

DRAFT

Minutes of a meeting of Community Services Committee held on Monday 15 October 2018 in The John Heggadon meeting room, Shinfield Parish Hall, commencing 19.30 hrs.

Present: Cllrs G Gray, P Hughes, I Montgomery (Ch), J Reid
Attending: S E Roberts (Clerk), Mr. E Brown (resident), Mr. P Jahromi (resident)

18/CS/17 **Public Questions**
There were none.

18/CS/18 **Co-option**
18.1 Cllr Montgomery proposed, Cllr Reid seconded, and members **RESOLVED** to approve the co-option of Cllr Brown to the committee.
18.2 Cllr Montgomery proposed, Cllr Reid seconded, and members **RESOLVED** to approve the co-option of Cllr Jahromi to the committee.

18/CS/19 **Apologies and declarations of members' interests**
19.1 There were no apologies.
19.2 There were no declarations of members' interests.

18/CS/20 **Minutes of the Previous Meeting**
20.1 It was proposed and **RESOLVED** that the minutes of the meeting of 20 August 2018 were a correct record of the meeting, and these were signed by Cllr Montgomery.
20.2 Matters arising:
13.2. Members considered the amount of £1,100 currently ring-fenced in the grants budget for school prizes. Following a discussion members agreed the Clerk should send a standard letter to all the local schools, including the Vine at Three Mile Cross, inviting them to take part in a display of art work at the parish council's Annual Parish Meeting in April 2019 in the parish hall on the theme of "My Village", 3 entries per school chosen at the school's discretion, for cash prizes with a special prize for the "best of the best" entry. Cllr Gray agreed to be the contact.
13.3 Grant recommendations had been presented to September Council and the grants paid, but no invitations sent yet to the voluntary sector reception on 30 November (see later agenda item).

All other actions were covered in the agenda.

18/CS/21 **Grant Applications 2018-19**

21.1 Members reviewed the grant applications to the parish council received since its last meeting, and **RESOLVED** additional grant payments for 2018-19 to be as follows for noting by full Council in November:

Organization	2018-19 Grant Agreed	Purpose
Wokingham Job Support	£ 300	Continuation of SPC contribution to job seekers service (70 Shinfield residents supported to date)
Shinfield Cricket Club	£2,000	Contribution towards coaching for youth and women's cricket. Club has almost 150+ members including juniors from Age 4 and girls from the local community.
Welcome Club Shinfield	£ 350	Contribution towards rent of premises and speakers at meetings for the elderly and lonely in the parish throughout the year. Currently 25 – 30 members (accounts to follow). May be moving to monthly meetings.
The Link Visiting Scheme	0	Worthy scheme to befriend volunteers and run activities to enable local residents in need of friendship and support to benefit; but no evidence of a service to people of Shinfield
Me2 Club	£ 500	Contribution to support 4 children who are residents of Shinfield Parish with wide-ranging additional needs and disabilities to address the challenges of isolation and exclusion by enabling them to attend a weekly mainstream leisure activity of their choice.
Total allocated 15 Oct 2018	£3,150	
Total allocated 20 Aug 2018	£6,125	
Total allocated 25 June 2018	£7,123	
Ring-fenced for school prizes	£1,100	
Total remaining 2018-19	£2,502	

21.2 Cllr Jahromi abstained from the decision on Shinfield Cricket Club.

18/CS/22 Community Events

Members reviewed the arrangements for the following planned events:

22.1 Remembrance Sunday: Sunday 11th November

22.1.1 This year's event will also commemorate the end of the First World War and will begin with a peal of bells around 10.10 am and a public procession led by a Scottish Bagpiper and church leaders down footpath 11 to the former British Legion site and School Green. The local cadet force had agreed to arrive early and support the whole event. There will then be a combined service and Act of Remembrance starting at 10.45 am at the Shinfield War Memorial with the two-minute silence observed at 11 am. Wreaths organised by the parish council will be laid on behalf of local organisations, then individual crosses for every name inscribed on the War Memorial, followed by individuals laying their own personal tributes.

22.1.2 As the chairman of the council was unlikely to be attending, the parish council wreath would be laid by the vice-chairman, Cllr Andrew Grimes, and the names on the War Memorial read out by a local resident, Alex Harvey. Refreshments are being served afterwards in the parish hall with choirs from Oakbank School and St Mary's Juniors performing. Members noted that the wreaths had already arrived and were being stored in the parish hall; the Order of Service had been agreed by Pastor Nathan Hunt and Rev. Paul Willis, who were leading the service and the parish council would print 200 copies; the bagpiper and church band, including bugler, had been

confirmed; Shinfield Baptist Church had agreed to serve teas, coffees and juices provided by the parish council on the day; and the WI had been asked to provide floral decorations. The parish council and the Infant School would also provide bunting.

