

BARROWBY PARISH COUNCIL

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MINUTES OF THE BARROWBY PAVILION COMMITTEE MEETING HELD ON TUESDAY 7th DECEMBER 2022 AT THE SPORTS PAVILION, BARROWBY

PUBLIC FORUM (6.45pm): There were no members of the public present.

MEETING OPENED: 7.00pm

1. WELCOME REMARKS BY THE CHAIRMAN (22/028)

- 1.1. The Chairman welcomed members to the meeting. Those in attendance: Councillor Lees, Mrs Hooper, Mr Pearce, and Mr Lee (representing the Cricket Club), Mr Trevor Milne, Mr Blackwell, Mr Nigel Milne (representing the Football Club) and Assistant Clerk Mrs Dring.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (22/029)

- 2.1. Apologies were received and accepted for Mr Hardy.

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (22/030)

- 3.1. None received.

4. APPROVAL OF MINUTES (22/031)

- 4.1. Minutes of the Pavilion Committee meeting held on 1st November 2022, having been proposed by Councillor Lees and seconded by Mr Blackwell, a correction was made that the storage containers had not yet been ordered, otherwise the minutes were agreed to be a true and accurate record and approved by the Committee.

5. ASSISTANT CLERK'S REPORT (22/032)

- 5.1. The contents of the Clerk's Report with regards to actions from previous minutes were noted.
- 5.2. Storage Containers – Councillor Lees provided an update – a misunderstanding was made in the previous meeting that the storage containers had been ordered, this was not the case. However, the preparation work is now complete and both containers are now ready to be ordered. There was a discussion around the Football Club ownership and insurance liabilities for their container and the payment method to the Parish Council needs to be agreed. The Football Club are waiting for details of the supplier and costs to complete a Grant Application and will arrange their own contents insurance.
Action: Councillor Lees to contact Parish Clerk who will request quotes from the preferred supplier.
Action: Councillor Lees will inform Mr. Nigel Milne (Football Club) of the details to progress the Football Clubs Grant Application and the payment arrangement to the Parish Council. **Action:** Mr Milne to ensure the Football Club arrange relevant insurance cover for their container. **Action:** Assistant Clerk to find out who will place the order for both containers.

6. USER GROUP' REPORTS (22/033)

- 6.1. The minor works and defects spreadsheet was reviewed:
 - 6.1.1 The Committee agreed to pay for emergency roof repairs, which was needed to repair a leak.
 - 6.1.2 Dugouts – as the repairs have been delayed it was decided to arrange a working party between members of the Football Club and Cricket Club to repair them in the Spring. **Action:** Mr Trevor Milne to confirm the status of the dugout repairs. **Action:** Assistant Clerk will arrange a working party meeting and follow up the repairs in the spring (31.03.23)
 - 6.1.3 Mr Trevor Milne has made an emergency repair to the picket fencing panel.
 - 6.1.4 The costs to fix the venting in the kitchen by the builder were proposed by Councillor Lees and seconded by Mr Blackwell, this will come from the remaining kitchen budget and will complete all the kitchen work. **Action:** Assistant Clerk to contact the builder to ask him to go ahead with

the work and send the invoice to the Assistant Clerk and ask that once completed to return his keys to Mr Milne.

