

29th March 2023

Minutes of the Community Projects Committee Meeting
held on **Wednesday 1st March 2023 at 10.30am**
at Stantonbury Parish Office, 126 Kingsfold, Bradville, MK13 7DX

Minutes

70/22	Chair's Welcome and Introduction to meeting.	Actions
71/22	<p>Present: Cllr Peter Kirkham (PK) Cllr Derek Northwood (DN) Cllr Ann Ronaldson (AR) Cllr Paul McGahan (PM) Cllr John Warren (JW) Cllr Sandra Kennedy (SK) Cllr Carol Northwood (CN) Cllr Linda Morgan (LM) – Chair Cllr Abid Anwar (AA)</p> <p>Mr D Outram (DO) Mrs S Tozer (ST) Mrs D Moore (DM) – Clerk</p>	
72/22	<p>Apologies for Absence: Cllr G Davison (GAD) Cllr J Kite (JK) All above agreed by 9 votes for.</p>	
	<p>Cllr Edward Seaborne – Not Present Cllr Sara Agintas – Not Present</p>	
73/22	<p>Public forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the Chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). None.</p>	
74/22	<p>Chair's Remarks: Winter Warm space – Increase in days of Warm Space Funding for Roman Park & Hanover (Roman Parks now 3 days & Hanover now 2 days)</p> <p>Coronation grant application – Council informed that grant application for Coronation has now been submitted.</p> <p>Clothing Bank – Install date is the 9th March.</p> <p>Meet the Councillors Event – Date confirmed for the 25th April, Council to arrive at 6PM at The Community Hub.</p>	

75/22	Declarations of Interest: - None.	
76/22	To discuss Councillor Davison apologies for the Community Project meeting on the 1st February 2023: Clerk advise Cllr Davison sent apologies after the meeting. Agreed by 9 votes for to accept the apologies.	DM / JH
77/22	Minutes: To approve and sign the Minutes of the Community Projects Committee meeting held on 1st February 2023. Cllr P McGahan raised typo – Page 3 Agenda item 69/22 Minutes Agreed by 5 votes for.	DM
78/22	Reports: Events and Activities meeting notes. Community Hub working group meeting notes. Committee queried the notes and the purpose of the meetings, Clerk advise the benefit of the meetings and will work with the staff on the notes and the frequency of the meetings. Chair asked if everyone had read the notes – Cllr S Kennedy abstained from commenting as she had not read the notes, the rest of the committee acknowledged.	KF / ST / DM
79/22	Newsletter: Committee to review and discuss the draft Spring Newsletter. Committee raised concerns about the content and Clerk gave some suggestions of what we could add to the Newsletter, Committee agreed to suggestions and all staff to help with articles as we are near the deadline.	DM
80/22	Coronation Funding: Committee to approve to transfer £1,000 from reserves for the Coronation event. Chair confirmed the application has been submitted to National Lottery Grant Funding, however the Staff need to start buying items, so we don't miss the order deadline. Committee raised concerns £1,000 would not be enough Councillor Ronaldson Proposed to increase the amount to £2000 and to take from the reserves, Councillor Morgan Seconded. Agreed by 9 votes for.	SE / ST
81/22	Over 50's Spring Coach Trip: Committee to discuss and vote for one coach to Stowe on the wold then continue the trip to Bourton on the water at a cost of £595.00.	

	<p>Agreed by 9 votes for.</p> <p>Date confirmed for the 14th June 2023</p>	KF
82/22	<p>Summer Coach Trip:</p> <p>a) Committee to discuss and vote how many coaches to hire for the summer seaside trip: Council agreed to hire 4 coaches agreed by 9 votes for.</p> <p>b) Committee to confirm which location they would prefer.</p> <p>I. Brighton - 3 Votes.</p> <p>I. Great Yarmouth – 5 Votes.</p> <p>II. Southend – 0 Votes.</p> <p>1 Councillor Abstained from voting.</p> <p>Resolution Great Yarmouth as agreed by 5 votes.</p>	KF
83/22	<p>Summer Play Sessions Events:</p> <p>Following on from the working group meeting on the 22nd February 2023, the Chair and Clerk have gone through paperwork and will update the committee on their findings.</p> <p>Committee to vote on how to proceed.</p> <p>Chair explained to the committee that not having our current provider would increase our costs for these events. Clerk went through the options and explained the difference and the packages that was on offer.</p> <p>Council voted to remain with Milton Keynes Play Association* Agreed by 8 votes for and 1 vote against.</p> <p>*Committee agreed to work closer with MKPA.</p> <p>Council to discussed how many events they would like to hold and the locations.</p> <p>Locations agreed: Oakridge Park, Bradville, Stantonbury.</p> <p>Agreed by 9 votes for.</p>	KF
84/22	<p>Football Summer Sessions:</p> <p>Committee to discuss and vote to hold three football session in the Parish in the summer school holidays at £150.00 per session.</p> <p>Committee felt not enough up take on the last year sessions, agenda item got deferred to talk to supplier for new ideas.</p>	KF

