



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 26 June 2023 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), Elaine Lawford (EL) and Tony Oliver (TO).

Also present: Nicky Bourne (Deputy Clerk) (NB) 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 SL and seconded by EL 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 EL that Cllr Susan Luckhurst should continue as Vice Chairman for the forthcoming year. This was unanimously **AGREED** by the Committee and accepted by SL.
- 3. To discuss and agree and additions or changes to the Terms of Reference**
The Terms of Reference for the PCH Committee had been pre-circulated. After discussion, amendments were **AGREED**. Action: Deputy Clerk to update.
- 4. To receive and record any apologies for absence**
None.
- 5. To receive and agree any decision regarding any item to be taken as confidential.**
The Committee **AGREED** that Agenda Items 10a (ii) and (iii) would be taken as confidential.
- 6. 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.
- 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 received.
- 8. To agree and to sign as a correct record the minutes:
PCH Committee meeting held on the 28 Feb 2023 (Pages 358-362)**
The minutes of the meeting on 28 February 2023 (Pages 358-362) were duly **AGREED**, signed by the Chairman and passed to the Deputy Clerk accordingly.
- 9. To receive questions, comments from the public and communications received by the Clerks' Office or other committees**
A resident contacted SL to ask whether they might be able to use the KGV for an out of season one-off junior match. As there was no impact (field only, no lines, no Pavilion use) the Office had allowed it to go ahead, explaining that any future arrangements or bookings would be charged at the normal hirer rate.

A resident had contacted the Office having noticed glass shattered in the grass in the younger children's play area in the middle of the day. The Deputy Clerk made an immediate site visit to clear it.

Southern Water contacted the Office to request use of the car park as an emergency water distribution point. As the Council had already agreed to such use by South East Water, the Office replied with the same positive response.

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

a. Maintenance

i) Chairs

The upholstery on the chairs was deep cleaned on 3 April but the effects were not long lasting. The blue chairs seem to suffer when user groups do creative activities. All user groups have been asked to allow sufficient time to clean tables and chairs effectively. Alternatives including plastic chairs or benches had been costed and were considered, but due to the expense and storage issues, the Committee **AGREED** that the caretaker should be asked to include more thorough checks in his weekly routines. User groups should be asked to ensure that any chairs requiring additional attention, or left damp due to cleaning, are left in the store rather than be returned to the stacks. The Committee also **AGREED** that if deep cleaning was required on a more regular basis, then it should be arranged as necessary. Action: Clerks' Office.

The meeting closed at 7.45pm to discuss and make decisions on two items of Pavilion repairs and maintenance.

ii) Roof repairs

On 26 May 2023 a youth caused damage to the Pavilion roof by repeatedly throwing a traffic cone onto it, breaking tiles and causing them to fall off. The incident was recorded clearly on CCTV. Several residents provided the name of the suspect and school attended, and the Deputy Clerk reported the incident to the Police, where it is awaiting identification of the suspect. Frustratingly, the Police say they can only circulate the CCTV internally, however, the new Beat Officer has asked for the Crime Reference to look into the incident. She believes that, as the Office has provided the suspect's name and school, the matter should be able to be taken further.

Quotes for the repair of the roof tiles were shared. After discussion in the closed session the committee **AGREED** to the necessary work at a cost of £280 inclusive of VAT. Action: Deputy Clerk

iii) Apex Painting

Quotes for the re-painting of the 3 apex sections of the pavilion roof were shared. After discussion in the closed session the committee **AGREED** to the necessary work at a cost of £550 inclusive of VAT.

