

11th December 2023

Minutes of the **Community Hub Committee Meeting** for Stantonbury Parish Council held on **Thursday 23rd 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	Welcome and Introduction to Community Hub Committee meeting.	Actions
34/23	<p>Present: Cllr Carol Northwood Cllr Peter Kirkham Cllr Paul Baxter Cllr Ann Ronaldson Cllr Judy Kite - Chair</p> <p>Donna Moore - Clerk</p>	
35/23	Apologies for Absence: - None.	
36/23	<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>	
37/23	<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)</i></p> <p>2 members of the public attended the meeting.</p> <p>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.</p>	
38/23	<p>Chairs Remarks: Update on: DBS Checks. Clerk updated the Committee and advised them we are going through an umbrella company and the office is sorting.</p> <p>Carpark extension – MK City Council. – Clerk explained we are waiting to hear back from MK City Council, a 2nd suggestion has also been to move the footpath to the grass area.</p> <p>Bollards and lines – Quotes. – Office is finding it difficult to get more costings, Office to breakdown the quote already received and review at next meeting.</p>	ST

Signature:..... Date:

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

Signature:..... Date:

	<p>b) Would the Committee like to purchase a small selection box for each child that attends. Committee reviewed backing paper and agreed to purchase food and a selection box for each child – Office to sort. 5 votes for.</p> <p style="text-align: right;">Agreed</p>	
45/23	<p>Hand towels: Committee to discuss the need for hand towels in the toilets as we have now installed hand dryers. Committee agreed to continue purchasing hand towels – 3 votes for 2 abstained.</p> <p style="text-align: right;">Agreed</p>	ST
46/23	<p>Registering Community Hub as a food premises: 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. Clerk updated the Committee to let them know that MK City Council was attending our premises on 28th November to conduct an inspection. Committee acknowledged.</p> <p style="text-align: right;">Noted</p>	ST
47/23	<p>Caretaker: Committee to review the usage of the Community Hub and consider the option of looking at potential need for a Caretaker. Clerk explained the volunteers or organisation that lock the Community Hub do not offer cleaning support, so our cleaning hours have increased.</p> <p>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.</p> <p>Office to talk to 3rd party organisation who lock up to see if they will offer cleaning and at what cost.</p> <p>Agreed 5 votes for</p> <p style="text-align: right;">Agreed</p>	ST/DM/ RFO
48/23	<p>Community Hub Rota: Committee to arrange for a events rota to be officially updated to make sure there is enough cover to help at events. Committee agreed to an official Rota to be created and Office to have access. 5 votes for.</p> <p style="text-align: right;">Agreed</p>	TC
49/23	<p>Resident Communication: Committee to discuss ideas of how to increase our reach to the residents (notice boards, leaflets, social media). 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.</p>	ST

Meeting closed 11:30am

Signature:..... Date:

CH EVENTS ROTA – JANUARY 2024

Event Leads: Carol Northwood (*Knit & Natter and Bingo Night*) / Ann Ronaldson (*Hobbies @ The Hub*)

PLEASE NOTE: Anyone preparing food **MUST** have passed their Food Safety certification.

WEEK 1	EVENT	START / END	NAME(s) <i>Unlocking Hub and food preparation</i>	NAME(s) <i>Helping with drinks</i>
MON 01/01/2024				
TUE 02/01/2024				
WED 03/01/2024				
THUR 04/01/2024				
FRI 05/01/2024				
SAT 06/01/2024				
SUN 07/01/2024				

CH EVENTS ROTA – JANUARY 2024

Event Leads: Carol Northwood (*Knit & Natter and Bingo Night*) / Ann Ronaldson (*Hobbies @ The Hub*)

WEEK 2	EVENT	START / END	NAME(s) <i>Unlocking Hub and food preparation</i>	NAME(s) <i>Helping with drinks</i>
MON 08/01/2024				
TUE 09/01/2024	KNIT & NATTER	10AM – 1PM	CAROL NORTHWOOD	JUDY KITE
WED 10/01/2024				
THUR 11/01/2024				
FRI 12/01/2024				
SAT 13/01/2024				
SUN 14/01/2024				

CH EVENTS ROTA – JANUARY 2024

Event Leads: Carol Northwood (*Knit & Natter and Bingo Night*) / Ann Ronaldson (*Hobbies @ The Hub*)

WEEK 3	EVENT	START / END	NAME(s) <i>Unlocking Hub and food preparation</i>	NAME(s) <i>Helping with drinks</i>
MON 15/01/2024				
TUE 16/01/2024	KNIT & NATTER	10AM – 1PM	CAROL NORTHWOOD	JUDY KITE
WED 17/01/2024				
THUR 18/01/2024	BINGO NIGHT	6:30PM – 9PM	CAROL NORTHWOOD	JUDY KITE
FRI 19/01/2024				
SAT 20/01/2024				
SUN 21/01/2024				

CH EVENTS ROTA – JANUARY 2024

Event Leads: Carol Northwood (*Knit & Natter and Bingo Night*) / Ann Ronaldson (*Hobbies @ The Hub*)

WEEK 4	EVENT	START / END	NAME(s) <i>Unlocking Hub and food preparation</i>	NAME(s) <i>Helping with drinks</i>
MON 22/01/2024				
TUE 23/01/2024	KNIT & NATTER	10AM – 1PM	CAROL NORTHWOOD	JUDY KITE
WED 24/01/2024				
THUR 25/01/2024	HOBBIES @ THE HUB	10AM – 1PM	ANN RONALDSON	SANDRA KENNEDY JUDY KITE CAROL NORTHWOOD
FRI 26/01/2024				
SAT 27/01/2024				
SUN 28/01/2024				

CH EVENTS ROTA – JANUARY 2024

Event Leads: Carol Northwood (*Knit & Natter and Bingo Night*) / Ann Ronaldson (*Hobbies @ The Hub*)

WEEK 5	EVENT	START / END	NAME(s) <i>Unlocking Hub and food preparation</i>	NAME(s) <i>Helping with drinks</i>
MON 29/01/2024				
TUE 30/01/2024	KNIT & NATTER	10AM – 1PM	CAROL NORTHWOOD	JUDY KITE
WED 31/01/2024				

5th January 2024

Commercials Bins at the Community Hub.

