

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE FACILITIES AND EVENTS HELD ON 5th JANUARY 2022 AT 7.00PM VIA ZOOM CALL

Present: Councillors Peter Stanhope, Kevin Brown, Julie Cook, Wendy Matthews, Ciaran Beary, Peter Kinchin, Michael Sullivan, Vishal Gupta and Graham Young

Apologies: Councillors Mohinder Bhatti and Adam Burke

Absent: Councillor Sam Bacchu

In attendance: Nicole McCaig (Business Administrator) and Jeremy Day (Deputy Clerk)

403/21 **DECLARATIONS OF INTEREST**

Cllrs Peter Stanhope and Julie Cook declared that they were allotment holders at Iver Heath Allotments and had involvement with the Iver Heath Allotment Association. A dispensation was granted for the meeting.

404/21 **PUBLIC PARTICIPATION**

There were no members of the public attending the meeting.

405/21 **MINUTES**

RECOMMENDED that

the Minutes of the meeting held on 3rd November 2021 be agreed and signed by the Chair.

The Committee received and noted the update version of the Committee Action Plan

406/21 **FINANCE**

The Committee received the income and expenditure for the year to 17 December 2021.

RECOMMENDED that

The Finance Report be noted as received by the Committee

407/21 **PAVILION HIRE – CARETAKING ARRANGEMENTS**

The Deputy Clerk presented the report concerning Caretaking Arrangements for the hire of Pavilions. He was thanked for a detailed and clear report.

The matter of cleaning was discussed at length, and it was recognised that the quality of the cleaning needed reviewing in light of recent incidents. It was accepted that the Caretaker role was extensive (including weekend paly area checks and litter picking) and that regularly the contracted hours did not allow for extensive cleaning. It was recognised that the skills of the current caretaker had meant that a lot of identified small outstanding maintenance jobs had been completed and that now the position is that small jobs can be

picked up as they occur and be dealt with. It was also pointed out that the caretaker responsibility now extends to weekly / regular health and safety checks including emergency lighting checks and checking of fire safety checks.

It was further noted that whilst hirers were not expected to extensively clean up after themselves it was expected that an element of tidying and cleansing after a hire is the responsibility of the hirer and this should be stressed on agreeing hires.

It was further noted that a budget had been set aside for cleaning services to cover absence of the Caretaker.

Comment was made that whilst before the latest wave of Covid there was a slight increase in the number of hires, currently this had subsided and is likely to stay that way over the next few months.

RECOMMENDED that

The officers arranged for all buildings to be deep cleaned as soon as possible using part of the budget set aside for caretaker absence and have the authority to do as required.

The officers review the cleaning situation and bring a proposal to the next meeting in order to proceed for the future. This to include consideration of the charges made in our hiring agreement for cleaning.

408/21

SCOUT HUT AND DELAFORD COLT SIGNS

It was noted that approval for signs on the Scout Hut had been discussed and given before. The installation of the Delaford Colts FC signed was noted.

RECOMMENDED that

The officers confirm this approval with the current Scout Leaders

409/21

ST PETERS BURIAL GROUND AND CHURCHYARD

The Business Administrator reported on the successful completion of managing the Badger ingress at the end of last year. It was noted that members of the Grounds Maintenance Team including the Caretaker and the officers had been heavily involved in the logistics of installing the gate with the representative from the Badger Trust. It was noted that timescales for this were challenging but we were committed to meeting the time constraints on us. The Deputy Clerk reported that the representative had spotted some other Badger activity but this was just outside of our boundary currently.

The Business Administrator reported that progress was being made with contacting relatives of those memorials in the burial ground that had been identified as an issue and they were appreciative of the identification of the issues and were committing to resolve

the issue. The Church Administrator has received all the information regarding memorials in areas other than the Burial Ground looked after by the Parish Council.

The Business Administrator presented the suggested charges relating to the extension of existing rights of burial.

RECOMMENDED that

Officers contact other burials grounds locally to include Stoke Poges Memorial Garden to assess whether our suggested charges are in line with others and have authority to implement the charges without returning to Committee if that is the case.

410/21 ALLOTMENTS

Cllr Stanhope reported on progress made with the setting up of Allotment Associations. Iver Heath Allotments have an association that has been running for about three and a half years. Both Cllr Stanhope and Cook are involved with this. At Iver an Allotment Holder has shown an interest in setting up an association although this is yet to be implemented.

