

BARROWBY PARISH COUNCIL

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MINUTES OF THE BARROWBY PAVILION COMMITTEE MEETING HELD ON TUESDAY 27th SEPTEMBER 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 (22/012)

- 1.1. The Chairman welcomed members to the meeting. Those in attendance: Councillor Lees, Mr Blackwell, Mrs Hooper, Mr Hardy, Mr Milne, and Assistant Clerk Mrs Dring.

2. APOLOGIES FOR ABSENCE & REASONS GIVEN (22/013)

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

3. TO RECEIVE DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION IN ACCORDANCE WITH THE LOCALISM ACT 2011 (22/014)

- 3.1. None received.

4. APPROVAL OF MINUTES (22/015)

- 4.1. Notes of the Pavilion Committee meeting held on 14th July 2022, having been proposed by Councillor Lees and seconded by Mr Blackwell, were agreed to be a true and accurate record, and were approved by the Committee.

5. CLERK'S REPORT (22/016)

- 5.1. The contents of the Clerk's Report with regards to actions from previous minutes were noted.
- 5.2. Storage Containers: The concrete strips for the footings are in place but soil waste needs removing. The next steps are to order the containers. **Action:** Councillor Lees to contact Nic Barker about when he can complete the groundworks. **Action:** Councillor Lees to engage with the Football Committee (Jo Clarke, Tim Clayton) to agree the supplier and order both containers at the same time.
A complaint was raised by a neighbour whose property backs onto Low fields, who felt the positioning of the containers impacted their security. The re-positioning of the storage containers was agreed to the satisfaction of the residents and the issue is no longer contentious.
- 5.3. New Kitchen: The Committee agree that the new kitchen is a huge improvement and expressed their gratitude to the builders, suppliers and everyone involved for their hard work, and for completing an excellent job within the time restraints given. **Action:** Assistant Clerk to write a formal letter of thanks to the Builders and Suppliers on behalf of the committee and Parish Council.
Additional items for the kitchen – Quotes for a Commercial hot water boiler and Electric Countertop griddle were approved, proposed by Mr Milne, and Seconded by Councillor Lees. **Action:** Assistant Clerk to arrange purchase. Mr Blackwell agreed to plumb in the hot water boiler.
Flooring – Quotes for the new flooring were agreed, this needs to be laid during October half term (24 – 28 Oct). **Action:** Councillor Lees to contact Parish Clerk (Mrs Moss) regarding upfront payment and ordering.

- 5.4. Annual Maintenance requirements were discussed.
 - 5.4.1. Hedge and tree Cutting – A quote has been received to carry out urgent maintenance work on the trees and hedges around the Low Fields. The committee agreed that the work is essential but needs further discussions with the Parish Council around the budget. **Action:** Assistant Clerk to discuss budget for this work with Mrs Moss.
 - 5.4.2. General grass cutting – **Action:** Assistant Clerk to engage with contractors to provide a quote for 23/24
 - 5.4.3. Dugouts –The Dugouts need general maintenance and repair. Sourcing a Contractor to do the work has been problematic. **Action:** Mr Milne to contact the builder who did the Kitchen work and contact the Football Club (Jo Clarke – Secretary) to take on responsibility for the Dugout repairs. Once the repairs are complete, the Cricket Club still want to paint them white.
 - 5.4.4. Rubber road Chippings – The Committee agreed that a better solution needs to be investigated to improve the maintenance of the road track. **Action:** Councillor Lees will carry out the preliminary work to replace the rubber chippings with what is in storage.
 - 5.4.5. Replacement of hip tiles and roof Repairs – Emergency repairs have been completed and we are waiting for a quote to do more comprehensive work and tile replacements. **Action:** Assistant Clerk to chase up quote with Contractor.
 - 5.4.6. Decoration / Carpet cleaning – **Action:** Assistant clerk to arrange with contractors to carry out decoration required and carpet cleaning in main hall during October half term.
 - 5.4.7. Aco Drains – Half the work has been completed. **Action:** Councillor Lees to follow up with Contractor to arrange completion of Aco drains around the Pavilion.
- 5.5. Formal approval of quotes
 - 5.5.1. Quotes for fencing repairs - The Committee resolved to approve the repairs of the brown picket fencing and the work will be carried out in October half term. Additional work maybe required due to further damage since the quote, and a fence needs repositioning. **Action:** Assistant Clerk to liaise with Contractor to inform him of the additional work and arrange a call with Mr Hardy who will explain the additional requirements.
 - 5.5.2. Additional repairs to Shutters - The Committee resolved to approve repairs to shutters. There was a discussion regarding the high costs of the maintenance / service contract. **Action:** Assistant Clerk to contact Contractor to arrange a date to fix damaged shutters. **Action:** Assistant Clerk to investigate Shutter maintenance repair companies.
 - 5.5.3. Cricket Score Board repairs – The Committee resolved to approve the repairs to the Cricket Score Board, the work can only be carried out once the shutters have been fixed. **Action:** Mr Hardy to inform Mr Dave Pearce that the quote has been approved and to inform the contractor, a date will be arranged in line with the shutter repairs.
- 5.6. Cleaner contract – The Committee agreed that the Contract should be more specific and include cleaning of the changing rooms every 4 weeks from 1 Oct to 30 April, and every 2 weeks from 1 May to 30 September. **Action:** Assistant Clerk to amend contract for final approval.
- 5.7. Key Holders List – The Assistant Clerk has started as document of a list of all Key holders, but further work is required to ensure all keys to Pavilion are accounted for. The Committee need to discourage handing out keys, and it should go through the Assistant Clerks, who will hold all the spare keys, including a set specifically for Contractor's use. The barrier code should also be changed every 6 months. **Action:** Assistant Clerk to update the key holders list and circulate process to members and User Groups.

