

12<sup>th</sup> October 2023

You are summoned to attend a meeting of the **Community Hub Committee**, on **Thursday 19<sup>th</sup> October 2023 at 9:30am** 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/84088496131?pwd=aHlpbnZkSGtublZxSUxjcjB2Tk9JQT09>

Meeting ID: 840 8849 6131

Passcode: 759671

**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**

20/23	<b>Welcome and Introduction to Community Hub Committee meeting.</b>
21/23	<b>Present:</b>
22/23	<b>Apologies for Absence:</b>
23/23	<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.
24/23	<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>
25/23	<b>Chairs Remarks:</b> Bollards for Community Hub
26/23	<b>Risk Management:</b>
27/23	<b>Minutes:</b> To approve and sign the Minutes of the meeting held on: <b>Wednesday 13<sup>th</sup> September 2023.</b>
28/23	<b>Terms of Reference: Referred from Main Meeting on 20<sup>th</sup> September 2023</b> Committee to discuss and adopt Terms of Reference. - <b>See backing paper.</b>

29/23	<b>Events on our premises:</b> Committee to discuss fitness sessions on our premises and how they wish to proceed.
30/23	<b>Solar Panels:</b> Committee to discuss the need for solar panels – <b>See backing paper.</b>
31/23	<b>Upcoming events:</b> Committee to discuss upcoming events and agree a set budget.
32/23	<b>Supply of Food and Drinks for Events:</b> Committee to discuss and agree a way forward to purchase miscellaneous items.

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>	<b>Resolved</b>
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:..... Date: .....

		<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>		

Signature:..... Date: .....

	<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>

Signature:..... Date: .....

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

Document No: CHC130923



## COMMUNITY HUB COMMITTEE

### TERMS OF REFERENCE

Signed:  
The Chair of Community Hub Committee

Date:

Signed:  
The Chair of Stantonbury Parish Council

Date:

## Document History

<b>Created by Clerk</b>	<b>10/07/2023</b>
<b>Reviewed and agreed by Community Hub Committee</b>	<b>13/09/2023</b>
<b>Reviewed and adopted at Main Meeting</b>	<b>20/09/2023</b>
<b>Deferred back to Community Hub Committee and approved</b>	<b>19/10/2023</b>
<b>Reviewed and adopted at Main Meeting</b>	<b>15/11/2023</b>

**DRAFT**



## **Community Hub Committee Terms of Reference**

**Purpose:** To promote the use of the Hub as a centre for use by local people, organisations and businesses. To ensure the Hub is an accessible, safe location. To encourage use of the Hub for activities aimed at increasing community links and overcoming social isolation.

**Quorum:**

5 Parish Councillors to be appointed annually at the Annual Council Meeting. The quoracy of the Committee shall be no less than 3 members.

**Chair:**

The Chair is to be elected by the Community Hub Committee at their first Meeting following the Annual Council Meeting.

**Meetings:**

At least 6 meetings a year at the Parish Council Office on a weekday on dates to be agreed by the Committee or as requested as per the Chair of the Committee.

**Duties:**

- To ensure the efficient operation and management of the Hall, including to consider health and safety issues in relation to the use of Hall.
- Review Booking Conditions and Use of Hall.
- Review charges on an annual basis.
- Liaise/consult with hirers/users of the Hall.
- Review security of the building.
- Arrange publicity and marketing.
- Review budget on a regular basis including income and expenditure.
- Make recommendations to the full Council.

**Delegated Powers**

- Committee to have delegated powers for all the above items.
- Committee to have a budget allocated annually.
- Authorised to spend up to £5000.

**Meeting Requirements**

- a) All members of the Committee are to take relevant training.

Councillors wishing to resign from a Committee must do so by notifying the Clerk.

## Backing paper information

### OPTION A

Attended site: No.



#### **No. of panels**

14

#### **Panel type**

JA 500 Wp

#### **Warranties**

25-year performance warranty

12-year product warranty

#### **Can they be moved?**

If we were to install your solar PV array then only we would be able to remove them to retain all product warranty. We would also be able to safely store the panels whilst any work took place. This would all be a service we would quote for you at the time.

#### **Servicing – not included.**

If by servicing you mean cleaning then solar PV panels generally take very little maintenance and self-clean themselves with the rain. We would be able to come out and thoroughly clean them if this was required but we would cross that bridge and quote for that if/when required.

