

**MINUTES OF A MEETING OF THE PAVILION MANAGEMENT GROUP OF NEW WALTHAM PARISH COUNCIL AT NEW WALTHAM METHODIST CHURCH AT NEW WALTHAM ON MONDAY 23<sup>rd</sup> OCTOBER 2017 AT 7.00 PM.**

Present: Cllr. Williams (Chairman)  
Cllrs. Mumby, Dolphin, Simpson, Breed, Welham and Barber

Apologies: Cllr. Baxter

There were no others present

**PMG17/63 Acceptance of Apologies**

Cllr. Baxter (work commitments) received and accepted.

**RESOLVED: That apologies be received and accepted.**

**PMG/17/64 Declarations of Interest – Code of Conduct 2012**

None declared.

**PMG/17/65 To receive finance report for Pavilion and agree any necessary actions**

Chairman advised that they had taken delivery of cooker/fridge/freezer/baby change unit and extra tables all to be paid for from PMG account. Football income starting to come in and bookings for Pavilion when re-opened.

**PMG/17/66 To receive update on Pavilion extension building update report**

Chairman had calculated costings for running the Pavilion facility per hour and it was agreed that hiring prices be adjusted to £15 an hour across the board and that those bookings already taken, both party hires and regular long-term hires had the rates quoted honoured until 1<sup>st</sup> April 2017. Agreed also this fee for not for profit/charitable organisations also.

**RESOLVED: That £15 an hour rate be applied to all future hirings taken at the Pavilion as agreed and That existing bookings have the rates quoted to them set until 1<sup>st</sup> April 2017.**

Also agreed that we set up Paypal for business which allows people to pay for hirings/ticket sales/car boot sales and that Chairman attempt to set up read only online banking purely to view the account to track payments made by BACS etc.

**RESOLVED: That Paypal account be set up for Pavilion business/hirings etc. and that Nat West be Asked to provide read only access for online banking to track BACS payments**

Chairman reported on extension works – kitchen is in, walls are all plasterboarded, ceilings and walls plastered and painters going in on Wednesday to do kitchen and toilets etc. Bad news from percolation test means rainwater run off needs a bigger pit and basket to be installed which would cost £2.5k extra and this was agreed as a necessity. Recommendation from Building Regs is that the main front door has to open outwards so primary entrance will be through the old door and agreed to replace that door with a new steel door at cost of £1.3k. Also one thing not included is flooring in kitchen and it was agreed that the building contractor be asked to provide a quotation for vinyl flooring to kitchen, toilets and hallway.

**RESOLVED: That extra £2.5k be spent on drainage as agreed, that a new steel door be installed at cost of Of £1.3k and that quotations be obtained from building contractor for vinyl flooring as agreed**

**PMG/17/67 To receive update on opening weekend and agree any further actions**

Timing was 6.30 for 7.00 pm. Chairman to say a few words and then facility to be officially opened by Dept Lord Lieutenant and Rev. Ian Walker will dedicate. Chairman advised quite a few people would be attending. This would be followed by drop in open day on Saturday 25<sup>th</sup> from 10 to 3 pm and Chairman and Clerk would be present to go over hiring facilities, take potential hirings etc. The Sunday was reserved for the Seniors party and so far 51 tickets had been allocated.

It was agreed to also put up a wooden commemorative plaque to commemorate the opening of the Hall and Chairman would organize this with Signs Express.

**RESOLVED: That the Chairman obtain a wooden carved commemorative plaque regarding the opening**

**PMG/17/68 To receive update on bookings and promotion of PC events and agree any actions**

Posters published and advertised and all events in Newsletter. Need to be pushing the New Years eve family party. Noted.

**PMG/17/69 To receive update on national lottery grant and agree any necessary actions**

Chairman advised that the Parish Council had received an award of £10k and it was agreed to put the funding into the business reserve account and not action until New Year due to Pavilion works etc. Chairman advised that he had also submitted a £4k application in to Tesco and also wanted to put a suggestion forward that if successful, funding be used to extend the palisade security fencing across the back of the new facility to provide a secure back garden for the Hall. This was agreed.

**RESOLVED: That £10 funding be ring-fenced in business reserve account until early 2018 when project Would be progressed and that funding be sought for provision of security fencing to provide Secure rear garden area for new Hall facility.**

**PMG/17/70 to consider the future of the bowling green and agree any necessary actions**

Last green cut due this month. Chairman proposed that the PC explore through Sports England the possibility of converting the Green to an all weather pitch area. This was agreed and during winter the PC will liaise with sport England and other users for possible funding.

**RESOLVED: That a proposal be explored to convert the current bowling green area into an all weather Sports playing facility**

**PMG/17/71 To consider the provision of grit bin and spreader for Pavilion and agree necessary actions**

Clerk advised that the PC had a responsibility to grit the car park and paths around the Pavilion and it was agreed to organize a grit bin and spreader.

**RESOLVED: That grit bin and spreader be purchased for Pavilion facility paths and car park area**

Chairman also advised that some damage had been done in the store and also items had been stolen from the storage area. It was noted that the Chairman had written to all hirers of the pitches etc. and that hirers not be given access to the store but football equipment left in the changing rooms for access only. Noted.

Chairman also advised that from April 2018 the PMG was responsible for cutting the grass on the football pitches and funding may be available through the FA for grounds maintenance equipment mowers and tractors etc. Chairman had advised the Pavilion may meet the criteria and the local FA would do a survey and they will do a report which might enable the PMG to get a grant for grass cutting equipment. Noted.

**PMG/17/72 To agree date for next meeting - Monday 20<sup>th</sup> November 2017 at the pavilion**

Agreed next meeting as Monday 20<sup>th</sup> November so that meeting could be held before official Pavilion opening. Chairman advised that owing to hirings on Monday evenings, meetings may have to be held later but this would be organized in 2018.

**RESOLVED: Next meeting to be held Monday 20<sup>th</sup> November 2017 at 7.00 pm at the Pavilion**

Chairman closed the meeting at 8.15 pm.

Signed: .....

Date: .....