6. USER GROUP' REPORTS (22/017)

- 6.1. The minor works and defects spreadsheet was reviewed. **Action:** Assistant Clerk to follow up outstanding maintenance repairs.
- 6.2. Update from the Football Club: No Football Club representative was present at the meeting. Discussions were held regarding the use of the new football pitch adjacent to the cricket field when seasons overlap. **Action:** Assistant Clerk to contact Football Club Chair (Lee Coulson) to arrange a separate meeting to discuss the issue and find a collaborative solution with the Cricket Club.

- 6.3. Update from the Cricket Club: The Club membership is growing well with over 70 children in 4-15 age groups. The Club has had a successful first season, including a family fun day, with aspirations to expand the Club further.
- 6.4. New signage at the Low fields Entrance – Cricket Club and Pre-school logos have been approved. **Action:** Assistant Clerk to contact signage company to arrange design and purchase of new sign.
- 6.5. Hiring the Pavilion – Mr Blackwell proposed, and Councillor Lees seconded that all regular users of the Pavilion can act as sponsors and their members can apply to hire the Pavilion on an ad-hoc basis, for a trial period which will be reviewed after 6 months. The Committee also agreed that the Pavilion and Low Field could be used as an additional venue for Parish Council events, as long as there is no impact to the Cricket and Football Clubs. **Action:** Assistant Clerk to inform all user groups on a more flexible approach to hiring, to create a booking form.
- 6.6. Community Fund Grant Application – Additional funding will be applied for to cover cost of new Kitchen. **Action:** Assistant Clerk to complete the form.
- 6.7. New Dog waste bin – **Action:** Assistant Clerk to check if the purchase should be Parish Councils responsibility. Providing use of outside tap for drinking water / bowl for Dogs – It was decided to revisit this request in spring next year.
- 6.8. Risk Assessments and Safety – **Action:** Assistant Clerk and Councillor Lees to arrange meeting to carry out assessments.
- 6.9. Parking Issues – The Barrier opening times were discussed but improvements would be costly to manage – this will be fed back to Parish Council. Car parking issues remain, and there was agreement that improvements need to be considered - to be discussed further at the next Committee meeting. Creating some markings to parking lots could be a temporary solution. **Action:** Assistant Clerk to arrange a feasibility study and investigate grants available and add to next meeting's Agenda.

7. FINANCES (22/018)

- 7.1. Budget to date was noted and reports made available.

8. DATE OF NEXT MEETING (22/019)

- 8.1. Next meeting date - Tuesday 1 November.
- 8.2. The meeting closed at 21.30pm.