

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE FACILITIES AND EVENTS HELD ON 20th JANUARY 2021 AT 6.00PM VIA ZOOM CALL

Present: Councillors Ann Mayling (Chair), Wendy Matthews, Chris Jordan, Peter Stanhope, Kevin Brown and Julie Cook

In attendance: Margaret Wilson (Assistant Clerk), Jeremy Day (Deputy Clerk) and 2 members of the public

F&E.001/21 TERMS OF REFERENCE OF THE FACILITIES AND EVENTS COMMITTEE

The Assistant Clerk circulated the Terms of Reference of the Facilities and Events Committee. The Terms of Reference was considered at the Full Council meeting held on 11th January 2021.

RESOLVED that the Terms of Reference be received.

F&E.002/21 ELECTION OF THE CHAIR OF THE FACILITIES AND EVENTS COMMITTEE

RESOLVED that Cllr. Ann Mayling be elected as Chair for the remaining year.

RESOLVED that Cllr. Peter Stanhope be elected as Vice Chair for the remaining year.

F&E.003/21 APOLOGIES

Cllrs. C Woolley and A. Gaur

F&E.004/21 DECLARATIONS OF INTEREST

None were received.

F&E.005/21 PUBLIC PARTICIPATION

No questions or addresses were received.

F&E.006/21 MINUTES

RESOLVED that the Minutes of the Amenities meeting held on 18th November 2020 be agreed and signed by the Chair.

F&E.007/21 FACILITIES STRATEGIC PLANNING

The Chair reported that in the previous Amenities Committee a working group was set up with the view to develop a strategic plan and confirmed that a template as a discussion document had been created to look at how the committee can improve income against a list of assets which are covered by this committee.

The operational planning would remain with the Assistant Clerk with the committee identifying priorities for action and projects.

Following discussions, the Chair agreed to reconvene the working group with the same

members as previously to develop a draft strategic plan. T

The Chair and Vice Chair will arrange a working group meeting in no more 3 weeks from the date of this meeting and that the Chair will research what other Parish Councils and organisations are offering and how they market to their communities.

F&E.008/21 COVID-19

The Assistant Clerk gave an update on how the facilities are being used under current restrictions.

The Assistant Clerk reported that at 45b High Street the reception is closed to visitors and there are no CAB face-to-face meetings planned. The offices are being used by staff and is Covid-19 secure.

The Jubilee Pavilion is now closed as the foodbank has been transferred to the Iver Heath Pavilion in order to free the building for use as a vaccination centre if required.

The Workshop is being used by the Grounds Team.

A Covid-19 Risk Assessment was presented to the previous Amenities Committee in November, and prior to opening community facilities will be updated to reflect government guidelines and known best practice.

Cllr. J Cook asked if airflow information and a maximum number of people per room for each venue has been documented.

It was agreed that the Assistant Clerk develop a detailed plan to ensure that all facilities can be up and running speedily post lockdown and all necessary equipment, signage, processes and hirer briefing/documentation is ready to implement.

F&E.009/21 JUBILEE PAVILION

The Chair reported that Cllr. W Matthews has asked if the Jubilee Pavilion could be offered as a vaccination hub at zero cost to the Clinical Commissioning Group (CCG) and 2 GP surgeries .

RESOLVED that the Jubilee Pavilion is offered as a vaccination hub at zero cost.

F&E.010/21 DELAFORD COLTS FC'S PROPOSED SIGNAGE

The Assistant Clerk circulated a proposal for signage from Delaford Colt's FC to be placed on Jubilee Pavilion..

The Chair reported that the proposed signage is a different proposal to what was previously agreed with Amenities and which the Assistant Clerk communicated to the club.

RESOLVED that the Assistant Clerk to write to Delaford Colts to advise that the Parish Council will consider a proposal in line with what was originally agreed. This is a single piece of signage, fixed to the wall on the pitch side of the Pavilion and must

be 10% smaller than the signage for the Jubilee Pavilion on the car park side of the building. Final proof of the artwork is to be submitted for sign off before proceeding and the committee will identify the location before proceeding.

Delaford Colts FC to confirm that the person fixing the sign is qualified and insured. The work will be undertaken to an agreed standard.

F&E.011/21 EVENTS

The Committee discussed what events to run in 2021-22.

The Christmas Lights Working Group of the Facilities and Events Committee design and deliver the Christmas Lights event. This event is held on Iver High Street, is free and lasts for about 2 hours. It was promoted in previous years as #Light up The Ivers. Funding is in the budget for this event.

It was suggested that the committee could start formal planning at end of May/beginning of June and then review the timelines for planning and the type of activity once it becomes clearer what would be deliverable post Covid-19.

Other suggestions raised were drive-in cinemas/theatres/concerts, or rather than drive-ins residents could walk-in to the events and music on the green. A local sports fun day/sports expo for Sport providers to show residents what sports are available was also discussed once Covid-19 restrictions are lifted and safe to run these events again. Cllr. P Stanhope to lead on researching potential events and report back to Committee.

F&E.012/21 FINANCE

The committee considered the finance documents presented and discussed the current budget position report from the clerk. The Chair welcomed the report in a new format.

The Amenities budget has been split between two committees.

It was noted that although the report picks up liabilities it does not show where budgeted spend has been agreed but not yet actioned.

It was suggested that if this can be added to the system generated report this would be useful and, if not, a written summary could be provided by the Assistant Clerk so that the committee has visibility of this.

RESOLVED that:

- a. The current budget position report and Chair's comment above be noted.
- b. The final budget report for 2021/22 be noted.
- c. The Ear Marked reserves movement report of 31 December 2020 be noted.

F&E.013/21 PRESS RELEASES/WEBSITE

The Council wished to inform the community about:

- The Parish Council preparing their facilities post Covid-19.

- To advertise the Parish Council's spaces and what these facilities can be used for.
- What events are to be organised this year.

The meeting finished at 19.05

Signed Chairman

Date

DRAFT