

# BISHOPSTEIGNTON PARISH COUNCIL

## MINUTES

### OF THE VIRTUAL MEETING OF THE ASSET MANAGEMENT COMMITTEE

HELD 6PM FRIDAY 12<sup>TH</sup> AUGUST 2020 VIA ZOOM

#### 2008.01 ATTENDANCE:

.01 **Present:** Cllrs. K. Benham R. Gateshill, J. Grimble, K. Lambert & H. Merritt (5/5), clerk: Mrs. K. Ford.

**Apologies:** None

.02 **DOI:** None

#### 2008.02 COMMITTEE

Since the resignation of Mr. J. Parkes a new chairman and vice chairman was required for the Asset management Committee.

.01 **Chairman:** Cllr. Gateshill was nominated by Cllr. Merritt, this was seconded by Cllr. Lambert and agreed unanimously therefore **RESOLVED**.

.02 **Vice Chairman:** Cllr. Merritt was nominated by Cllr. Lambert, this was seconded by Cllr. Gateshill and agreed unanimously therefore **RESOLVED**.

.03 **Committee Terms of Reference:** It was proposed by Cllr. Lambert, seconded by Cllr. Merritt, that the 2020-21 Asset Management Committee Terms of Reference be adopted subject to minor amendments including a reference be made to BPC Climate Emergence declaration and to the BPC Financial Regulations. Agreed unanimously therefore **RESOLVED**.

#### 2008.03 CONTRACTS

The committee are required to review draft documents including schedule of works and contracts relating to the tender process due to take place this autumn, to seek quotes for letting horticulture and cleaning contracts for financial year 2021/22 and onwards.

.01 **Contract Summary Review:** The chairman presented this paper, unfortunately this had not been circulated prior to the meeting so some members were unaware of its content. The paper summarised the procedure undertaken by working party members to estimate the costs and indicate the expectations of future contracts. It was concluded this is purely a private paper for BPC members only to be used to guide all members when selecting a contractor from all quotes submitted to the tender process. The Chairman wished for committee approval before it is sent to all BPC members however it was proposed by Cllr. Benham, seconded by Cllr. Grimble, for a full review of this paper to be deferred to a future meeting of the AMC. FOR: 4, ABSTAIN: 1. Therefore DEFERRED. A future meeting is to be arranged for Thursday 27<sup>th</sup> August at 7pm, clerk to send zoom meeting invitation.

.02 **Horticultural Contract:** Prior to the meeting the Clerk had made suggested changes through the contract using track-changes. It was proposed by Cllr. Merritt, seconded by Cllr. Lambert, that the contract and schedule of works, ready for tender, is presented to full council at their meeting to be held 07.09.20 for their approval and recommended adoption, subject to minor amendments discussed. This was agreed unanimously therefore it was **RESOLVED** to make the recommendation above.

.03 **Cleaning Contract:** Prior to the meeting the Clerk circulated the draft and the current live cleaning contract. A combination of these documents is to be created. It was proposed by Cllr. Lambert, seconded by Cllr. Merritt, that the final draft contract and schedule of works, ready for tender, is presented to full council at their meeting to be held 07.09.20 for their approval and recommended adoption, subject to minor amendments discussed. This was agreed unanimously therefore it was **RESOLVED** to make the recommendation above.

.04 **General Maintenance & Call-off Contracts:** It was noted these contracts were not yet ready for review and can be discussed at a future AMC meeting.

#### 2008.04 CEMETERY

.01 **Garden of Rest Enhancement – Rose Garden Project:** the clerk gave a brief update: work was underway but on hold awaiting a risk assessment from the appointed contractor who will be using machinery to install the pathway boarding. Clerk to chase contractor.

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**MINUTES CONT'D**

Members discussed the centre piece instruction made to Mr. D. Foster of The Rural Craftsman and how this is above the recommended value where 3 quotations should have been sought. It was agreed this was acceptable in the current circumstances and to proceed accordingly but for the matter to be noted for future reference.

- .02 Cemetery Gates Refurbishment:** the clerk reported no further action and quotes to a common specification need to be sought. To be raised at a future AMC meeting.

**2008.05 REPLACEMENT BUS SHELTER**

The chairman reported an update from Fernbank, providers of the green-roofed shelter design. They were not yet available in the UK he is awaiting a drawing and spec of the design which will be available as well as an indication of when. The clerk offered suggestions of alternative providers of similar shelters or self-build as an option however the point of using Fernbank is the provision is free of charge as they profit from the advertising space. They also provide future maintenance for the shelters once installed.

**2008.06 VILLAGE GREEN**

A reminder of the previously agreed enhancements was discussed briefly. Cllr. Lambert to co-ordinate a review and the preparation of works required to see these to fruition. Clerk to forward previous relevant correspondence and quotes, including paperwork relevant to moving of the benches from the existing bus shelters to the edge of the green.

**2008.07 MUGA**

The clerk reported that survey Monkey seemed the best option for public consultation, the free version being sufficient however surveys would be no more than 10 questions each. It may be considered suitable to publish a new survey for a new subject every couple of weeks.

No further proposals or updates available from the MUGA working party currently. Anything further to be brought to a future committee agenda.

**The Chairman closed the meeting at 8pm**