#### **Included in quote**

**Inverter:** Solis 5G - 5kW Hybrid (5 year warranty)

**Mounting system:** On-Roof system using Schletter frame with Trapezoid roof anchors

**TOTAL COST OF SYSTEM: £13,164.18 (incl. VAT)**

#### **OPTIONAL**

##### **Battery**

Solis - Pylon 7.1 kWh battery system

7 + 3 year warranty

**Size:** Dimensions 450 (W) x 296 (D) x 822 (H) (millimetres)

**Cost:** £9,244.14

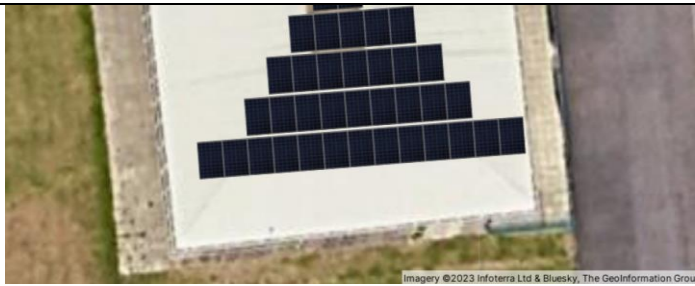
##### **Bird mesh**

Only for pitched above roof systems

**Cost:** £708.00

**OPTION B**

**Attended site:** Yes.

 <p><small>Imagery ©2023 Infoterra Ltd &amp; Bluesky, The GeoInformation Group</small></p>	<p><b><u>No. of panels</u></b> 36</p> <p><b><u>Panel type</u></b> 415 Watt Panels (TSM-415DE09R.B5)</p> <p><b><u>Warranties</u></b> 25 year performance warranty 15 year product warranty,</p> <p><b><u>Can they be moved?</u></b> Yes the solar panels can be switched off via an isolator located on ground floor anytime and yes they can be completely de commissioned removed and then re fitted and recommissioned over a few days at a labour plus scaffolding cost only, just as long as it is our company that do this work our 10 year warranty of parts and labour still stands. But If anyone else removes it we can no longer warranty the system. Please note there is a third party insurance already included with our quote that should we go out of business the parts and labour warranty remains covered.</p> <p><b><u>Servicing – not included.</u></b> Would recommend a basic check over every few years at a cost of £250 plus VAT. We will have an online monitoring App included in our install so we will know the system is working all the time. If there is a fault, we will be informed via the app. There would be no call out charge as this is covered by supplier’s parts and labour warranty included with the quote.</p>
<p><b><u>Included in quote</u></b> <b>Inverter:</b> 1 x RHI-3P10K-HVES-5G (10 year warranty)</p> <p><b>Mounting system:</b> Tilt Racks (36 panels)</p> <p><b>Battery:</b> 1 x BluE-Pack 10.2 with 10.24 kWh Total Battery <b>Storage (now rebranded to CYG 10.2 KW Battery system)</b> (5 Year Product Warranty, 10 Year Performance Warranty/ guarantee 80% efficiency after 10 years of constant use) <b>Size: Dimension (W x D x H) 540 x 490 x 240</b></p> <p><b>Bird mesh:</b> May be installed at now extra cost.</p>	
<p><b>TOTAL COST OF SYSTEM:</b> <b>£16,999.00 (incl. £0.00 VAT)</b></p>	

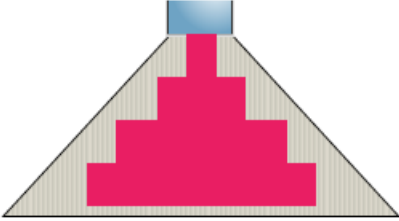
**OPTION C**

**Attended site:** Yes.

<p>No image available. <b>Chosen location:</b> South Roof.</p>	<p><b><u>No. of panels</u></b> 16 (arranged in 1 array)</p> <p><b><u>Panel type</u></b> 400w All Black SunTech Panels</p> <p><b><u>Warranties</u></b> 12 Year Manufacture Warranty 15 year manufacturers guarantee on 90% of the nominal performance 25 year manufacturers guarantee on 85% of the nominal performance</p> <p><b><u>Can they be moved?</u></b> The panels may be removed but if the roof is being re-done, the mounting may need to be renewed.</p> <p><b><u>Servicing – not included.</u></b> Servicing of the system is not currently included but supplier has a workmanship warranty so any faults with the system are covered FOC for the first 2 years. They are currently putting together an O&amp;M package for these size systems and can look to introduce it post installation.</p>
<p><b><u>Included in quote</u></b> <b>Inverter:</b> RHI-(3-6)K-48ES-5G (5 or 10 year manufacturers' warranty) <b>Mounting system:</b> 1 x Black Rail</p>	
<p><b>TOTAL COST OF SYSTEM: £7,300.00</b></p>	
<p><b><u>OPTIONAL</u></b> <b>Pigeon Proofing</b> <b>Cost:</b> £490</p> <p><b>Battery:</b> Would have to be quoted separately but would recommend 10kW of battery storage <b>Size:</b> Confirmed at quote. <b>Cost:</b> Confirmed at quote.</p>	

