

VILLAGE ASSETS SUBCOMMITTEE : MEETING MINUTES

Members attended The Village Assets Subcommittee Meeting on Monday 1st June 2020 at 7.00pm, via Zoom.

Attendees:	Cllr Joe Berger (Chair), Cllr Viv Mitchell, Cllr Freeman and Mr Simon Crouch
1.	Apologies: None
2.	Terms of reference: The draft Terms of reference were discussed, and approved. These need to be approved at the Full Council Meeting on 8 th June 2020
3.	Clerk to share current list of Assets: <ul style="list-style-type: none">i. It was agreed that Footpaths would be assigned to Councillors, and to be checked quarterly. This would include the Kissing gates as well. Clerk to assign.ii. Defibrillators need to be added onto the Asset listiii. Clerk to amend and circulate the Asset list with 2 added columns for Person Assigned and Condition.iv. SC agreed to be assigned the Pavilion and SC, VM and RF agreed to be assigned the 2 Defibrillators.v. Salt bins will need checking more in the winter season.vi. Clerk to check whether there is a map which shows all Assetsvii. Clerk to speak to Cllr Hall regarding the Memorial Benches on the Sports field to check that PSRCC will continue to maintain them.
4.	Defibrillators: <ul style="list-style-type: none">i. To contact Sarah (sarah@active-viii.org) and pass on SC number to arrange a time to test and conduct training on the Defibrillator at Top Commonii. SC to create a maintenance record sheet for Top Common Defibrillator to enable testers (once a month) to sign they have checked/tested all elementsiii. To test the Defibrillator at the Pavilion Both Defibrillators will be checked monthly.
5.	Repair to Phone box Top Common Housing Defibrillator: SC will assess the work required to fix the phone box and present quotes. Clerk to send SC the email from The Flat Earth Society to retrieve the Panels.
6.	Recruitment of Subcommittee members: The recruitment of more members was discussed and agreed that with 4 there were enough at present.
7.	Matters for Future meetings: More Dog bins required. All to consider locations but proposal of Church and School Clerk to contact Biffa for locations of what we are paying to be emptied

Meeting finished at 7:50pm.

Public and press are welcome to attend. For the purpose of accurate Minute taking, this meeting will be recorded. The recording will be deleted once the Minutes have been approved – usually at the next Council meeting.