

## 152THE IVERS PARISH COUNCIL

### MINUTES OF A MEETING OF THE FACILITIES AND EVENTS HELD ON 9<sup>th</sup> AUGUST 2021 AT 7.00PM VIA ZOOM CALL

**Present:** Councillor Peter Stanhope, Kevin Brown, Julie Cook, Graham Young, Ciarán Beary and Wendy Matthews

**In attendance:** Nicole McCaig (Business Administrator) and Stephanie Bennett (Clerk)

#### **152/21 DECLARATIONS OF INTEREST**

Cllr Peter Stanhope and Julie Cook declared a disclosable pecuniary interest in relation to agenda item 10 Allotment Charges. The Clerk granted a dispensation; neither councillor has an allotment of the size to be considered

#### **153/21 PUBLIC PARTICIPATION**

There was no public participation

#### **154/21 MINUTES**

Councillor Cook asked that minute 097/21 Training Venue be amended to state 'Cllr Cook also requested a business case costing and calculated that this project could likely cost the Council about £20,000 per annum'

RECOMMENDED that

subject to the amendment above the Minutes of the meeting held on 15<sup>th</sup> July 2021 be agreed and signed by the Chair.

#### **155/21 FIRE RISK ASSESSMENT REMEDIAL WORK**

The Business Administrator presented a report detailing the faults that had been identified and the statutory work that had already been completed, and that was due to be completed shortly. Councillors considered the additional work highlighted and asked for internal CCTV to be fitted rather than a replacement intruder alarm. The provision of internal CCTV can be included in the CCTV renewal tender that will be released following completion of the 'streetlighting upgrades' at Iver Heath Recreation Ground.

RECOMMENDED that

- a. Ear Marked Reserves be used to cover the budget deficit for the statutory remedial works
- b. The replacement intruder alarm and fire alarm additional works not be progressed at this time
- c. Appropriate internal CCTV be included in the CCTV tender to cover the entrances

156/21

**TRAINING VENUE**

Cllr Cook reported on the business case calculation that indicated a full revenue cost to the Council in years 2 and 3 of £22,000. If the sums already paid are extracted the cost is £13,000 that will need to be covered from council budgets.

The Clerk reported that the heat output of the chromebooks is negligible and that the heat output from the proposed screen is low. Councillors discussed that heat output when charging and expressed a need for a charging unit. The clerk confirmed that a cost for this had been gained and was £440.

The Clerk reported that it had not been possible to secure an airflow/heat engineer to attend however research of the internet had indicated a low risk of high heat environment due to the room having openings on four sides that would allow through drafts. Cllr Cook raised an issue that this will not be possible on the traffic side of the building.

Councillors indicated support for this project that would provide other opportunities for use other than a training hub and Cllr Young highlighted that this provision could be expanded to include other venues

Cllr Cook asked that a portable loop provision be included

RECOMMENDED that

A funding bid be made to the Community Board for the capital costs of the project with the council's revenue costs used as match funding

157/21

**FINANCE**

The comparison sheet for 31 July 2021 was received.

158/21

**CHRISTMAS LIGHTS**

The notes of the working group meetings of 5<sup>th</sup> July 2021 and 2<sup>nd</sup> August 2021 were considered and the committee considered the recommendations. The Chair reported on the considerations and discussions of the working group.

Cllr Cook asked for councillor assistance to engage with local businesses to encourage them to participate in the advent windows

The committee debated the provision of a Christmas Tree and the costs involved in decorating the large tree at the Village Hall. Cllr Cook reported that the Village Hall was considering making a contribution to the provision of the lights in this location. The clerk drew attention to the contract not including mistletoe balls for Richings Park and this might need to be considered by the working group.

Councillors expressed a keenness to make sure that this Christmas is as happy an environment as the council is able to provide and recognised that this would need to be supported by sponsorship or additional funds from reserves.

