



**MINUTES OF THE MEETING OF  
The Pavilion & Community Hub Committee  
Monday 12 October 2020 at 7.30pm  
Held Virtually**

**Councillors taking part:** Vianne Gibbons (VG), Charlie Hollister (CH), Susan Luckhurst (SL), Lewis Muir (LM), Tony Oliver (TO), Tom Oliver (TomO), Malcolm Summers (MS).

Also present: Kim Owen (Clerk)(KO) & Jan Capon (RFO)(JC) who took the minutes.

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

**1. To elect a Chairman to the PCH committee.**

It was proposed and seconded that Vianne Gibbons continues as Chairman to the PCH committee.

**2. To elect a Vice Chairman to the PCH committee.**

It was proposed and seconded that Susanne Luckhurst continues as Vice Chairman to the PCH committee.

**3. To receive and record any apologies for absence.**

None received.

**4. Decision regarding any item to be taken as confidential.**

**Agreed** to discuss item 10aiii, 15bi & 17b in closed session.

**5. 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.

**6. 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.

**7. To agree and to sign as a correct record the minutes of the:**

**PCH Committee meeting held on the 24 February 2020 including appendix (pages 303 to 306).**

The minutes of the meeting on 24 February 2020 were duly **AGREED** and signed by the Chairman.

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

**a) To receive any report from the dog walkers' group**

An update was received from the dog walkers group and noted accordingly. **AGREED** that a gift of thanks should be given to the organiser of the group. **ACTION KO/NB**

**9. Caretaker (ongoing)**

**a) To receive information regarding appointment of a new Caretaker**

Details of the new Caretaker including duties was discussed, start date is the 19<sup>th</sup> Oct 2020. **AGREED** that the previous Caretaker could assist with some initial training such as CCTV etc and to be paid for the time given. **AGREED** relevant DBS check to be taken forward-**KO in hand**. **AGREED** list of daily, weekly Caretaker checks to be compiled-**ACTION JC/NB**. It was also mentioned that the LPC would still like to take JH out for a meal as a 'retirement send-off'. Sadly because of the lockdown etc there has been a long delay. JC to discuss favoured options with JH. **JC ACTION**

**10. Pavilion building to discuss any items under relevant headings below and to make any decisions (ongoing)**

**a) Maintenance**

- i) Guttering-repairs & cleaning out-AGREED** to seek quotations for the required works and to agree them by **Round Robin** arrangement. **ACTION NB/JC**
- ii) Locks Handles in whole building & keys held list-AGREED** to get a contractor in to assess what is needed. It was mentioned that a better shutter over the main entrance and the door handle & lock needs attention. This project to be taken forward and costs to be taken into account for either this years or next year's budgets. To be discussed further at the next budget meeting, and added to the PCH Committee management plan. **ACTION NB/JC quotes/options**. Keys held list is being updated by **JC**- photos/lists of keys to be sent to JC by members- **JC ACTION**
- iii) Outside lighting, including PIR lighting.** (*Item discussed in private session at end of meeting*) (2 quotes were received for PIR sensor lighting). Nuisance to neighbours, spread of actual light beam, LED lighting, and brightness, timing of how long lights will stay on, stiff push button next to front door was also discussed. It was unanimously **AGREED** to go with preferred contractor, (*recorded in confidential notes*). PIR lighting to also be included within the Management Plan. **ACTION JC**
- iv) Periodic electrical checks, inc PAT.** The following checks have been carried out; PAT, smoke alarm, emergency lighting, timer adjusted for the outside lights. Microwave and projector did not pass the PAT test. **AGREED** these appliances will need to be destroyed and replaced. Projector to be budgeted for in 21/22 budgets **ACTION NB/KO/JC**

**b) Risk (H&S)**

- i) To discuss Fire Risk assessments of the Pavilion, to cover procedures etc. The following discussions and agreements made:**
  - Next review check is due October 2020- **ACTION JC/VG**.
  - **AGREED** Emergency contacts to be Deputy Clerk and Caretaker. **ACTION JC to let them know**.
  - Noted that the Insurance Company stated that we do not need a qualified contractor to carry out fire risk assessment.
  - Remedial plan following the last fire risk assessment was discussed and **AGREED** actions to be taken forward as listed. **ACTION NB/JC**
  - It was **AGREED** that in line with Insurers recommendations that should there be any refurbishment of the building, then a full risk assessment, taking into account materials used, should be carried out.
  - COSHH stickers to be placed on the outside and inside of the cupboard holding the chemical cleaners etc. **ACTION NB/JC**
  - **AGREED**-Fire procedures/tips/information for persons using the hall to be made available. Appropriate 'useful information' folder to be put together to be held at the Pavilion. **ACTION JC/NB**
  - The committee were happy with the 'what to do in the event of a fire' signage in the Pavilion. However, the logo needs to be changed. **ACTION AR/KO/NB**