Action: Deputy Clerk

The meeting re-opened at 7.54pm.

b. Risk (H&S)

i) Fire Risk Assessment 21 April 2023

The Fire Risk Assessment was completed by the Deputy Clerk and SL on 21 April 2023. There was one outstanding matter of circulating the fire safety and evacuation procedures to all regular hirers for 6 monthly re-familiarisation. This has now been done.

ii) Radiator Valves

A regular hirer has asked whether the Council would consider putting thermostatic radiator valves on the two radiators in the hall as they can get very hot to touch and their participants are babies and very young children who can often lean up against them to use the window sill for balance. After discussion the committee **AGREED** to thermostatic radiator valves being installed and **AGREED** that the conditions of hire should be amended with regard to temperature control. Action: Deputy Clerk

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

i) **Outstanding Hire fees update**

The former hirer with a payment plan is still on track and the next payment is due on 1 July. The Clerk is monitoring. Action: Clerk.

ii) **Update on regular hirers and availability**

The childminding group who were hiring for 3 hours on Tuesdays have recently cancelled their booking as they no longer require the facility. The fitness group on a Tuesday morning have extended their session time by an hour. The Office will continue to advertise available slots via social media and our publications.

iii) **Football Pitch Usage for the 2023-24 season**

The current Sunday morning football hirer and the Office consider the arrangement for this season to have been very successful and straightforward. The hirer is an experienced groundsman and has given many hours of his own time to the preparation and care of the pitch. He has also been considerate to weather issues, in respect of protecting the pitch surface, and towards accommodating Sunday Pavilion hires. As is normal this time of year, we have been approached by several other clubs regarding sharing use on a Sunday but are hesitant that this is workable, due to the pitch limitations, the need for lining and dealing with weather and playability issues.

The current hirer has asked whether there might be possibilities to extend use, but within his club, that way, he can take responsibility for the lining, pitch preparation and communication with the team managers. This might include a few Saturday afternoon veteran team fixtures (8-10 per year) and some Sunday afternoon junior fixtures. He also asked whether they can do pre-season training on Wednesday evenings from 7pm from 5 July. This would be without goals or pavilion facilities, so simply using the field and car park. Currently there is only one session where the car park would be in use, so the footballers would make other arrangements for parking. After discussion, the Committee **AGREED** that the existing hirer should be offered the extended use over new enquirers. The Committee **AGREED** to the field use for summer training in lieu of the extra grounds work undertaken by the manager throughout the season, and their presence would be a deterrent to anti-social behaviour the area can suffer in the summer evenings. Action: Office to advise hirer and clarify car parking priority to the Pavilion hirer.

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

i) **Play Inspections**

The next play area inspection will be taking place on 28 June. This will be the last inspection for the year, pre-purchased with the current company who the Council have used since July 2021. As agreed at the meeting of 28 November 2022, the Office will seek quotes. It was **AGREED** these could be circulated for agreement by **Round Robin**. Action: Deputy Clerk.

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

Since the last inspection report, hole plugs have been purchased and installed in the play area fencing and at the end of the black benches. These have not lasted long on the field benches, but they remain in place in the younger children's play area at the moment. The 5-seat rotator has been repaired but the bill is awaited (from which the strider repair will be deducted as it was repaired under guarantee). It was previously agreed that quotes should be sought to remove and fill in the trampoline. Having had play companies over to quote for other projects, the Deputy Clerk sought their opinion and this was discussed further under the next item.

iii) **Improvements to the play areas using S106 and CIL monies.**

The Deputy Clerk updated that she had met with four play equipment companies on site, to discuss potential improvements for the toddler age group, and options for the trampoline replacement. Ideas and quotes received from six different play equipment companies were viewed and discussed.

A preferred company and project were selected, with some slight modifications suggested. The Committee **AGREED** that the company should be consulted regarding amendments, and the amended design and quotes be circulated to the Committee for agreement by **Round Robin**. Action Deputy Clerk.

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

i) Update on car park matters from the last meeting

The Office is still chasing the repair to the KGV gate following the damage by the delivery van. The Southern Gas Network container was relocated and the car park spaces returned to use. The 3 floodlights have been repaired and are fully functioning.

ii) Felled tree root trip hazard

Following the felling of the tree, the stump and root damaged tarmac remains. The Environment Committee have passed any decisions on this to the PCH Committee. After discussion the Committee **AGREED** that Hoods Tree Services should be consulted for their advice and estimates to remove the trip hazard risk. Information should be circulated to the Committee for agreement by **Round Robin**. Action Deputy Clerk.

