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MINUTES OF THE ASSET MANAGEMENT COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 15 NOVEMBER 2023 AT 7.00 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH

Those Present: Cllr G Richardson, Chair, Cllr J Constable, Vice Chair, Cllr G Johnson, Cllr P Bicknell.

In Attendance: Mrs T Predeth, Town Clerk. Miss N Barfield, Assistant Town Clerk.

13/23 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr C Spencer, Cllr E Marks & Cllr S Phillips.

14/23 I**NTERESTS AND DISPENSATIONS**

Cllr Johnson declared a non-pecuniary interest as he is an allotment holder and an allotment representative for Lakeside Allotment site.

15/23 **MINUTES OF PREVIOUS MEETING**

It was resolved that the minutes of the meeting held 27 September 2023 were a true record of the meeting.

16/23 **PUBLIC PARTICIPATION**

There were no members of the public present or questions raised in advance of the meeting.

17/23 **ALLOTMENTS**

The Working Group provided an information sheet of the proposed expectations and costs of potential allotment volunteers/workers.

Concerns were raised regarding the remaining absence of a current Service Level Agreement (SLA) with EBC.

Resolved: The Chair advised that the SLA is the same as the reorganization order. It was agreed that the council will now write to the allotment reps to advise them we are taking over from EBC and to invite them to an in-person meeting in the future to discuss future allotment upkeep.

The Town Clerk advised that the cost of allotments have been given to the council from EBC and advised training is to begin week commencing 27th November.

Resolved: Training for the Town Clerk and Assistant Town Clerk on Allotments with EBC will begin on the w/c 27th Nov.

Cllr Bicknell proposed we keep the management of allotments inhouse and managed by Town Clerk and Assistant Town Clerk from 01st April 2024.

Resolved: The management of Allotments will be kept in-house with Town Clerk and Assistant Town Clerk as of the 01st April 2024.

The Clerk was tasked with sending an official letter chasing EBC to give us the dates for the fire safety and water risk assessments due.

Resolved: That the Town Clerk will send a formal letter chasing the fire safety and water risk assessment dates.

18/23 **HEALTH & SAFETY POLICY**

To receive and consider the health and safety policy with a view to recommendation to council to adopt.

Cllr Bicknell advised that the council do not currently own an accident book or first aid kit and queried whether the allotments have health and safety posters on show. Cllr Bicknell also questioned whether this policy would cover reps of allotments using equipment.

Resolved: All councillors agreed to send the health and safety booklet to the full council but wanted to ensure that once we take over the allotments that we will make sure it covers all aspects. Assistant Clerk will order an accident book and first aid kit.

19/23 **BUDGET**

To consider budget requirements for the 2024/25 financial year.

Resolved: Members felt they were unable to make any recommendations for change at this stage.

20/23 **CONFIDENTIAL SESSION**

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To Resolve to exclude the public and press due to the confidential nature of the business about to be transacted.

21/23 **TRANSFER OF ASSETS**

To consider correspondence from the Councils solicitor and receive any updates on transfer of Assets.

Resolved: Town Clerk advised that the solicitors are still discussing but that as soon as all is ready an extraordinary meeting will be held to ensure its finalised as soon as possible.

22/23 **DATE OF NEXT MEETING**

The date of the next meeting is to be confirmed.

The meeting closed at 19.59.

Chairman ……

Date……