- 6.1.5 Other jobs on the report will be conducted by the committee who agreed an 'odd job' man is not required at this time. **Action:** Assistant Clerk to update the status of outstanding maintenance repairs which were discussed.
- 6.2. Update from the Football Club - The Football Club continues to thrive. They have local sponsorship and secured some funding from the new Co-op. Contributions for the FY 23/24 were discussed, and the agreement will be reviewed in January. **Action:** Mr Nigel Milne to ensure contributions and updating the Football Club Agreement with the Pavilion is an agenda item at the next Football Committee meeting. He will feedback to the Pavilion Committee at the next meeting, where contributions will be confirmed. **Action:** Assistant Clerk to send the Football Agreement to the Club Secretary. There is interest in investigating options for a 3G pitch, as a prospective income initiative for the Pavilion and the village. **Action:** Assistant Clerk to put 3G pitch discussion on Agenda for January. Mr Nigel Milne asked if they could display their sponsorship board on the building, this will be reviewed, including any benefit the Pavilion would have. **Action:** Mr Nigel Milne to provide details to the Assistant Clerk.
- 6.3. Update from the Cricket Club - As the cricket season is not active currently, there were no significant updates. The scoreboard is ready to be fixed and Mr Pearce, representing the Cricket Club, is managing this. The invoice for the groundworks to prepare for next season was discussed and payment was unanimously agreed by the Committee. The Pavilion Committee agreed that this is the final contribution to be made for the Cricket square maintenance and any further requests for additional funding should be submitted to the Parish Clerk. **Action:** Assistant Clerk to instruct Parish Clerk to pay the contractor as soon as possible. The annual financial agreement between the Cricket Club and the Pavilion will be reviewed in January's meeting. **Action:** Mr Pearce to inform the Cricket Club Committee about the financial review. **Action:** Assistant Clerk to forward the Cricket Club Agreement to Mr Pearce and Mr Hardy.
- 6.4. The Pre-school have been fundraising with Christmas open craft coffee mornings, supporting Parish Council surgeries, leaflet drops and posters to increase the pre-school numbers. A request for a post box to be erected to the outside wall near the entrance was made and was approved by the Committee. **Action:** Mrs Hooper will provide specification details to Assistant Clerk.
- 6.5. Complaint received regarding the Pavilion facilities after a recent football event – The Committee reiterated to all users that the facilities need to be left in an acceptable condition after use. The Football Club Secretary has been made aware and will ensure a checklist is followed when closing the premises after use. **Action:** Assistant Clerk to purchase cleaning products and a mop to be made available to users.
- 6.6. Signage at Low Fields entrance, to include logos for all 3 user groups – a mock-up was reviewed from the contractor, the resolution for the Cricket Club logo is not ideal but can go ahead if there are no options to improve it. **Action:** Mr Hardy to confirm the Cricket Club Logo for the new signage is adequate before order placed by the Assistant Clerk.
- 6.7. Hiring the Pavilion – The Committee agreed to hire out the Pavilion on a regular basis from January, and 3 requests have been received and approved on a trial basis which will be reviewed in 6 months. The booking form was reviewed and approved by the Committee. The main key will be signed out only to regular users, it was noted that outside lighting needs improving and the issue which will be addressed after the review period. It was suggested that the carpet in the main hall should be replaced with laminate flooring, which will make it easier to clean, this will be reviewed after the review period. **Action:** Assistant Clerk will arrange an induction for the 3 regular users, to provide them with information on the use of the facilities. **Assistant Clerk** will ensure a review is booked as a committee agenda item in 6 months. **Action:** Mr Trevor Milne to check the heating thermostat settings.
- 6.8. To approve the Key Holders List and process – the Committee approved the key holders process document. All key holders will sign a form to confirm the keys that they are holding. **Action:** Assistant Clerk to send the forms to user groups.

- 6.9. To approve the CCTV Policy - The Committee approved the CCTV policy with some small admin changes identified. The cameras need checking and access to the monitor needs to be transferred. **Action:** Assistant Clerk to request access code from Mr Brian Inglis. **Action:** Mrs Hooper to check the cameras are working correctly. **Action:** Councillor Lees will arrange for the CCTV signs to be attached to the outside of the Pavilion.

7. FINANCES (22/034)

- 7.1. Budget to date was noted and reports made available. The provisional budget for the Business Plan for 23/24 was discussed and the Committee made aware of our current position. Annual reviews for contributions by user groups are being reviewed and confirmed in January. Fundraising activities will be discussed as an agenda item at the next meeting.
- 7.2. The Business Plan for 23/24 needs to be finalised by Councillor Lees and Parish Council. **Action:** Assistant Clerk to email the Draft Business Plan to the Committee.

8. DATE OF NEXT MEETING (22/035)

- 8.1. Next meeting date - Tuesday 31 January.
- 8.2. The meeting closed at 21.40pm.