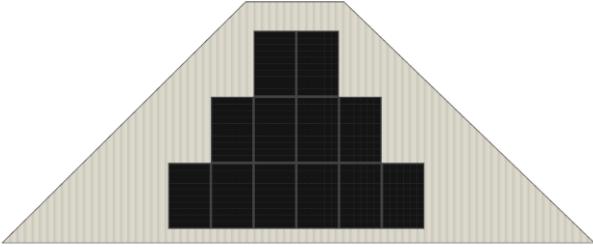
**OPTION D**

**Attended site:** Yes.

<p><b>Roof diagram</b></p>  <p>Roof South Orientation: -6° Pitch: 11°</p>	<p><b><u>No. of panels</u></b> 18</p> <p><b><u>Panel type</u></b> *HIB* Longi HiMo5 405W All Black Mono Dimensions 1134 x 1722mm</p> <p><b><u>Warranties</u></b> 12-year materials &amp; processing warranty 25-year Extra Linear Power output warranty</p> <p><b><u>Can they be moved?</u></b> If the panels need to be removed for access to the roof, then supplier would undertake this (to maintain your MCS registration and ongoing warranties of the Solar / battery solution).</p> <p>An application for a cost would need to be submitted should it be required along with details of any change to the roof type (as this could change the mountings used).</p> <p><b><u>Servicing – not included.</u></b> Maintenance program is an optional extra and can be quoted for separately.</p>
<p><b><u>Included in quote</u></b> <b>Inverter:</b> SolarEdge HomeHub Inverter - 3ph, 5kW inverter / 12-year warranty <b>Mounting system:</b> Fastensol mounting <b>Battery:</b> 3 x SolarEdge Home Battery 48V. <b>Size:</b> 540mm (W) x 500mm (H) x 240mm (D) / 10-year warranty <b>Metal Pigeon Protection</b></p>	
<p><b>TOTAL COST OF SYSTEM: £28,184.28 (incl. VAT)</b></p>	

**OPTION E**

**Attended site:** Yes.

	<p><b><u>No. of panels</u></b> 12</p> <p><b><u>Panel type</u></b> Jinko Tiger Neo 430W N-Type All Black Mono solar panel</p> <p><b><u>Warranties</u></b> 10 year workmanship warranty Extended Inverter Warranty (10 years)</p> <p><b><u>Can they be moved?</u></b> The panels can be removed and returned back into place without affecting the warranty provided a proper MCS accredited electrician does that job in the future. He/she would then most likely provide us with a workmanship warranty on that particular work.</p> <p><b><u>Servicing – included.</u></b> Servicing on solar panels is minimal. If the panels at Bradville get covered in bird poo in a prolonged dry spell for example then the panels could easily be blasted off with a Karcher pressure washer or hose as it's only a single storey building. In the main the UK's copious amounts of rain will keep them clean and maintenance free. We will receive a full HIES warranty upon purchase and that includes FREE independent inspections if any potential problems do arise.</p>
<p><b><u>Included in quote</u></b> <b>Inverter:</b> G3 GivEnergy 5kW hybrid inverter <b>Mounting system:</b> 12 x Fastensol end clamp (30mm black), 18 x Fastensol mid clamp (30mm black), 12 x Fastensol black end cap, 30 x Standing seam clamp, 30 x Fastensol cross connect, 6 x Fastensol rail splice, 10 x Fastensol silver rail 3300mm <b>Battery:</b> 2 x Gen2 GivEnergy 9.5kWh LiFePO4 Battery (integrated DC breaker) / Size: 800mm(H) x 480mm(W) x 242mm(D) / <b>Warranty:</b> BTT Unlimited Cycles / 10 Years <b>Reinforced BirdBlocker for Solar Panels</b></p>	
<p style="text-align: right;"><b>TOTAL COST OF SYSTEM: £16816</b></p>	