



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 30 June 2025 at 7.30pm
Held at the Loose Parish Pavilion, King George V Playing Field, ME15 9RG.**

Councillors taking part: Vianne Gibbons (Chair-VG), Tony Oliver (TO), Neil Lettington (NL).

Also present: Nicky Bourne (Clerk - NB) and Amanda Baker (Assistant Clerk - AB) who took the minutes.

There were no members of the public involved in the meeting.

1. To elect a Chairman to the Committee for the forthcoming year

A nomination was put forward by TO and seconded by NL that Cllr. Vianne Gibbons should continue as Chairman for the forthcoming year. This was unanimously **AGREED** by the Committee and accepted by VG.

2. To elect a Vice Chairman to the Committee for the forthcoming year

A nomination was put forward by VG and seconded by NL that Cllr. Tony Oliver should continue as Vice Chairman for the forthcoming year. This was unanimously **AGREED** by the Committee and accepted by TO.

3. To discuss and agree any additions or changes to the Terms of Reference

The Terms of Reference were **AGREED** with one minor change. Action: AB to update.

4. To receive and record any apologies for absence

Apologies previously received from Cllr. Sarah Leeson (SL) were accepted. No apologies were received from Cllr. Velma Bennett (VB).

5. To receive and agree any decision regarding any item to be taken as confidential

None.

6. To receive any declarations of pecuniary interest on items in the agenda

(In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest. *(As agreed by LPC 21 Jan 13)*.
None.

7. To receive any signed dispensation requests for any item on this agenda

(Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved (see dispensation form). This follows the agreement made by the LPC at the meeting held on the 17 July 2017).
None.

8. To agree and to sign as a correct record the PCH minutes:

The minutes of the meeting on 24 February 2025 (Pages 399-402) were duly **AGREED** with two minor changes, signed by the Chairman and passed to the Clerk accordingly. The minutes of the Extraordinary meeting on 20 May 2025 (Page 403) were duly **AGREED**, signed by the Chairman and passed to the Clerk accordingly.

9. To receive any questions/comments from the public

(To include communications received by the Clerks' Office or other committees)

One Subject Access Request for CCTV footage was received from the police on 27/4/25 for an incident, and footage was provided by the Clerk.

10. Pavilion Building - to discuss items below and make any necessary decisions

a. Maintenance

DRAFT

i) **Update on completed maintenance**

A new vent tile has been installed after the storm damage. Six new tables have arrived and the paper towel holder in the kitchen has been replaced. The CCTV camera has been replaced above the apex after the catapult incident. The entrance hall has started to be painted.

ii) **Update on outstanding matters**

- Pavilion chairs – the purchase of the chairs, agreed in the February meeting, could not happen as it was too close to year end. The chairs are being regularly cleaned and repaired but continue to deteriorate and some replacements will soon be needed. The Committee **AGREED** that the chairs could be replaced on a rolling replacement programme with new cushioned vinyl chairs being sourced. Action: AB to research for chairs and circulate for agreement by **ROUND ROBIN**.
- Painting the walls of the second toilet
- Finish painting the walls of the entrance hall
- Sanding and painting the low-level fascias on the exterior of the building
- Re-fixing the bike rack to the wall
- Painting the King George V Recreation Ground (KGV) gates and black fence railings
- New car park signage e.g. Look Left / new entrance sign – previously agreed and in progress
- Repainting of the benches in the KGV field

The Office continues to seek new contractors/handyman to quote for the jobs above. NL will obtain quotes from a decorator. Action: NL. Community payback has been investigated but it is full for this year so LPC has been put on the waiting list.

The utilities contract is up for renewal at the end of July. After discussion the Committee **AGREED** to change provider and take out a 24 month contract. Action: NB/AB. This will be ratified at the next meeting of the full council. Action: NB to add to the full council agenda.

b. Risk (H&S)

i) **Lightening protection (NL)**

An engineer will visit on Friday 04 July to advise and quote on this. Action: NL.

ii) **Lighting in the pavilion (NL)**

Two quotes have been received and a third is awaited. Action: NL/AB/NB. The committee **AGREED** to make a decision on the contractor by **ROUND ROBIN** but the work will not be immediate as it will depend on other demands on the maintenance budget. Action: AB/NB/NL

iii) **Fire alarm (NL)**

Three fire alarm quotes have been received. The Committee **AGREED** that further research should be done before deciding on a contractor. The quotes should be brought to the next meeting along with further information. Action: NL.

iv) **Fire risk assessment**

A fire risk assessment was carried out in March with a former councillor. The latest assessment commended the work that had been done. The Office now has a pro forma to use every 6 months (next assessment due September 2025). NL will assist with the 6 monthly fire risk assessment. Another comprehensive fire risk assessment is due in September 2027. Action: AB/NL The fire assembly point will be reinstalled by NL once the post has arrived. Action: NL/NB. After discussion the Committee **AGREED** to get quotes for an electronic smoke alarm to be put in the garage. Action: NL to source.

v) **CCTV 6 monthly inspection**

As previously reported, the apex camera has been replaced but unfortunately, the camera that overlooks the gate also had to be replaced after an incident.

The 6 monthly inspection will take place on 9 July. It is likely that a new hard drive will be recommended. The Committee **AGREED** that any necessary repairs would be agreed by **ROUND ROBIN**. Action: AB. If a new hard drive is recommended then the committee **AGREED** this should be added as an agenda item in the budget PCH meeting in November. Action: AB.