85/22	<p>Circus Skills: Committee to discuss and vote to have Circus Skills at our Summer Play Sessions events at £180.00 per session.</p> <p>Council confirmed Circus Skills to run alongside MKPA at 3 locations.</p> <p>3 sessions agreed by 9 votes for.</p>	KF
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Meeting closed at 11:42

Document No: CH-TCH050423

**The Community Hub
Mercers Drive
Bradville
MK13 7AY**

Terms & Conditions of Hire

It is important to read the conditions as they form part of your contract with Stantonbury Parish Council.

1. Stantonbury Parish Council will hereafter be referred to below as SPC.
2. All bookings are made at the discretion of SPC.

Under the Milton Keynes Council Entertainments Licence, functions must end no later than 11.00pm.

The hall has a maximum capacity of 80 persons.

The Hirer shall ensure that there is present a responsible adult person aged 21 years or more in charge throughout the period of hire.

3. **Block Bookings:**
 - Accepted on a first come first serve basis.
 - If SPC require the hall for any reason a notice will be sent out **7 days** prior to the date of booking.
 - Any changes to a block booking will need to be made in writing to SPC no later than **one month** before the date of booking.
4. All hire charges and refundable deposit must be paid in full no later than **one month** prior to the booking, or at the time of booking if less than one month away. Block bookings are invoiced a month in advance at the beginning of the month **and deposits for block bookings will be returned at the end of their agreement**. If the payment has not been made, the booking will be cancelled and no access to the Hub will be allowed.

Cancellation of any booking must be made in writing.

(email: info@stantonburyparishcouncil.org.uk). The following charges may apply:

- 1 month's notice – no charge
 - More than 7 days notice – 50% of charge
 - Less than 7 days no refund
5. The hirer will indemnify SPC against any loss, damage, claim or expense howsoever arising, caused or occasioned during the hirer(s) use of the premises. It will be the responsibility of the hirer(s) to effect adequate Public Liability insurance to cover risks arising out of the use of the premises by groups or organisations. Proof of Public Liability insurance is required when booking.

Note: The key holder will unlock the building at the commencement of hire. The building will remain unlocked until the end of the hire period. The hirer(s) should ensure that someone is

present within the building throughout this period. They will also explain to the hirer(s) the fire procedures in place in the buildings. The key holder will remain at the building for a maximum of 15 minutes after the commencement of the hire period, the key holder will then lock the building if the hirer has not arrived. No refund will be given.

6. No betting, gaming or lotteries shall take place on the premises except that allowed by law and the Hirer(s) shall obtain any licence or certificate required, prior to booking the Hall for such use.
7. The hirer(s) shall submit details of the planned activity to SPC at the time of booking and ensure compliance with all the relevant legislation, orders and regulations, in particular that relating to music, singing and dancing and the sale and supply of liquor. No intoxicating liquor will be supplied by SPC. All liquor (if required) must be supplied by the Hirer. It is the Hirer's responsibility to ensure that local licensing laws are complied with.
8. The hirer(s) must not cause annoyance or nuisance to local residents or adjoining occupiers by the playing of loud music, parking in front of driveways etc.
9. With the exception of assistance dogs, no animals will be allowed on the premises, or in the caged area behind the building.
10. SPC has a policy of **no smoking** in all of their buildings and associated grounds. This **MUST** be adhered to at all times. This includes electronic cigarettes.
11. **SAFETY**

All hirers must read and be aware of the SPC Fire Evacuation Procedure and the SPC Fire Safety Policy.

A system of emergency lighting is installed in the Hall and must not be interfered with. Fire exits and signs and doors must **not** be obstructed in any manner at all. The hirer(s) must ensure that all the users present are aware of the fire procedures, which are displayed in the building. Tables and chairs must be arranged such that free access is possible at all times to all internal doors and fire exits.

The firefighting equipment must not be removed from the designated fire points and shall only be used for the purposes for which it is installed.

Users must not interfere with the boiler and heating system installed in the Hall.

No form of cooking apparatus may be used inside the hall, other than the standard equipment provided in the kitchen.

Fireworks are not permitted to be used either inside the hall or in the hall grounds for safety reasons and due to the close proximity of neighbouring houses.

Barbecues are not permitted. Outside caterers such as hog roasts can be used with written permission from SPC. This must be requested at the time of booking.

