* Please be aware as this is a public meeting, it may be recorded for either publishing or record keeping purposes*

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 May 2026** at 7.30pm.

Julianne Lawrence

Julianne Lawrence
Parish Clerk

27 April 2026

AGENDA

PVC01/05/26 APOLOGIES FOR ABSENCE
To receive and accept apologies for absence.

PVC02/05/26 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.

PVC03/05/26 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.

PVC04/05/26 MINUTES
To approve as a correct record the Minutes of the Pavilion committee meeting held on Tuesday 3 February 2026 and be signed by the Chairman.

PVC05/05/26 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.

PVC06/05/26 DOCUMENT REVIEW
In preparation for the Annual Meeting of the Parish Council, review:

- Pavilion Committee Terms of Reference
- Pavilion Terms and Conditions
- Pavilion Complimentary and Concessionary forms
- Pavilion Hire Process and Community Field Hire Process.

PVC07/05/26 PAVILION ADMINISTRATOR'S REPORT

The Pavilion Administrator to present the report for committee to consider. This includes:

- Regular and non-regular user update
- Office WIFI/layout
- Alarm fobs – need for more
- Updated Contractors list.

PVC08/05/26 OPERATIONAL ISSUES

Clerk to report on:

- Additional help for openings/closings
- Opening/closing plan
- Alarm call outs – hirers
- Extra bin capacity needed
- Broken Pavilion window
- Tables – delivery of new and purchase price for the old.

PVC09/05/26 PAVILION/COMMUNITY FIELD MAINTENANCE

- Pavilion maintenance schedule to be checked
- Plans for outstanding works following the recent fire risk assessment including a fire extinguisher quotes (Clerk)
- An issue with a boiler to be highlighted (pump failure)
- Water balancing needs (Cllr J Leonard)
- Control panel works (Cllr J Leonard)
- Report on motorising the high windows (Cllr Murtagh/Clerk)
- Quote for emergency lighting works to be detailed (Cllr Murtagh and Clerk)
- Need for a lifter/scaffolding to accommodate alarm, window and canopy maintenance
- Rodent control quotes to be presented
- Barrier bearings – for noting.

PVC10/05/26 SOLAR BATTERIES

- Cllr J Leonard to feedback on the Net Zero project and additional battery installation
- Capacity to be able to run air conditioning to be outlined and an affordability suggestion to be forwarded.

PVC11/05/26 PARKING AND LAND REPORT

Progress report.

PVC12/05/26 COMMUNITY FIELD/PLAY AREAS

- Update on verti-drain filling/field use
- Carousel maintenance – Pavilion play park
- Block paving Pavilion play park side entrance (quote).

Next meeting – Tuesday 4 August 2026 at 7.30pm