- All Parish Councillors to be made aware of the fire procedures and what to do in the event of a fire. This to continue as an agenda item when meetings resume at the Pavilion. To be reviewed annually-**NB/KO ACTION**
  - Weekly checks such as smoke alarms, emergency lighting, and fire doors to be listed for the Caretaker-**JC ACTION**
- ii) **Test and ongoing procedures for legionnaires. AGREED** showers and all water taps etc need to be flushed on a regular basis, and also that a test of the water needs to be arranged with a specialist company. **ACTION C/taker re water flushing weekly (add to list)**, and proper PPE equipment to be supplied. **ACTION JC/Caretaker/NB annual water check** to be done for shower heads.
- iii) **Update on servicing and maintenance for 2020.**servicing carried out for CCTV, electrics as mentioned, boiler & water heater. **ACTION Caretaker weekly list for checking CCTV**
- iv) **New First Aid Box-AGREED** to be checked monthly to make sure nothing is out of date or getting low-Felt that list of what is used does not need to be included. **ACTION C/taker and NB**
- v) **List of products ingredients of cleaning stuffs etc for accident book**-This has been updated and placed within the accident book for information. **AGREED** to be checked annually. **ACTION Caretaker**
- c) **Other**
- i) **Review regular cleaning and cleaning re Covid-19.** During discussion felt the standard is generally good, and that it should continue on a fortnightly basis. Cleaning of the de-fib kiosk is considered good. **AGREED** 'Sparkle' to continue to run alongside the Caretaker. **ACTION C/taker** to be included in future PCH meetings to be given the opportunity to put forward any comments.
- ii) **Clear out of the garage/outside store.** This matter was discussed. It was **AGREED** to get quotes for a skip which could be collected on the same day to stop people getting things out of it overnight. It was also suggested if the Countrystyle company may be happy for us to deposit rubbish from the store into the existing industrial bin, or issue a special bin. **AGREED** for the options and cost to be agreed by **Round Robin** arrangement. **AGREED** for a working group to arrange a suitable day/time by **Round Robin**. **ACTION NB/JC**
- iii) **Review contract for CCTV servicing- AGREED** to continue with Astra Security for another year.

**11. To discuss 'Pavilion Action Checklist' for items agreed by the PCH committee 2019, and to agree to take forward anything of concern, or items felt needing to be revisited.**

JC read out the list to all attendees.

**Items still outstanding:**

- Keyholders list- **ACTION updated by JC**
- COSHH stickers in Pavilion- see item (10bi)
- Internal board by the kitchen to be split to reflect 'What's on at the pavilion' and a community notice board- **ACTION AR**
- Repaint STOP sign and disabled bays- **ACTION JC** -to go onto PCH Management plan- Quotes to be agreed by **Round Robin** arrangement- **ACTION NB/KO**
- Loose Parish Council to be added as a board header-**VG to ACTION external lettering**
- Remove sharp knives form Kitchen- To be checked weekly- **ACTION C/Taker**
- Regular pitch inspections on a Friday pre-weekend football matches- **ACTION C/Taker as required**
- Lorry smashed into main gate, to be dealt with by Env Comm. **ACTION KO/NB**
- It was further mentioned about vehicles parking outside of the main gate- **AGREED** to add poster which says 'No Parking' onto board next to gate and also on the gate. **ACTION KO**

Confirmed fence needing attention around small child's area comes under the PCH committee.  
**AGREED** updated checklist to be circulated to committee members-**JC ACTION**.

