



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 28 February 2022 at 7.30pm
Held at the Loose Parish Pavilion, King George V Playing Field.**

Councillors taking part: Vianne Gibbons (Chair) (VG), Susan Luckhurst (Vice-Chair) (SL) and Charlie Hollister (CH).

Also present: Nicky Bourne (Deputy Clerk) (NB) who took the minutes.

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

1. To receive and record any apologies for absence.

Apologies were received from Tony Oliver.

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

None

3. To receive any declarations of pecuniary interest on items on 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 received.

4. 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 received.

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

PCH Committee meeting held on the 22 November 2022 (Pages 334-336)

The minutes of the meeting on 22 November 2022 (Pages 334-336) had been pre-circulated but a hard copy was unavailable for signing at the meeting. It was **AGREED** they would be signed at the next meeting.

6. Questions, comments from the public and communications received by the Clerk's Office or other committees

None

7. To receive the Caretaker's report and make necessary decisions

The Deputy Clerk gave an update on the Caretaker's recent work, which again included tasks for the ENV Committee, as well as the PCH Committee. The bench in the toddler play area, the bench outside the Pavilion and the Pig Seat in Brooks field have been painted. In the Pavilion the light fixings have been cleaned out and the chairs brushed down. He has monitored the hazard-taping of the ball pit fence and tightened all the fixings with the newly obtained tool from the supplier. There has been a steady stream of party bookings to open and close for. The Clerks' Office has re-written the list of jobs. Priority needs to be given to painting the garage doors and window frames, ready for the other improvements at the front of the Pavilion. The online Manual Handling course has now been completed.

The committee considered the remaining tasks and discussed whether the Caretaker should focus on PCH tasks. It was **AGREED** that the ENV committee would discuss the situation at their next meeting. Deputy Clerk to add to the next ENV agenda.

8. Pavilion Building – to discuss items below and make any necessary decisions

a. Maintenance

- i) **Community Outbreak Maintenance Fund**
The Deputy Clerk advised that an application had been made to KCC for this grant, available for expenses incurred for additional Covid-related maintenance. The bid requested funding for deep cleaning in the hall, kitchen, changing rooms and toilets, steam cleaning of the seats, deep cleaning of the tables, sanitiser and PPE costs, and provision of equipment to facilitate remote or contactless working, e.g. projector and tablets to reduce the need for hard copies. The maximum available was £2040 and the outcome will be known in 4-5 weeks.
- ii) **Tables**
One table has been broken beyond repair. The Committee **AGREED** that a new one could be purchased. Action Clerk's Office.
- iii) **Locks and Handles**
The replacement of locks and handles is now complete. There is a new front door lock, 2 new store cupboard locks, full replacement of door handles, and the 4 doors off the hallway (kitchen, main hall, both changing rooms) are keyed alike. All hirers are in receipt of new keys. Payment will be made this financial year.
- iv) **Wi-Fi router**
The broadband provider had sent an upgraded router for faster broadband. This has been installed and any user will need to input the new access key.
- v) **CCTV**
The Committee was informed that the CCTV service took place on 31 January 2022. There were no issues.
- vi) **Painting of the main hall**
The Caretaker has asked if he could paint the main hall. After discussion, it was felt that the Caretaker has a number of higher priority jobs to complete first, and the Committee **AGREED** that a quote should be sought to paint it white. Deputy Clerk to action. There would be timing restrictions due to regular hired use, so it would need to happen in a school holiday.
- vii) **Noticeboard**
The quote received for the new noticeboard at the front of the Pavilion was shared. After discussion, the Committee **AGREED** to purchase one noticeboard and necessary magnets and for the Deputy Clerk to arrange installation. Deputy Clerk to action.
- viii) **Bike Rack**
The Deputy Clerk circulated examples of potentially suitable bike racks for outside the Pavilion. After discussion, the Committee **AGREED** to purchase a wall mounted model. Deputy Clerk to action.
- ix) **Queen's Platinum Jubilee planters and necessary works**
Quotes for the removal of the hedges and for the purchase of 2 planters with the Queen's Platinum Jubilee emblem had been received and were shared with the Committee. After discussion, the Committee **AGREED** the quote to remove the 2 hedges either side of the bench and the large hedge beside the garage, but to leave the small corner hedge. Deputy Clerk to action. The Committee **AGREED** the quote for 2 planters, with LPC wording and a Queen's Platinum Jubilee crest. Deputy Clerk to action.

