

11<sup>th</sup> December 2023

Minutes of the **Community Hub Committee Meeting** for Stantonbury Parish Council held on **Thursday 23<sup>rd</sup> November 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

33/23	<b>Welcome and Introduction to Community Hub Committee meeting.</b>	<b>Actions</b>
34/23	<p><b>Present:</b> Cllr Carol Northwood Cllr Peter Kirkham Cllr Paul Baxter Cllr Ann Ronaldson Cllr Judy Kite - Chair</p> <p>Donna Moore - Clerk</p>	
35/23	<b>Apologies for Absence: - None.</b>	
36/23	<p><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></p>	
37/23	<p><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></p> <p><b>2 members of the public attended the meeting.</b></p> <p><b>S Kennedy requested to be named in the minutes, she wishes to raise a concern for the need to keep the footpath at the Community Hub and wanted clarification for Nit and Natter opening hours over Christmas.</b></p>	
38/23	<p><b>Chairs Remarks:</b> Update on: DBS Checks. <b>Clerk updated the Committee and advised them we are going through an umbrella company and the office is sorting.</b></p> <p>Carpark extension – MK City Council. – <b>Clerk explained we are waiting to hear back from MK City Council, a 2<sup>nd</sup> suggestion has also been to move the footpath to the grass area.</b></p> <p>Bollards and lines – Quotes. – <b>Office is finding it difficult to get more costings, Office to breakdown the quote already received and review at next meeting.</b></p>	<b>ST</b>

Signature: **J. Kite**

Date: **11.01.2024**

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	MK Dons – Youth Club. <b>Chair updated the Committee to explain we had a meeting with MK Dons and was pending a quote.</b>	
39/23	<b>Risk Management:</b> Fire alarm at the Community Hub. – Office have now created a procedure. <b>Clerk updated the Committee that a procedure for the Fire Alarm and Security Alarm has now been created and stored at the Hub.</b>	<b>Noted</b>
40/23	<b>Minutes:</b> To approve and sign the Minutes of the meeting held on: <b>Thursday 19<sup>th</sup> October 2023. Agreed – 4 votes for 1 abstained.</b>	<b>Resolved</b>
41/23	<b>Block bookings:</b> a) <b>Gensis Childcare</b> Breakfast Club – Monday – Friday 7am – 9am. <b>Committee agreed to this booking, office to make sure they have public liability insurance. – Agreed 5 votes for.</b> <b>Agreed</b> b) <b>Gensis Childcare</b> Afterschool Club – Monday – Friday 3pm – 5pm. <b>Committee did not agree to this booking as limiting the use for other organisations. – 5 votes against.</b> <b>Against</b> c) <b>Bethnal Worship Centre</b> – potential 4 Sundays - 10am – 1pm. (including 31 <sup>st</sup> December). <b>Committee did not agree to this booking due to the dates, but to offer the organisation further dates in January – 4 votes against, 1 vote for.</b> <b>Against</b>	<b>ST</b>
42/23	<b>Floor cleaning equipment:</b> To review the need for a powered floor cleaning machine <b>Committee agreed there was a need to obtain a floor cleaning machine.</b> a) Does the Committee wish to hire a machine as and when needed. <b>Committee discussed and voted against to hire the machine – 5 votes.</b> b) Does the Committee wish to purchase a machine. <b>Committee discussed and agreed it would be financially better to purchase the machine and they agreed to option B – 5 votes for.</b> <b>Agreed</b>	<b>ST</b>
43/23	<b>Winter Warmer Events:</b> Committee to discuss ideas of events they could run at the Community Hub to support residents in the winter months. <b>Committee agreed to run more events on other days, office to contact councillors and Parish Guardians to ask if they would like to help volunteer.</b>	<b>ST</b> <b>Agreed</b>
44/23	<b>Children party:</b> Committee to review and discuss backing paper. a) Committee to agree to purchase food.	<b>ST</b>

	<p>b) Would the Committee like to purchase a small selection box for each child that attends.</p> <p><b>Committee reviewed backing paper and agreed to purchase food and a selection box for each child – Office to sort. 5 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	
45/23	<p><b>Hand towels:</b> Committee to discuss the need for hand towels in the toilets as we have now installed hand dryers.</p> <p><b>Committee agreed to continue purchasing hand towels – 3 votes for 2 abstained.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>ST</b>
46/23	<p><b>Registering Community Hub as a food premises:</b> Clerk to update the Committee on registering the Community Hub premises as providing food and to look at setting rules for who is allowed in kitchen and what the hygiene rules must be followed. <b>Clerk updated the Committee to let them know that MK City Council was attending our premises on 28<sup>th</sup> November to conduct an inspection. Committee acknowledged.</b></p> <p style="text-align: right;"><b>Noted</b></p>	<b>ST</b>
47/23	<p><b>Caretaker:</b> Committee to review the usage of the Community Hub and consider the option of looking at potential need for a Caretaker.</p> <p><b>Clerk explained the volunteers or organisation that lock the Community Hub do not offer cleaning support, so our cleaning hours have increased.</b></p> <p><b>Committee acknowledge the increase in bookings but agreed there is no case to employ a caretaker currently, Committee did wish for the future budget to note the situation might change and there might be a need.</b></p> <p><b>Office to talk to 3<sup>rd</sup> party organisation who lock up to see if they will offer cleaning and at what cost.</b></p> <p><b>Agreed 5 votes for</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>ST/DM/ RFO</b>
48/23	<p><b>Community Hub Rota:</b> Committee to arrange for a events rota to be officially updated to make sure there is enough cover to help at events.</p> <p><b>Committee agreed to an official Rota to be created and Office to have access. 5 votes for.</b></p> <p style="text-align: right;"><b>Agreed</b></p>	<b>TC</b>
49/23	<p><b>Resident Communication:</b> Committee to discuss ideas of how to increase our reach to the residents (notice boards, leaflets, social media).</p> <p><b>Committee wish to focus on making residents aware the Hub and what events we do. Committee will look at producing more flyers, installing more notice boards and keep posting on social media.</b></p>	<b>ST</b>

Meeting closed 11:30am