



Broomfield and Kingswood Parish Council

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Minutes of the Parish Council Office Committee Meeting

**Minutes of the Meeting of the Parish Council Office Committee held at
19:30 on 07 January 2019 at the Village Hall, Gravelly Bottom Road, Kingswood.**

Present: Cllr Gareth Davies (Chair); Cllr Mike Darling; Cllr Tom Hoy
Cllr Paul Milton; Cllr Janet Tandy; Cllr Peter Page (5)

Pam Bower – Clerk in waiting

There were no members of the public present.

Cllr Darling opened the meeting at 19:30

Min No:		Action:
PCO236	Apologies for absence Cllr Tina Clark– Family Commitments	
PCO237	Councillors Declarations of interest in items on the agenda There were no declarations	
PCO238	Purpose of the Committee To establish the purpose of the Committee 238.1 The purpose of this Committee is to establish: <ul style="list-style-type: none"> • what building could be used as a site for the Parish Council Office • how that building could be funded • how village residents could be consulted on the proposals • a timeframe for the project 	
PCO239	Terms of Reference To agree terms of reference for the Committee – the Terms of Reference, having previously been circulated to members of the Committee, were agreed.	
PCO240	How is the outcome to be achieved? To determine the steps that need to be taken to achieve the desired outcome Following discussion Councillors felt there were only two viable options for a parish Office: <ol style="list-style-type: none"> 1. A local business that might come onto the market in due course – preferred option 2. A house or bungalow in the village – second option It was agreed that the: <ol style="list-style-type: none"> 1. The local businessman would be contacted to take discussions further 2. A first draft of a resident's survey would be developed 3. The use of Survey Monkey would be investigated Signed _____	Clerk/Cllr Darling Cllrs Hoy/ Page Cllrs Hoy/ Page

PCO241	<p>Village Survey and Community Meetings To draft a village survey and establish a schedule of community meetings</p> <p>A first draft of a survey will be produced (see previous item) but a schedule of community meetings cannot be established until the Council knows which option is to be pursued.</p>	
PCO242	<p>Finance To determine any financial requirements</p> <p>This cannot be addressed until the Council knows which option is to be pursued.</p>	
PCO243	<p>Any other information There was no other information.</p>	
PCO244	<p>Items for next meeting</p> <ol style="list-style-type: none"> 1. Option to be pursued 2. Village Survey and Community Meetings 3. Finance 	Clerk
PCO239	<p>Date for next Committee Meeting 4 February 2019, 19:00, Kingswood Village Hall, Gravelly Bottom Road, Kingswood</p> <p>There was no further business, Cllr Darling closed the meeting at 20:05</p> <p style="text-align: right;">Signed _____</p>	Clerk