

## THE IVERS PARISH COUNCIL

### MINUTES OF A MEETING OF THE FACILITIES AND EVENTS COMMITTEE HELD ON 6 NOVEMBER 2024 AT 7.00PM

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

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

#### **APOLOGIES**

None received.

#### **/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.

#### **/24 PUBLIC PARTICIPATION**

There was one member of the public (mop), representing 1<sup>st</sup> Iver Scouts, in attendance at the meeting. The mop outlined the scope of work proposed at the Iver Scout Hut and explained that a grant for the work had been obtained. The mop took questions from members, including the type of planting and location of the fire pit. Members advised the mop to check if planning permission for the shelter is required as the Scout Hut is located in green belt.

#### **/24 MINUTES**

The minutes of 4<sup>th</sup> September 2024 were considered.

#### **RESOLVED that:**

The minutes of 4<sup>th</sup> September 2024 be agreed and signed by the Chair.

#### **/24 CHAIR'S ANNOUNCEMENTS**

The Chair announced that the solar panel installation was complete and encouraged members to attend the Christmas lights switch on event, on Saturday 23<sup>rd</sup> November.

#### **/24 IVER SCOUT HUT – PROPOSED IMPROVEMENTS TO OUTDOOR AREA**

The Committee were satisfied and, subject to any planning permission requirements, supported the proposed improvements.

#### **/24 FINANCE**

The Committee received the Facilities and Events Budget Comparison Report and Ear Marked Reserves (EMR) List dated 25<sup>th</sup> October 2024.

Members discussed the difficulty in returning the Seniors Coffee Morning EMR as the group has been disbanded and agreed to seek advice from the Responsible Finance Officer (RFO).

Members discussed the Stitch and Knit and Christmas Lights Switch on EMRs.

#### **RESOLVED that:**

- The Facilities and Events Budget Comparison Report and Ear Marked Reserves (EMR) List dated 25<sup>th</sup> October 2024 be noted as received by the Committee.
- Deputy Clerk to move the Stitch and Knit EMR of £78.05 to the General Fund.
- Deputy Clerk to offset Christmas Lights Switch On Event expenditure of £184.50 from the Christmas Lights Switch On EMR.
- Deputy Clerk to request advice from the RFO on how to deal with the Seniors Coffee Morning EMR.

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#### **COMMITTEE ACTION PLAN**

The Committee received the Action Plan.

#### **RESOLVED** that:

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

/24

#### **DRAFT FACILITIES & EVENTS COMMITTEE BUDGET 2025-26**

- The Committee considered the draft Facilities and Events Income Budget in preparation for recommendation to Full Council in December 2024. The Committee discussed the low level of income from the Council's facilities, which the Deputy Clerk advised the new Clerk would review during their strategic planning.
- The Committee considered the draft Facilities and Events Expenditure Budget in preparation for recommendation to Full Council in December 2024. The Committee discussed the need for an additional budget for starting the Jubilee Pavilion remodelling project.
- The Committee considered a Schedule of Fees and Charges for 2025-26 in preparation for recommendation to Full Council in December 2024. The Committee felt that residents' fees should not be increased and agreed that commercial fees should be raised by 2% and rounded, rather than the CPI figure of 1.7%

#### **RESOLVED:**

- Deputy Clerk to include an additional £5,000 in a new budget line for Jubilee Pavilion Remodelling.
- Deputy Clerk to raise commercial hire fees by 2% and rounded.
- To recommend the agreed income and expenditure budgets and schedule of fees, with the amendments above, to Full Council.

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#### **JUBILEE PAVILION CHANGE OF USE – FOOTBALL FOUNDATION**

The Committee reviewed the plans and agreed that the two internal supporting walls limited the scope of remodelling the pavilion.

#### **RESOLVED:**

- Deputy Clerk to commission a structural survey, to review the possibility of removing the supporting walls, once the 2025-26 budget is effective.

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

- The Committee reviewed the list of 'stalls' and were satisfied that all activity providers had supplied the required insurance details and where relevant, food handling certification.
- Cllr Stanhope reported that the SAG form and site layout had been completed.

The Committee discussed the inclusion of a 'make a decoration activity table' at the event.

The Committee finalised the event timings:

- 1:30pm setup
- 3:30pm event start
- 4pm Santa arrives
- 5pm Engineer light switch on

**RESOLVED:**

- Cllr Stanhope to finalise the event Risk Assessment.
- Deputy Clerk to order two mains operated reindeer and candy cane lights to accompany Sana's sleigh, up to a maximum budget of £150 net.
- Deputy Clerk to purchase 100 x £1 variety of gifts from The Works.
- The following items be purchased from Costco: 30 x boxes of mince pies, 12 x bottles of mulled wine, recyclable cups, napkins, box of chocolates for Santa.

The meeting finished at 19:56pm

Signed ..... Chair

Date .....