of these claims are now with our insurers. There were discussions around mitigation and the measures already put in place. Councillors decided that with these measures in place an expert inspection of the ballroom floor was not yet required and it would be monitored.

Cemetery gate –the Clerk advised this had been stolen. She had agreed to the groundsman’s replacement at a cost of £392.68 plus vat. Councillors agreed to the suggestion of a wildlife security camera being installed and cctv signage-approx cost £100 (tbc).

Dawsons Field - the Clerk advised the Scouthead & Austerlands Committee had received a grant for some saplings and were asking permission to plant them, mainly to replace the trees previously planted that haven’t taken. Councillors granted permission.

Casual caretaker resignation – the Clerk advised councillors about this. Short term agency staff will be used to cover any shortfalls and this will be referred to the Staffing committee.

The Site Manager now holds the DPS award and is in the process of transferring the premises licence over.

Cllr Sheldon thanked the Clerk, RFO and Site Manager for their hard work and commitment.

**Date of Next meeting: Monday 18th November 2024 at 10.30am**

1. [↑](#endnote-ref-1)