

**The minutes of the**  
**Community & Social Wellbeing Committee of Campbell Park Parish Council**  
**held on Monday 24<sup>th</sup> October 2022**  
**at the Springfield Centre, Springfield Boulevard, Springfield**  
**commencing at 7pm**

**This meeting was open to the Public**

**13/22 Members Present**

Cllr V Dixon	Cllr P Halton-Davis
Cllr J Howard	Cllr K Kavarana (Chair)
Cllr D Kendrick	Cllr C Odunewu (arrived at 19:11)
Cllr Z Osman	Cllr M Petchey (arrived at 19:02)

In attendance:

T Jones – Community Officer/Committee Clerk

**14/22 Apologies for Absence**

Cllr T Fraser – illness

**15/22 Declarations of Interest**

None

**16/22 Members of the Public Present**

None

**17/22 Minutes of the Previous Meetings**

The Committee approved the minutes of the previous meeting held on 26<sup>th</sup> September 2022.

**18/22 Public Involvement**

None

**19/22 Projects – Committee Budget 2023/24, 2024/25, 2025/26, 2026/27 & 2027/28 \*\***

Committee noted that no project proposals have been received.

\*\* all existing cost codes will be reviewed as part of the annual Council budget process.

Cllr Petchey arrived during the course of this item.

**20/22 Holiday Activities & Food Programme (Council minute 98/22)**

Committee noted that MK Play Association have been unsuccessful with their application for HAF funding to deliver sessions at the Springfield Centre in December. However, a commercial provider has secured HAF funding to deliver activities at the Oldbrook Centre 19<sup>th</sup>-22<sup>nd</sup> December.

**21/22 Parameters for community groups one-off use of the Springfield/Oldbrook Centre free of charge** (CSW Minute WG/34/22ii, Council minute 91/22ii)

Cllr Odunewu arrived during the course of this item.

Further to the Committee's request to Council relating to the granting of powers to award community groups one-off use of the Springfield/Oldbrook Centre free of charge to support their projects and Councils determination that parameters for granting such use needs be considered, Committee determined the detail of this proposal, to be put to Council for resolution, as attached in Annexe A.

Committee further resolved, subject to approval of this policy, to seek delegated powers to determine the allocation of free use in line with the proposed policy, without the need to seek ratification from Council, in order to minimise delay to the implementation of the activity/use.

**22/22 Date of Next Meeting**

The next meeting will be held on Monday 21<sup>st</sup> November 2022 (subject to there being business to consider).

## **Draft Policy for Community & Social Wellbeing granting one-off free use of Oldbrook/Springfield Centres to community groups to support projects**

1. All requests for free use to be made by submission of an application form. Groups will be required to submit supporting information including the current financial status of the group.
2. All applicants must demonstrate the benefit to the Parish.
3. Committee may award up to a maximum of 50 hours free use per year, to be monitored by the Committee on a quarterly basis.

### ***Criteria for one-off free use for existing community group users:***

4. A session can be granted for the purposes of fundraising to support the running of the community group.
5. A session can be granted for the purpose of delivering a special event for the community e.g. Christmas event
6. The granting of any free sessions must be agreed by Committee at least 2 months in advance of the date of use (subject to the hall being available for use, with priority being given to existing and income generating users).
7. All requests for free use must be received by submission of an application form, with community group representation required at the relevant Committee meeting where this is to be considered.

### ***Criteria for one-off free use for new community groups or those without an existing regular booking:***

8. Free session/s can be granted as a contribution towards the community groups start-up costs and to enable the group some time to build awareness and attendance at the sessions to assist with the onward viability of the groups use of the centres.

**Or**

9. A free session can be granted to enable the community group to gauge interest from the local community.
10. The free session to be agreed by Committee at least 2 months in advance of the date of use (subject to the hall being available for use, with priority given to existing and income generating users).
11. All requests for free use must be received by submission of an application form, with community group representation required at the relevant Committee meeting where this is to be considered (including those also submitting a grant application for this purpose).