

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:..... Date:

	<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 	

Signature:..... Date:

	<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

Signature:..... Date:

17th November 2023

Wash/Scrubber/Dryer for The Community Hub

Does the Committee wish to consider purchasing a Commercial piece of equipment to clean the floor at the Community Hub?

Purchase Option.

Please see separate specification leaflet for a Viper AS380B powered by a battery or cable. This type of machine was recommended for the size of the hall the cost below is for the same machine just prices from different suppliers.

Supplier	Mains	Battery Battery will run for 2 ½ – 3 hours
A	£1,418	£1,892
B	£1,200	£1,724
C	£1,500	£1,850

Please note all quotes plus VAT.

Hire Option.

We can also hire the equipment as a when required at hire cost of £100.00 each time.

To note the floor is now being cleaned more often with a mop and bucket and we have seen an improvement.



AS380/15TM

A compact and user friendly
micro scrubber/dryer perfect for
cleaning in narrow areas



VIPER

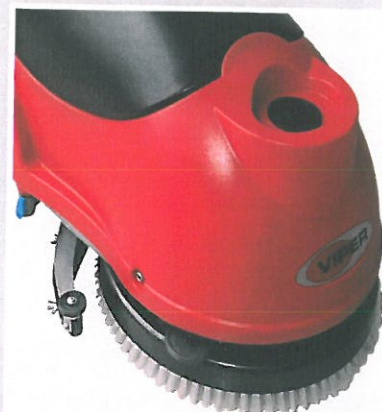


COMPACT MICRO SCRUBBER/DRYER MODEL: AS380/15

The perfect solution for cleaning in narrow areas

- Ergonomic, adjustable and foldable handle makes it easy to use and easy to storage
- Extremely compact machine that makes it easy to manoeuvre and transport

You will find it ideally suitable for daily indoor scrubbing and drying in light to medium areas such as offices, hotels, hospitals, schools, smaller supermarkets and other retail outlet.



	AS380/15 B	AS380/15 C
Technical specifications		
Solution tank (l)	15	15
Recovery tank (l)	15	15
Scrubbing width (cm)	38	38
Brush/pad diameter (cm)	38	38
Brush/pad pressure (kg)	-	-
Squeegee width (cm)	49	49
Coverage rate (m ² /h)	750	750
Voltage (V)	24	220-240
Sound pressure level (dB(A))	65	69
Speed control (rpm)	150	140
Brush motor (Watts)	250	250
Vacuum motor 2 stages (Watts)	250	250
Cable length (m)	-	15
Onboard charger	yes	no
Battery type	2 x 12V, 35Ah/20h	-
Battery compartment size (LxWxH) (mm)	196x130x175	-
Operation weight (kg)	60	40
Gross weight (kg)	65	44
Length x Width x Height (cm)	78 x 41.5 x 59	78 x 41.5 x 59
Reference		
	50000199/50000200 (UK)	50000201/50000202 (UK)

Standard accessories

Brush	VF89801	VF89801
Front squeegee blade	VF89502	VF89502
Rear squeegee blade	VF89503	VF89503
Battery	VF89039	-
Charger	VF89023EU/VF89023UK	-

Optional accessories

Pad driver	VF89804	VF89804
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VIPER EUROPE

Internet: www.vipercleaning.eu
E-mail: info.eu@vipercleaning.com

DEALER:



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17th November 2023

Christmas Party

Committee agreed at the meeting on 19th October 2023 to arrange for a Christmas Party for children.

The date for the party is Saturday 16th December 12:00 – 14:00pm at the Community Hub.

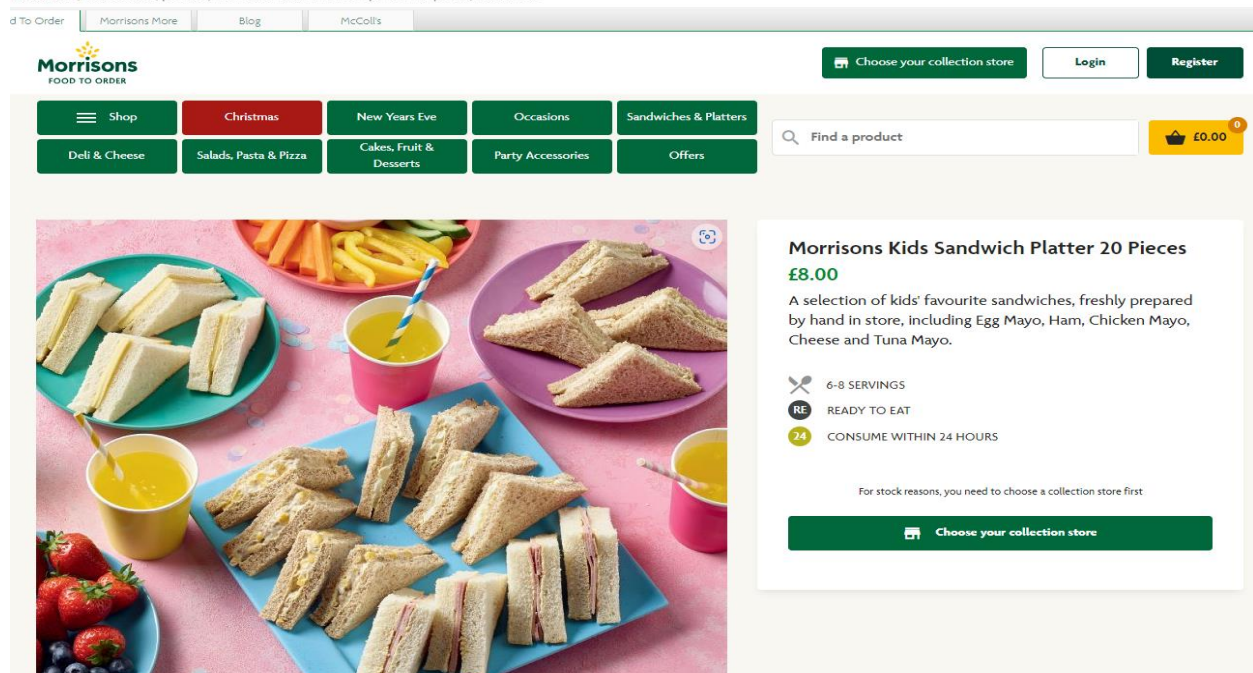
Copy of the detailed minute below:

