

**THE IVERS PARISH COUNCIL**

**MINUTES OF A MEETING OF THE FACILITIES AND EVENTS COMMITTEE  
HELD ON 1 JUNE 2022 AT 7.00PM**

**Present:** Councillors Ciarán Beary, Peter Kinchin, Julie Cook, Vishal Gupta, Wendy Matthews, Peter Stanhope, Michael Sullivan and Graham Young

**Absent:** Councillor Paul Brooksby

**In attendance:** Nicole McCaig (Business Administrator and minute taker)

**057/22 ELECTION OF CHAIR**

Cllr Cook nominated Cllr Stanhope and Cllr Sullivan seconded the nomination. Councillors took a vote and re-elected Cllr Stanhope as Chair of the Facilities and Events Committee.

**APOLOGIES**

None received.

**058/22 DECLARATIONS OF INTEREST**

Cllr Stanhope declared a non-pecuniary interest as a member of the Royal British Legion. Cllrs Stanhope and Cook declared a non-pecuniary interest in the Iver Heath Allotments.

**059/22 PUBLIC PARTICIPATION**

One member of the public attended as a member of the Iver Heath Bowls Club. They raised the following:

- The car park becomes difficult to use when two events occur at the Iver Heath Recreation Ground at the same time, particularly on Tuesdays, Thursdays and Saturdays.
- The car park lighting doesn't work.
- The Bowls Club would like to submit a Grant Request.

The MoP was advised the Bowls Club could submit a Grant Request to the Clerk of the Council using the form available on the Parish Council website.

- A request was made for the disabled bays to be remarked in the car park and for level disabled access from the car park to the pavement in front of the Iver Heath Pavilion.

**060/22 MINUTES**

The minutes of 2<sup>nd</sup> March and 4<sup>th</sup> May 2022 were considered, and clarification was sought, by Cllr Cook. The Business Administrator confirmed that the amount referred to at minute number 597/21 was included in the grant for the Royal British Legion Beacon Lighting Event at minute number 594/21.

RESOLVED that

The minutes of 2<sup>nd</sup> March and 4<sup>th</sup> May 2022 be agreed and signed by the Chair.

**061/22 CHAIR'S ANNOUNCEMENTS**

Cllr Stanhope reported that preparation for the Jubilee events was progressing well and thanked all those who had helped.

**062/22 FINANCE**

The Committee received the income and expenditure for the year to 24<sup>th</sup> May 2022.

Clarification was sought, by Cllr Cook, regarding which budget the grants for Jubilee Events would be awarded. The Business Administrator confirmed these would be awarded from the Events budget as the Facilities and Events Committee had agreed to facilitate local events.

RESOLVED that

- The Finance Report be noted as received by the Committee.
- The Iver Heath Pavilion electric shutters project be added to the next agenda.

**063/22**

**COMMITTEE ACTION PLAN**

The Committee received the Action Plan.

RESOLVED

- That the Action Plan to be noted as received by the Committee.
- That status updates are to be included in the progress column.
- The status column for actions/projects not going ahead should be left uncoloured.
- To include the date of the meeting from which actions have arisen.
- To circulate the Community Board award for the project at minute number 303/21 (reconfiguration of Iver Heath Pavilion).
- To add the Reconfiguration of Iver Heath Pavilion (minute number 303/21) to the next agenda.
- Cllr Stanhope to submit a Business Plan to full Council for the project at minute number 412/21 (acquire freezer and locate within a Parish Council site). Cllr Stanhope asked that the Clerk clarifies what information needs to be included in the business plan.
- Business Administrator to check the Football Foundation Grant Terms & Conditions to confirm what shower provision must be provided.
- Business Administrator to confirm, with Worknest, what Health & Safety testing must be conducted as the Landlord of 63 Chequers Orchard.

**064/22**

**ALLOTMENTS**

The Business Administrator reported that there are no vacant allotments at either the Iver or Iver Heath allotment sites and that there are 5 people on each waiting list, although, when contacted, none of the 5 people on the waiting list for Iver Heath followed up their initial interest in renting an allotment.

RESOLVED that

- Cllr Stanhope and the Business Administrator to conduct an allotment inspection at the beginning of July 2022.
- Unworked plots would not be maintained by the Parish Council. However, tenants of unworked plots would be contacted, by the Business Administrator, to ask for the reason why their plot is unused and to set a deadline for the tenant to commence work on their plot.

**065/22**

**CCTV**

The Committee received the Draft CCTV Policy.

The Committee requested that a review of all other Parish Council Policies, including the Data Protection Policy was conducted.

RESOLVED

- To adopt the CCTV Policy once changes, agreed by the Committee, have been made by the Business Administrator.
- Business Administrator, to commission a contractor to write a specification for CCTV systems, to include; dummy cameras, potential to expand the system, ability to monitor remotely.
- Investigate funding from the Police & Crime Commissioner for CCTV systems.
- Once a specification has been agreed, Business Administrator to obtain quotes for CCTV at the following locations:
  - o Iver and Iver Heath Pavilions
  - o Points of access at Iver and Iver Heath Allotments
  - o Rear of 45B High Street
  - o Swan Meadow
- Business Administrator to obtain a quote for CCTV cameras at 45B High Street to monitor HGV movements on Bangors Road South.
- Business Administrator to contact Rosie Tunnard to ascertain when she anticipates CCTV provision will be made available, by Buckinghamshire Council, for monitoring HGV movements on Bangors Road.

**066/22**

**FACILITY HIRE OCCUPANCY RATES**

The Committee received the Facilities Hire Occupancy Rates for April 2021 to April 2022.

RESOLVED

- That the Facilities Hire Occupancy Rates to be noted as received by the Committee.
- Cllr Stanhope to draft a resident survey to ascertain how they would like to use Parish Council facilities.
- Business Administrator to arrange installation of 'For Hire' signs at the Jubilee and Iver Heath Pavilions.
- To add a 'Facilities for Hire' link on the Parish Council website home page.
- Business Administrator to ask website host if usage can be obtained.
- Clerk to include Facilities for Hire section in the next editorial piece in In and Around Iver publication.

**067/22**

**FIRE DOOR INSTALLATION AND WORKSHOP MAINTENANCE**

RESOLVED

- Business Administrator to obtain a third quote from a local company recommended by Cllr Kinchin.
- Once a third quote is received, to proceed with the most cost effective quote.
- To fund the works from the Facilities and Events Contingency budget.

**068/22**

**IMPROVEMENTS AND EFFECTIVENESS**

Agreed to ensure a copy of the Parish Council Standing Orders are available at all meetings.

The meeting finished at 20:52pm

Signed ..... Chair

Date .....