

Facilities and Events Committee Action Plan 2024 - 2025

Date of Meeting	Minute Number & Agenda Item	Resolution	Progress / Status Updates	Status
03/07/2024	066/24 Plot 10 Iver Allotments	Not to grant a partial rent refund due to waterlogging and to put the tenant on the waiting list as a top priority for a new plot.	Tenant advised and offered IH Plot 14	
03/07/2024	067/24 Jubilee Pavilion change of use	To defer this item to the next meeting.	Sept meeting agenda	
03/07/2024	068/24 Fire panel	To proceed with contractor 2.	PO raised – awaiting install date 01/10/2024 chased 29/10/2024 installation planned	
03/07/2024	069/24 Air-con	To proceed with contractor 2 providing that the budget does not exceed £5000 including the additional cost for installing an external electrical supply for each condenser.	POs raised – awaiting install date 03/10/2024 chased electrician Electric installation planned 01/11/2024	
03/07/2024	070/24 Christmas Lights Switch On Event	Councillors to set up a Christmas Lights Switch On Event Working Group.	Update on Sept meeting agenda	
04/09/2024	145/24 Additional CCTV Coverage	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:	17/09/2024 DPO advice sought by Clerk via email	
04/09/2024	145/24 Additional CCTV Coverage	Deputy Clerk to obtain quotes for additional hard drive capacity, to maintain sufficient recording backup times.	Received	
04/09/2024	145/24 Additional CCTV Coverage	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.	On 16 Sept 2024 Full Council Agenda	
04/09/2024	145/24 Additional CCTV Coverage	To amend sections of the CCTV policy	Website updated	

04/09/2024	146/24 Jubilee Pavilion Change of Use	Deputy Clerk to forward building plans, ideally identifying load bearing walls, to the committee.	Emailed 25/09/2024	
04/09/2024	146/24 Jubilee Pavilion Change of Use	Deputy Clerk to forward the Football Foundation website address with guidance for pavilion designs for new builds and refurbishments.	Emailed 09/09/2024	
04/09/2024	147/24 Christmas Lights Switch on Event	Deputy Clerk to proceed with booking event first aid cover with St John Ambulance (SJA).	SJA require event plan (use SAG form) and risk assessment. Confirm to SJA if a private room is available at the event for first aid treatment.	
04/09/2024	147/24 Christmas Lights Switch on Event	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		
04/09/2024	147/24 Christmas Lights Switch on Event	Cllr Stanhope/Brown to provide appropriate size for the above reindeer once they have inspected the condition of the sleigh.		
04/09/2024	147/24 Christmas Lights Switch on Event	Cllr Stanhope to complete SAG form and external stall layout.	25/09/2024 draft SAG form sent to Cllr Stanhope 03/10/2024 chased	
04/09/2024	147/24 Christmas Lights Switch on Event	Administration Assistant to produce a 'hold the date / more information to follow' post on social media.		

Key

To do / Ongoing	
Complete	
Not proceeding	