**1 February 2019**

Minutes of the Community Projects Committee Meeting

Held at **10.00 am** on **Wednesday 23 January 2019**

at Stantonbury parish Office. 126 Kingsfold, Bradville MK13 7DX

**Minutes**

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|  | **15-minute session for members of the public to speak** |  |
|  | **Attendees**  Cllr D Wright – Acting-Chairman  Cllr G Davison – Arrived at 10.10 am  Cllr S Agintas  Cllr P Kirkham  Helen Sharp-Minute-taker  K Fane – Administrator  D Moore - Administrator |  |
| 22/18 | **Apologies**  Cllr G Parker  Cllr S Kennedy  RFO-R Fairclough  **Accepted by 3 votes for.** |  |
| 23/18 | **Declarations of Interest**  None. |  |
| 24/18 | **Minutes**  Minutes of the last meeting of **Tuesday 13 November 2018** to be agreed and signed. **Agreed by 3 votes for.** |  |
| 25/18  a)  b)  c)  d) | **Review of Football Skills Sessions 2019**  To agree the following dates to hold the Football Skills Sessions:  a.1) Tues 9 Apr 19 - Easter Session 1 a.2) Tues 16 Apr 19 – Easter Session 2  a.3) Tues 23 Jul 19 – Summer Session 1  a.4) Tues 6 Aug 19 – Summer Session 2  a.5) Tues 13 Aug 19 – Summer Session 3  a.6) Tues 20 Aug 19 - Summer Session 4  **All dates agreed by 3 votes for**.  To agree to hold the Football Skills Sessions between the times of 1.00 pm-3.30 pm. **Agreed by 3 votes for**.  To agree to use 2 Football Skills Coaches as a cost of £30.00 each (per 2.5 hour session). **Agreed by 3 votes for**.  To agree to hold the Football Skills Sessions in the Cawarden Play Park. **Agreed by 3 votes for.** | **Office to arrange confirmed bookings.** |
| 26/18  a)  a.1)    a.2)  a.3)  b) | **Review of Play Dates Sessions 2019**  To agree to hold the Play Date Sessions as confirmed below. (Dates to match those of the Circus Skills Sessions as they are run together:)  Thurs 1 Aug 19- Cawarden Play Park-Stantonbury-2.00-4.30 pm.  Thurs 8 Aug 19-Winchcombe Meadows Play Park-Oakridge Park-2.00– 4.30pm. .  Thurs 22 Aug 2019- Barry Avenue Play Park-Bradville-2.00- 4.30 pm.  To agree the equipment items to be used at each location. (Subject to equipment suitability).  b.1) Bronze Package at a cost of £340.00 per session.  b.2) Wikidizer at a cost of £150.00 per session.  b.3) 2 (individual) zorb balls at a cost of £50.00 per ball, per session.  **Cllr Davison arrived at 10.10 am.**  **Following a discussion, the committee agreed to have the MKPA Bronze package at each of the locations provided all areas are suitable. The package is to include: - Bouncy Castle as the inflatable - Arts & crafts activities and  - Sports activities**  **In addition, the committee agreed to the addition of a wikidizer, and 2 single-person zorb balls at each location subject to the MKPA area assessment.**  **Agreed by 4 votes for.**  **Committee also made the request to obtain a copy of the risk assessment and the insurance policy.** | **Office to arrange confirmed bookings.**  **Office to arrange for MKPA representative to assess each areas for equipment suitability.**  **Office to arrange for copy risk assessment and insurance policy.** |
| 27/18  a)  a.1)    a.2)  a.3) | **Review of Circus Skills Sessions 2019**  To agree the Circus Skills Sessions as confirmed below. (Dates to match those of the Play Dates Sessions as they are run together:)  Thurs 1 Aug 19-Cawarden Play Park - Stantonbury - 2.00–4.00pm.  Thurs 8 Aug 19-Winchcombe Meadows Play Park-Oakridge Park–2.00– 4.00pm.  Thur 22 Aug 19 - Barry Avenue Play Park-Bradville – 2.00–4.00pm.  **All Agreed by 4 votes for.** | **Office to arrange the confirmed bookings.** |
| 28/18  a)  b)  c)  d)  e) | **Windsor Castle Coach Trip-Revised to Windsor Town Coach Trip**  **Following discussion, it was decided the at the Windsor Coach Trip should not include the castle, due to the costs involved. The trip was therefore revised to be a coach trip to Windsor Town. Agreed by 4 votes for.**  To discuss whether committee wish to agree the date of Wednesday 8 May 2019, or if consider an alternative of a Tuesday or Thursday in order to include Changing of the Guards. **Committee chose the date of Tuesday 7 May 2019. Agreed by 4 votes for.**  To agree to the use of 1 coach at a cost of £550.00 for a 53-seat coach (to also include parking charge). **Agreed by 4 votes for**.  To agree if the coach used should include a toilet. **Agreed by 4 votes for.**  To agree the cost to be charged per ticket to Parishioners. **Committee decided the cost to be £10.00 per person for parishioners**. **Agreed by 4 votes for**.  To agree the cost to be charged per ticket to people outside of the Parish. **Committee decided the cost to be £12.50 per person for people outside the Parish. Agreed by 4 votes for.**  **It was also agreed that the trip should be adults only.** | **Office to arrange the confirmed booking.** |
| 29/18  a)  b)  c)  d)  e)  f) | **Summer Seaside Trip - Great Yarmouth**  To agree to rescind the vote for Margate in favour of using Great Yarmouth as voted in the last Committee meeting dated 13.11.18. **A discussion followed on how a trip to Margate would be too far for the parishioners and therefore it was decided to rescind Margate as the summer seaside trip in favour of Great Yarmouth. Agreed by 4 votes for.**  To agree the date of Wednesday 14 August 19. **Agreed by 4 votes for.**  To agree to use 3 coaches at a cost of £610.00 per coach. There are no parking charges. **Agreed by 4 votes for.**  To agree if the coach used should include a toilet. **Agreed by 4 votes for.**  To agree the cost to be charged per ticket to Parishioners. **Committee decided the cost to be charged to Parishioners should be £10.00 per person. Agreed by 4 votes for.**  To agree the cost to be charged per ticket to people outside the Parish. **Committee decided the cost to be charged to people outside the Parish should be £12.50 per person.** | **Office to arrange the confirmed booking.** |