CH and SL **AGREED** to plan the planting of these and the other planters at the Village Green and top of Old Loose Hill. Action CH and SL. It was **AGREED** that the Clerk should look up the quantity of peat required for the village green planters and purchase the appropriate amount for the new ones. Clerk to action.

Following the removal of the hedges, it was **AGREED** that the Clerk should purchase the necessary items to prepare the area (weed membrane and gravel) for installation by the Caretaker. Clerk to action.

b. Risk (H&S)

i) Fire Risk Assessment

The Fire Risk Assessment was completed on 20 October 2021 by the Deputy Clerk and Councillor Luckhurst. The report and actions arising were circulated to the Committee and duly noted. One issue arising was covered in Agenda item 9a(i) below.

ii) Urn/Boiling water tap

At a previous meeting the Committee had agreed to remove the urn from use for health and safety reasons. There have been practical issues providing refreshments to large numbers at coffee morning. Boiling water taps had been researched but are very costly and would be required to be hard wired and plumbed in. The Deputy Clerk asked if consideration could be given, to allowing use of the urn for large functions, limiting those operating it to be regular, competent staff and volunteers. The urn would not be available to hirers generally and would remain locked away at all other times. All necessary warning signage, as recommended by HSE, is on display in the kitchen. After discussion, the Committee **AGREED** that the urn could be used only by Clerks and Councillors at larger events such as the community coffee morning. It would be locked away at all other times. Deputy Clerk to action.

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

a. Regular and ad hoc hirers

i) Frequency of hire agreement completion by regular hirers

The Deputy Clerk explained that the current Fire Risk Assessment states that the Hire Agreement should be sent out and re-signed by every hirer every six months, to ensure that they are familiar with the fire safety information. This has proved impractical and very time-consuming chasing returns. The Deputy Clerk asked whether the Committee would consider changing the requirement to an annual signing of the full hire agreement (in September) and then a six-month refresher email of the information (March) requesting email confirmation that it has been read and understood. The Committee **AGREED** this proposal. Deputy Clerk to action.

ii) Update on bookings and capacity

The Deputy Clerk advised that booking requests were coming in very regularly. There is limited capacity to take on any more early-morning or evening regular hirers mid-week. There is a new choir activity fortnightly on a Tuesday after Brownies, and a new monthly booking for a Home Education group on a Thursday. Playful Ed Phonics on a Friday has extended their time. There are regular enquiries from fitness groups, particularly Pilates but no availability. The balance of activities is varied. Enquiries for ad hoc bookings are coming in very frequently without targeted advertising, so word of mouth recommendation seems effective.

10. Reviews

a. To review the Community Events Group Terms of Reference

The Terms of Reference had been pre-circulated to the Committee. They include the change of name proposed by the working group and a reduction in number of Councillors required as this is a working party, not a Committee. The Committee **AGREED** the updated document. Deputy Clerk to action.

b. To review the updated Management Plan

The Management Plan for 2022-23 had been pre-circulated to the Committee having been created following the budget meetings. Significant progress has already been made on many items. The Committee **AGREED** the document without changes.

11. Play areas / Car Park – to discuss and make any necessary decisions as relevant

a. Risk reports

i) **To receive information on the annual risk inspection report**

The Annual risk inspection had been pre-circulated and the Deputy Clerk drew attention to the findings and risk ratings. The Issues/Actions document had been updated and circulated and the Committee **AGREED** that quotes should be obtained for all medium risk items, with decisions being made by **Round Robin**. For all issues identified as low risk, the Committee **AGREED** that the Caretaker and Deputy Clerk would monitor or deal with as appropriate. Caretaker and Deputy Clerk to action. The Deputy Clerk highlighted the report on the new younger children's play area fencing, which has been identified as low risk for not complying to current standards for entrapment risk. The contractor quoted for anti-trap fencing, so the Deputy Clerk has contacted them for comment. The Committee **AGREED** that the date of the standard should be clarified, and the comments from the contractor chased and circulated. Action Deputy Clerk.

