



# Locking Parish Council

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The Parish Hall, Grenville Avenue,  
Locking, North Somerset BS24 8AR

Members of the Public and Press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1 extended by Local Government Act 1972 section 100 unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose and **providing that prior notice has been given to the Parish Clerk by 12noon on the Tuesday preceding the meeting.**

To: All members of Locking Parish Council:

Dear Councillors

The **Meeting of Locking Parish Council's Assets and Amenities Committee**, will be held on Thursday **21 March 2024 Locking Parish Hall** commencing at **7.30pm** to which you are summoned to attend.

The following business to be transacted

*Dawn Tremlett*

Mrs Dawn Tremlett  
Parish Council Clerk  
14 March 2024

## AGENDA

### MATTERS FOR DECISION

- 1) To receive Apologies for absence and to approve reasons where appropriate.
- 2) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations.

### MATTERS FOR DECISION

#### 3) Minutes:

- a) To receive and confirm the Minutes of the Assets & Amenities Committee meeting held on 18 January 2024

#### 4) Reports/Updates on items in those Minutes which are not included on the Agenda

#### 5) Finances:

- a) To receive and approve receipts and payments for Assets & Amenities Committee from 17 January 2024 to 20 March 2024
- b) To receive the Budgetary control report (01/04/2023 – 20/04/2024)

#### 6) Parish Hall:

- a) Adopted draft Safeguarding Policy for hall hirers
- b) Adopted draft Risk Assessment for hall hirer

#### 7) Scribe Booking System for Parish Hall Booking:

- a) Update from the Clerk regarding onboarding
- b) Review hire charge structure to accommodate the above system.

#### 8) EV Charge points OBR Car Park – Update from Tim Middleton

## **PART TWO**

### **Exclusion of press and public.**

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

### **9) Minutes:**

To receive and confirm the Confidential Minutes of the Assets & Amenities Committee meeting held on 18 January 2024

### **10) Parish Hall Cleaning Contract:**

- a) To receive quotations for the cleaning contract for Locking Parish Hall as per specification
- b) Subject to the above being satisfactory: Appoint cleaning contractor.

**The next meeting of Locking Parish Council's Assets and Amenities Committee will be at 7:30pm on the 18<sup>th</sup> April 2024.**

*Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability)  
Crime & Disorder, Health & Safety and Human Rights.*