

15<sup>th</sup> September 2023

Minutes of the **Community Hub Committee Meeting** for Stantonbury Parish Council held on **Wednesday 13<sup>th</sup> September 2023 at 9.00am** at Stantonbury Parish Office, 126 Kingsfold, Milton Keynes, MK13 7DX for the purpose of transacting the business as set out below.

**Minutes**

01/23	<b>Welcome and Introduction to Community Hub Committee meeting.</b>	<b>Actions</b>
02/23	<b>Present:</b> <b>Cllr Carol Northwood</b> <b>Cllr Peter Kirkham</b> <b>Cllr Paul Baxter</b> <b>Cllr Ann Ronaldson</b> <b>Cllr Judy Kite</b>  <b>Donna Moore - Clerk</b>	
03/23	<b>Elect a Chair for the Community Hub Committee:</b> <b>Cllr Ronaldson nominated Cllr Kite, seconded by Cllr C Northwood, Took to a vote. 5 votes for, resolved Cllr Kite is Chair for Community Hub Committee.</b>  <p style="text-align: right;"><b>Resolved</b></p>	
04/23	<b>Apologies for Absence: - None</b>	
05/23	<b>Declarations of Interest:</b> 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. <b>None</b>	
06/23	<b>Public Forum for members of the public to speak:</b> <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> <b>A member of public queried the DBS agenda item, Clerk explained currently no councillors have a DBS Check.</b>	
07/23	<b>Chairs Remarks: - None</b>	
08/23	<b>Risk Management:</b> <b>Clerk informed Committee further CCTV training took place and Clerk to arrange for a manual to be created when the Document Controller is back.</b>	<b>TC</b>
09/23	<b>Terms of Reference:</b> Committee to discuss and adopt Terms of Reference. <b>Committee reviewed no changes requested – agreed to accept 5 votes for.</b>	<b>ST / DM</b>

Signature: J.Kite..... Date:19.10.2023.....

		<b>Agreed</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). <b>Committee agreed Community Hub Chair to have admin rights, all other committee members to have read only access and to use “Info” email address – Rangers also to have read only access.</b></p> <p>b) Committee to discuss and review current booking form and consider having the form online. – <b>Committee agreed to create online booking form.</b></p> <p><b>New box to be added to the booking form reference chairs and tables.</b></p>	<b>Agreed</b>	<p><b>ST</b></p> <p><b>ST / TC</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.</p> <p><b>Committee reviewed and felt there wasn’t enough need for it now, Committee will revisit, if hall is booked more often.</b></p> <p><b>5 votes against having a Commercial bin.</b></p>	<b>Agreed</b>	<b>ST</b>
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> <p><b>All agreed to have a DBS Checks – Office to sort with Committee members.</b></p>	<b>Resolved</b>	<b>ST</b>
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> <p><b>Committee was made aware there is nothing in the transfer deeds to say we must close the Community Hub at 10pm. Committee feels its better for the residents in Bradville to close the building at 10pm and not 11pm and wish to make a recommendation to Full Council. Office to change the daily rate on the Terms and Conditions.</b></p> <p><b>Office to report back to Committee if losing hall hirers due to the change in hours.</b></p> <p><b>5 votes for</b></p>	<b>Agreed</b>	<b>ST</b>
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>		

	<p><b>Committee raised concerns at the cost of a 3<sup>rd</sup> party company opening and closing the Hub at weekends, Office to look into if they charge us if hirer isn't ready to leave at the agreed time.</b></p> <p><b>Committee agreed to check if a councillor could unlock and lock first, if not then ask the 3<sup>rd</sup> party to sort.</b></p> <p><b>Committee requested to add to the booking form to make hirers aware an additional charge will be added if hirer isn't ready to leave at the end of their booking.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<p><b>ST</b></p> <p><b>ST</b></p>
15/23	<p><b>CCTV:</b> Committee to discuss and agree who should have access to the CCTV. <b>Committee agreed Cllr C Northwood, Cllr Baxter, Cllr Kite to have access, Office to check if there is a cost to this.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>ST</b>
16/23	<p><b>Parking:</b> Committee to discuss if they wish to look into placing bollards / barriers on the paving to stop vehicles parking on it. <b>Committee agreed Office staff to get prices for signs to be installed and words painted on the Carpark ground.</b></p> <p><b>Committee requested to note a future request to look into extending the carpark.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>ST</b>
17/23	<p><b>Community Hub activities suggestions:</b> Committee to discuss and agree which activities they would like to arrange. <b>Committee agreed to start hosting Bingo sessions and we would provide Pizza, Office to purchase bigger bingo tickets.</b></p> <p><b>Committee agreed to look at a youth club, find more companies and to make contact again with MK Dons for 2 sessions a week.</b></p> <p><b>Committee to review the options of a Christmas fair and a teddys bear picnic and report back to committee.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<p><b>ST</b></p> <p><b>ST</b></p>
18/23	<p><b>Tables</b> Committee to discuss and review Community Hub tables.</p> <p><b>Committee recognises the tables are heavy for residents to move, Committee agreed to leave 6 tables out and 20 chairs, and to amend the booking form to ask residents if they want them away to tell us.</b></p> <p><b>Committee wished to discuss tables again at next meeting to get more examples of lightweight tables.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>ST</b>

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19/23	<p><b>Cleaning</b> Committee to discuss a cleaning plan and consider purchasing a floor cleaner. <b>Committee requested a deep clean of each room at the Hub, and to increase cleaning hours per week.</b></p> <p><b>Our currently cleaning company to recommend a floor cleaning machine and to advise us how many additional hours they might need.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>ST</b>
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Meeting Closed 10:38