



**MINUTES OF THE MEETING OF  
The Pavilion & Community Hub Committee  
Monday 11 November 2024 at 7.30pm  
Held at the Loose Parish Pavilion, King George V Playing Field.**

**Councillors taking part:** Vianne Gibbons (Chair) (VG), Velma Bennett (VB), Neil Lettington (NL) and Sarah Leeson (SL).

**Also present:** Kim Owen (Clerk)(KO), Amanda Baker (Assistant Clerk) (AB) 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**

No apologies were received from Tony Oliver (Vice-Chair) (TO), Susan Hogg (SH) or Michael Hogg (MH).

**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.

**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.

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

**PCH Committee meeting held on 02 September 2024 (Pages 388-393)**

The minutes of the meetings on 02 September (Pages 388-393) were duly **AGREED**, signed by the Chairman and passed to the Deputy Clerk accordingly.

**6. To receive any questions/comments from the public**

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

None.

**7. Fire Risk Assessment**

The Fire Risk Assessment document completed by former Councillor Mark Woodward had been pre-circulated to the committee and NB updated on actions already taken.

After discussion the Committee **AGREED**:

- To arrange installation of external emergency lighting conforming to BS 5266-1 outside the designated double door fire exit from the main hall onto the playing field
- To purchase 2 x 6 litre water fire extinguishers, a new fire blanket and the recommended signage (No Smoking, Fire Safety Action and Fire Blanket notices)
- To arrange fire stopping where compartment breeches occur in the boiler cupboard, water tank cupboard and outside store.

Action: NB/AB. Above measures to be funded from the Pavilion Maintenance budget.

After further discussion the Committee **AGREED**:

- To invite Kent Fire and Rescue Service to advise regarding the re-location of the CCTV and installation of a 30-minute fire resistance partition between the boiler and electrical intake
- To find out the cost of an electronic alarm system to be able to compare to the manual method recommended.

Action: NB/AB. Findings to be circulated for decision by **Round Robin**.

**8. To receive updates on recent and ongoing Pavilion and Community Hub matters and to make any necessary decisions.**

With the meeting needing to focus on agreeing the budget, updates on Pavilion and Community Hub matters since the last meeting had been pre-circulated.

**a. Pavilion building maintenance and risk items**

- The replacement window shutter has been installed so the building is secure again.
- A toilet leak and a leak under the kitchen sink have been fixed by a volunteer handy man. The Committee expressed their gratitude for this, and other work previously completed for the Council. They **AGREED** that going forward, a contribution from the Chairman's allowance should be made towards Public Liability Insurance for the individual, along with a thank you gift. Action: NB
- The new defibrillator has been installed on the outside of the Pavilion and registered on the Circuit. NB highlighted some British Heart Foundation online training aimed at members of the community. After discussion it was **AGREED** that the link ([revivr.bhf.org.uk](http://revivr.bhf.org.uk)) should be circulated via social media and in a Community Alert. Action: NB
- Quotes for a contract for two sanitary bins in the main toilets, serviced monthly, had been pre-circulated. After discussion the Committee **AGREED** a contractor at a cost of £260 + VAT. Action: AB
- Risk: The Legionella test was returned and clear.
- Risk: The gas boiler and water tank services were completed on 3 September 2024 with no issues.
- Risk: One floodlight and one CCTV camera have been damaged by youths with catapults. Both are functioning, but an electrician advised they may deteriorate as no longer fully sealed. Both will be checked at the forthcoming electrical maintenance and CCTV inspections. The Committee **AGREED** to their replacement, if recommended at inspection. Action: NB
- Risk: The Fire Appliance Inspection was completed on 20 September 2024 and the recommendations (the purchase of new water extinguishers and a new fire blanket) will be actioned in conjunction with Agenda Item 7. Action NB/AB.

**b. Hirers**

- The new football hirer has started and the field is now marked out for 7v7 and 9v9 junior matches. Their goals and equipment are being kept in the garage and they have use of the toilets. The facilities were left immaculate after their first fixture. NL queried whether they, or the contractor had cut the grass? Action: NB to clarify and ensure all insurance cover is in place and that copies are logged with the Office.
- The former football hirer has returned the set of keys to NL. This reduces the outstanding hire fees for is final 3 games, once the key and security deposits have been deducted. The Committee **AGREED** the club should be pursued for the reduced balance. Action: NB.
- The music licence is still under investigation. Action: NB/AB.

**c. Play areas maintenance and risk items**

- Two new cradle seats have been purchased as previously agreed.
- The quarterly play equipment inspection was completed on 29 October 2024 and the report has been received. Quotes will be obtained for the necessary repairs. After discussion the Committee **AGREED** to

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the suggested annual service of the Titan swing rotator mechanism and **AGREED** to the replacement of the rebound tyres on the standing see saw, both from Play Area Maintenance funds. Action: NB/AB.