14. Finance (KO)

a. RFO report

i) To discuss the latest RFO finance report and to review current budgets

The RFO report and the current budget statement had been pre-circulated to the Committee. Information had also been pre-circulated on ear-marked monies and hirer income. All were noted.

ii) To review the latest Management Plan and make any necessary decisions

The Management Plan was shared, having been updated after the last meeting, and was noted.

15. Reviews

a. To review the Booking Policy

The Booking Policy had been pre-circulated. The Committee reviewed and **AGREED** the document without amendment.

b. To review the Pavilion Occupancy Policy

The Pavilion Occupancy Policy had been pre-circulated to the Committee. The Deputy Clerk explained that this was the only document that the Office had not yet updated, as they had not yet carried out a physical exercise laying out the hall. The Committee discussed that, as the hall dimensions and furniture had not changed in any way, then the occupancy calculations should remain accurate, and the document should stand as it is, unless regulations have changed. The Committee **AGREED** that the Office should check current regulations, seeking KALC advice if necessary. Once confirmed, the document should be updated, referring to the checking of current guidance, and then circulated for review and agreement by **Round Robin**. Action: Clerks' Office.

c. To review the Standards and Conditions of Hire (inc Open Spaces)

The Standards of Condition of Hire (inc Open Spaces) had been pre-circulated to the Committee. The Deputy Clerk reported that the updated document was working well as hirers now had the option to complete it electronically. The Committee reviewed and **AGREED** the document without amendment.

d. To review the key holder list

The key holder list had been pre-circulated to the Committee having been updated. The document was reviewed and noted by the Committee.

16. To ratify any ROUND ROBINS used since 27 February 2023

None

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

The Deputy Clerk reported that the regular hirer bookings on the website calendar need amending with recent changes, as does the Parish Pavilion page. The Office is currently without a Clerk with Communications and Media responsibility, so are covering this role between the Clerk and Deputy Clerk. It will be actioned as soon as possible.

18. Community Events – The 2023 Fete and Fun Dog Show

To discuss the 2023 Fete and Fun Dog Show and make any necessary decisions

The Deputy Clerk circulated a post-fete discussion document and shared her own thoughts, along with some feedback received about the event.

Positives:

- Successfully prepared everything in time, despite bringing the date forward from September to June with relatively short notice.
- Organisational time was saved as no group meetings were held, and all communication was via email and short meetings e.g. between the Clerk and Dog Show Organiser.
- The newly created checklist document was effective, but the timeline needs to be adjusted for a June event rather than a September event. Action: Deputy Clerk.
- Marking out pitches the day before the fete eased pressures on Saturday morning.
- All areas saw an uptake in income with the exception of the bar and car park. It was felt the car park may have reduced as people did not have change. Card payment machines were discussed and it was **AGREED** that possible options and costs of having one should be researched: Action Clerks' Office.
- Generous sponsorship was received from Albany Funerals, Ward and Partners (50 signs instead of 30), Nellsar (programmes) and Hydrotech.
- The dog show was well attended and well-run with an increase in income and participation (possibly due to the change in class types.) Income increased from £230 to £352.
- Good uptake on stalls, from a wide range of local organisations, businesses, crafts and charities. Income increased from £364 to £548. Many shared the event on their own social media channels.
- Some excellent raffle prizes sourced by a variety of people. Income increased from £199 to £372
- Increased Councillor involvement and support – behind the scenes, sourcing raffle prizes, delivering programmes, and helping on the day. The Office felt it seemed more of a “team” production.
- The Police cadets support made a real difference. They were great role models and the Office will include them with the organisations invited to the Annual Parish Meeting. Action: Clerks' Office.
- The NLRA volunteers were invaluable and it was good to be able to support them with Police Cadets.
- South Park WI did a great job taking on the refreshments and seem pleased with how it went for them.
- The bar set up worked well, although income was down from £180 to £134.50
- The PA system was expensive but invaluable for the dog show and they filled gaps between classes well by promoting and thanking sponsors.
- Tech Medical – it was good to have a “professional” presence and this is now necessary as standard individual first aid qualifications are no longer adequate cover.
- MBC Events App – no issues this time, the only response came from the Police confirming low risk.
- Programme – reduced in size, but increased the number produced so we were able to circulate wider. Due to reduction in size and time to prepare, we had less advertising income (£140 instead of £250), but had already secured more sponsorship (£780 instead of £350).
- Programme delivery – excellent help from last year's volunteers and NLRA (and helped by the Parish programmes being delivered with the consultation).
- Lucky programme and raffle were easier to manage for the sellers (cutting the corner off/charging £1 a single ticket rather than a strip requiring time-consuming completion of contact details on each ticket).
- Loose Beaver Scouts completed a litter pick on the Monday night which ensured the area was fully cleared after the funfair's departure.

