STILTON PARISH COUNCIL

www.stiltonparishcouncil.gov.uk

Parish Clerk: Julianne Lawrence
The Parish Room, Church Street, Stilton
clerk@stiltonparishcouncil.gov.uk

To: Members of the Pavilion Committee of Stilton Parish Council

Sir/Madam
You are hereby summoned to attend the meeting of the **Pavilion Committee (PVC**) to be held at the Church Meeting Room, Stilton on **Tuesday 6 May 2025** at 7.30pm.

Julianne Lawrence
Julianne Lawrence 30 April 2025
Parish Clerk

AGENDA

PVC01/05/25 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.

PVC02/05/25 **DECLARATIONS OF INTEREST/DISPENSATIONS**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item. To consider and award any dispensation requests.

PVC03/05/25 **PUBLIC PARTICIPATION**
A maximum of 15 minutes is permitted for members of the public to address the meeting in relation to the business to be transacted at the meeting or highlight issues which then can be added to future agendas.

PVC04/05/25 **MINUTES**
To approve as a correct record the Minutes of the Parish Council meeting held on Wednesday 26 February 2025 and be signed by the Chairman.

PVC05/05/25 **PAVILION USER GROUPS**
Pavilion user groups to be invited to feedback on any concerns or suggestions. Clerk to provide report of any comments received in advance including:

- Cleanliness of the tables and chairs (Twinning Association).

PVC06/05/25 **PAVILION ADMINISTRATOR'S REPORT**
The Pavilion Administrator to talk through the report for committee to consider. This will include:

- A regular user update
- A suggestion for Pavilion garden tables and awning
- Pavilion brochure/leaflet uses
- Replacement printer needs
- A request to reconsider required deposit levels.

PVC07/05/25 **WEDDINGS**

Pavilion Administrator, Clerk and Cllr Wigger to report on plans to promote weddings and creation of the 'How to' guide.

PVC08/05/25 **TERMS OF REFERENCE**

Review the committee Terms of Reference.

PVC09/05/25 **ANNUAL REVIEW**

Review ready for confirmation of suitableness at the Annual Meeting of the Parish Council on 13/05/25.

- Pavilion Hire Terms and Conditions
- Pavilion – Concessionary Use form
- Pavilion – Complimentary Use form

PVC10/05/25 **ANNUAL REPORT**

Discuss drawing up the Annual Report ready to be presented at the Annual Meeting of the Parish Council on 13/05/24

PVC11/05/25 **PAVILION MAINTENANCE**

Clerk to put forward:

- The maintenance report for committee to check
- Quotes for the upcoming 5-year EICR testing requirement
- Feedback re outstanding works in the plant room (alarm still sounding with staff needed to attend to turn off)
- Quotes for Aqua Boss and underfloor heating servicing
- Quotes for fire risk assessments from Third Parties
- Alternative thermostat controls/energy consumption management
- A quote for sockets and lights in the container
- Highlight fixed goal feedback from the annual Play Safety RoSPA report including any requirements.

Cllrs J Leonard and Murtagh to outline a list of outstanding works in need of resolution – decide how to proceed.

PVC12/05/25 **NET ZERO GRANT AWARD**

- Cllrs J Leonard and Murtagh to update on a timeline for works
- The scope of works, covered by the grant, to be finalised
- Outstanding works to enable grant progression to be outlined, including the need for a geophysical survey (action plan to be drawn up)
- The number of companies to be invited to quote to be determined.

(To be presented to the Parish Council at the meeting on 13/05/25 for authorisation).

PVC13/05/25 **PARKING**

Clerk to present a Pavilion Parking report. Next steps to be advised.

PVC14/05/25 **STORAGE**

Cllr Murtagh to highlight issues and possible solutions for storage issues in the plant room, container and hall.

Next meeting – Tuesday 5 August 2025 at 7.30pm