



BOX PARISH COUNCIL

MINUTES OF A MEETING OF THE PAVILION MANAGEMENT COMMITTEE HELD ON 19th NOVEMBER 2018

1. Present:

Parish Council Councillors: P. Van Praag (Chairman); N. Botterill; A. Clench;
V. Hill; D. Moore; S. Parker; M. Tye; J. Whitford
Mrs Carey (Clerk)
Mr C. Priston (Bowls Club)

2. Apologies: Nil

3. Absent: Nil

4. Election of Vice Chairman: Cllr Tye was elected vice chairman by seven votes in favour and one abstention

5. Public Question Time: There was one member of the public present.

6. Issues from user groups: No issues had been raised

7. Actions:

Issue raised	Start date	Actionee	Due date
Obtain quotations re improvements to PIR	19 th November 2018	Clerk	18 th March 2019
Further down lighter on top set of steps	19 th November 2018	Clerk	18 th March 2019
Small repair to finger guard on Ladies toilet	19 th November 2018	Clerk/Joel	18 th March 2019

8. Minutes: The Minutes of the Meetings held on 16th July 2018 were taken as read and signed as a true record.

7. Risk Assessments/Health and Safety Policy/Child Protection and Vulnerable Adults Policy:

Cllr Van Praag had carried out a review of the Risk Assessment.

- Edge of steps at side of pavilion to be painted white
- Date of PAT testing and fire extinguisher checks to be added
- Notices had been put up re the chairs, hot water etc
- Notice to be prepared for the flap of the bar

9. Section 106 funding (Bradford road development): On-going. Work to the solar panels, including panels to heat the water as well as provide electricity would be considered when the funding was available. It was felt that there was not a need for external storage at this time.

Total Fire & Security had visited the site and sent a report re CCTV cameras which concluded that the cost of a decent quality CCTV system with on-site recording may be out of proportion to the low level of petty vandalism. It was recommended that improvements are made to the existing PIR lighting to include some powerful security lighting that would attract attention from neighbouring properties. Clerk will obtain quotations for this.

Action: Clerk

The user groups should let the Council know if any of the PIRs are out of action.

It was **recommended** that a further downlighter be put on the top set of steps.

Action: Clerk

10. Redecoration/cleaning/maintenance: Continue to monitor condition of building

11. Maintenance/repair work:

LED lighting for the downstairs room: Look at this with the budget. It was agreed that the strip lights could be replaced with LED lights when they failed.

Boiler: Quotes to be obtained for a replacement boiler. It was also agreed to look at air pumps/solar panels to heat the water as well as providing electricity

Lead flashing: A small section of the lead flashing had been damaged. The Clerk had contacted the builders and they were going to look at this.

Removal of lost property: It was agreed that this should be taken to the Charity shop. This will be removed on a regular basis

Finger guard on ladies toilet: A small section needs pinning back. Clerk to ask Joel to look at this.

Action: Clerk

12. Forward Plan:

The following had been added:

- New boiler/water tank
- Regular inspection of the building

13. Health and Safety issues: There were no health & safety issues

14. Other issues:

a. Additional storage: The user groups had tidied the cupboards and the storage issue had been resolved.

15. Items to be considered with the budget:

- Build up reserves for replacement boiler/hot water tank
- LED lights downstairs

- Improvements to the PIR lights
- Build up reserves for maintenance/redecoration etc

16. Items of report and future Agenda items: Nil

17. Date of next meeting: 18th March 2019

Chairman

Meeting closed at 8.30 pm