- **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.**

Office staff have booked the entertainer, they can only hold a party for maximum of 40 children.


- Committee to agreed to provide party food, sandwiches, crisps, cocktail sausages, sausage rolls etc, and to confirm these items are to be brought. (example of cost of sandwiches below).


rrisons.com/foodtoorder/product/morrisons-kids-sandwich-platter-20-pieces/108024602





The screenshot shows the Morrisons website interface. At the top, there's a navigation bar with 'Morrisons More', 'Blog', and 'McCollis'. Below that is the Morrisons logo and a navigation menu with categories like 'Shop', 'Christmas', 'New Years Eve', 'Occasions', 'Sandwiches & Platters', 'Deli & Cheese', 'Salads, Pasta & Pizza', 'Cakes, Fruit & Desserts', 'Party Accessories', and 'Offers'. A search bar is present with the text 'Find a product'. To the right, there's a shopping cart icon showing '£0.00'. The main content area features a large image of the 'Morrisons Kids Sandwich Platter 20 Pieces' which includes various sandwiches, a bowl of fruit, and a drink. The product title is 'Morrisons Kids Sandwich Platter 20 Pieces' with a price of '£8.00'. Below the title, there's a description: 'A selection of kids' favourite sandwiches, freshly prepared by hand in store, including Egg Mayo, Ham, Chicken Mayo, Cheese and Tuna Mayo.' There are also icons for '6-8 SERVINGS', 'READY TO EAT', and 'CONSUME WITHIN 24 HOURS'. At the bottom of the product card, there's a note: 'For stock reasons, you need to choose a collection store first.' and a 'Choose your collection store' button.



- Committee to advise if they would like to purchase a small selection box as a gift for each child, (example of cost below for a selection box).

SEARCH CHECKOUT

SEARCH  **0.00** CHECKOUT >

ADD ADD



 89g 

Sofyfine Sonny The Sloth Chocolates 137g Cadbury Dairy Milk Small Chocolate Selection Pack 89g

£5.99 **£0.99**
£4.37 per 100g £1.11 per 100g

ADD ADD

Tahnee Campbell

From: Natasha Brown <Natasha.Brown@Milton-keynes.gov.uk>
Sent: 09 January 2023 15:07
To: Donna Moore
Subject: RE: Food and Drink Provision Enquiry

Hi

Yes you will need to register.

Thanks

Natasha Brown
Principal Environmental Health Officer
To speak with me: use Microsoft Teams or 01908 252408
Milton Keynes City Council | Civic | 1 Saxon Gate East | Central Milton Keynes | MK9 3EJ
www.milton-keynes.gov.uk

From: Donna Moore <donna.moore@stantonburyparishcouncil.org.uk>
Sent: 09 January 2023 14:18
To: Natasha Brown <Natasha.Brown@Milton-keynes.gov.uk>
Subject: [EXT]FW: Food and Drink Provision Enquiry

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Hello Natasha, before I fill in the registration food business application, I just wanted to confirm we actually need to.

We have received the grant funding from MKCC for the cost of living crisis.

We have opened our main office and Community Centre, where staff and volunteers are warming up soup and providing toast.

This event will only be till the end of march, and I have completed the food safety level 2 course.

If I do need to complete the application no worries, I just wanted to check.

Kind regards

Donna

Donna Moore
Clerk

Stantonbury Parish Council
Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX

Tel: 01908 227201

Mobile: 07305 076483

e mail: info@stantonburyparishcouncil.org.uk

Facebook www.facebook.com/stantonburyparishcouncil/

Visit the Parish Council web site at www.stantonburyparishcouncil.org.uk

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From: Natasha Brown <Natasha.Brown@Milton-keynes.gov.uk>

Sent: 14 December 2022 14:12

To: Kerry Fane <kerry.fane@stantonburyparishcouncil.org.uk>

Subject: RE: Food and Drink Provision Enquiry

Ms Fane

Thank you for your email.

