

**Service Delivery Committee**

**6.30pm on Wednesday 31st July 2024**

**MINUTES**

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| 1 | **Present:** Cllr Peter Bulmer, Cllr Steve Collings, Cllr Jeanette McCartan (Chair), Cllr Amanda Miller, Cllr Keith Scargill**In attendance:** Kath Lloyd, Clerk |
| 2  | **Open Forum:** There were no members of the public present. |
| 3  | **Declarations of Interest:** There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.  |
| 4 | **Minutes of previous meeting:** Councillors accepted the minutes of the previous meeting on 5th June 2024 as accurate. The following items were addressed:**Item 7** – Speed camera volunteers: it a acknowledged that the original training took place over a year ago and the Clerk was asked to find out if PCSO Carpenter could refresh the training for volunteers.  |
| 5 | **Annual Plan:** the Annual Plan was refreshed – see attached Appendix 1 |
| 6 | **Community Buildings:** There was a written report from the Vicars Cross community Centre Manager, giving a summary of recent and planned events. Councillors recorded their thanks to the Centre Manager and there were no questions.Cllr Bulmer gave an overview of planned events at Clady Valley Neighbourhood Centre – the 40th anniversary plans for October include a time capsule and it is hoped that the Mayor will be in attendance.   |
| 7 | **Review of recent events:** Councillors reviewed recent events - 1. Whites Meadow Community Picnic on Sunday 14th July had been successful although there had been mixed reactions from residents about the future use of the site and the Committee agreed that at this stage, no movement should be made towards the parish council adopting the land from CWaC. There was agreement that a bulb planting session would be planned for the autumn (Oct/Nov) with hot drinks if possible. Residents had also asked for bat and bird boxes and the Clerk will seek advice from CWaC as to whether permission is needed for this.

**RESOLVED:** Cllr Miller proposed that the council purchase a lightweight, branded gazebo at a cost of now more than £500, seconded by Cllr Bulmer and agreed unanimously, to be used at events. https://www.sun-leisure.com/printing-packages/1. Family Fun day on Saturday 27th July was very successful but it was agreed that it was a lot of hard work and very time consuming for a small number of people. Cllr Miller has found an Events Checklist which was felt would be very useful in future to use when planning any event, small or large – attached as Appendix 2. To be considered in more detail at next meeting.
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| 8  | Events: to consider upcoming events and agree actions:  1. Richmond Cres/Norley Drive Clean up – Saturday 17th August 10 – 12 noon. A resident has also requested the replacement of a tree which had been removed. Cllr Bulmer will source an appropriate tree for planting in November.
2. Awards Evening on Thursday 26th Sept 6.30pm – 8pm at Vicars Cross Community Centre. The headteacher from Oldfield Primary School is the guest speaker and Cllr Miller is providing the buffet. The publicity has gone on social media and notice boards and has been circulated to the email contact list.
3. Carols by Torchlight on Old Laundry Corner Friday 6th Dec 6.30pm. Matt Baker, musician has been approached to provide musical support and the Coffee van from last year (Roasted Liverpool) has been booked and a deposit paid.
4. Development Evening on 16th Dec – proposed that in place of the December Council meeting, there is a development session following up on the one held in July 2023 and focusing on the Code of Conduct, roles and responsibilities (Councillor expectations/staff expectations/residents expectations)
5. Cllr McCartan suggested holding a community dog show and this idea will be explored in more detail at the next meeting.
6. The full Council has agreed that the pedestrian gate in Sutherland Way onto Queens Road field will be pinned open during the day, making the field less secure and encouraging dog walkers to have more control of their dogs. Cllr McCartan and the Clerk will send dates for Councillors to distribute information flyers on the field.
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| 9 | Information Exchange: Nonce shared  |
| 10  | Delegated decisions to report to council: 1. Purchase of gazebo with council branding at a cost of no more than £500
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| 11  | Recommendations for council: 1. Development session on 16th December – potentially at Boughton Cricket Club

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| 12  | Date of next meeting: Monday 9th Sept at 6.30pm Vicars Cross Community Centre  |