

**MINUTES OF A MEETING OF THE COMMUNITY AND CULTURE  
COMMITTEE HELD 10<sup>TH</sup> MAY 2016**

Cllrs Present: Cllr Margaret Allingham, Cllr Connor Burgess (Chair), Cllr Jerry Hall, Cllr Val Houghton, Cllr Georgina Jenks, Cllr Jim Mitchell

**CC882 Apologies** Cllr Cynthia Garton, Cllr Shankerlal Sthankiya

**CC883 Minutes and Matters of the last meeting held 12<sup>th</sup> April 2016**

Minutes were signed.

**CC884 Correspondence**

- (i) One Community Network – May 2016
- (ii) Volunteering Matters – May 2016

**CC885 To receive a HEWEB Youth Report**

Apologies had been received from Donna Love, Youth Team Leader. She had however sent a report for members. The key points were as follows:

- May saw the launch of new sessions – a Junior group for years 4,5, & 6 as well as an additional needs group – Monday Night Project.
- They were preparing their entry for this year's Hedge End Carnival.
- Due to a resignation they were currently advertising a 6-hour post and a new volunteer, a trainee foster carer had joined the team.
- In June the remaining paid staff would be attending an Autism Ambassador course.

**CC886 To agree the colours for the new lamp column motifs**

Following on from the April meeting and the agreement by members on what style of motifs were to be purchased it was asked if costings could be found out on whether the mini lights on the motifs could be colour changing.

Costs were as follows:

£325.00 + vat per motif, along with the additional one off cost of £395.00 for infrastructure servicing the total was £3,645.00, bringing the costs involved well over the Christmas Lights budget.

It was therefore agreed that the mini lights for the motifs would be single colour as follows:

x5 with red mini lights and bright white central snow flake

x5 with green mini lights and bright white central snow flake

**RESOLVED: That the motifs are a single colour, x5 with red curtain and x5 with green curtain, all with a bright white central snow flake.**

**CC887 Conservation Volunteers – update**

A written progress report was given to members.

- To date 29 volunteers had registered their interest.
- A further meeting with Katy Roberts, BTCV had taken place early April, along with the Town Clerk and Head Groundsman. This had been very informative on what the way forward

**MINUTES OF A MEETING OF THE COMMUNITY AND CULTURE COMMITTEE  
HELD ON THE 10TH MAY 2016 – Cont'd Page 2**

would be in engaging the use of Conservation Volunteers in a safe and healthy environment. The Head Groundsman would take the responsibility at each volunteering session, as he was fully trained in preparing the necessary risk assessments and policies, as well as being a qualified HETC 1<sup>ST</sup> aider. He would however need to attend a "Working with Volunteers" course with BTCV on the 7<sup>th</sup> July at the Royal Victoria Country Park.

- All volunteers would need to be 18 years and over and have completed a HETC registration form before any volunteering could take place.
- Following registration all communication would be via email. All those wishing to volunteer would need to let the office know by the cut of date stated. This would help regulate numbers attending, as it was recommended that there was no more than 15 present at any one session.
- It was recommended that the launch of the 1<sup>st</sup> session was scheduled after the Head Groundsman had completed his "Working with Volunteers" course in July and when the Summer holidays were out of the way. A date of the 8<sup>th</sup> September was scheduled.
- Costs involved - £80.00 + vat - "Working with Volunteers" course, Head Groundsman  
£25.00 + vat – 1<sup>st</sup> Aid Kit  
£54.20 + vat – x20 Litter Pickers  
£29.00 + vat – x20 Gloves
- Insurance – All volunteers would be covered by the Town Council's 10m Public Liability insurance, as long as they were only engaged in works that Town Council staff would normally undertake and were supervised at all times by a qualified member of staff. They wore the appropriate PPE as directed and only did work that they had been directed to do.

There being no further business to conduct the meeting closed at 7.21pm