

**The minutes of the  
Community & Social Wellbeing Committee of Campbell Park Parish Council  
held on Monday 27<sup>th</sup> February 2023**

**at the Springfield Centre, Springfield Boulevard, Springfield**

**commencing at 7pm**

**This meeting was open to the Public**

**33/22 Members Present**

Cllr V Dixon	Cllr T Fraser
Cllr P Halton-Davis	Cllr K Kavarana (Chair)
Cllr C Odunewu (arrived at 19:19)	Cllr Z Osman

In attendance:

T Jones – Community Officer/Committee Clerk

**34/22 Apologies for Absence**

Cllr J Howard – personal commitment  
Cllr M Petchey – illness  
Cllr K Jones - personal commitment

**35/22 Declarations of Interest**

None

**36/22 Members of the Public Present**

None

**37/22 Minutes of the Previous Meetings**

The Committee approved the minutes of the previous meeting held on 23<sup>rd</sup> January 2023.

**38/22 Public Involvement**

None

**39/22 Grant Applications**

- i. **YMCA Milton Keynes** (Grant Application 005/22-23/Sect 137)  
Committee noted the Project Report received from YMCA MK following the grant of £1000.00 awarded in May 2022.

ii. **Review of Application Form**

Committee reviewed the Grant Application form resolving that the amendment determined by Council at its December meeting;  
Council minute 155/22 "Any organisation applying for funding from this fund should meet new criteria as regards trustees of the organisation (that the organisation must have at least the same number of non-Councillors as Councillors on their board of control)" should be incorporated into the application guidance. Committee resolved that no other changes were required.

**40/22 Pencarrow Mews – Community Engagement Event**

The Committee noted that MK City Council are organising a community engagement event in April at 'Pencarrow Mews', the new temporary housing development in Fishermead, providing an opportunity for residents to see the new accommodation and facilities and ask any questions.

**41/22 White Ribbon Supporter Organisation – Actions**

Committee noted the content of the White Ribbon Support Organisation Information Pack. To support Council in meeting the requirements of a Support Organisation, and in particular, the actions required to deliver Action No.5 of the 7 Actions CPPC have committed to;  
"5. Hold at least one awareness and fundraising event, or activity, a year. Many organisations will do this around White Ribbon Day, 25th November."  
Committee resolved that an event to share information should be arranged for on or around White Ribbon Day in November, alongside information being published in the Homeground magazine and Social Media.

**42/22 Review of Committee Terms of Reference**

Committee reviewed its Terms of Reference, with the Committee Clerk noting the agreed changes. The proposed amendments to be submitted to Council for consideration at the Annual Meeting of Council in May 2023.

Cllr Odunewu arrived during the course of this item.

**43/22 Policy Review**

The Committee reviewed the following policies.

- i. Small Events Policy
- ii. Community Engagement Strategy
- iii. Projects Policy

There were no amendments to be put forward to Council for consideration at the Annual Meeting of Council in May 2023.

**44/22 Date of Next Meeting**

The next meeting will be held on Monday 27<sup>th</sup> March 2023

## **DRAFT AMENDED TERMS OF REFERENCE**

### **COMMUNITY & SOCIAL WELLBEING COMMITTEE May 2023**

**General Purpose:** The Community & Social Wellbeing Committee (CSW) is responsible to Council for overseeing the delivery of all matters pertaining to community development and environmental protection and enhancement, in particular;

1. To be responsible, under delegated authority as approved by Council, **for promoting the availability of grants**, assessing and awarding grants up to a maximum of £1,000 (**with any grants awarded to organisations based outside of the Parish, being ratified by Council**). Annual grants budgets to be allocated on a quarterly basis, with the Committee ensuring that the budget is not overspent, and with any quarterly underspend being rolled forward to the next quarter. Extra diligence to be implemented when looking at accounts for those applying for grants.
2. In accordance with the strategic aims set out in the Business Plan on behalf of Council, to work with partners to promote life-long learning amongst all residents, from infants to the elderly.
3. To work with partners to promote literacy and numeracy and work to ensure adequate provision is provided for those for whom English is a second language.
4. To work with partners to improve access to **education employment, training and job search support**.
5. Work with organisations, including the NHS Milton Keynes Clinical Commissioning Group, **Health Watch MK, Alzheimer's Society & White Ribbon** to raise awareness of **important issues of the importance a healthy lifestyle** effecting the health & wellbeing of residents, and to deliver the specific actions in section 5.4 of the Business Plan or any successor.
6. To be responsible for public consultations carried out by Campbell Park Parish Council ascertaining community needs and to make recommendations to Council (excluding the budget consultation which is under the remit of the Finance, Administration & Policy Committee).
7. To comment on behalf of Campbell Park Parish Council on any Community/Social Wellbeing related consultations, plans or policies from MK Strategic Partnership, MK Council, health trusts and other public bodies.
- ~~8. To be responsible for all Community Safety matters concerning the Council including environmental crime. (combine 8&9)~~
- ~~9. In accordance with the strategic aims set out in the Business Plan, on behalf of Council, develop and maintain a safe environment for residents and visitors. (combine 8 & 9)~~
- 10. In accordance with the strategic aims set out in the Business Plan, on behalf of Council, lead on matters relating to Community Safety, developing and maintaining a safe environment for residents and visitors and engaging with Thames Valley Police on issues concerning the Council.**
11. To develop and maintain an effective and mutually complementary relationship with Community Groups within the Parish.

12. To promote recycling and/or help enforce the proper disposal of household and other waste within the Parish boundary in accordance with the policies of Milton Keynes City Council.
13. To **deliver and** promote events, in partnership with others, to improve Social Cohesion.
14. To implement a programme of community events **and activities, including initiatives associated with the Cost of Living Crisis/Warm Spaces as well as developing projects, community engagement and activities to enhance the use of the Community Centres and Hub (on completion).**
15. To work with the Schools within the Parish, implementing a range of activities to engage the children and parents in any Parish Council initiatives to enable an early understanding about the Parish Council ~~and promote the availability of Parish Council Grants to schools.~~
16. To seek opportunities to work with organisations including Milton Keynes Council to improve assets, not owned by CPPC, within the Parish such as play areas, car parking etc. (CPPC owned assets to be the responsibility of the Buildings & Property Portfolio Committee).
- ~~17. To promote "Alcohol Control Areas" within the Parish and initiatives that promote the safe use of harmful substances i.e. COSHH and NEBOSH.~~
- ~~18. To promote initiatives that highlight the dangers of using harmful substances i.e. legal highs and illegal substances.~~
19. To highlight the dangers of loan sharks and promoting the use of Credit Unions.
20. To prepare by end of October each year, for submission to Finance & Administration Committee, a detailed draft budget covering all project expenditure for the coming financial year and the following 5 financial year(s).  
  
Any projects not included in the budget for that financial year, must be forwarded to the Finance, Administration & Policy Committee for direction.
21. To review annually the Terms of Reference prior to the Annual Meeting of Council.
- ~~22. To promote safer roads with the Parish.~~
- ~~23. To liaise with the Emergency Services.~~