

## Facilities and Events Committee Action Plan 2021 - 2022

Minute Number	Resolution	Progress	Status
096/21 Delaforde Colts	a. Chair to liaise with Delaforde Colts to select the position for the Delaforde Colt sign. Chair to send a photograph to all committee members for approval on design and position	Signs erected	
	b. Midweek training be incorporated into the 2021 – 2022 agreement with charges to be discussed	Completed	
	c. A fun day to be agreed for 4th September subject to agreement with the officers on how it would operate. The Pavilion is being kept Covid secure and the toilet system cannot cope with a fun day so portable loos will be required	Completed	
	d. The outlined football tournament for 9/10 July 2022 be agreed in principle subject to arrangements being finalised and agreed	Awaiting information from Delaforde Colts	
097/21 Training Hub	The Clerk contact a heat specialist and seek advice about the room and how to manage the heat levels generated by people and equipment. Cllr Cook to calculate the cost to the Council and Facilities and Events to consider the project at their next meeting.	Completed	
099/21 Defibrillator	The defibrillator be placed at Iver Heath Pavilion in a suitable position that enables an electricity supply. Cllr Young to forward details to the Clerk of the contractor used for Richings Park.	Completed	
155/21 Iver Heath Pavilion Fire Safety Work	a. Ear Marked Reserves be used to cover the budget deficit for the statutory remedial works	Completed	
	b. The replacement intruder alarm and fire alarm additional works not be progressed at this time	Removed from workplan	
	c. Appropriate internal CCTV be included in the CCTV tender to cover the entrances	Awaiting car park lighting upgrade to issue invitation to quote	
156/21 Training Hub	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	Bid was successful	
158/21 Christmas Lights	a. The removal of the lights from existing trees be funded through contingency (£980)	Completed	

	b. A quote be requested from Lamps and Tubes for mistletoe balls at Richings Park	Lights in existing 3 year contract	
	c. The proposal to light the tree at Iver Village be agreed at a cost of £2,675 for this year	Completed	
	d. Council be requested to approve additional budget for Christmas Lights of £2,000 as a contingency in case sponsorship is not available	Completed	
159/21 Booking conditions	Subsequent to the changes highlighted above the interim booking terms and conditions be agreed	Added to booking form	
160/21 Allotment charges	The new plot size of 161m2 to 220m2 at a cost of £75 (2021 – 2022 rates) and a water calculation denominator of 2.5 be approved	Implemented	
161/21 Iver Heath Fun Day	a.Chair to request a grant application be completed by the organising body	See 191/21	
	b. The Clerk to seek approval from councillors via e mail to provide £980 from council grant funding	Completed	
	c. In the case of an application being received and the majority of councillors being in agreement £980 to be approved	See 191/21	
164/21 St Peters Burial Ground	a.The Council adopt a minimum burial depth of 2 feet (24”) between the top of the casket/coffin and the surface.	Implemented	
	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	Completed	
165/21 Delaford Colts Agreement	Subject to the inclusion of the conditions above that the draft agreement be agreed	Completed	
190/21 Burial Records	a.The Council seeks a part time temporary role to separate the scanned documents and file in an appropriate manner on the council burials drive	Completed	
	b.The Clerk and Business Administrator continue to update the forms, new records and the website	Website and forms completed	
	c. Adobe writer be added to the software to be accessible to 2 users	Completed	
	d.The church to be requested to re-examine their records for the identified missing records once the records are ordered	Completed – no further records available	
	e.Committee to reconsider cloud based software for burial records once the records are ordered	To reconsider in 2022	
191/21 Fun Day	The Committee funds the provision of the toilets at a cost of £1250 inc VAT from the contingency via an invoice directed to the Parish Council	Awaiting invoice	
192/21 Allotments	a.The Clerk seek quotes to replace the water supplies to the three taps at Iver Heath allotments with above ground piping	Quote to be considered 5/1/22	

	b.Clerk to return to committee with the complete income and expenditure with regard to the allotments	Completed – added to budget report Dec 21	
	c.Fees and charges to remain at the levels agreed in the budget for 2021-2022	Implemented	
	d. A subsidy scheme to be implemented for those on lower incomes with all persons seeking a subsidy signposted to Cllrs Ciarán Beary and Kevin Brown who will consider the request and grant appropriate subsidy	Implemented	
	e. All allotment surplus to be transferred to Ear Marked Reserves for Allotments	Implemented	
	f.The drainage ditches at Iver Heath allotments that run beside the paths to be filled	Completed	
	g.A working group to be formed. Cllrs Stanhope, Brown, Beary and Sullivan to sit on the group along with the allotment association representatives and the allotment tenants	Outstanding task	
	h.All allotment tenants to be written to explaining the outcomes of the Committee meeting	Completed	
299/21 Churchyards	a. The Council adopts the five year approach to memorial testing and applies for a faculty to conduct a programme of testing with additional testing of memorials that have become a concern	Completed	
	b. The Council to contact all failed memorial grave owners in St Peters Burial Ground to inform them of the nature of the failure. To include advice that we cannot guarantee ground stability. Council to provide detail of failed memorials in churchyards for church to contact grave owners	Ongoing	
	c. Council to provide the letter template to the Church for the Church Office to use when writing to all failed memorial owners	Completed	
	d. If Church Office is unable to trace relatives/owners of memorials then copies of all records for the grave to be passed to the Parish Council Office to undertake searches	Implemented	
	e. Council to inform all Churchyard grave owners who make contact of the need to apply for faculty	Implemented	
	f. Clerk to deal with the badger gating in a manner depending on the response of the Church. Further gating licences to be sought only for Parish Council responsibilities	Completed	
	g. Bucks Council to be informed of the issue re the embankment and requested to attend for a site visit with council and diocese to discuss options	Site visited completed. Awaiting info	
	h. Committee to consider NALC Legal Advice when it is received	January Meeting	
	i. Following provisions of records and subsequent searches conducted by Council, if living relatives cannot be found, Council to repair 3 tomb memorials	January meeting	

