

# BARROWBY PARISH COUNCIL

Mrs L Neale, Assistant Clerk  
Field Cottage, Wycomb, Melton Mowbray, Leics, LE14 4QG  
Email: [lisa.barrowby@gmail.com](mailto:lisa.barrowby@gmail.com)  
Tel: 07734 967281

## MINUTES OF THE BARROWBY PAVILION COMMITTEE MEETING HELD ON MONDAY 24TH AUGUST 2020, VIA ZOOM VIDEO CONFERENCE

### PUBLIC FORUM (7.00pm):

No public presence at meeting.

### MEETING OPENED: 7.15pm

#### 1.. WELCOME REMARKS BY THE CHAIRMAN (20/033)

- 1.1 Councillor Inglis proposed and Mr Young seconded that Mr John Wise be co-opted back onto the committee as a Village Rep.
- 1.2 Chairman Councillor Brian Inglis welcomed members to the meeting and thanked them for their attendance. Those in attendance: Mr Milne, Mr Young, Mr Wise, Mr Maylard-Mason and Mrs L Neale (Assistant Clerk).

#### 2. APOLOGIES FOR ABSENCE & REASONS GIVEN (20/034)

- 2.1 Apologies had been received from Mr Blackwell and Councillor Lees.

#### 3. TO RECEIVE DECLARATIONS OF PECUNIARY INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (20/035)

- 3.1 There were none.

#### 4. APPROVAL OF MINUTES (20/036)

- 4.1 The Clerk's minutes of the Pavilion Committee meeting on 28th July 2020, having been proposed by Mr Young seconded by Mr Milne, were agreed to be a true and accurate record and were passed by the Committee.

#### 5. CLERK'S REPORT (20/037)

- 5.1 Mr Young updated on the Shutters. Emmerson Doors attended the pavilion on 20<sup>th</sup> August for a full inspection. Mr Young proposed and Mr Wise seconded that required defective and compliance work be commissioned as listed:

Main entrance door - install safety brake £272.50 & replace infra-red door stop sensor (photo cells) £262.50.

Window 2W in function room - new motor £515 (currently not working)

Window 3W in function room - new motor £515 (currently nor working)

Window 4d in function room (patio door) new motor and fit safety brake £475 (currently not working)

Window 6d veranda shutter fit safety brake £433

Window 7d veranda shutter fit safety brake £433

Storeroom door 22d - repair £265 and fit safety brake £298. (currently not working)

Total £3469

**Action: Information to be sent to Clerk for urgent approval from Council. Mr Young to confirm to Emmerson Doors.**

- 5.2 Mr Milne proposed and Mr Maylard-Mason seconded that we accept the revised quote for a new door from Avanti doors. The committee were all in agreement.  
**Action: Assistant Clerk to contact Avanti to confirm.**
- 5.3 Replacement road sign now in place. No further action. Insurance company to reimburse minus the £250 excess.
- 5.4 Update on caretaker role including maintenance checks, see point 6.2.
- 5.5 Mr Young gave an update on the Covid working group. Signs have been put in place. Disposable paper towel holders arrived and to be put up. Tape and stickers arrived and to be put in place.  
**Action Mr Young and Mr Milne to carry out.**  
Extra cleaning required after use, football club to talk to Clerk re using cleaner. Cricket club cleaning disabled toilet after use. Assistant Clerk shared Clerk's update, Mr Maylard-Mason to chase up standalone hand sanitiser units on our behalf.
- 5.6 Decorating has been completed. Freezer in kitchen left out for cleaning behind.
- 5.7 A new contact list and key holder list have been prepared.  
**Action: Assistant Clerk to maintain list.**
- 5.8 Mr Young has prepared a spreadsheet for ad hoc jobs. This will be maintained by Mr Young and the Assistant Clerk and shared regularly with the committee.  
**Action: Mr Young and Assistant Clerk to maintain list.**

## 6. USER GROUPS' REPORTS (20/2038)

- 6.1 Roof repairs were carried out today Monday 24<sup>th</sup> August.
- 6.2 **Maintenance Plan**  
A weekly, monthly and yearly timetable has been prepared for cleaning and maintenance.  
**Action: Mr Young and Assistant Clerk to meet with Cleaner/Caretaker to run through tasks.**  
  
The CCTV was serviced today going forward this will be checked by Mr Young.  
**Action: To purchase new monitor, USB drive and cable.**  
  
**Action: New door guard to be purchased for door from main room to corridor. Mr Wise to fit.**  
  
**Action: Assistant Clerk to book Ian Smith Electrical for all electrical testing.**
- 6.3 Councillor Inglis shared a diagram of proposed tree planning to the low fields. To consider at next meeting, also need to think about future football club development plans.
- 6.4 Groundworks to football pitches by JMG to commence on Wednesday 26<sup>th</sup> August. Mr Young shared plan.
- 6.5 Business plan – Mr Young shared a plan that has been used previously that we will update. Needs to be completed by 15<sup>th</sup> November.  
**Action: Assistant Clerk to pull together spend for last year and possibly year before that.**  
**Assistant Clerk, Councillor Inglis and Mr Young to meet to prepare plan on 21<sup>st</sup> October.**
- 6.6 Fire Risk Assessment  
**Action: To have a professional Fire risk assessment. Mr Wise to follow up. Mr Maylard-Mason to also to look into a contact.**

- 6.7 Further to point 6.6 look at players entrance door as shutter can only be opened from outside.
- 6.8 The cricket club are looking at in the future to possibly having an artificial wicket, this would involve a concrete or tarmac strip. Also maintenance is due for the pitch late Sep / Early Oct at a cost of £2.5k, to be able to move the Barrowby Junior team from softball to hardball. As the two year agreement will be coming to an end the committee need to discuss options going forward.  
**Action: Mr Maylard-Mason to provide Cricket Club plan. Councillor Inglis, Mr Young, Mr Milne, Mr Wise and Councillor Lees and Mr Blackwell to meet to discuss on 3<sup>rd</sup> September.**
- 6.9 The senior team of the football club would like to purchase a washing machine to be kept in the plant room. Proposed by Mr Milne seconded by Mr Young.  
**Action: Mr Milne to action. Assistant Clerk to include in electrical pat testing.**

**7. DATE OF NEXT MEETING (20/039)**

- 7.1 Wednesday 28<sup>th</sup> October 2020 @ 7pm

**The Chairman closed the meeting at 21.40pm.**