| 30/18  a)  b)  c)  d)  e) | **Christmas Market Trip - Stratford-Upon-Avon**  To agree the date of Fri 6 Dec 19. (Only date 2019 market available). **Agreed by 4 votes for.**  To agree to the use of 1 coach at a cost of £475.00. (Parking cost to be confirmed). **Agreed by 4 votes for.**  To agree if the coach used should include a toilet. **Agreed by 4 votes for.**  To agree the cost to be charged per ticket to Parishioners. **Committee decided the cost to be charged to Parishioners should be £10.00 per person. Agreed by 4 votes for.**  To agree the cost to be charged per ticket to people outside the Parish. **Committee decided the cost to be charged to people outside the Parish should be £12.50 per person.** | **Office to arrange the confirmed booking.** |
| 31/18  a)  b)  c)  d) | **Review of Event in the Park Sat 6 July 2019**  Office Manager to update the Community Projects Committee on the current status of the Picnic in the Park event of 2019. **Office Manager requested an attending member of the office staff update the committee.**  **The stage is booked.**  **Office is waiting on confirmation of the entertainers currently booked.**  **It was agreed toilets would not be required at this event as residents could use local facilities**  **An office member was chosen to work with the Chairman to assist with the Event organisation.**  **Cllr Agintas requested the provision of bins be considered.**  **The format of the Event was discussed. For 2019 is was decided that it should be called Picnic in the Park where there will be music acts performing songs from 1960/1970 and 1980. There will be no food stands as the intention is the residents bring their own picnics.** | **Office to check with LM.**  **Office to look into the provision of bins.** |
| 32/18  a)  b)  c)  d)  e)  f)  g)  h) | **Annual Parish Meeting (Meet Your Councillor) Update-Tuesday 16 April 2019**  Councillor Davison to update the committee on the arrangements for the Annual Parish Meeting.  **Cllr Davison confirmed to committee that the Chairman’s Speech would take place at 6.00 pm and committee needed to arrange a suitable sound system.**  **Cllr Kennedy would be arranging the refreshments.**  **The RFO (Responsible Financial Officer) would be preparing the finances involved.**  **All Councillors would be expected to address the public on an individual basis.**  **Display boards are to be prepared.**  **The Neighbourhood Plan Competition is to have its own board and be the same as the Parish Newsletter.  Promotion of the Annual Parish Meeting (Meet Your Councillor). Is was discussed and decided that the meeting should be promoted via The Newsletter/The Website and Facebook.**  **Councillor Davison advised that the Councillors should meet independently to discuss and further.**  Council to discuss and agree what external groups they would like to invite to the meeting and who is to make the arrangements.  **Councillor Davison discussed what external parties the committee wished to invite and passed the committee a list of suggested parties. The committee agreed to invite following parties:**   * **Air Ambulance** * **Food Bank** * **Citizen’s Advice Bureau** * **A previous grant recipient from within the Parish**   **It was agreed none of the combined presentation time should be no longer than 1 hour.**  **Acting-Chairman Wright thanked Cllr Davison for the update.** | **LM to arrange sound system.**  **SK to liaise with RFO for finances for the refreshments.**  **RFO to liaise with SK for finances for the refreshments.**  **All Cllrs.**  **Office to prepare**  **OM to prepare.**  **Office to arrange the promotion via Newsletter/Website and Facebook.**  **All Cllrs.**  **Office to arrange.** |
| 33/18 | **Basketball and Tennis Sessions Update**  Office Manager to update committee on current arrangements for both the Basketball and the Tennis Sessions. **The** **Office Manager requested an attending staff member update the committee. They confirmed that they have been in discussions with the current Football Skills providers whose coaches are all multi-sports trained (which includes Basketball and Tennis). They agreed to work with SPC to assess the court that has been made available to SPC, with a view to providing a quotation and outline of what they can offer.**  **Committee happy to use Martin White Football Factory to provide the coach/coaches for the August sessions.** | **Office to contact Basketball/Tennis Coach providers.** |
| 34/18 | **To agree a future Community Projects Meeting Date**  Council to discuss future meeting date options. **Committee discussed possible dates and times for the next date. It was agreed to hold the next meeting on Tuesday 5 March 2019 at 10.00 am. Agreed by 4 votes for.** |  |

Meeting closed at 10.59 am

**The next meeting of the Stantonbury Parish Council Community Projects Group will be held at the Parish Office, 126 Kingsfold, Bradville, MK13 7DX.**