

## **HAYDON WICK PARISH COUNCIL**

Minutes of the Community Development Committee meeting of Haydon Wick Parish Council held on Tuesday 7<sup>th</sup> December 2021 at 7.30pm held at Parish Council Offices, Thames Avenue, Swindon, SN25 1QQ.

### **ATTENDANCE:**

**MEMBERS:** Councillors R Ross (Chairman), R Hailstone, S McDermott, B Patrick-Okoh and V Manro

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

### **CD 0057 APOLOGIES**

Apologies from Councillor E Baker Lee (Personal Commitments) were received and accepted.

*19.32 Councillor S McDermott arrived.*

### **CD 0058 DECLARATIONS OF INTEREST**

Councillor Manro declared an interest with Agenda Item 8 - although a Swindon Borough Ward Councillor he is not involved with the Youth aspects.

### **CD 0059 PUBLIC PARTICIPATION**

There were three (3) members of the public present.

Two (2) residents made representation under Agenda Item 10 – Happy to chat benches, as they live in the property the benches back on to and are unhappy about the location as they feel that they will be disruptive and an invasion of their privacy. Also advised that the location is in the darkest place in the locality which could lead to non-recognition of possible infringements by PCSOs and the public in general. The residents do consider the benches a benefit but should be in a different location. The Deputy Clerk & Services Manager recapped on the conversations with the residents and confirmed that had been regularly updated from when they raised their concerns. It was noted that any issues should be reported to the police and then a paper trail could be followed.

One (1) member of the public made representation under a) Item 7 – Youth Development - suggested getting a group of residents/volunteers to have DBS accreditation (Parish Council Funded) to attend events as alternatives to employees. Advised that this would be considered and report back in a later meeting. b) Item 8 – SBC & Parish Youth Officer - felt strongly that this should be very thoroughly investigated before moving forward. The resident was advised that this was just a fact-finding exercise and would go through many more decision making process before anything is confirmed. c) Item 12 – Social Media Update – queried age of Instagram figures - was it possible to know the age of the responders as any results may be just a very small core age group. Advised these figures are on the standard platform, not something we have

requested. Ages via this type of social media is not a viable option but would investigate the possibility and report back. d) Item 23 – Staff Proposed – considered that this should be discussed publicly, and more detail provided. Maybe a spreadsheet reflecting all wages. Advised that at present this is only an aspiration and would be discussed with other councillor before a decision. The Chief Officer confirmed a spreadsheet of wages is not possible due to personnel confidentiality and reassured the resident that all proposals and decisions are transparent and within the Council's governance framework.

**CD 0060**

**MINUTES OF THE PREVIOUS MEETING**

Members reviewed the minutes of the Community Development Committee meeting held on Tuesday 5th October 2021.

**Proposed: Councillor R Hailstone    Seconded: Councillor S McDermott**

**Vote: Agreed unanimously.**

**RESOLVED: Members confirmed as a true record the minutes of meeting held on Tuesday 5th October 2021 and the Chairman signed the minutes.**

**CD 0061**

**CHAIRMAN'S ANNOUNCEMENTS**

Vice Chairman read out a thank you from the Chairman to everyone who has participated in the various Council Projects.

*Resolved to move Agenda item 10 – Happy to Chat Benches.*

**CD 0062**

**HAPPY TO CHAT BENCHES**

Members note the verbal update from the Deputy Clerk & Services Manager in which she advised there had been three concerns from three residents. They advised of a concern about noise levels, smoking, language, and unsocial behavior. However there had also been over 80 positive reactions to the benches. The reason for the location was made by the Head of Parks and Open Spaces Team (POST) having considered many other locations. Deputy Clerk advised that she was sympathetic to their concerns but encouraged the resident to always incidences to the police so that an evidence trail can be built up to support their concerns. Members reassured the residents that they would continue to monitor the situation, assess alternative locations and report back to them and Council in the New Year.

*19.56 – Two members of the public left the meeting.*

**CD 0063**

**MEMORY CAFÉ**

Members received and noted the verbal update from Memory Café Co-Ordinator which included that feedback from attendees and carers had been very positive and now many regular visitors. Also, a brief review of activities being looked in to for the new year although nothing booked in view of Covid issues. *Action: CDO to provide an update on the grant level and costs moving forward per event or month to measure the consider impacts on future precepts.*

**CD 0064**

**YOUTH DEVELOPMENT**

The Youth Co-Ordinator introduced herself as a new member of the team. Members noted the report and the verbal update which included future events information such as the photographic competition for a donated prize of a Nikon camera. Also included the aspirations of more and different advertising, another BEST youth programme to be run in the next half term and confirmed she has

made new networking contacts. *Action: Due to the oversubscription of youth events recently, CDO to verify on all event booking that the youths live in the parish.* It was confirmed this requires a new event booking platform but there may be a cost involved whereas Eventbrite is a free service. Investigations will be made and report back.

