



**MINUTES OF THE MEETING OF
The Pavilion & Community Hub Committee
Monday 23 November 2020 at 7.30pm
Held Virtually**

Councillors taking part: Vianne Gibbons (VG), Susan Luckhurst (SL), Lewis Muir (LM).

Also present: Kim Owen (Clerk)(KO), Jan Capon (RFO)(JC) and 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 Charlie Hollister (CH), Tony Oliver (TO) and Malcolm Summers (MS). No apologies were received from Tom Oliver (TomO).

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 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 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 of the:

PCH Committee meeting held on the 12 October 2020 (307-311)

The minutes of the meeting on 12 October 2020 were duly **AGREED**. The minutes will be signed by the Chairman and passed to the Clerk accordingly.

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

A member of public had raised a concern regarding the product being used to mark the football pitch lines and whether it was safe, particularly with dogs and children using the field. The Clerks' Office have written to the football club and the matter is currently under investigation. **ACTION KO/NB**

7. Caretaker (ongoing)

a) To receive the Caretaker's report and make necessary decisions

The Caretaker was not present to make a report. VG advised that she had received positive feedback that he had been working hard and suggested that it would be helpful to have a written update, particularly if he had technology issues preventing him joining a meeting. The Clerk will speak with him – **ACTION KO**.

JC advised that the Caretaker had asked if he could be provided with a B&Q card to be able to purchase basic maintenance items. It is the Committee's intention that he will do various jobs around the Parish so it was felt this could be a practical option. The committee **AGREED** that JC should investigate the card further in terms of limits, signatures, terms and conditions and a decision could be made by ROUND ROBIN. **ACTION JC**.

8. To discuss the Management Plan and make any necessary decisions

SL led the committee through the Management Plan and the following were discussed:

- **Repaint Car Park signs** (Disabled bay, STOP sign, No Parking sign) – quotations currently being sought and **AGREED** decision to be made by ROUND ROBIN. **ACTION NB**
- **Trip hazards in playing fields** - item moved to Environment Committee (KO confirmed both are being dealt with).
- **Install new security lighting in car park** – complete.
- **New shutter at front door** – the committee **AGREED** quotations should be sought for manual and motorised shutters and a decision made by ROUND ROBIN. **ACTION NB**.
- **Renew keys, locks and door handles throughout the building** - to go onto the budget for 21/22. The committee **AGREED** to having a common key for the changing rooms, kitchen and the hall/meeting room but the store, CCTV and water tank cupboard to remain separate keys. **ACTION NB** to check functioning of locks and report requirements back to committee for agreement by ROUND ROBIN prior to seeking quotes.
- **Replace cigarette butt box next to front door** – Caretaker to install. NB has prepared quotations. **ACTION NB/KO** to circulate quotations and decision made by ROUND ROBIN.
- **Purchase new microwave** – **AGREED** should be silver and basic. **AGREED** NB to seek quotations and Clerks Office to make decision and order. **ACTION NB/KO**.
- **Multi Play Unit** – 2 quotes had been pre-circulated and a 3rd company are arranging a site visit. **ACTION KO** to book CH in for a site visit. Current MPU requires new platforms as they are becoming trip hazards so the committee **AGREED** this should move forward without delay. It was noted that the practicalities and timings of installation will need to be established.
- **Replace trampoline** – the committee **AGREED** to revisit by June 2021 because the trampoline has been assessed as low risk by Wicksteed and is being regularly monitored.
- **Review wheelchair access in building** – discussion took place regarding getting an accessibility assessment of the pavilion and to consider any improvements e.g. an automatic door on the disabled toilet. **ACTION VG** to make enquiries about assessors and to discuss again in the future.
- **Review exterior signage** – the committee **AGREED** that there needed to be an audit of current signage, prior to a discussion on how it could be improved. Quotations could then be sought for it to go into next year's budget. **ACTION NB** to audit.
- **Replace toddlers play area fencing** – the committee **AGREED** this is a priority as the current fencing is no longer fit for purpose and has hazard areas requiring high maintenance. **ACTION SL**. SL agreed to research different types of fencing and circulate to the committee for agreement by ROUND ROBIN and then the Clerks' Office to seek quotations.
- **Replace entrance hall flooring** – The committee **AGREED** this should remain on the plan for 22/23 unless it was to become a risk in the meantime.
- **Refurbish / replace changing room showers and toilets** – The committee **AGREED** this should remain on the plan for 22/23 but continue to be monitored.

- **Shelving and creation of a mezzanine level for storage in the garage** – by Apr 21. The committee **AGREED** that a working party should be set up to go through the garage contents and identify items to be discarded. Once cleared, quotations could be obtained to fit shelving or a mezzanine level for storage. KO raised the issue that plans may be hindered by government Covid regulations and it was **AGREED** that plans would be reconsidered after the next Covid measures had been confirmed. **ACTION** (when permitted under Covid regulations) **NB** to contact Caretaker, PR, CH, JA, SL regarding dates for a working party.
- **Remove hedges in front of pavilion** – moved to the Environment committee.
- **Cycle rack** – the committee **AGREED** to the installation of a basic bike rack at KGVPF and locations were considered. **ACTION SL** to site visit and propose locations. **AGREED** this should be put into the 21/22 budget.
- **Community Hub Project** – after discussion about the whereabouts of documentation relating to the last version of the project the committee **AGREED** that the Community Hub Project needed to be revived once Covid issues are reduced, with a new brief that meets with the views of residents. VG has the results of the public consultations and some documentation is in the Pavilion store cupboard. **ACTION VG** to contact TO to discuss.

JC explained the revised layout of the Management Plan and the committee **AGREED** this was a practical format allowing actions to be recorded.

9. Finance

a) To agree the budget for 2021-2022

JC talked through the budget sheets and predicted spends

- The blue sections highlight more variable costs, whilst yellow sections refer to items that are more consistent and easy to monitor.
- Items from the Management Plan that are due to be completed this year have been added onto the 20/21 budget and figures allocated.
- The committee **AGREED** to increase signage from £500 to £1000 and add £500 for a bike rack. **ACTION JC**.
VG explained that she would be pushing for additional KCC money.
- Income from hiring will be down with potentially only Slimming World and possibly Rainbows returning in the near future. JC has applied for a further grant from MBC of potentially £1300 for lost income in the month of the second lockdown. **ACTION JC** to inform committee of outcome.
- Covid-19 has caused some changes to figures for some items such as extra cleaning, new dog signs, but there will be some surplus e.g. play area maintenance.
- After predicted spends, there will be a surplus of £1923. There may be a reduction in the electricity and gas bills due to low usage of the hall. There is a possibility that Small Business Rate Relief may disappear which amounts to approximately £3000.
- VG thanked JC for all her work in producing the management plan, budgets and action checklist.

10. To discuss S106 funding and the Multi Play Unit

The budget shows £18751 available with £300 allocated giving a total of £19051. The committee **AGREED** to continue to allocate £300 as 'save to invest' and CH to proceed with the project. **ACTION CH**.

11. Other items (discussion only)

The committee discussed improving the Loose Parish Council sign outside the car park gates. **ACTION VG**.

12. Date of next meeting – 22 February 2020

The meeting closed at 8.55pm

Minutes agreed by the Committee and duly signed by the Chairman -

Signed

Dated.....