

Minutes of the Clipstone Parish Council Assets Committee Meeting held on 13 September 2017 in the Meeting Room, Clipstone Village Hall, Church Road, Clipstone, Nottinghamshire.

Members Present	Members Present	Members Absent
CLlr K Beresford		CLlr MG Whittard
CLlr R Clarey		CLlr J C Wigman
CLlr C Wigman		

Abbreviations:

AC	Assets Committee
CPC	Clipstone Parish Council
CWP	Cemetery Working Party
DWP	Former Doctor's Surgery Working Party
LPA	Local Planning Authority
NCC	Nottinghamshire County Council
NSDC	Newark and Sherwood District Council
VHWP	Village Hall Working Party

In attendance: The Clerk

Also present:.None

- AC17-023 To receive and resolve to approve apologies for absence.
CLlrs JC Wigman and MG Whittard had sent their apologies. The committee resolved to approve the apologies.
- AC17-024 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting.
None
- AC17-025 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.
None
- AC17-026 To receive and resolve to sign as a true record the draft minutes of the previous Assets Committee meeting.
The committee received the minutes of the meeting 12 July 2017 and resolved to sign these as a true record.
- AC17-027 To approve members of Working Parties.

The committee approved Mr J Baker as a non-council member on the Cemetery Working Party. The WP would make arrangements to meet in the cemetery for a walkabout.

- AC17-028 To note and approve the cost for testing, refurbishment, installation, removal and storage of 22 columns and 3 trees: £4025 +VAT.
The committee noted and approved the cost of the installation of Christmas lights for the current year.
- AC17-029 To approve the date for Christmas light installation and plan a Christmas event.
The committee agreed the date of 25 November 2017 for a Christmas Lights Switch-on Event and determined that Clipstone Miners Welfare should be the venue for this. The column lights would be installed the week before the event. A Christmas Event committee would need to be formed.
- AC17-030 To receive quotes on artificial Christmas trees and brackets, and approve their purchase.
The committee received the quotes and concluded that the shops should be providing their own trees and lights. This would also exclude any problems with insurance.
- AC17-031 To consider the purchase or hire of industrial scaffolding to facilitate safe installation of Christmas trees.
With no Christmas trees being installed at height, scaffolding would not be required.
- AC17-032 To consider authorising paid overtime for parish workers to facilitate the installation of Christmas trees.
N/A
- AC17-033 To consider and approve the disposal of council assets:
3 white wooden tables – broken and too heavy
Grey upholstered chairs – split fabric
Scaffolding – domestic use only
**The committee resolved the clerk should approach the following organisations whether they would be able to recycle the items:
Tables – Allotments Society
Chairs – Youth Club for Re-upholstering project
Scaffolding – Allotments Association**
- AC17-034 To consider and approve the change of locks to Village Hall.
The committee resolved not to employ a professional locksmith but to get staff to change the locks themselves.
- AC17-035 To consider providing Village Hall premises for first aid training free of charge.

- AC17-036 To consider which action to take to make the Village Hall rear car park more secure and approve the purchase of a car park sign.
The committee approved the purchase of a car park sign for the rear car park with a disclaimer notice and a phone number.
- AC17-037 To approve £450 Pockit card top up to facilitate above and outdoor maintenance purchases before the next council meeting.
The committee resolved that the clerk should top up the pocket card with sufficient funds to have £500 in cash funds after top up.
- AC17-038 To approve the purchase of 3 additional personal lockers for staff costing approximately £75 each.
The committee approved the purchase of three additional lockers for staff use.
- AC17-039 To receive Items for Notification to be included on next month's agenda. (for information only).
- Membership of Village Hall Steering Group and Terms of Reference
 - Receive findings of Former Health Centre Steering Group and consider appropriate action.
- AC17-040 To confirm date of next scheduled meeting for Wednesday 11 **October** 2017 at **15.00**.

Signed as a true record of that meeting.

Signature:_____ **Date:**_____