Due to the increase of usage at the Community Hub, does the Committee wish to consider to provide a commercial waste bin for the hirers to use.

- Biffa are the local supplier to our area and the cheapest.
- The bin can hold up 15 bags - 1100 litre.
- Will be collected fortnightly.
- If stolen or damaged they will replace we would just need to pay delivery charge of £25.00.
- The collection day will be between Monday and Friday.
- The bin has a standard lock, to stop other people using it.
- We can add our own lock but must supply biffa with key.
- We can put bin in a shed or chain it to the fence but need to supply biffa with key, or make sure its unlocked on collection days.

Clerk's recommendation would be to offer a Commercial Bin.

5TH January 2024

Proposal to supply a TV for the Community Hub

TV

Price for TV £550.00 for Samsung **55inch**
[Search results in All TVs - Curry's Business](#)

Stand

Price for a moveable stand £70.00
[RFIVER Mobile TV Stand on Wheels for 32-80 Inch LCD/LED/OLED Plasma Screen, Mobile Floor TV Stand Height-adjustable Free Standing, Metal Wheels, MAX 50KG and VESA 600x400mm: Amazon.co.uk: Electronics & Photo](#)

Aerial

Price for the aerial £300.00, Due to the shape of the Hub and the height of the building the Aerial company recommends a Aerial for better signal over a dish.

License

Price for TV license £159.00 for a Commercial license.
[Pay for your TV Licence - TV Licensing™](#)

Total cost around £1,100*

*Committee to consider spending no more than £1,300 to include any unexpected costs (delivery charges and any issues that might occur when installing the aerial).

WEEKLY EVENTS						
Event	Day & Time	Start Date	End Date	Description of provision	Target audience	Allocated spend
Knit & Natter <i>Run by SPC</i>	Tuesday 10AM -1PM	09/01/2024	26/03/2024	<ul style="list-style-type: none"> • Knitting & crafting • Free food & drinks • Parent & child crafting session included. 	Adults (50+) Parents with preschool aged children	Already agreed.
Hobbies @ The Hub <i>Run by SPC</i>	Thursday 10AM – 1PM	25/01/2024	28/03/2024	<ul style="list-style-type: none"> • Board games • Jigsaw puzzles • Newspapers • Free food & drinks 	Adults (50+)	£400.00

JANUARY EVENT				
Event	Date & Time	Description of provision	Target audience	Allocated spend
Bingo Night	THUR 18/01/2024 Doors open at 6:30PM for 7PM start	<ul style="list-style-type: none"> • Free games of bingo • Prizes for the winners • Free food & drinks 	Adults (18+)	Already agreed.

FEBRUARY EVENTS				
Event	Date & Time	Description of provision	Target audience	Allocated spend
Arts & Crafts <i>Run by SPC</i>	MONDAY 19/02/2024 10AM – 12NOON	<ul style="list-style-type: none"> • Free arts & crafts • Free food & drinks • Half-term event 	Children under 16 years. Parents	£50.00
Bingo Night <i>Run by SPC</i>	THURSDAY 22/02/2024 Doors open at 6:30PM for 7PM start	<ul style="list-style-type: none"> • Free games of bingo • Prizes for the winners • Free food & drinks 	Adults (18+)	Already agreed.
Music & Play <i>Run by Ragdolly Anna with SPC supporting</i>	FRIDAY 23/02/2024	<ul style="list-style-type: none"> • Music and Play Session • Free snacks & drinks • Half-term event 	Children under 12 Parents	Ragdolly Annas - £120.00 £100.00

MARCH EVENTS				
Event	Date & Time	Description of provision	Target audience	Allocated spend
Tabletop Sale <i>Run by SPC</i>	SATURDAY 02/03/2024 10AM – 2PM	<ul style="list-style-type: none"> • £5 per table • Table holders keep money from items they sell. • Items brought by table holders. • Bric-a-brac & handmade crafts • Free drinks 	Adults (18+)	£50.00 already agreed.
Teddy Bears Picnic <i>Run by SPC</i>	WEDNESDAY 13/03/2024 11AM – 1PM	<ul style="list-style-type: none"> • Child brings teddy bears/favourite toy • Free snacks provided. • Meet other parents 	Preschool children (under 5s) Parents	£100.00 already agreed.
Bingo Night <i>Run by SPC</i>	THURSDAY 28/03/2024 Doors open at 6:30PM for 7PM start	<ul style="list-style-type: none"> • Free games of bingo • Prizes for the winners • Free food & drinks 	Adults (18+)	Already agreed.

Further suggestions

Target audience: Teenagers

- **Game Therapy UK** <https://www.game-therapy.co.uk/>
Charity providing innovative, evidence-based therapeutic games (“Dungeons and Dragons Therapy”) for vulnerable groups such as young people and adults with neurodivergence.
- **Milton Keynes Dance Theatre** <https://www.mkdancetheatre.com/educational-outreach>
MK Dance Theatre's educational outreach programs are designed to ignite a passion for dance, creativity, and the arts among young people.
- **Young Driver (Driving lessons for 4 – 17 year olds)** <https://www.youngdriver.eu/parties#tab4>
Early-driver training for 10-17 year olds.

**Items in red are new suggestions*