

## Facilities and Events Committee Action Plan 2024 - 2025

Date of Meeting	Minute Number & Agenda Item	Resolution	Progress / Status Updates	Status
03/07/2024	<b>066/24</b> 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	<b>067/24</b> Jubilee Pavilion change of use	To defer this item to the next meeting.	Sept meeting agenda	
03/07/2024	<b>068/24</b> Fire panel	To proceed with contractor 2.	PO raised – awaiting install date 01/10/2024 chased 29/10/2024 installation planned – postponed to 05/11/2024 – postponed to 26/11/2024	
03/07/2024	<b>069/24</b> 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.	Completed 07/02/2025 Electric installation completed 01/11/2024	
03/07/2024	<b>070/24</b> Christmas Lights	Councillors to set up a Christmas Lights Switch On Event Working Group.	Update on Sept meeting agenda	
04/09/2024	<b>145/24</b> 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 26/11/2024 Deputy Clerk chased from Satswana after discussion with new Clerk. DPIA Completed and CCTV Privacy Notice uploaded to Council's website 27/11/2024 gov.uk Passport to Compliance procedure to be completed Decision to FC December 2024 <b>Install date 17/03/2025</b>	
04/09/2024	<b>145/24</b> Additional CCTV Coverage	Deputy Clerk to obtain quotes for additional hard drive capacity, to maintain sufficient recording backup times.	Received	

04/09/2024	<b>145/24</b> 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	<b>145/24</b> Additional CCTV Coverage	To amend sections of the CCTV policy	Website updated	
04/09/2024	<b>146/24</b> 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	<b>146/24</b> 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	<b>147/24</b> 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	<b>147/24</b> 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	<b>147/24</b> 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	<b>147/24</b> 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	<b>147/24</b> Christmas Lights Switch on Event	Administration Assistant to produce a 'hold the date / more information to follow' post on social media.		
06/11/2024	<b>237/24</b> Finance	Deputy Clerk to move the Stitch and Knit EMR of £78.05 to the General Fund.		
06/11/2024	<b>237/24</b> Finance	Deputy Clerk to offset Christmas Lights Switch On Event expenditure of £184.50 from the Christmas Lights Switch On EMR.		
06/11/2024	<b>237/24</b> Finance	Deputy Clerk to request advice from the RFO on how to deal with the Seniors Coffee Morning EMR.	RFO response emailed 11/11/2024	

			<b>January 2025 Agenda</b>	
06/11/2024	<b>239/24</b> 2025/26 Draft F&E Budget	Deputy Clerk to include an additional £5,000 in a new budget line for Jubilee Pavilion Remodelling.		
06/11/2024	<b>239/24</b> 2025/26 Draft F&E Budget	Deputy Clerk to raise commercial hire fees by 2% and rounded.		
06/11/2024	<b>240/24</b> Jubilee Pavilion Change of Use	Deputy Clerk to commission a structural survey, to review the possibility of removing the supporting walls, once the 2025-26 budget is effective.		
06/11/2024	<b>241/24</b> Christmas Lights Switch on Event	Cllr Stanhope to finalise the event Risk Assessment.		
06/11/2024	<b>241/24</b> Christmas Lights Switch on Event	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.		
06/11/2024	<b>241/24</b> Christmas Lights Switch on Event	Deputy Clerk to purchase 100 x £1 variety of children's gifts from The Works.		
06/11/2024	<b>241/24</b> Christmas Lights Switch on Event	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.		
28/01/2025	<b>367/24</b> Finance	<ul style="list-style-type: none"> <li>- Cllr Matthews to provide contact details for previous members of the Seniors Coffee Morning to officers.</li> <li>- Officers to contact the members to ask if they would prefer to have their contribution reimbursed and the estimated value of their contribution or if they would like a trip organised. If the latter, to suggest ideas for the trip.</li> </ul>	Received.  Complete.  <b>Follow up on March 2025 Agenda</b>	
	<b>369/24</b> Christmas Lights Event	<ul style="list-style-type: none"> <li>- To transfer the donations of £72 to the Christmas Light Switch on Event Ear Marked Reserve for a future event.</li> </ul>		

### Key

To do / Ongoing	
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Complete	
Not proceeding / Not proceeding within this committee	