

**THE IVERS PARISH COUNCIL**

**MINUTES OF A MEETING OF THE FACILITIES AND EVENTS COMMITTEE  
HELD ON 4 SEPTEMBER 2024 AT 7.00PM**

**Committee Members Present:** Councillors Kevin Brown, Julie Cook, Vishal Gupta, Wendy Matthews, Peter Stanhope and Graham Young

**In attendance:** Nicole McCaig (Deputy Clerk for F&E).

**APOLOGIES**

None received.

**ABSENT**

Cllr Sullivan.

**139/24 DECLARATIONS OF INTEREST**

- a) No declarations of interest were made.
- b) No written requests for dispensations for disclosable pecuniary interests were received.
- c) No dispensations were granted.

**140/24 PUBLIC PARTICIPATION**

There were no members of the public in attendance at the meeting.

**141/24 MINUTES**

The minutes of 3<sup>rd</sup> July 2024 were considered.

**RESOLVED** that:

The minutes of 3<sup>rd</sup> July 2024 be agreed and signed by the Chair.

**142/24 CHAIR'S ANNOUNCEMENTS**

The Chair announced that the Iver Village Residents' Association summer Olympic event, held at the Iver Recreation Ground in July, was well attended.

**143/24 FINANCE**

The Committee received the Facilities and Events Budget Comparison Report dated 23<sup>rd</sup> August 2024.

**RESOLVED** that:

- The Facilities and Events Budget Comparison Report dated 23<sup>rd</sup> August 2024 be noted as received by the Committee.
- A budget line is included in the 2025-26 budget, to support the VE Day 80<sup>th</sup> Anniversary event at the Iver Heath British Legion.
- A list of Ear Marked Reserves, relevant to the committee, is provided at all committee meetings going forward.

**144/24 COMMITTEE ACTION PLAN**

The Committee received the Action Plan.

**RESOLVED** that:

- The Action Plan be noted as received by the Committee.

145/24

### **ADDITIONAL RECREATION GROUND AND PLAY AREA CCTV COVERAGE**

The committee discussed that anti-social behaviour at the recreation grounds was sufficient justification for increasing CCTV coverage.

The Deputy Clerk advised the committee that the Clerk's advice, to follow the Information Commissioner's Office (ICO) Impact Assessment process, should be heeded.

In light of the above, the committee reviewed the CCTV policy.

#### **RESOLVED:**

- Deputy Clerk to proceed with the ICO's Impact Assessment. Once the process is complete and increased CCTV coverage is found to be viable, to continue with the following:
- Deputy Clerk to obtain quotes for additional hard drive capacity, to maintain sufficient recording backup times.
- Committee to request from full council that funds are vired from the underspent D-Day event budget, with additional funds, if needed, from General Reserves, to fund the additional cameras and hard drives.
- To amend sections of the CCTV policy as follows:
  - Objectives – to add the words in bold: To protect the Parish Council **owned and managed** buildings, **land** and equipment
  - Procedures – to delete paragraph 1.4
  - Access to Images 5.3.2 – to add the words in bold: To make a report regarding suspected criminal **or anti-social** behaviour

146/24

### **JUBILEE PAVILION CHANGE OF USE – FOLLOWING MEETING WITH FOOTBALL FOUNDATION ON 17<sup>TH</sup> JUNE 2024**

The Deputy Clerk reported that the Football Foundation had offered two options:

- 1) Council may request to be released from the Football Foundation's Terms and Conditions of the grant. However, the Council may be required to pay back a pro-rated amount of the grant.
- 2) The Council may investigate reconfiguring the existing space and there is potential that the Football Foundation will provide a grant of up to £25,000 (or 75% of the project cost) towards the improvements. The Football Foundation have requested a rough sketch of the plans for initial views from their technical team.

#### **RESOLVED:**

- Deputy Clerk to forward building plans, ideally identifying load bearing walls, to the committee.
- Deputy Clerk to forward the Football Foundation website address with guidance for pavilion designs for new builds and refurbishments.

147/24

### **CHRISTMAS LIGHTS SWITCH ON EVENT – 23<sup>RD</sup> NOVEMBER 2024**

The committee considered the quotation from St John Ambulance for event first aid cover.

The committee discussed running a scaled back, 2-hour event with a focus on family activities and less focus on commercial stalls, including:

- Iver Singers performance (or similar performers), 15 minutes before lights switch on, and 15 minutes after switch on.
- Donuts and food stall.
- Father Christmas and sleigh for selfies
- Face painting (indoors)

- Donkeys, if they can be provided free of charge, with the correct animal licence.

**RESOLVED:**

- Deputy Clerk to proceed with booking event first aid cover with St John Ambulance.
- Deputy Clerk to obtain costings and purchase 2 x solar/battery powered light up reindeer to accompany sleigh, up to a maximum budget of £150.
- Cllr Stanhope/Brown to provide appropriate size for the above reindeer once they have inspected the condition of the sleigh.
- Cllr Stanhope to complete SAG form and external stall layout.
- Administration Assistant to produce a 'hold the date / more information to follow' post on social media.

The meeting finished at 19:53pm

Signed ..... Chair

Date .....