11. Hirers/Clients – to discuss items below and make any necessary decisions

- i) **Update on regular hirers and availability**
The regular hirers have not changed. We have an interest from a hirer on alternate Tuesday evenings. One regular hirer in arrears is being followed up by the Responsible Finance Officer.
- ii) **Update on football pitch proposal from Loose Football Club**
The agreement has been drafted. Loose FC asked for a couple of changes to the agreement. The football club will work around our regular hirer on a Saturday. The monies for the pitch hire will be paid by monthly Standing Order. After discussion the Committee **AGREED** to sign the agreement. Action: NB to print a copy of the agreement and get all parties to sign.
- iii) **To discuss provisional results of the hirers' survey.**
The survey was sent out to regular hirers two weeks ago. The survey covered areas to be improved at the pavilion, what hirers liked about the pavilion and how they felt about the whole booking process. Two responses have been received. Very minor changes requested that do not require purchases can be done immediately. Action: NB/AB. After discussion the Committee **AGREED** that they were happy for the office to purchase small items whenever necessary e.g. covers for electric cables to stop trips and falls. The purchases will come out of the maintenance budget. Action: AB/NB. The results of the survey will be discussed further at the next meeting as an agenda item when more responses have been received. Action: AB

12. Play areas – to discuss and make any necessary decisions as relevant

- i) **To receive information on play area risk inspections**
The annual inspection took place in February 2025 and the report was very comprehensive. The report was received on the day of the last PCH meeting. A new spreadsheet has been created to make it easier to show the recommendations of the surveys so we can see what is outstanding/completed. Many jobs have already been programmed or been done. The minor jobs will be done when the caretaker returns. The first operational survey by a different company took place on 19 June and the report is awaited. After discussion the Committee **AGREED** that any high risks highlighted should be completed under Health and Safety / Risk with funds from the play area repairs budget but any medium/low risks should be brought to the next meeting for discussion. Action: AB/NB. NL asked if the park had a tree survey and NB confirmed that one is done annually.
- ii) **To discuss any necessary repairs to item of play exercise equipment and future improvements**
The Committee **AGREED** to fund a new pendulum swing for the Rotator in the youth play area as the old one had broken and a plastic swing seat in the younger children's play area. Action: NB/AB. Much of the paint is flaking on the equipment and a coat of paint would give the whole playground a revamp. The Committee **AGREED** to this being done. Action: Caretaker.

13. Car Park Matters – to discuss and make any necessary decisions as relevant

- i) **Update on the entrance signage and byelaws information**
Signage quotes are being obtained. The Committee **AGREED** any decisions would be made by **ROUND ROBIN**. Action: AB/NB.
- ii) **Update on car park markings**
Three quotes have come in to repaint the STOP and NO PARKING signs in the car park. The cheapest quote is £800. Alternatives are being sought. The Byelaws sign will be cleaned and reinstalled on the railings by the entrance. NL agreed to install this, as well as the bike rack. Action: AB/NL. NB asked the Committee if a green salt bin costing around £100 could be purchased to store the remaining winter salt. The Committee **AGREED** to this coming from the maintenance budget. Action: NB. The landlady from the Walnut Tree public house asked if she could use some spaces in the car park for a forthcoming wedding reception. After discussion the Committee **AGREED** that on this occasion spaces could be used as long as they had left the car park quietly by 10pm and the gates were locked. The Committee wish to be informed of the outcome by email. Action: NB.
- iii) **Update on car park railings**
Quotes are still being sought for the permanent green metal security parking hoop and the removable bollard. After discussion the committee **AGREED** to defer this to the next meeting. Action: AB.

14. Finance (KO)

- i) **To discuss the latest RFO finance report and review current budgets (ongoing)**
The finance reports had been previously circulated. The Committee **AGREED** that they would like a paper copy for the next meeting to view it more easily. Action: AB.
- ii) **To review the latest Management Plan and make any necessary decisions**
The Management Plan was previously circulated. Additions to the Management Plan are the football lease with Loose FC, LED lighting, fire alarm research and lightening protection research. The Committee **AGREED** the changes. Action: NB.

15. Reviews

- a. **To review the Booking Policy**
The Committee **AGREED** the policy with no changes. Action: AB.
- b. **To review the Pavilion Occupancy Policy**
The Committee **AGREED** the policy with no changes. Action: AB.
- c. **To review the Standards and Conditions of Hire (including Open Spaces)**
The Committee **AGREED** the policy with no changes. Action: AB.
- d. **To review the Key holder list**
The Key holder list was **AGREED** with a few minor changes. Action: AB to update. The Committee **AGREED** that the former cleaner should be contacted as we are doing a key audit to ask if she still had her keys to the Pavilion. Action: AB/NB.

16. To ratify any ROUND ROBINS used since 26 February 2024

None.

17. Website and Media – to discuss and make any decisions as relevant

Nothing.

18. Community Events – The 2025 Fete and Fun Dog Show

To receive an update on the 2025 Fete and to make any necessary decisions.

The fete took place on Saturday 14 June. The weather was thankfully kind if a little bit windy. AB thanked everyone who had helped with the fete. The police cadets were amazing as usual. There were 39 stalls. The Committee **AGREED** that any changes for next year should be discussed at the next meeting. Action: AB to put this item on the September PCH agenda. AB asked to amend the stallholder paperwork to highlight that gazebos **MUST** be suitably weighted down and guy ropes must not be forward of the structure. After discussion the Committee **AGREED** to these changes. Action: AB.

Two providers are potentially interested in running the pavilion refreshments. The office should investigate whether both parties are still interested in providing refreshments next year. This should be brought back to be discussed at the next PCH committee. Action: AB.

19. Other Items (discussion only)

NL asked if the Community Hub Project could be added to the next agenda. The Committee **AGREED** that this should be added to the next full council meeting to set up a Community Hub Working Group. Action: NB.

20. Date of Next Meeting – 01 September 2025

The meeting was closed at 9:00pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....