

THE IVERS PARISH COUNCIL

24th October 2023

To all Members of the FACILITIES AND EVENTS COMMITTEE

You are hereby summoned to attend the **Facilities & Events Committee of The Ivers Parish Council** to be held on **Wednesday 1 November 2023** commencing at **7.00pm**. This meeting will be held at The Hub, Parish Council Offices (45B High Street, Iver, SL0 9ND) for the purpose of transacting the following business.

Karen Crouchurst

Locum Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
 - a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
 - b. To receive any written requests for dispensations for disclosable pecuniary interests;
 - c. To grant any requests for dispensation as appropriate.
3. **PUBLIC PARTICIPATION** - *An Open Session will be held for members of the public who may make representations, ask questions and give evidence about agenda items. Parish Councillors may also make comment at this time. Each person speaking will usually be limited to three minutes. Duration of this part of the meeting usually to be no longer than fifteen minutes.*
4. **MEETING MINUTES**

To confirm and sign the minutes of the meeting held on the 6th September 2023 - see Appendix 4.
5. **CHAIR'S ANNOUNCEMENTS**
6. **FINANCE**

To receive the Budget Comparison Report dated 23rd October 2023 - see Appendix 6.
7. **FACILITIES AND EVENTS COMMITTEE ACTION PLAN**

To receive the Facilities and Events Committee Action Plan – see Appendix 7.
8. **DRAFT FACILITIES & EVENTS BUDGET 2024-25 FOR CONSIDERATION**
 - a) Committee to consider the draft Facilities and Events Expenditure Budget in preparation for recommendation to full council – see Appendix 8a.
 - b) Committee to consider the draft Facilities and Events Income Budget in preparation for recommendation to full council – see Appendix 8b.
 - c) Committee to agree a Schedule of Fees and Charges for 2024-25 in preparation for recommendation to full council:
 - see Appendix 8c (1) – no fee increase, plus the inclusion of a £2.50

booking fee to cover administration costs and the fee charged by SumUp for card payments.

- Appendix 8c (2) – fees increased by CPI and rounded to the nearest £ for accurate administration, plus the inclusion of a £2.50 booking fee to cover administration costs and the fee charged by SumUp for card payments.

9. SOLAR PANEL PROJECT – 45B HIGH STREET

Further to the committee's decision to proceed with the above project, prior to the receipt of grant funding (minute number 167/23);

- a) Committee to consider the report of the Business Administrator – see Appendix 9.

10. CHRISTMAS LIGHTS ELECTRICITY SUPPLY

Committee to approve an additional cost, leading to a budget overspend of approximately £2,756.80, for Christmas lights electricity supply as follows:

- i. Unmetered electricity supply and standing charge - total additional cost = £4,436.80
- ii. Budget remaining in the Christmas Lights budget = £1,680.

11. CHRISTMAS LIGHTS EVENT (25 NOVEMBER 2023)

- a) To receive updates from the working group.
- b) Committee to agree whether the Christmas lights switch on event is managed by the parish council.
- c) If the above is agreed, the Clerk and Deputy Clerk must be provided with the following before the event:
 - i. Event Risk Assessment.
 - ii. Confirmation of stallholder public/product liability insurance.
 - iii. Confirmation of food and drink stall hygiene certification and appropriate procedures are in place for highlighting allergens.
 - iv. Events licence if the event involves music and selling alcohol.
 - v. Assurance that event organisers are aware of fire procedures.
 - vi. Assurance that DBS checks are in place where appropriate.

12. ALLOTMENT PRICING WORKING GROUP

To receive updates from the working group.

13. D-DAY 80TH ANNIVERSARY BEACON LIGHTING AND EVENT – THURSDAY 6TH JUNE 2024

- a) Committee to select (from version a or b) to approve the design of the new beacon top – see Appendix 13a.
- b) To receive an event planning update from the committee.

14. EXCLUSION OF PRESS AND PUBLIC

To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential).

15. REQUEST FROM IVER HEATH ALLOTMENT TENANT

To receive an oral report from the Business Administrator following a request for an extension of time to allow the removal of belongings and equipment from a plot where the tenancy has been ended by the parish council for non-cultivation – see photographs Appendix 15.

16. COMPENSATION FROM INSURANCE COMPANY

To receive an oral report from the Business Administrator following receipt of compensation from the parish council's insurance company.

Cllrs on the Committee: Cllrs Ciarán Beary (ex-officio), Peter Kinchin (ex-officio), Julie Cook, Vishal Gupta, Wendy Matthews, Peter Stanhope and Michael Sullivan

Copies to: Cllrs Paul Brooksby, Sam Bhachu, Mohinder Bhatti, Adam Burke, Sarah Hutchins, Stuart Mills and Graham Young