

7<sup>th</sup> September 2023

You are summoned to attend a meeting of the **Community Hub Committee, on Wednesday 13<sup>th</sup> September 2023 at 9:00am at Stantonbury Parish Office, 126 Kingsfold, Bradville, MK13 7DX** when the business set out in the following agenda will be transacted.

*D Moore*

**Clerk**  
**Stantonbury Parish Council**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85791661463?pwd=Tk9mdlJvYWw1cExYRDR4cVZsUWdhQT09>

Meeting ID: 857 9166 1463

Passcode: 689427

**Please note these meetings may be recorded.**

|                           |                    |
|---------------------------|--------------------|
| <b>Committee Members:</b> |                    |
| Cllr Carol Northwood      | Cllr Ann Ronaldson |
| Cllr Peter Kirkham        | Cllr Judy Kite     |
| Cllr Paul Baxter          |                    |

**AGENDA**

|       |   |
|-------|---|
| 01/23 | <b>Welcome and Introduction to Community Hub Committee meeting.</b>   |
| 02/23 | <b>Present:</b>   |
| 03/23 | <b>Elect a Chair for the Community Hub Committee:</b>   |
| 04/23 | <b>Apologies for Absence:</b>   |
| 05/23 | <b>Declarations of Interest:</b><br>Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. |
| 06/23 | <b>Public Forum for members of the public to speak:</b><br><i>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)</i>                          |
| 07/23 | <b>Chairs Remarks:</b>  |
| 08/23 | <b>Risk Management:</b>   |
| 09/23 | <b>Terms of Reference:</b><br>Committee to discuss and adopt Terms of Reference. - <b>See backing paper.</b>  |

|       |   |
|-------|---|
| 10/23 | <p><b>Booking system:</b></p> <p>a) Committee to discuss and agree who should have access to the booking system (Teamup).</p> <p>b) Committee to discuss and review current booking form and consider having the form online. – <b>See backing paper.</b></p> |
| 11/23 | <p><b>Commercial Bins:</b></p> <p>Committee to discuss the need to have a Commercial bin at a monthly cost of £49.53 – <b>See backing paper.</b></p>  |
| 12/23 | <p><b>DBS Checks:</b></p> <p>Committee to discuss and agree Committee members to have a enhance DBS Check at a cost of £38.00 per person.</p>   |
| 13/23 | <p><b>Community Hub opening hours:</b></p> <p>Committee to discuss Community Hub opening hours and make recommendation to Full Council.</p>   |
| 14/23 | <p><b>Opening and Closing of Hub:</b></p> <p>Committee to review how the hall is being opened and closed and discuss if they wish to look into different options.</p>   |
| 15/23 | <p><b>CCTV:</b></p> <p>Committee to discuss and agree who should have access to the CCTV.</p>   |
| 16/23 | <p><b>Parking:</b></p> <p>Committee to discuss if they wish to look into placing bollards / barriers on the paving to stop vehicles parking on it.</p>  |
| 17/23 | <p><b>Community Hub activities suggestions:</b></p> <p>Committee to discuss and agree which activities they would like to arrange - <b>See backing paper.</b></p>   |
| 18/23 | <p><b>Tables</b></p> <p>Committee to discuss and review Community Hub tables. – <b>See backing paper.</b></p>   |
| 19/23 | <p><b>Cleaning</b></p> <p>Committee to discuss a cleaning plan and consider purchasing a floor cleaner – <b>See backing paper.</b></p>  |