

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Community Development Committee meeting of Haydon Wick Parish Council held on Tuesday 1st February 2022 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

### **ATTENDANCE:**

**MEMBERS:** Councillors E Baker Lee (Chair), R Ross (Vice Chair), R Hallstone, S McDermott, B Patrick-Okoh and V Manro.

**OFFICERS:** Chief Officer & RFO, Georgina Morgan-Denn  
Deputy Clerk & Services Manager, Laura Cutter  
Memory Café Co Ordinator, Joanne Newman  
Youth Development Co Ordinator, Kate New  
Senior Administrator, Jill Sharp

**CD 0080      APOLOGIES**  
None.

**CD 0081      DECLARATIONS OF INTEREST**  
There were none.

**CD 0082      PUBLIC PARTICIPATION**  
There were no members of the public present.

**CD 0083      MINUTES OF THE PREVIOUS MEETING**  
Members reviewed the minutes of the Community Development Committee meeting held on Tuesday 7th December 2021, subject to an amendment to CD0062 to read 'to always report'.  
**Proposed: Councillor R Ross                      Seconded: Councillor V Manro**  
**Vote: Agreed unanimously.**  
**RESOLVED: Members confirmed as a true record the minutes of meeting held on Tuesday 7th December 2021 and the Chairman signed the minutes subject to an amendment to CD0062 to read 'to always report'.**

**CD 0084      CHAIRMAN'S ANNOUNCEMENTS**  
There were none.

**CD 0085      MEMORY CAFÉ**  
Members received a report from the Memory Café Co Ordinator and discussed the recommendations within the report. One of the recommendations was to use the Council's community bus for users who lived outside of the parish to attend the café in return for a small bus fare (£3 return). The Committee reconfirmed that the bus for only for residents of the Parish and using it outside of the Parish would set a precedent. Further if considered in the future the cost bus should also factor in wear and tear, staff time and fuel and this likely exceed the usual £3 return. It was also acknowledged the numbers attending the café were increasing every week and eventually there could be a cap applied and parishioners would have to take priority. The committee asked for a review of the service, drawing up criteria for its usage to include the bus service. It was also acknowledged that given a leaflet advertising the service has been distributed to 10,000 households there is no requirement to pay for a magnetic

advertising panel on the bus. *Action: To review usage of café and community bus and develop criteria for both services to be reviewed at a future meeting.*

**Proposed: Councillor R Hailstone      Seconded: Councillor R Ross**

**Vote: Agreed unanimously.**

**RESOLVED:**

**1. To continue with up to 25 users (including carers) in line with the Covid 19 guidance /risk assessment.**

**2. Advertising on the community bus by poster and leaflets created by the office which do not incur any additional advertising costs.**

**CD 0086**

**MEMORY CAFÉ BUDGET**

Members noted the current spend of the Memory Café and the projected forecast of the service, based on funding and budget allocation for the remainder of this financial year and until July 2022.

**CD 0087**

**YOUTH DEVELOPMENT**

Members discussed and noted the report. The Youth Development Co Ordinator advised of upcoming events and a large-scale environmental project that she is developing on an allotment plot at Ventnor Close that has been allocated to the Youth & Community services. The plot will be used by a mixture of ages and will incorporate sensory areas, recycled materials, and educational opportunities for the local primary schools to be involved in. A plan will be shared at a later date. Councillor Hailstone requested the forthcoming tree planting events at Tadpole are advertised as youth events as well. *Action: Youth Development Co-ordinator to progress.*

*20:10 The Memory Café Co Ordinator and Youth Development Co Ordinator left the meeting. The Committee acknowledged their achievements and thanked them for the work they have done so far in developing these new services.*

**CD 0088**

**COMMUNITY CHOICES 2021 PROJECT (YOUTH DEVELOPMENT) BUDGET UPDATE**

Members noted the current spend of the 2021 Community Choices Project (Youth Development). The Committee were reminded that the Finance & Policy Committee approved a virement of the £12,000 from Community Choices [4414/605] to Youth Engagement Salaries [402/4001] to cover the costs of the Youth Development Co Ordinator role and youth activities [Min Ref: F&P103D] which was not yet reflected on the presented income and expenditure report.

**CD 0089**

**QUEEN'S PLATINUM JUBILEE**

Members discussed the report. The Community Development Officer is working on a grant funding application via Wiltshire Community Foundation for a grant with the Arts Council England charity. It was noted that if funding is not secured there is a small budget for a scaled down event. Final venue for the event is to be agreed. A Working Party will be created to progress with the finer detail made up of Councillors and representatives from local businesses/clubs, such as the Bowls Club, Fox & Hounds and Haydon Wick Club.

