



## BOX PARISH COUNCIL

### MINUTES OF A MEETING OF THE PAVILION MANAGEMENT COMMITTEE HELD ON 18<sup>th</sup> MARCH 2019

**1. Present:**

Parish Council Councillors: J. Whitford (Chairman); N. Botterill;  
D. Moore; S. Parker; R. Smith; M. Tye  
Mrs Carey (Clerk)  
Mrs J. Collier (Bowls Club)

**2. Apologies:** Councillor: V. Hill

**3. Absent:** Nil

**4. 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
Edge of steps at side of pavilion to be painted white	November 2018	Chris Drake	End of April 2019

**8. Minutes:** The Minutes of the Meetings held on 19<sup>th</sup> November 2018 were taken as read and signed as a true record.

**9. Update on issues raised:**

Quotations re improvements to PIR and new downlighter on steps:

Quotation received from ES Electrical as follows:

- Footpath to Pavilion entrance: Two additional half lanterns complete with pir and led lamps **£274.85 + vat**
- Far end wall grass area: One new 180 degree pir **£215.44 + vat**
- One additional led downlighter on step at top of path: **£195.84 + vat**

ES Electrical had raised concerns about the downlighter as the wall is very low where the step is and people may catch their legs if it is not in eye sight. Cllr Whitford agreed to speak to them about this

After discussion it is **recommended** that the quotations for the PIR and downlighter be accepted.

Small repair to finger guard on Ladies toilet: This had been repaired

Lost Property: This had been removed

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

The notices had been put up as agreed.

Edge of steps at side of pavilion to be painted white

**Action: CD**

**11. 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.

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

**13. Maintenance/repair work:** The lead flashing from the side of the building and along the edge facing the Bowling Green had been stolen on the night of 21<sup>st</sup> February. The matter had been reported to the Police and to the Insurance Company. A quotation for the repair in the sum of ££295 + vat had been received and accepted. However, this was incorrect as it did not include the section facing the Bowling Green. The correct quotation is £2030 + vat. The Clerk will pursue the insurance claim for this before the work can go ahead. It was agreed to use Leadax, a lead replacement, to deter future theft.

**14. Forward Plan:**

The following had been added:

- New boiler/water tank – Money had been included in the budget. To be discussed at the next budget setting meeting
- Regular inspection of the building

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

**16. Items of report and future Agenda items:**

- McColls:** Repairs to the wall had been carried out. The work to the shutter will be completed shortly, after which time the lorries will use the unloading bay
- Pavilion Management Committee:** The matter of subsuming the Pavilion Committee into the Playing Fields Management Committee was raised. This had first been considered when the pavilion meetings were reduced to three a year but deferred pending experience of the new timing. It is now time to take it forward and this will be put on the Agenda for the April Full Council meeting
- Train in Under 7s:** It was reported that this needs repainting
- Damage by bees to the Bowling Green:** This will be discussed at the next Playing Fields Management Committee. Cllr Whitford offered to take this forward as he is a member of both Committees and is an amateur entomologist and retired lawn bowler.

**17. Date of next meeting:** to be arranged

**Chairman**