STILTON PARISH COUNCIL

Minutes of the Pavilion Committee (PVC) meeting that took place on Tuesday 6 May 2025 - held in the Church Meeting Room, Stilton at 7.30pm.

Present:
Councillors: J Leonard (Chairman), Ayres, Green, Murtagh and Paice

Clerk: Lawrence

Others: Mary-Ann Payne (Pavilion Administrator) and 4 members of the public

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PVC01/05/25 **APOLOGIES FOR ABSENCE**
All members present.

PVC02/05/25 **DECLARATIONS OF INTEREST/DISPENSATIONS**
No 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 were declared or dispensations requested.

PVC03/05/25 **PUBLIC PARTICIPATION**
Members of the public wished to speak about Pavilion storage (especially for Young people Engagement Stilton) and Pavilion development in regard to storage and sufficient toilets.

The Chairman moved forward PVC14/05/25 to allow members of the public to join the discussion.

PVC14/05/25 **STORAGE**
Cllr Murtagh highlighted issues and possible solutions re storage in the plant room, container and hall. To be considered further when there is power to the container and the beacon has been removed. A member of the public raised an issue with watertightness of the container – **to be checked**.

4 members of the public left the meeting.

PVC04/05/25 **MINUTES**
The Minutes of the Pavilion Committee meeting held on Wednesday 26 February 2025 were confirmed as a true record and signed by the Chairman.

PVC05/05/25 **PAVILION USER GROUPS**
Pavilion user groups had been invited to provide feedback on any concerns or suggestions. Cleanliness of the tables and chairs had been reported by the Twinning Association along with maintenance of the tables/chairs.

Resolved
Cllr Murtagh to look into replacement tables and chairs and report back to the next Pavilion Committee meeting.

PVC06/05/25 **PAVILION ADMINISTRATOR'S REPORT**

The Pavilion Administrator talked through the report for committee. This included:

- A regular user update (**Stilton Table Tennis recently were awarded a National Award – certificate to be put up in the foyer/added to social media)**
- A suggestion for Pavilion garden tables and awnings
- Pavilion brochure/leaflet uses
- Replacement printer needs
- A request to reconsider required deposit levels.

Resolved

PVC06/05/25.1 Cllr Murtagh to research ideas for awnings and report back to the next Pavilion Committee meeting (Pavilion Administrator to pass on measurements to Cllr Murtagh)

PVC06/05/25.2 Pavilion Administrator to have a draft A5 poster made up to promote the Pavilion (external source)

PVC06/05/25.3 A printer purchase for up to £100 to be recommended to the Parish Council at the meeting on 13/05/25 (Bluetooth, separate colours, wi-fi enabled)

PVC06/05/25.4 Pavilion deposits to remain at £750 for large, all-day events or those presenting higher risk factors. Other parties finishing after 7pm can be charged a discretionary £500 deposit. Pavilion Administrator and Clerk to discuss prior to a decision being made (to be agreed at the Parish Council meeting on 13/05/25).

PVC07/05/25 **WEDDINGS**

The Pavilion Administrator and Clerk reported on the need to promote weddings and creation of the 'How to' guide.

Resolved

The Clerk and Pavilion Administrator to present a draft to the next Pavilion Committee meeting.

The Pavilion Administrator left the meeting.

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

The committee Terms of Reference were reviewed and confirmed as suitable (Pavilion Hire Process and Community Field Hire Process to be added too).

PVC09/05/25 **ANNUAL REVIEW**

The below were reviewed ready for confirmation for 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**

A plan was confirmed to draw up the Annual Report, ready for presentation at the the Annual Parish Meeting on 13/05/24.

PVC11/05/25 **PAVILION MAINTENANCE**

The Clerk put forward:

- The maintenance report for committee to check **– all fine**
- 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 **– in progress**
- Quotes for fire risk assessments from Third Parties – **in progress**
- Alternative thermostat controls/energy consumption management – **in progress**
- A quote for sockets and lights in the container **- deferred**
- Fixed goal feedback from the annual Play Safety RoSPA report including any requirements.

Cllr Murtagh outlined a list of outstanding works in need of resolution including surge protection, lightning rods, wi-fi cable casing, geophysical survey requirements, cess pool casings and cables needing re-routing).

Resolved

PVC11/05/25.1 Clerk to look into Working at Height training for the Caretakers to enable Pavilion gutter clearing

PVC11/05/25.2 Clerk to seek further quotes for the EICR 5-year testing (ECTS – £480)

PVC11/05/25.3 Outstanding works for the Plant Room to be scheduled in by Mac the electrician by 15/05/25. If no confirmation then ECTS be asked to carry out exploratory works/fix for an initial £252 for a half day (Cllr J Leonard to confirm Mac's appointment to the Clerk).

PVC11/05/25.4 Two covers for the hall thermostats to be recommended for purchase at £13 each to the Parish Council at the meeting on 13/05/25

PVC11/05/25.5 Caretakers to be asked to price to put top soil/turf down at the site of the 2 fixed goals needing resurfacing

PVC11/05/25.6 Cllr Murtagh to draw up a full list of outstanding Pavilion works and solutions for the next Pavilion Committee meeting.

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

Cllrs J Leonard and Murtagh briefly updated on the works needed and will report back more fully to the Parish Council at the meeting on 13/05/25.

As the 2.5 hour meeting limit was approaching, the Chairman advised there would be a 10-minute meeting extension.

PVC13/05/25 **PARKING**

The Clerk presented a Pavilion Parking report. Next steps were discussed.

Resolved

Cllr Murtagh to research further and report back to the next Pavilion Committee meeting.

Meeting closed: 22:10

Next meeting – Tuesday 5 August 2025 at 7.30pm