22.1.3 Cllrs Montgomery and Reid agreed to arrive at 8.30 am on the day to help the Clerk and staff set up the parish hall, including the tables and chairs in the parish hall, gazebo outside and sound system, and plastic chairs outside for the elderly and infirm. Efforts would also be made to tidy up the War Memorial area and litter pick around the whole site a few days beforehand.

22.1.4 The Clerk agreed to ask Shinfield View and the Co-operative food store to either provide or contribute to biscuits, small cakes etc. for the event.

22.2 Shinfield Community Centre public drop-in session: 15 November

Cllr Hughes advised that AOC Architects Ltd were organizing public drop-in sessions at the parish hall for the local community to view the developed plans for the new Shinfield community centre and discuss their ideas. Times were: 3pm – 5.30 pm and 6.30 pm – 9 pm.

22.3 Voluntary Sector Reception: 30 November

22.3.1 This annual event was already in the diary to thank local volunteers and the local voluntary and community organisations for all their efforts and hard work over the last year. Members agreed that invitations should also be sent to this year's recipients of grant awards. Cllr Hughes advised there was a standard invitation list from last year which he would review with the Clerk and then send out as chairman of the council. Cllr Hughes also agreed to check out the catering arrangements. RSVPs would be required by Friday 16th November. Cllr Gray agreed to organize name badges for the attendees showing name and organization.

22.3.2 Cllr Hughes advised that during the event representatives from AOC Architecture Ltd and Locality would also be present to discuss the plans for the new Shinfield Community Centre and also answer any questions. Cllr Gray agreed to investigate the possibility of banners etc. to dress the front of the former British Legion building.

22.4 Carols on the Green: 15 December

Members noted this was being organized by Shinfield Baptist Church in association with the Shinfield View Care Home. Cllr James agreed to liaise with Dobbies Garden Centre to request the installation of a Xmas tree on School Green over the festive period and suitable xmas tree lights.

18/CS/23 Community Mapping

- 23.1 Members gave an update on their work to date to map community activity across the parish and identify the various issues related. Specifically, Cllr Gray reported on young people's ideas for future facilities and activities for the 14+ age group in the parish. Members noted that the parish council had agreed to fund a 3-month pilot for second youth club session on a Thursday night after half term. Other suggestions from the young people included:
- more sports activities subsidized by the parish council, including a physical "Boot Camp" training/ exercise activity on Spencers Wood Recreation Ground in the New Year, possibly to be trialled on a Tuesday or Friday; and improvements to the basketball nets and lighting;
 - an engineering-type activity
 - an "Apps" computer club potentially run in partnership with Microsoft
 - art classes for children

Cllr Gray agreed to work up these suggestions in more detail. Cllr Montgomery agreed to also take forward via the Pavilion Youth Club Management Committee.

- 23.2 Cllr Brown highlighted the various older people's groups across the parish, in particular at Spring Gardens. Following a discussion, Cllr Brown agreed to be the champion for older people's issues and also for mothers and babies, and to investigate the services used locally by both groups and what sort of facilities they would like to see in the future.
- 23.3 Cllr Hughes highlighted the various residents' associations being set up in the parish, and in particular, the Pearmans Croft association meeting on 17th November.

18/CS/24 Priorities and potential CIL projects

- 24.1 Members discussed the committee's budget priorities for the remainder of the year and 2019-20 and ideas for potential CIL funding. Suggestions included:
- transfer of the Youth Club budget from the Recreation and Amenities Committee to the Community Services Committee;
 - more services for the elderly and mothers and babies;
 - a community bike ride
 - more community litter picks
- 24.2 Members agreed the deadline for outline costed proposals would be **Thursday 29th November**, prior to agenda despatch for an extra committee meeting to consider in detail for submission to the December Finance and General Purposes Committee.

18/CS/25 Correspondence

15.1 There was no correspondence.

18/CS/26 Date of next meeting

26.1 Date agreed to be 6 December 2018, 19.30 hrs. to focus on budget priorities.

The meeting ended at 21.10 hrs.

List of actions

Ref	Action	Action by
13.2	Send invitations to local schools to take part in display of artwork at Annual Parish Meeting sponsored by the parish council for ring-fenced budget of £1,100, with Cllr Gray as named contact from January.	Clerk
13.3	Make grant payments to applicants following November Council and invite all grant recipients to Voluntary Sector reception on 30 November	Clerk
22.1.3	Arrive 8.30 am on 11 th November at parish hall to set up for Remembrance Sunday	Cllrs Montgomery and Reid, and the Clerk
22.1.4	Contact Shinfield View and the Co-op for biscuits, cakes etc. for Remembrance Sunday	Clerk
22.3.1	Send out invitations for voluntary sector reception and organize catering	Cllr Hughes
22.3.1	Organize name badges for voluntary sector reception	Cllr Gray
22.3.2	Investigate banners for front of former British Legion building	Cllr Gray
22.4	Organize Xmas tree with lights for School Green	Cllr Reid
24.2	Send Clerk proposals for budget/CIL spend by 29 November	All