**CD 0065 SWINDON BOROUGH COUNCIL (SBC) & PARISH YOUTH OFFER NETWORK**

Members received and noted the report. The visit to Croydon was helpful and positive for ideas and recommendations in the future. It was noted that there are existing leisure venues which may be viable for future Swindon youth activities

*20.23 Memory Café Co Ordinator and Youth Development Co-Ordinator left the meeting.*

**CD 0066 QUEEN'S PLATINUM JUBILEE**

Members noted and discussed the report for the activity and event ideas for the extended bank holiday, Thursday 2<sup>nd</sup> June to Sunday 5<sup>th</sup> June 2022 and initial ideas being presented. Members were asked for more ideas to enable funding applications to be entered. Several ideas were discussed including street parties to big screen events and gift ideas. Members agreed that a Working Party would be helpful to filter the suggestions and consider the Covid implications. *Action: CDO to set up an event working party and meet before next CD meeting.*

**CD 0067 CHRISTMAS PARCELS UPDATE**

Members received a verbal update from Councillor McDermott who advised that to date 150 applications had been received. Very lucky to have several volunteers all of whom will take a Covid test before entering the offices. Sanitiser used, gloves and masks will be worn. Councillor McDermott will retain information for 14 days to advise others if a case of COVID infection arises.

**CD 0068 MEDIA UPDATE**

Members received, discussed, and noted the report for the Council's social media performance. It was requested that if we could see if posting a different type of medium changes the results for example still image and words versus videos. *Action: CDO will trial different social media mediums and report back in February.*

**CD 0069 COUNCILLOR REPORTS**

There were none.

**CD 0070 COMMUNITY DEVELOPMENT OFFICER'S REPORT**

Members received a verbal updating including the Haydon Wick Heroes award and timeline for publicity. It was acknowledged that publicity will go on social media and winners announced in the next newsletters. Winners will be presented their awards at the Annual Parish Meeting in March 2022. There was a discussion about changing the existing categories, but any changes must be made after taking proposed changes to a future meeting. *Action: CDO to consider and bring to future meeting (January FC).*

Volunteers were asked to help with filming some Blogs to promote the Community Matters – community future plan. Councillor V Manro and the Chief Officer volunteered.

Members received a verbal update on the community bus, funding opportunities, recruiting new volunteer bus drivers and diversifying the use of the bus by opening trips up to the Council's youth services – the Youth Development Co Ordinator has recently completed her MiDAS training.

#### CD 0071 BUDGET MONITORING

Members discussed and noted the expenditure to date for Month 8 and members asked if everything was accounted for within the grant budget. It was advised that it is impossible to show on the current Omega report but it will be possible from the new Financial Year. In the meantime, there is a complementary excel spreadsheet which tracks the income and expenditure for grants the Council has received since the start of the financial year.

#### CD 0072 BUDGET ASPIRATIONS

Member agreed to the following budget aspirations for 2022-23:

Cost Centre/Code	Description	Current Year 21/22	Next Year 22/23	Notes
402/1005	Community Development Grants INCOME	£7,000	£15,000	Increased based on successful grant bids this year
402/4402	Marketing & Events	£3,600	£5,250	Queens Jubilee Event (Beacon etc £2k) Remembrance £0, Summer £1.5k, Easter £500, Winter £500, Volunteer TQ £750. Monarchy passing £0
605/4621	Ear Marked Reserve (EMR) Community Bus Replacement Accrual	£12,000	£0	Remove accrual in 22/23. Replace all funds in 23/24 with an additional £4k accrual (total £16k).
402/400 NEW	Memorial Benches Income & Expenditure Code	£0	£3,462	Remove accrual in 22/23, replace all funds with an additional £4k accrual (total £16k)

#### CD 0073 COMMUNITY SURVEY

Members received and noted the update report from the Community Development Officer. This has been online but it has been noted that the return has been low. *Action: CDO Community Development Officer will investigate and report back.*

*21.11 Chief Officer left meeting and returned at 21.13*

**CD 0074**

**FUNDING RECORD**

Members received and noted an update on the funding applications submitted for community development projects within this financial year. Councillors would like feedback as to time scale to collate and submit an application. Community Development Officer has some statistics and will share them via email. Reported that unfortunately the Youth Grant UK Renewal fund was declined and no feedback available to date. This will be checked and reported back.

**CD 0075**

**COMMUNITY CHOICES 2022-2023**

Members discussed and noted the ideas submitted. Councillor McDermott suggested that ideas should be by the end of December in order that this be agreed within this financial year. E.g., Insulation of outdoor Gym. £12,000 is aspirated and will report back at a later meeting.

**CD 0076**

**ITEMS FOR THE NEXT AGENDA**

To be given to the Clerk in advance of the next meeting on the 1<sup>st</sup> February 2022.

*21.26pm Member of public left.*

*21.30pm – Resolved to extend the meeting by 15 minutes.*

**CD 0077**

**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.**

**CD 0078**

**HAYDON WICK “LIVING” MAGAZINE DISTRIBUTION**

Members discussed and noted the report, in particular the incidents occurring over the past couple of years and how to proceed with future deliveries. Members agreed that a new company be approached to cover the whole delivery area.

*21.45pm – Resolved to extend the meeting by another 15 minutes.*

**CD0079**

**COMMUNITY DEVELOPMENT STAFFING PERSONNEL**

**Proposed: Councillor V Manro                      Seconded: Councillor S McDermott**

**Vote: Agreed Unanimously**

**RESOLVED: To recommend to the Personnel Sub Committee and Full Council a budget aspiration to recruit a 37-hour Youth & Community Development Co-ordinator. The role will either be full-time role or on a job share basis with a start date of 1<sup>st</sup> April 2022. Total cost, with on costs, is approximately £31,500 per annum. This is the equivalent to an additional £3.50 per annum, or 30p per month, on the precept per Band D household**

The meeting closed at 22.08pm

**Chairman:**