12. All refuse must be removed from the building by the Hirer. Black sacks are available.

13. All SPC equipment can only be used within the facility and must not be removed. The hirer(s) must leave the premises clean and tidy, and all equipment and furniture should be stored away or placed tidily as required by SPC. Cleaning and tidying up must be carried out DURING THE HIRE PERIOD. The hirer(s) is/are liable for the costs of any additional cleaning should this be necessary, together with damage and breakage, which may occur during the hire period. **REFUND OF ANY DEPOSIT IS AT THE DISCRETION OF SPC.**
14. In case of block bookings, the hirer(s) must not leave hirer(s) or group belongings/equipment on the premises without the written consent of SPC. Any items left in the building with SPC's approval, are left at the owners' risk and the responsibility for such belongings lies solely with the hirer(s). Any belongings left on the premises without prior agreement from SPC will be treated as abandoned and may be disposed of by SPC and will be disposed of after one month. Storage is not part of the contract. The provision of such storage is entirely at the discretion of SPC. Hirer(s) must not use unallocated storage space nor overfill allocated space.
15. If the building is **not** vacated promptly at the end of the hire period an additional charge of 1 hour hire will be deducted from the deposit.
16. The premises shall be used for community purposes only and shall not be used as the hirer(s) postal address.
17. No advertising or publicity material will be displayed inside or outside the building without the prior approval of SPC.
18. Any aggression, abuse or physical harassment directed towards our staff will not be tolerated.
19. SPC reserves the right to cancel the booking if the hirer(s) breaks any of the above conditions.
SPC reserves the right to cancel any booking at its discretion and to change or amend the terms and conditions of hire at any time without prior notice.

The Community Hub will be closed to all users on bank holidays and statutory holidays unless prior agreement has been made with SPC.

**The Community Hub
Hire Charges**

Group 1	Hire Charge	Deposits
Charity Status Residents of the Parish (proof will be required on booking) Community Groups	£15 per hour	£100
Day Hire (8.00am-11.00pm)	£210	£100
Group 2		
Non-residents Commercial Hire	£25 per hour	£100
Day Hire (8.00am-11.00pm)	£350	£250

Please note all tables and chairs (50) are included in the hire charge

An invoice will be raised once the booking form has been received

Data Protection: ~~By signing this declaration, you agree to~~ Stantonbury Parish Council **will store** your data in line with our data protection policy. Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Full details of our privacy policy can be seen on our website or upon request.

~~PLEASE NOTE TICKING 'I AGREE TO TERMS AND CONDITIONS' BOX WHEN SUBMITTING A PROVISIONAL BOOKING DECLARES YOUR UNDERSTANDING AND COMPLIANCE TO ALL OF THE TERMS AND CONDITIONS CONTAINED IN THIS DOCUMENT.~~

Signed..... Print Name.....
Date.....
..... (Hirer)

Stantonbury Parish Council
126 Kingsfold
Bradville, Milton Keynes, MK13 7DX
Telephone: 01908 227201
Website: www.stantonbury-pc.org.uk
Email: info@stantonburyparishcouncil.org.uk

Commented [JH1]: Remove wording crossed out (Signing to be obtained from booking form to say they have read and agreed to our t&c's. RED WRITING IS NEW WORDING.

Community Hub Paving Options

Relay a section of Patio outside entrance to Community Hub

A	B	C
£4,550.00	£3,905.00	£3,249.32
Payment on completion	Upfront payment of £2055.60 and £1850 on completion	Payment on completion

Cost to come out £7,000 CH earmarked reserves

Alternatively go to Full Council to consider.

1. Costs to relay the entire patio in the region of £8,295 - £13,950
2. Cost to replace slabs with tarmac in the region of £23,500

Reply to: Kay Pettit
Email: Kay.pettit@milton-keynes.gov.uk
Call: 01908 253099

30 March 2023

Dear Donna

Coronation of King Charles III – Funding for Parishes - award letter

Please accept this letter as confirmation that Stantonbury Parish Council has been awarded **£700** in funding to support you with activities relating to the Coronation of King Charles III. You may already be organising activities and events and this funding can be used to extend initiatives so that more people can benefit.

By agreeing to accept the funding Stantonbury Parish Council agrees to utilise the funding for:

- Hire or purchase of equipment, or decorations for a local event
- Promotion of a local event
- Catering or entertainment for a local event
- Licenses or permits for local events
- Decorations for public places (such as bunting etc)
- Or similar

Please confirm your agreement by email to kay.pettit@milton-keynes.gov.uk after which payment will be arranged.

Kind Regards



Sarah Gonsalves
Director of Communities and Customer Services