**Proposer: Councillor R Hailstone      Seconded: Councillor R Ross**

**Vote: Agreed unanimously.**

1. To agree to The Haydon Wick Big Jubilee Lunch being held on Thursday 02 June 2022, 12:00 – 19:00, venue to be confirmed after researching alternative locations.
2. To note the potential funding, sponsorship, or provisional budget information for the event.
3. To note the on-going external funding application partnership to deliver this community event.
4. To create a Jubilee Working Party to be made up from Councillors E Baker Lee & R Ross and external representatives from local businesses/clubs. For the working party to research and provide recommendations of a local charity to donate the entry fee to and a suitable location to hold the event.

**CD 0090 CHRISTMAS PARCELS AUDIT UPDATE**

Members discussed and noted the report from Councillor S McDermott containing key points for the 2021 Christmas Parcel project. The report contained many learning points to improve the service and process (for example: a single parcel for all, lighter products, ordering items soon when costs are lower, promotion on the bus, delivery the day before for bus users). The 2022 project will now be led by the members of staff in the Democratic & Governance Team with assistance from volunteers and Councillors during the packing and delivery stages.

**CD 0091 MEDIA UPDATE**

Members received, discussed, and noted the report for the Council's social media performance. It was queried why there were less Instagram posts than Facebook and the response was that Instagram was started later in 2021.

**CD 0092 COUNCILLOR REPORTS**

Councillor E Baker Lee	Nothing to report.
Councillor R Ross	Nothing to report.
Councillor V Manro	Advised of changes to SBC Refuse Recycling service due to staff illnesses, collections have been suspended until the end of the week. Flag any outstanding items to Councillor V Manro to deal with in his SBC Ward Councillor capacity.
Councillor B Patrick-Okoh	Nothing to report.
Councillor S McDermott	Will cover an update on Haydon Wick "Living" magazine during Agenda Item 16.
Councillor R Hailstone	Requested that the Community Development Committee and Parks & Open Spaces Committee work together on the Great Western Community: Trees for Climate Planting Project which will take place over a series of volunteer events on weekends in March. A report will be going to Parks & Open Spaces Committee next week.

**CD 0093 COMMUNITY DEVELOPMENT OFFICER'S REPORT**

**Community Grants Sub Committee** – Due to the deadline for the applications being 31<sup>st</sup> January 2022 and the Community Development Committee meeting being on 1<sup>st</sup> February 2022 the applications have not been reviewed by the

Grants Sub Committee. A date will be arranged prior to Finance & Policy Committee and the recommendations will be reported the meeting on Tuesday 15<sup>th</sup> February 2022.

**Recruitment** – The Youth & Community Co Ordinator job description has been finalised and the advert will run throughout February and March with a view to a start date 1<sup>st</sup> April 2022.

**CD 0094 BUDGET MONITORING**

Members discussed and noted the expenditure to date for Month 10. Query about the overspend in Christmas Activities [402/4212] it was noted that there is income in [402/1005] for Christmas parcel and tree sponsorship to offset this.

**CD 0095 HAYDON WICK LIVING MAGAZINE: AUDIT REPORT OF RESOURCES**

Members discussed and noted the report by Councillor McDermott.

**CD 0096 YOUR COMMUNITY MATTERS SURVEY**

The Chief Officer advised that there have been 166 responses so far to the community strategy consultation. Next steps are to agree a date to close the survey, provide the data to the consultant for analysis and hold resident community consultation events.

**CD 0097 COMMUNITY CHOICES 2022-2023**

Members noted the five community projects that were submitted by residents. After discussion, the last item 'Come out of Covid' was renamed to incorporate different age ranges and less emphasis on Covid. The choices will be submitted for public vote on which project will be delivered in 2022-2023. The results of the public choice will be completed by the second week of April 2022.

**Proposer: Councillor V Manro                      Seconded: Councillor R Ross**

**Vote: Agreed Unanimously.**

**RESOLVED: Members approved the five projects listed below for the 2022 Community Choices programme. As proposed by members of the public.**

- 1. Haydon Wick Carers & Baby/Toddler Group(s)**
- 2. Haydon Wick 'Big Community Summer Celebration'**
- 3. Haydon Wick Youth and Community Activities**
- 4. Haydon Wick Community Outside Gym**
- 5. Haydon Wick Reducing Community Isolation**

**CD 0098 ITEMS FOR THE NEXT AGENDA**

To be given to the Clerk in advance of the next meeting on the 5<sup>th</sup> April 2022.

**CD 0099 EXCLUSION OF PUBLIC & PRESS**

**RESOLVED: To resolve in accordance with Standing Order 3 (d) that 'in view of the confidential nature of the business about to be transacted and in the public interest, that the press and public be temporarily excluded, and they be instructed to withdraw'. Reason: Contractual.**

**CD0079 SAFEGUARDING**

Members discussed and noted the verbal update on the safeguarding considerations in relation to the Memory Café from Councillor Ellen Baker Lee. As representatives of the local authority Councillors and Staff have a duty to report any safeguarding concerns on any of the residents, service users and youth that they are in contact with and concerned about. *Action: the safeguarding policy will be reviewed by the Community Development Officer and submitted to Finance & Policy Committee for review.*

The meeting closed at 21.07

**Chairman:**