RECOMMENDED that

- a. The removal of the lights from existing trees be funded through contingency (£980)
- b. A quote be requested from Lamps and Tubes for mistletoe balls at Richings Park
- c. The proposal to light the tree at Iver Village be agreed at a cost of £2,675 for this year
- d. Council be requested to approve additional budget for Christmas Lights of £2,000 as a contingency in case sponsorship is not available

**159/21**

### **BOOKING TERMS AND CONDITIONS**

The Business Administrator introduced an interim booking terms and conditions. There had been a general 'tidying up' with no major changes and an introduction of Covid related requirements. The Council is joining ACRE which will enable access to a range of bespoke Village Hall materials and it is anticipated that the terms and conditions will be further updated to bring them into line with ACRE recommendations.

Councillors asked for the terms related to item 12, 13vi and vii be reviewed further to provide more clarity. It was also requested that safe lifting posters be provided.

RECOMMENDED that

Subsequent to the changes highlighted above the interim booking terms and conditions be agreed

**160/21**

### **ALLOTMENT CHARGES**

The Business Administrator explained that the measuring of the allotment plots had gone well and that some allotments larger than anticipated had been identified. These allotments were outside of the fees and charges set by the council and a new size of 161m<sup>2</sup> to 220 m<sup>2</sup> is proposed. Cllr Cook highlighted that the government strategy is to encourage low income households and those who are older to grow their own food and that we should consider this as a Council.

Councillors highlighted the untended plots and those that were not cultivated to the required % and asked if steps could be taken to release the untended land for those on the waiting list. The clerk informed councillors that evictions of untended plots can be undertaken on the 30 September following the previous years action to serve notice.

The clerk will be writing to all allotment tenants as soon as the calculations are completed and explained that if any tenant believes that they should not pay the allotment charge as

indicated they will be able to contact the clerk to explain why. The letters can also include information on the councils approach to untenanted allotments in order to provide space for others on the waiting list.

RECOMMENDED that

The new plot size of 161m<sup>2</sup> to 220m<sup>2</sup> at a cost of £75 (2021 – 2022 rates) and a water calculation denominator of 2.5 be approved

**161/21**

**IVER HEATH FUND DAY**

The Chair reported that the organiser of the fun day had been unable to secure sponsorship for the toilets which cost £980 inc VAT. The councillors felt that the provision of the Rec for the event was a substantial contribution however there is a health implication if toilets are not provided.

Councillors asked if the alcohol venders had been approached to contribute and the chair will look at this.

If no funding is available councillors recognised the importance of toilet provision.

RECOMMENDED that

- a. Chair to request a grant application be completed by the organising body
- b. The Clerk to seek approval from councillors via e mail to provide £980 from council grant funding
- c. In the case of an application being received and the majority of councillors being in agreement £980 to be approved

**162/21**

**IMPROVEMENTS AND EFFECTIVENESS**

Cllr Cook requested that the October meeting consider the budget variance to date and highlight any areas where budget needs to be realigned.

**163/21**

**EXCLUSION OF PRESS AND PUBLIC**

RECOMMENDED that

the Public and Press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are confidential.

**164/21**

**ST PETERS BURIAL GROUND**

The Clerk provided an update on the push/pull testing that had been undertaken to date; 514 memorials had been tested and there had been 52 fails. The fails are in the process of being made safe. It is anticipated that the work will be completed shortly.

The clerk also updated the Committee on the management of the Churchyard and Burial Ground.

RECOMMENDED that

- a. The Council adopt a minimum burial depth of 2 feet (24") between the top of the casket/coffin and the surface.
- b. A meeting be set up between the church and the Parish Council to discuss the report generated by the push pull testing and the concerns regarding land stability

**165/21**

**DELAFORD COLTS AGREEMENT**

The draft agreement for 2021 – 2022 was considered. Councillors agreed to provide the Delaford Colts with free access one evening a week for three teams to train but asked that the agreement include a clause to require the training areas to be rotated and also that the use of the floodlights is charged. The clerk reported that the council is awaiting a preferred position for the refreshment vehicle and that we can then arrange an electricity point.

RECOMMENDED that

Subject to the inclusion of the conditions above that the draft agreement be agreed

The meeting finished at 8.35pm

Signed ..... Chairman

Date .....