- Wetpour repairs were highlighted in the inspection as expected. NB explained that it has been difficult finding companies willing to quote for what, to them, is a relatively small job. AB has found a very local company who completed a site visit and provided a competitive quote to repair the wet pour shrinkage around the spinning bowl and overhead rotator. They have offered to replace the removed section on the youth shelter free of charge. The Committee **AGREED** to proceed with this quote for £2356 + VAT from Community Infrastructure Levy (CIL) funds. Action: NB/AB.
- Play Area Inspections for 2025/26 – the Office has been collating quotes for the play area inspections for 2025/26. NB shared options including a new proposal for a five-year arrangement for the operational inspections, to be combined with an independent annual inspection. After discussion the Committee **AGREED** to this proposal at a cost of £399 + VAT for the 5-year contract and selected an annual inspection provider quoting £185 + VAT. Action: NB/AB.

### 9. Reviews

#### a. To review and discuss the adequacy of checks to the play and exercise equipment and make any necessary decisions

The Deputy Clerk had pre-circulated the following statement detailing the current measures taken regarding checks to play and exercise equipment:

- The Caretaker visually inspects equipment when litter picking (usually daily) and completes a weekly inspection form where any observations or issues can be recorded.
- The Deputy and Assistant Clerk also complete visual checks whenever in the park, and during the quarterly King George V walkabout (even though this is primarily an ENV task).
- Immediate issues are brought to the attention of the Deputy Clerk, who will inspect and decide the next course of action.
- Check sheets are monitored by the Deputy Clerk and any actions taken are recorded on them, prior to scanning them and filing them on the system under “Risk” at the end of each month.
- A professional play area inspection company carries out quarterly operational inspections and a full annual inspection providing detailed reports after each.
- The Deputy Clerk records the findings on a separate spreadsheet and actions according to the risk rating.
- We have just come to the end of our third year of using the same inspection company. The Committee previously agreed not to change as we were satisfied with their good value and dependable service. However, the Company unfortunately went into receivership in 2024, and re-launched as two different companies (one for inspection services and one for maintenance and repairs). After a period with a lack of contact, they did re-emerge and the ‘new’ Inspection Company has been honouring the pre-paid inspections. The most recent site visit was on Tuesday 29 October 2024 and the report was received in advance of the PCH meeting to be able to discuss and agree any necessary repairs.
- When the Office had concerns over the current inspection company, the PCH Committee were kept updated and decisions were made at PCH meetings.
- The Office has collated options and quotes from a range of play inspection companies for 2025-26 inspections, for the Committee to consider at this budget meeting.

The Committee **AGREED** that these arrangements provide adequate checks and effective remedial actions.

#### b. To review pavilion and playing field hire fees (deferred from 02 September 2024 meeting)

The Deputy Clerk had pre-circulated the current hire tariff document. After discussion it was **AGREED** that the hire charges would remain the same to provide an affordable option for local community groups and residents wishing to hire the facilities. Action: NB.

## 10. Finance (KO)

### a. To agree the budget for 2025-26

The Clerk had pre-circulated the finance report and budget information. The Committee discussed the proposed budget for 2025-2026 and allowing for potential price rises in some areas, the following figures were **AGREED**:

Code	PCH Item	Budget 25/26
4300	Water Supply & Waste	£500.00
4305	Electric & Gas	£2000.00
4315	CCTV Servicing & Repairs	£500.00
4320	Cleaning & Pavilion Supplies	£1500.00
4325	Industrial Bin Costs	£1500.00
4330	Risk Assessment Play Areas	£300.00
4335	Maintenance Play Areas	£3000.00
4340	Maintenance Pavilion/Car Park	£3250.00
	Save to Invest – Shutters	£250.00
	Save to Invest – Chairs	£250.00

The Committee also **AGREED** to

- Request a new budget code for Fire Safety provision with a budget of £2000 (Action: KO)
- Change the target income for Pavilion hire to reflect more accurately the balance of ad hoc and regular hire income. Ad hoc income to be decreased to £3500 and regular income to be increased to £9000. (Action: KO)
- Purchase 6 tables from the Pavilion Maintenance budget for 2024/25 (Action: NB)
- Purchase the Fire Risk Assessment recommended items (2 new 6L water extinguishers, a fire blanket, signage, commissioning and certification) from the Pavilion maintenance budget for 2024/25. (Action: NB).
- Transfer the Fete funds to Earmarked reserves 325 (PCH Pavilion Community Hub) once the amount has been finalised. This has been delayed due to the complexity of having a second re-scheduled event and receipts spanning two financial years.

### b. To update the management plan and make any necessary decisions

The Deputy Clerk had pre-circulated the 2024-25 Management Plan, which had been updated to show completed items, and those that are still outstanding. The Committee noted the document and will discuss and create the 2025-26 Management Plan at the next PCH meeting in February. Action: NB to add to agenda.

## 11. To ratify any ROUND ROBINS used since 02 September 2024

The following ROUND ROBIN was ratified:

For Item 7a (ii) at the PCH meeting held on 02 September 2024, a **ROUND ROBIN** was sent on 11 September 2024: To agree a contractor for the replacement window shutter. A contractor and quote of £1495 + VAT were **AGREED** (VG, NL, VB & SL).

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

Defibrillator information and the training link are to be published as discussed in Agenda Item 8. Action: NB/AB.

**13. Other Items (discussion only)**

**14. Date of Next Meeting – 24 February 2025.**

The meeting was closed at 9.00pm.

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

Signed .....

Dated.....

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