

2nd November 2023

Minutes of the **Community Hub Committee Meeting** for Stantonbury Parish Council held on **Thursday 19th October 2023 at 9.30am** at Stantonbury Parish Office, 126 Kingsfold, Milton Keynes, MK13 7DX for the purpose of transacting the business as set out below.

Minutes

20/23	Welcome and Introduction to Community Hub Committee meeting.	Actions
21/23	<p>Present: Cllr Carol Northwood Cllr Peter Kirkham Cllr Sandra Kennedy – nominated to replace Cllr Paul Baxter. Cllr Ann Ronaldson Cllr Judy Kite - Chair</p> <p>Donna Moore - Clerk</p>	
22/23	<p>Apologies for Absence: Cllr Paul Baxter – 5 votes for</p>	
23/23	<p>Declarations of Interest: 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. – None.</p>	
24/23	<p>Public Forum for members of the public to speak: <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) – None.</i></p>	
25/23	<p>Chairs Remarks: Bollards for Community Hub – Chair explained we had received 1 quote for the bollards, Office staff arranging more quotes.</p> <p>Office to place enquire into MKCC to see if we can get the land to the left off the carpark behind the clothing bank up to the back garden fences, this would potentially allow enough room for parking cars on both sides.</p> <p>Office to enquire with MKCC do we need to keep the white line for the pedestrian walkway.</p>	<p>ST</p> <p>ST</p> <p>ST</p>
26/23	<p>Risk Management: Chair recommended for a DBS check to be arrange for a volunteer who is now helping at the Community Hub.</p>	ST

Signature: **J. Kite**

Date: **23.11.2023**
Page 1 of 3

	<p>Chair also requested office to arrange Food Hygiene course for councillors and the same volunteer.</p> <p>Food hygiene for Cllr Kennedy / Cllr C Northwood / Cllr Ronaldson / Cllr Morgan and 1 Resident.</p>	ST
27/23	<p>Minutes: To approve and sign the Minutes of the meeting held on: Wednesday 13th September 2023. Agreed – 4 votes for 1 abstained.</p> <p style="text-align: right;">Resolved</p>	
28/23	<p>Terms of Reference: Referred from Main Meeting on 20th September 2023 Committee to discuss and adopt Terms of Reference. Clerk reminded Committee why this was on the agenda as Full Council requested some amendments, Committee agreed to the changes – 5 Votes for.</p> <p style="text-align: right;">Agreed</p>	
29/23	<p>Events on our premises: Committee to discuss fitness sessions on our premises and how they wish to proceed.</p> <p>Committee agreed to send a letter to the fitness organisation to make them aware if they wish to use our land they must hire the premises, if they do not wish to pay, we need to ask them to leave.</p> <p>Committee have concerns we are losing bookings, and this 3rd party organisation is using the car park when we have paid organisations using the hall and are unable to park. Office to draft a letter.</p> <p>Agreed 5 votes for.</p> <p style="text-align: right;">Agreed</p>	ST
30/23	<p>Solar Panels: Committee to discuss the need for solar panels. Committee reviewed the backing papers and had concerns and questions, at this time though they wish to defer the decision till the 4 - year plan is produced to understand the Council wishes for the Community Hub. – Agreed 5 votes to defer.</p> <p style="text-align: right;">Deferred</p>	
31/23	<p>Upcoming events: Committee to discuss upcoming events and agree a set budget.</p> <p>Committee agreed to hold:</p> <ul style="list-style-type: none"> • Soup Super at a cost of no more than £250.00. • Bingo events for the rest of the financial year £20 prize voucher for Full House, box of chocolates for a Line, Committee agreed to 	

	<p>provide pizza at a cost of no more than £70.00 per event – office to purchase using debit card.</p> <ul style="list-style-type: none"> • Teddy bear picnic at a cost of no more than £100.00. • Tabletop sale to charge £5.00 per table and to spend a cost of no more than £50.00 for miscellaneous items tea, coffee, and cakes. • Christmas party at a cost of no more than £200.00 plus entertainer (try Toddler Time music and movement), no more than 6 kids per family, party for under 12's. • Arts and Crafts on Tuesday morning for rest of the financial year at a cost of no more than £500.00. <p>Agreed 5 votes for.</p> <p style="text-align: right;">Agreed</p>	ST
32/23	<p>Supply of Food and Drinks for Events: Committee to discuss and agree a way forward to purchase miscellaneous items.</p> <p>Clerk explained we are waiting a response from BALC in connection to a Councillor having a debit card.</p> <p>Clerk has offered for the staff to purchase the items needed with their prepaid debit cards. Committee agreed to defer – 5 votes to defer.</p> <p style="text-align: right;">Deferred</p>	DM

Meeting closed 10:30