ii) **To discuss future risk inspections**

The Deputy Clerk explained that after the next quarterly inspection in April, LPC would have been using the current inspector one year. The committee **AGREED** to continue with the current contractor. Deputy Clerk to action.

b. To review maintenance and consider the following:

i) **Repairs to the ball pit fencing**

The Deputy Clerk updated the Committee that the posts have been made by HOP Engineering. The Caretaker and Deputy Clerk will be installing on Friday 4 March.

ii) **Repairs to items of play and exercise equipment**

The Deputy Clerk had updated the Committee and repairs were reviewed and **AGREED** as minuted in Agenda Item 11a (i).

iii) **Update on the exterior signage**

The Deputy Clerk updated the Committee that quotes have been sought and were all similar and all under budget. The Committee **AGREED** that the Deputy Clerk should proceed with a contractor who could complete the works by the end of the financial year. Deputy Clerk to action.

c. Car Park matters

i) **Recent parking issues**

The Deputy Clerk informed the Committee that a van has been left overnight in the car park on several occasions. It is believed to belong to a resident of the cottages or someone carrying out work in the empty house. The Caretaker is monitoring the situation. The Committee **AGREED** with the proposal by the Clerks' Office to write to all cottages to remind them of the rule. Deputy Clerk to action. VG advised the Committee that the Walnut Tree Avenue parking enforcement is at no cost to the pub and the Committee **AGREED** that this should be investigated further, as a strategy for dealing with those parking overnight. Deputy Clerk to action.

ii) **Use by local youths**

The Deputy Clerk informed the Committee that there had been several incidences of a couple of youths using the bench outside the Pavilion to meet and smoke various substances. The PCSO has been informed and agreed to make regular patrols.

12. Finance (ongoing) (KO)

a. RFO report

i) **To discuss the latest RFO finance report (ongoing)**

The RFO report had been pre-circulated to the Committee and was noted.

ii) **To review current budgets (ongoing)**

The current budget statement had been pre-circulated to the Committee. After discussion, it was **AGREED** that the RFO should be asked to confirm the balance available until the year-end. Action RFO. It was also **AGREED** that quotes should be sought for the painting of the interior of hall as per Item Agenda Item 8a (vi). Action Deputy Clerk.

b. Funding

i) **To receive information on spends on current funds and to agree as relevant**

Information had been pre-circulated by the RFO and it was noted that there had been no spends on current funds (\$106 monies).

13. To ratify any ROUND ROBINS used since 22 November 2021

The following ROUND ROBIN was ratified:

For Item 8a (ii) at the PCH meeting held on 22 February 2021, a Round Robin was sent on 2 February 2022: To agree a quote for replacement locks, handles and keys in Pavilion. A contractor was **AGREED** (CH, SL, TO).

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

SL drew attention to the online calendar, which only shows Council meetings. After discussion, it was **AGREED** that the Communications Clerk should be asked to populate it with the regular hirer bookings. Communications Clerk to action.

15. Community Events Group

To receive an update from the meeting on 24 January 2022 and make any necessary decisions

The Deputy Clerk updated that despite appeals via In & Around Loose, on the website and facebook page, and the interest in organising a Queen’s Platinum Jubilee event, no new volunteers attended the fete meeting. All aspects were discussed, but it was felt that it was still fairly early to move many items forward. The next meeting on 28 March will need to do so, and already it is looking more promising with a volunteer coming forward to organise the dog show.

16. Community Hub (ongoing)

To continue discussions on the revival of this project (TO)

Councillor Oliver (TO) was not present at the meeting, so this item was deferred to the next PCH meeting.

17. Other Items (discussion only)

The Committee discussed sourcing an appropriate map for the Pavilion.

18. Date of Next Meeting – To be confirmed

The meeting was closed at 8.50 pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....