

Asset Management Meeting

28/02/2023 6.00pm – 6.45pm

Present

Cllr Booth, Cllr Knights, Cllr Fieldhouse, Cllr Weeks and Cllr Lyness-Brown (Minutes)

	Item
2023AM8.1	<b>Resolved</b> - Apologies from the Parish Clerk
2023AM8.2	<b>Resolved</b> – Previous minutes were an accurate record of the meeting.
2023AM8.3	<b>Resolved</b> – No members of the public in attendance
2023AM8.4	<b>Resolved</b> – No Declarations of Interest
2023AM8.5	<b>Resolved</b> – Changed of Use permission granted. No conditions to discharge. No action required.
2023AM8.6	<b>Resolved</b> – Library Community Asset Transfer (CAT) currently with CMBC and we are unable to proceed with any activities until this is resolved. We are also awaiting the Charity Commission outcome before we can proceed with lots of grant applications.
2023AM8.7	<p>Cllr Weeks updated that Cllr Fieldhouse and himself had signed purchase documents yesterday. CMBC to submit Deed of Surrender possibly 01/03/2023. There then has to be a meeting between our solicitors, CMBCs solicitors and the sellers solicitors, but this date has not yet been confirmed.</p> <p>CMBC are yet to confirm the details of existing tenants, water billing details.</p> <p>Water is currently switched off and Cllr Weeks has taken a meter reading.</p> <p>Cllr Weeks also advised we had taken an insurance policy to cover the transfer to cover any challenge to the title deeds. This covers SDPC for 12 years at a cost of £73.00</p> <p>Cllr Booth advised of a possible ally at CMBC and Cllr Weeks to include <a href="mailto:Kiki.Hatzer@calderdale.gov.uk">Kiki.Hatzer@calderdale.gov.uk</a> in future emails.</p> <p>This should hopefully be completed within the next week.</p> <p>Cllr Weeks has stressed to all solicitors that bills and invoices should be sent to the Parish Clerk as the RFO.</p> <p>Cllr Weeks also advised there is still a substantial amount of underlying rubble and debris to be removed from the Orchard, which will incur further costs, however it is necessary for the tree planting to be successful.</p>
2023AM8.8	Cllr Booth updated that the Charity Commission had requested further information as the name of the charity was similar, though not identical to a previously registered

	charity. A robust and extensive reply was returned, but asking for further updates tended to be answered with restating the 12 week timeframe – which expires tomorrow.
2023AM8.9	<b>Resolved</b> – Deferred to next meeting as we are not yet in a position to move forward at the present time.
2023AM8.10	<p>Cllr Booth updated on a meeting held earlier today, 28/02/2023, with CMBC.</p> <p>We have been asked to provide how we will measure the success of the venture with The Old Library (LOT). This will mean we need to look at Key Performance Indicators (KPIs) to enhance the Joint Working Agreement (JWA) already in place with CMBC.</p> <p>Cllr Booth advised that she was to receive a template from CMBC regarding how we can fulfil this requirement and will share with all Councillors for input.</p> <p><b>Resolved –</b></p> <ol style="list-style-type: none"> <li>1) <b>To discuss at a future date local business sponsors</b></li> <li>2) <b>To discuss at a future date the possibility of offering “membership” giving people an option of “arm’s length support” of the project.</b></li> <li>3) <b>All councillors to provide ideas for measurable actions and deliverable actions by 07/03/2023</b></li> <li>4) <b>Asset Management Committee to meet and discuss these again on 09/03/2023.</b></li> </ol>
2023AM8.11	Cllr Booth advised that we had been granted access to the Library on Saturday 4 <sup>th</sup> March 2023 to facilitate acquiring quotes from contractors. This would be to ensure we could make the building safe to open to the public. Phase 2 can only commence when these works have been completed.
2023AM8.12	<b>Resolved</b> – Legal process moving forward is awaiting actions from CMBC. Deferred to future date.
2023AM8.13	<p>It was generally agreed that a Service Level Agreement (SLA) must be agreed between the Parish Council and the Community Charity regarding the role of the Parish Clerk in not only day to day operations, but applying for grants and fundraising.</p> <p><b>Resolved</b> – To ask the Parish Clerk to provide timesheets of what amount of time she is spending on each activity and therefore the Charity can reciprocate with time within LOT when in possession.</p> <p>Cllr Fieldhouse to liaise with the Parish Clerk and take up some more of the grant application work they have been doing.</p>
2023AM.14	<b>Resolved</b> – Unable to progress the Charity bank account until charity status has been granted.
2023AM.15	Deferred
2023AM.16	<b>Resolved</b> – Unable to update as awaiting Charity Commission and also whether an Asbestos check/removal is required if we intend to use the basement. This could incur further expenditure not previously realised.

	<b>Actions</b> – Cllr Lyness-Brown to obtain quotes for asbestos assessment and removal.
2023AM8.17	<b>Resolved</b> - Cllr Fieldhouse to liaise with the Parish Clerk regarding current grant applications. A spreadsheet or database to be set up for all applications and their progress as this will be an ongoing item for the Charity.
2023AM8.18	<p>Cllr Booth reminded everyone that we need to have various policies in place for the Charity as soon as possible. As Cllr Lyness-Brown is already the Safeguarding lead, he will now also take on Equality and Diversity.</p> <p>Cllr Booth also reminded everyone the Parish Clerk had included template policies in an email and recommended they were utilised as soon as possible.</p>
2023AM8.19	All artwork submitted was approved and great thanks to Cllr Knight for her time and talent.