RECOMMENDED that

The Business Administrator puts new plot holders when signing up ofr an Allotment at Iver Heath in contact with the association by passing on the relevant e-mail address. That the Allotment holder at Iver who is keen to get an association up and running is contacted to see if their email address can be given out as appropriate.

Cllr Beary left the meeting at 8.00pm

411/21 WORKING GROUPS

a. Queen's Platinum Jubilee and Events

It was noted that in order to progress events for this occasion the working party needs to be convened as soon as possible to start planning. It was agreed that the invitation to be part of this in our community should be extended beyond just members to include the Resident's Associations, Scout / Guides Associations, British Legion and members of the community.

b. Allotments

The current membership of Cllrs Stanhope, Sullivan, Beary & Brown was noted

RECOMMENDED that

Meetings of both of these Working Groups be convened as soon as possible. Cllr Stanhope agreed to progress this with some urgency.

412/21 PROJECTS 2022 - 2023

Cllr Stanhope reported on a project supporting food rescue – the sharing of food to those in need that would otherwise go to waste. A local project exists but there is need for a freezer and space to house it. It was agreed that the Parish Council should support this activity. It was noted that the Parish Council took no responsibility for the food and subsequent condition of it particularly where fresh food was being frozen on it's 'best before' date.

RECOMMENDED that

That a freezer be acquired and located within a Parish Council site. The Parish Council should look to organisations that might donate a freezer (retailer Iceland as an example) or purchase one.

Cllr Stanhope introduced the paper on solar water pumping and the committee agreed in principle to the idea and to explore it further. In terms of potential water leakage at Iver Heath allotments, the Deputy Clerk agreed that he and the grounds team could work with Cllr Stanhope to explore this further.

413/21

BUDGET 2022 - 2023

The final Budget for 2022 – 2023 having previously been agreed at the last meeting was received and noted.

414/21

ELECTRIC CHARGING POINTS

Cllr Kinchin presented a paper containing his research to date concerning the installation of vehicle charging points based on the Government scheme to assist financially with installations. Councillors agreed that this something that should be progressed as this would benefit residents and visitors to the Parish. Councillors were asked to consider locations around the Parish where these points could be placed to give maximum use. Consideration was given to flat dwellers who might not have private driveways / parking facilities. Cllr Kinchin reported that he had made contact with several providers and there is an opportunity to commission a free no obligation survey to progress matters.

RECOMMENDED that

Cllr Kinchin proceed with commissioning a free survey to progress the idea to the next stage using the Recreation Ground car parks at Iver and Iver Heath as starting locations.

8.57pm - The Committee agreed to suspend Standing Order 3x and to the meeting ending by 9.30pm

415/21

PAVILIONS AND ENERGY

The Committee received and noted the quote for the energy assessment and agreed it's approval was subject to a pending outcome of a Community Board bid.

416/21

HEALTH & SAFETY INSPECTION AND TESTING

The Business Administrator reported on the current status of safety checks within our buildings. Concerns were raised some of our safety checks were overdue and that in the case of Gas safety certificates a good deal of the officers time had taken place to expedite servicing and the issuing of the relevant certificates. Concerns were also raised about insurance cover whilst safety certificates weren't in force. The Business Administrator confirmed that discussions regarding this were underway with our insurers but were not concluded. The Deputy Clerk suggested our Locum Clerk might have further advice / guidance on this matter. The officers identified the issue that previous record keeping has not been as efficient and stringent as is now in place however further investigation into how this happened was required by the Committee. The Deputy Clerk agreed to progress this matter with the advice and assistance of the Locum Clerk.

The Business Administrator report included various recommendations for safety checks to be carried out.

RECOMMENDED that

- Fire Risk Assessments are commissioned for 4 sites (office, workshop and pavilions)
- An amended quote is sought for the disconnection of 2 cold water storage tanks at Iver Heath Pavilion and work is commissioned
- A second quote is sought for the installation of a toilet extractor fan at the office
- Paperwork is sought from the contractor for the remedial electrical work that was recommended at the Iver Heath Pavilion following the Electrical Installation Testing in 2020.
- A second quote is sought for fixed wiring inspection.
- Emergency lighting remedial work at Iver Heath Pavilion, identified during 'flick' testing, is commissioned
- 'Flick' switches are installed at the Jubilee Pavilion to enable the emergency lighting to be correctly tested

417/21

IMPROVEMENTS AND EFFECTIVENESS

No items were identified at this time.

418/21

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.

419/21

IVER HEATH ALLOTMENTS

RECOMMENDED that

A refund of charges be issued in the case of non-use of a plot.

The meeting finished at 9.23pm

Signed..... Chair

Date