

THE IVERS PARISH COUNCIL

**MINUTES OF A MEETING OF THE FACILITIES AND EVENTS
HELD ON 2ND MARCH 2022 AT 7.00PM VIA ZOOM CALL**

- Present:** Councillors Peter Stanhope, Julie Cook, Wendy Matthews, Peter Kinchin and Graham Young
- Apologies:** Councillors Ciaran Beary, Mohinder Bhatti, Adam Burke, Michael Sullivan and Vishal Gupta
- Absent:** Councillor Sam Bhachu
- In attendance:** Nicole McCaig (Business Administrator and minute taker) and Jeremy Day (Deputy Clerk)

493/21 DECLARATIONS OF INTEREST
No declarations of interest were made.

494/21 PUBLIC PARTICIPATION
There were no members of the public in attendance at the meeting.

495/21 MINUTES
The minutes of 5th January 2022 were considered and an amendment was agreed to minute 412/21 “due to its accessibility, the garage at the rear of the office (at 45B High Street) was agreed as a possible location for the freezer”.

RECOMMENDED that

Subject to the amendment detailed above that the minutes of 5th January 2022 be agreed and signed by the Chair.

496/21 FINANCE
The Committee received the income and expenditure for the year to 20th February 2022.

RECOMMENDED that

The Finance Report be noted as received by the Committee.

497/21 CLEANING AND CARETAKING ARRANGEMENTS
The Deputy Clerk presented the report concerning cleaning and key holding arrangements for the hire of Pavilions. He was thanked for a detailed and clear report. The report highlighted that Pavilions are being hired more frequently and the Parish Council has a responsibility to mitigate corporate Health & Safety risks. The Deputy Clerk reported that the current Caretaker doesn't wish to increase their working hours and reiterated that, during the Council meeting on 19th July 2021, they had discussed the potential for the new Caretaker role to grow to two part-time roles or one full time equivalent role.

Councillors discussed the new cleaning charges that had been implemented by officers as per minute 407/21.

The Business Administrator confirmed Delaford Colts FC aren't using the Jubilee Pavilion showers and Iver Heath FC are using the Iver Heath Pavilion showers but make their own cleaning arrangements following use.

Cllr Cook suggested the Parish Council conduct a strategic review of the use of the pavilions and suggested the Administrator is tasked with conducting Health & Safety testing.

Cllr Matthews reiterated the Parish Council have an obligation, under the FA agreement, to provide the Jubilee Pavilion for community use.

Cllr Cook suggested limiting the use of the Pavilions, with a preference for regular hire, to reduce the servicing costs of one-off hire.

Cllr Stanhope offered to be a keyholder for lets when the Caretaker isn't available.

RECOMMENDED that

- A contract cleaner can be used, and costs deducted from hire damage deposits if facilities are not left by the hirer as they were found.
- Regular monthly cleaning of facilities, and when needed as above, is organised with a cleaning contractor.
- Monitor the number of hires and review at next Facilities and Events meeting.
- Review the hire and cleaning charges from 2023-24.
- Review the 2023-24 staffing budget to include the additional Caretaker and Keyholder role.

498/21

ELECTRIC VEHICLE (EV) CHARGING POINTS

Following a review at Iver and Iver Heath Recreation Grounds, Cllr Kinchin gave an update on the progress of installing EV charging points:

- Installation isn't possible at Iver Heath Recreation Ground due to the cost of installing a suitable electricity supply.
- Installation is possible at Iver Recreation Ground.
- Installation isn't viable at the office car park (at 45B High Street), due to the small site where only a small unit could be installed, which would only supply a slow charge for a brief 'top-up'.
- Non-Parish Council land cannot be used as the land owner's permission is needed for installation.

RECOMMENDED that

Cllr Kinchin proceeds with the project to install EV charging points at Iver Recreation Ground with a review of other suitable areas after 1 year.

499/21

ST PETERS BURIAL GROUND AND CHURCHYARD

The Business Administrator reported that two further contractors were approached to provide quotes to make safe the tombs that had been identified as fails during the Health & Safety inspection. One contractor warned that human remains may have been buried at ground level. However, the second contractor felt this wasn't the case and quoted £500 per tomb to make safe (by lifting off the top memorial stone, removing rubble and bricks and placing the memorial stones, plus any side panels with inscriptions, on the floor).

RECOMMENDED that

The Business Administrator prepares a faculty and depending on the cost of the faculty, to proceed with the work to make the tombs safe within the allocated budget. Any tombs which can't be made safe due to exceeding the budget are to be securely and permanently cordoned off.

500/21

JUBILEE PAVILION EXTERNAL LIGHTING

Councillors discussed the various lighting and CCTV options.

RECOMMENDED that

- The Business Administrator seeks costs for changing the daylight sensor to a timer control.
- Cllr Stanhope to report on the current camera locations and report on suitable security lights e.g. heat or motion sensors.
- Cllr Matthews to share contact details so that advice can be sought from the Safety Officer at Buckinghamshire Council.
- Business Administrator to organise replacement of broken lights with anti-vandal LED lights.

501/21

WORKING GROUPS

Queen's Platinum Jubilee and Events

Councillors Stanhope and Cook presented a plan of the weekend events.

RECOMMENDED that

- Grant requests from community organisations are made to the Parish Council via the Grant Application form.
- Business Administrator to purchase a stock of sustainable cups, plates and cutlery which can be provided to organisers of the four main events.
- Councillor Stanhope to liaise with Pinewood Studios to provide a bus to transport residents to the Thursday and Sunday events.
- Open Spaces and Highways Committee Members to organise the planting of trees for the Green Canopy project.
- To purchase approximately 6 rolls of bunting tape.
- Councillor Cook to draft a letter to community organisations inviting them to participate in the bunting production project.
- Administrator to provide approximately 2 hours of admin support to send the above letters.
- Bunting collection to be located at the office.

502/21

FIRE RISK ASSESSMENT AND HEALTH & SAFETY INSPECTIONS

The Business Administrator reported that fire risk assessments had been completed on 24th January 2022. Copies of the reports have been uploaded to Councillor's Documents in Share Point.

RECOMMENDED that

- Business Administrator seeks options and quotes for installing a fire alarm at the Iver Heath Pavilion.
- Business Administrator investigates if a phone line is available at the Iver Heath Pavilion as this will dictate whether a monitored fire alarm is an option.
- Councillors to visit the Workshop at the Iver Recreation Ground on Friday 11th March at 9:30am to review the current heating and rest area arrangements.
- Business Administrator seeks heating options and costs for the Workshop at Iver Recreation Ground.

503/21

IMPROVEMENTS AND EFFECTIVENESS

Agreed to include the following as standing agenda items:

- Chair's Announcements
- Facilities and Events Committee Action Plan

The meeting finished at 20:38pm

Signed Chair

Date