STILTON PARISH COUNCIL

www.stiltonparishcouncil.gov.uk
Parish Clerk: Julianne Lawrence - clerk@stiltonparishcouncil.gov.uk
The Parish Room, Church Street, Stilton PE7 3RF

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 on **Tuesday 5 August 2025** at 7.30pm.

Julianne Lawrence

Julianne Lawrence
Parish Clerk

30 July 2025

AGENDA

PVC01/08/25 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.

PVC02/08/25 **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.

PVC03/08/25 **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.

PVC04/08/25 **MINUTES**
To approve as a correct record the Minutes of the Pavilion committee meeting held on Tuesday 6 May 2025 and be signed by the Chairman.

PVC05/08/25 **PAVILION USER GROUPS**
Pavilion user groups to be invited to feedback on any concerns or suggestions. Clerk to report on any comments received in advance.

PVC06/08/25 **PAVILION ADMINISTRATOR'S REPORT**
The Clerk (PA on annual leave) to talk though the report for committee to consider. This includes:

- Regular and non-regular update
- High windows mechanisms breaking

- Concerns over hot weather/hot building
- Field gate security.

PVC07/08/25 BOUNCY CASTLES

Clerk to report on recent issues and advice from the Parish Council's insurers.

PVC08/08/25 PAVILION TABLES

Cllr Murtagh to report on research into replacement tables and chairs (PVC05/05/25).

PVC09/08/25 PAVILION GARDEN

Cllr Murtagh to present ideas for awnings (PVC06/05/25.1).

PVC10/08/25 WEDDINGS

The Clerk to present a draft of a 'How to' guide for Weddings (PVC07/05/25).

PVC11/08/24 TERMS OF REFERENCE

The Clerk to put forward suggested changes to the Terms of Reference for committee to consider.

PVC12/08/25 PAVILION MAINTENANCE

- Recent maintenance work to be outlined with any resultant repair requirements (including the Aqua Boss system, underfloor heating and thermostat controls)
- Confirmation the annual boiler service has taken place - Clerk to detail a problem with a boiler fan and repair costs
- Confirmation annual alarm and emergency lighting servicing has been completed and detail any issues arising
- Outstanding EICR works to be considered (following June25 PC meeting)
- Cllr Murtagh to report a full list of outstanding Pavilion works along with possible solutions. Any additional maintenance to be added to the schedule (PVC11/05/25.6)
- Clerk to report on action taken or plans for outstanding works following the recent fire risk assessment
- Clerk to confirm Working at Height training has taken place for the Caretakers so that gutter clearing can be undertaken (PVC11/05/25.1)
- Requests for 2 tonnes of gravel at the field entrance (King Charles Coronation bench location) to be requested.

PVC13/08/25 DRAINAGE

Cllr Murtagh to put forward:

- Suggested action following the Dalrod drainage report (2024)
- Solutions re drainage and liability to enable continued use of the Play-park carousel.

Agenda points PVC13/08/25 – PVC15/08/25 to be recommendation to the Finance, General Purpose and Communication committee meeting to support precept planning, taking place at their October meeting.

PVC13/08/25 **ASSET REPLACEMENT**

Consider requirements for adequate asset replacement.

PVC14/08/25 **PAVILION USE FEES FY26-27**

Review Pavilion hire fees requirements for FY26-27.

PVC15/08/25 **FOOTBALL**

- Review Pitch fee requirements for FY26-27
- Discuss a Football Agreement for clubs using Community Field pitches
- Consider suitability of changing rooms, toilets and showers.

PVC16/08/25 **DEVELOPMENT**

For consideration:

- Pavilion development (following on from requests for additional toilets and storage). Next steps to be determined
- Suitability of the office for staff working on site and possible creation of a Parish Office at the Pavilion
- Parking – Cllr Murtagh to present research following the May meeting (PVC13/05/25)
- Possible development of the Skate Park area and options for placing a new Skate Park/Pump track with a decision on how to proceed.

Next meeting – Tuesday 28 October 2025 at 7.30pm