

You are summoned to attend the Community Services Committee meeting of the Parish Council to be held on Monday 29th March 2021 at 19:00. This meeting will be held virtually using zoom.

Members of the public are welcome to observe a meeting or partake in the public participation section of the meeting provided their comments relate to an agenda item. Members of the public or press must register their attendance through the GLPC website form or by writing to the Parish Manager at glpc@great-linford.gov.uk. Registration must be logged at least 48 hours before the meeting start time. Please ensure you list your:

- name
- email / phone contact details
- question or the comments you wish to make and the agenda item it relates to.

Once registered you will receive the joining instructions for the meeting.

Public participation procedures and information can be found on the website document <https://www.great-linford.gov.uk/virtual-meetings/>.

Agenda

Agenda Item	Doc Ref (abbreviated)
1. Welcome and register of those in attendance.	
2. Nomination for Chair and Vice Chair	
Cllrs are asked to confirm their intention to stand as Chair or Vice Chair by 3pm on Friday 19 th March 2021 by emailing glpc@great-linford.gov.uk . Current nominations are chair Cllr Foskett, vice chair Cllr Johnston / Cllr Mackenzie.	
3. Apologies for absence	
Cllrs are asked to communicate their absence by 12 noon on the day of the meeting. A reason for absence is required. Please email glpc@great-linford.gov.uk	
4. Declaration of members' interests	
Cllrs are asked to declare any interest they hold in relation to items on this agenda.	
5. Public Question Time	
The meeting will be adjourned for an agreed time by the Chair for the Public to ask questions about agenda items. The Chair will allocate speaking time as appropriate. Residents are asked to register their questions through the glpc@great-linford.gov.uk email address quoting the agenda item they wish to speak on.	
6. Workbook, timetable, and Actions	
Cllrs are provided with operating information which will help them to understand the objectives of their membership of this committee. This information will form part of the Committee's governance documents that will be shared with you when the Teams training is completed. The information includes:	
6.1. A copy of the Terms of Reference for this committee can be found at https://www.great-linford.gov.uk/council-meetings/	
6.2. A presentation to explain the current Business As Usual activities carried out that fall within the remit of this committee.	
6.3. A list from the workbook of all projects that fall within the remit of this committee.	6.3

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6.4. Information to enable Cllrs to complete a project brief to obtain Council agreement and budget sign off.	6.4
6.5. Annual timetable for required CSC action - a list of the committee dates and the topics that need to be reviewed at this meeting is provided. This needs to be added to when committee have defined their programme.	6.5
7. Projects to review	
<p>7.1. <u>Dog bin survey</u> – presentation is provided with supporting report on a survey of all dog bins within the Parish. Cllr Lawar proposes that the recommendation made in the report are agreed by this committee, this seconded by Cllr Shaffi. Recommendations relate to a change of policy, number of bins and location, change of waste management supplier, consideration of the labelling of litter bins and a process to communicate and engage with residents. The project is within the budget proposed in the Dec budget process.</p> <p>If Committee are agreed this recommendation will be ratified by the Full Council and delegated powers given to the Committee to complete the project.</p>	7.1
7.2. <u>Canine Excrement Disposal</u> - Cllrs are asked to consider the paper as attached and consider the motion from Cllr Calverley to remove dog bins within 24 months once the process outlined has been agreed and completed.	7.2
7.3. <u>Citizen Advice Bureau (CAB)</u> - a report is provided outlining the digital CAB service that is available for 21/22. Committee are asked to review the information and the service level agreement and agree a recommendation to Council. The recommendation is for Council to agree a one year service level agreement with CAB to provide a digital advice service for residents of the GLPC area. £500 of the agreed budget is required to provide equipment for residents to make use of this service from the parish office when Covid restrictions allow. Estimated costs from CAB is £5,800 to be confirmed at the meeting on 22 March.	7.3
7.4. <u>Food Bank (FB)</u> – report on GLPC office acting as a serving centre for the FB on Thursday evenings. Committee are asked to agree the recommendation to allow the Food Bank free access to the office meeting room to run a serving centre on a Thursday evening. This would complement the existing afternoon session and not clash with existing Council business.	7.4
<p>7.5. <u>Neath Hill Artwork</u> – Committee are asked to form a small working party to create a specification for the artworks at the new play area. The principle, and budget (£4,000) was agreed in Nov 2020. The working group will be required to agree a specification to go out to obtain artists' interest and quotes, select the chosen artist, complete risk assessments, and arrange for installation and celebration.</p> <p>Committee requests delegated responsibility from Full Council to progress this project from conception to completion.</p>	

8. To confirm the next virtual Full Council meeting will be 31st March 2021 starting at 7pm

9. The next CSC Committee meeting will be 12th April 2021.

Signed: *Eirwen Tagg, Parish Manager*

Date: 17 March 2021

Great Linford Parish Council

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