Points to note:

- Although there were no meetings, an increase in Clerk time was used, but this did 'save' expenses for programme design and certificate production as done in house.
- The funfair started on Thursday for 2 hours as it was ready earlier (having only travelled from a neighbouring village). This also supported their income since rising fuel costs have impacted the business considerably. One resident complaint was received.
- On the Friday evening we suffered some ASB, with graffiti on the basketball court and several places along a route up towards Linton crossroads. All has been reported to the MBC graffiti team.
- Due to timings of the election and the pressure of the workload, the Mayor was not invited. However, Loose Ward Councillor Sue Grigg was happy to oblige with the official opening and it gave her an opportunity to thank her ward members.
- A sponsor was expecting exclusivity of their stall. After discussion it was **AGREED** that for future events, there should be greater clarity on this matter, and whether exclusivity can be offered for a particular product type. The stallholder paperwork did state *"Following feedback, as the dog show is very popular, we will accept a range of dog/pet-related stalls this year"* but as the stall was given free of charge as part of the sponsorship, the standard stallholder paperwork was not requested so this statement would not have been seen. Action Deputy Clerk.
- The Tuneless choir were very well represented and given a publicity platform to perform (and recruit). However, people had to be watching to be aware of them performing as the funfair noise was loud. The Committee discussed whether they could, and would want to, be linked to the PA system and use microphones. Deputy Clerk to follow up.
- There was no other "entertainment" or performances except the Tuneless Choir. The Deputy Clerk explained that with the change of date, there was little time to spend looking for entertainment. All present felt that it was easier without an arena and a schedule of events to adhere too, especially with the Dog Show running throughout the afternoon. This could be re-considered if offers of entertainment were received, but it was not felt a necessity.
- Raffle – it was attractive having some higher value prizes and many more tickets were sold. The Committee discussed ways to ease the administration of the raffle draw. Even with one person making phone calls immediately, there are still uncollected prizes. It was suggested that a limited number of main prizes could go into individual named prize buckets and people could choose which bucket to put their ticket in, as to which prize or prizes they would like to win. Smaller donations and stall holder donations could go into the tombola.

19. Community Hub (ongoing)

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

There has been no further progress on the Community Hub project since the previous meeting.

20. Other Items (discussion only)

The Committee were made aware that some of the jobs on the Caretaker's list had not yet been completed. A staff meeting is planned and these will be discussed. If the Caretaker is not able to fulfil the tasks, the Office will seek handyman quotes as agreed in the meeting on 22 February 2022.

SL requested that the Caretaker be asked to remove residue sticky tape off the walls in the hall.

21. Date of Next Meeting – 11 September 2023

The meeting was closed at 9.16 pm.

Minutes agreed by the Committee and duly signed by the Chairman

Signed

Dated.....