You would need to register with this Department. There is no charge for Registration. You can either complete and return the attached Registration Form or register online following a link at the bottom of this page

[Registration of a food business establishment from Milton Keynes Council \(www.gov.uk\)](#)

You do not need to wait for this inspection before starting your food business.

Training

You must ensure that you and any member of staff who handles food is supervised and instructed and/or trained in food hygiene appropriate for the work they do. There is no legal requirement to attend a formal training course or get a qualification, although you and any staff may wish to attend a course. Level 2 Food Safety in Catering course is likely to be suitable.

Food Safety Management System

You will need to consider the management of food safety. Regulation (EC) No. 852/2004 requires all food businesses to implement a documented food safety management system based on the principles of HACCP (Hazard Analysis Critical Control Points). This means that you must analyse your food business and identify all the food safety hazards in your operation and ensure that you have systems in place to control them. The documents and records required should be commensurate with the nature and size of the business. To assist small businesses in complying with this requirement the Food Standards Agency has produced a pack called Safer Food Better Business. Completing and implementing this pack will ensure that you comply with the above requirement providing that it is fully completed. If your business only handles low risk food you may not need a documented food safety management system.

A copy of the Safer Food Better Business pack and other useful leaflets can be obtained from the Food Standards Agency website www.food.gov.uk.

Food businesses can download and print the SFBB packs from the following link: www.food.gov.uk/business-industry/caterers/sfbb/.

You will need to know if any foods you sell contain allergens and you must be able to tell the customer about the ingredients in the foods sold. See <https://www.food.gov.uk/business-guidance/allergen-guidance-for-industry>

Food Hygiene Rating Scheme

During your first routine food hygiene inspection three elements are scored (food hygiene and safety, structure including cleaning and confidence in management). The three scores (ranging from 0 – Good to 25 or 30 – Bad) are added together to give a hygiene rating. These elements are used as they are under your direct control and reflect the way in which the business is managed and operated. The ratings range from **5 – Very Good** to **0 – Urgent Improvement Necessary**. The top rating of 5 – Very Good, represents a ‘very good’ level of compliance with legal requirements and all businesses irrespective of the nature or size of their operation should be able to achieve this. Each of these three elements is essential for making sure that food hygiene standards meet requirements and the food served or sold to you is safe to eat.

If your food business is a ‘low risk’ establishment which would not generally be recognised by consumers as being a food business, then your business would be categorised as ‘exempt’ from the scheme.

If you have any further queries please do not hesitate to contact me.

Regards

Natasha Brown

Principal Environmental Health Officer

To speak with me: use Microsoft Teams or 01908 252408

Milton Keynes City Council | Civic | 1 Saxon Gate East | Central Milton Keynes | MK9 3EJ

www.milton-keynes.gov.uk

From: Kerry Fane <kerry.fane@stantonburyparishcouncil.org.uk>

Sent: 13 December 2022 13:27

To: EHNorth team <EHnorth@milton-keynes.gov.uk>

Cc: Donna Moore <donna.moore@stantonburyparishcouncil.org.uk>; Jane Carr <Jane.Carr@milton-keynes.gov.uk>

Subject: [EXT]Food and Drink Provision Enquiry

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Good Afternoon,

We are a Parish Council looking into starting up a Warm Spaces scheme here at the Parish Office at which we would like to provide food that could be either warmed in a microwave or a toaster. We would also like to provide hot and cold drinks (tea/coffee/hot chocolate/squash/water).

Before we do this, we would like to know what certificates/training we are legally required to have please.

I would appreciate it if you could advise us as soon as possible please so we can get things in place. If this is not advise, you are able to provide, please could you let me know who might be able to help.

Kind regards

Kerry

Kerry Fane

Senior Administrator

Stantonbury Parish Council

Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX

Tel: 01908 227201
Mob: 07305 076484

E-mail: info@stantonburyparishcouncil.org.uk
Website: www.stantonburyparishcouncil.org.uk



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15th November 2023

Hire of The Community Hub (weekends only)

1st April 2023 – 31st December 2023

May	June	July	August	September	October	November	December
13 th 28 th	24 th	2 nd 8 th 30 th	5 th 20 th 27 th	2 nd 3 rd 10 th 16 th	15 th 21 st 22 nd 28 th 29 th	12 th 18 th *split 19 th x 2 25 th 26 th x 2	2 nd 3 rd x 2 9 th 10 th x 2 16 th 17 th 30 th 31 st

*Split indicates that the person opening and closing visited the Hub twice to open and close during the one hire.

x2 indicates 2 separate bookings on the same day

Total 35 hires during this period

During this period Clearing Buddy attended the Community Hub on 3 occasions at a cost of £30 per visit = £120