STILTON PARISH COUNCIL

Minutes of the Pavilion Committee meeting that took place on Tuesday 5 May 2026 - held at the Church Meeting Room, Church Street, Stilton at 7.30pm.

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

Clerk: Lawrence

Others: 1 member of the public and the Pavilion Administrator

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PVC01/05/26 APOLOGIES FOR ABSENCE

No apologies had been received. Cllrs Green and Vickers were not present.

PVC02/05/26 DECLARATIONS OF INTEREST/DISPENSATIONS

No Declarations of Disclosable Pecuniary or Other Interests, as set out in Chapter 7 of the Localism Act 2011 were received nor dispensation requests awarded.

PVC03/05/26 PUBLIC PARTICIPATION

A member of the public wished to bring to committees' attention the need for glass bottle disposal after Pavilion events – **to be considered when Simpler Recycling is implemented**.

PVC04/05/26 MINUTES

The Minutes of the Pavilion committee meeting held on Tuesday 3 February 2026 were confirmed as a true record and signed by the Chairman.

PVC05/05/26 PAVILION USER GROUPS

Pavilion user groups had been invited to feedback on any concerns or suggestions. A request for reduced hire fees were put forward from Music4You – committee were sympathetic to the group's situation but will recommend normal fees continue to be charged.

PVC06/05/26 DOCUMENT REVIEW

In preparation for the Annual Meeting of the Parish Council, the committee reviewed the below documents:

- Pavilion Committee Terms of Reference – **small change**
- Pavilion Terms and Conditions – **multiple changes to reflect hirer alarm activation and management of larger parties**
- Pavilion Complimentary and Concessionary forms – **no change**
- Pavilion Hire Process and Community Field Hire Process – **no change.**

PVC07/05/26 PAVILION ADMINISTRATOR'S REPORT

The Pavilion Administrator presented the report for committee to consider. This included:

- Regular and non-regular user update – **bookings looking positive**
- Office WIFI/layout – **Wi-Fi in need of attention and office layout to be actioned**
- Need for more Alarm fobs – **Clerk to speak to Huntingdonshire District Council**

- Updated Contractors list – **to be sent out to hirers with updated contractor requirements such as Public Liability Insurance, PiPA certs, etc.**

A member of the public left the meeting

PVC08/05/26 OPERATIONAL ISSUES

The Clerk reported on additional help for openings/closings, an opening/closing plan, and potentially charging hirers for alarm call outs (if responsible). Extra bin capacity, a suggestion to solve the broken Pavilion window and an update on the new tables/offer to purchase for the old, were highlighted.

Resolved

PVC08/05/26.1 Clerk to look into the employment logistics of an extra person to open and close for Pavilion hire

PVC08/05/26.2 A text messaging service to alert hirers to upcoming bookings to be looked into and priced

PVC08/05/26.3 Hirers to be charged for alarm costs if responsible for the call out

PVC08/05/26.4 Options to unlock/lock the Pavilion doors to be researched

PVC08/05/26.5 As Pavilion bin use is generating healthy income, a 2 bin a week lift by HDC to be recommended to the Parish Council at the meeting on 12/05/26

PVC08/05/26.6 Area Windows to replace the shattered Pavilion window glass pane for £358 + VAT

PVC08/05/26.7 An offer of £150 to be accepted for the old tables/trolleys.

PVC09/05/26 PAVILION/COMMUNITY FIELD MAINTENANCE

The Pavilion maintenance schedule was checked - emergency lighting, cess pool and boiler issues to be rectified asap. Plans for outstanding works following the fire risk assessment were discussed (Clerk to source another fire extinguisher quote). A boiler issue was highlighted (TF Heating visiting site on 06/05/26). Water balancing and control panel works are ongoing. Quotes to motorise the high windows continue to be sought. Rodent control quotes were presented for agreement and barrier bearings needs were noted – Cllr J Leonard to liaise with the Caretakers.

Resolved

PVC09/05/26.1 A budget of £1,000 was set for installing the fire extinguishers – Clerk to check all quotes reflect the Fire Risk Assessment requirements and instruct the most cost effective to provide

PVC09/05/26.2 Clerk to check all emergency lighting with Leon from LW Electrics to enable an accurate appraisal of needs and subsequent quote

PVC09/05/26.3 Huntingdonshire District Council to be recommended to the Parish Council meeting on 12/05/26 for rodent control - £392.16 pa (4 visits pa and 2 call outs plus 2 ant call outs).

The Pavilion Administrator left the meeting

PVC10/05/26 SOLAR BATTERIES

Cllr J Leonard fed back on the Net Zero project and additional battery installation. Capacity to be able to run air conditioning was outlined as excess power established.

Resolved

Cllr J Leonard to research potential funding and how to draw up a scheme to accommodate both heating and cooling combined. To return findings to the committee for discussion.

As the 2hr time limit was approaching, the Chaiman advised there would be a 10-minute extension

PVC11/05/26 PARKING AND LAND REPORT

Progress report **– deferred to the next meeting as not yet completed.**

PVC12/05/26 COMMUNITY FIELD/PLAY AREAS

- Verti-drain filling/field use – **maintenance on these had been undertaken successfully and would continue to be topped up by the Caretakers**
- Carousel maintenance in the Pavilion play park – **continuing and highlighted on the annual inspection by Play Safety (to be address by the Amenities Management Committee in June)**
- Block paving Pavilion play park side entrance (quote) – **to be considered as part of the annual inspection works highlighted as needed (AMC).**

Meeting closed: 21:38

Next meeting – Tuesday 4 August 2026 at 7.30pm