*MS left the meeting at 20.41hrs*

**12. To discuss review of the PCH Project Management Plan for 20/21  
(to include any items not previously actioned).**

Items as discussed to be updated and circulated before the next budget meeting of the PCH committee- **JC ACTION**

**13. Hirers / Clients – To discuss any items under the relevant headings below (ongoing)**

**a) Regular and ad-hoc hirers**

- i) Re-opening of the Pavilion to regular hirers-** To discuss and decide on any matters pertaining to Covid-19 - Nothing raised. Slimming World and 1<sup>st</sup> Rainbows & 2<sup>nd</sup> Rainbows Brownies (WEF 6 Nov 20) are using the Pavilion, under present Covid-19 restrictions.
- ii) QR code poster (Covid-19) -** Displayed in entrance hall
- iii) Football clubs not using the changing facilities due to Covid -** **AGREED** to charge in line with current tariff of £40 per match. **JC ACTION to notify club**
- iv) Any matters relating to ad-hoc hirers.** On hold at the moment, as already agreed the Pavilion is not open to ad-hoc hirers.
- v) To clarify agreed changes to hiring agreement and standards and conditions of hire.** This document was agreed by the LPC at the meeting held on the 21<sup>st</sup> Sept 20. A few items were confirmed with the committee, such as adding 'current regulations' rather than 1 or 2 meters etc. **AGREED** this updated document to be circulated to all regular hirers. **JC ACTION**
- vi) Review hiring fees for the fiscal year 21/22-** **AGREED** that the two hour minimum limit to be included on the website-**ACTION AR/KO. AGREED** that the tariffs remain as they are for 21/22, to be reviewed in six months. **ACTION NB.** Change tariff to add details re min two hours- **NB/AR ACTION**

**14. Website & Media - to discuss and to make any decisions as relevant**

- a) To discuss any matters for website or other media.** Calendar was mentioned. Website Working Group to arrange a zoom meeting 21<sup>st</sup> Oct.
- b) Posters/information located on notice boards within the Pavilion & at gate.** **AGREED** they need changing, updating. **AR ACTION**

**15. Play areas/Car Park - to discuss and to make any relevant decisions on the items as listed below (ongoing)**

**a) Risk reports (H&S)**

- i) To receive information on risk inspections, including frequency etc.** JC confirmed that weekly checks have continued and that an operational report was done with MS. Wicksteed do not do Operational reports only Annual reports. **AGREED** that weekly checks could be done by the Caretaker and that relevant training to be done for 'Operational reports' to be carried out. Tom O will let us know if he wishes to be included. **ACTION Caretaker weekly visual checks with the backup of a Parish Councillor if not available. ACTION KO/NB to arrange relevant training with Caretaker. ACTION JC to take forward checks with Caretaker**
  - ii) Glass on wetpour -** It was mentioned that use of a hoover would be best to lift small pieces of broken glass. **AGREED** to budget for a suitable hoover. **ACTION JC**
- b) To review the maintenance and to consider the following:**
- i) Future maintenance arrangements including trampoline (quote received).** **AGREED** not to go with the quote received at this time but to continue to monitor and to add to Management plan and budgets 21/22. *(recorded in confidential notes).* **JC ACTION**

- ii) **Signage for play and exercise areas as suggested by Wicksteed. AGREED** all signage for the play and exercise equipment to be added to the management plan and budgeted for 21/22. Laminated signs to be erected on the board next to the main gate in the interim period, and replaced as required by the Caretaker. **ACTION-KO/NB to take forward with C/taker re laminated signage. ACTION JC re quotes for required signage.**  
Replacement laminated 'Covid-19 signage' to be taken forward- **KO/NB ACTION**
- c) **Car Park matters**
  - i) **Update - repainting of the STOP and disabled bay in the KGVPF.** See item 11 above.

**16. Community Hub (ongoing)**

- a) **To discuss any matters pertaining to this project.** On hold at the present time.

**17. Finance (ongoing)**

- a) **RFO report-** The RFO mentioned about various savings made during the year, nothing further to report
- b) **Funding-**
  - i) **To discuss progress with regards to MPU in small child's play area re s106 funding.** CH has obtained quotes for a replacement MPU apparatus. **AGREED** to be discussed at the budget meeting. **ACTION NB/JC next agenda-** *(not taken forward in private session).*
- c) **Ratification-payments/Financial-Round Robins as agreed**
  - i) **Essential works to play equipment (PCH 25/02/20-item 13bii) - ratified.** Also at LPC meet 15/06/20.

**18. For information only-** nothing to report

**19. Date of next meeting** scheduled for the ~~7<sup>th</sup> Dec 2020~~ 23<sup>rd</sup> Nov 2020.

**NOTE CHANGE OF DATE** (setting of budgets for 21/22). It was **AGREED** to take along an updated Management Plan- **ACTION JC to formulate & circulate**

The meeting closed at 9.45pm

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

Signed .....

Dated.....