



**MINUTES OF THE MEETING OF  
The Pavilion & Community Hub Committee  
Monday 26 February 2024 at 7.30pm  
Held at the Loose Parish Pavilion, King George V Playing Field.**

**Councillors taking part:** Vianne Gibbons (Chair) (VG), Tony Oliver (TO) and Elaine Lawford (EL), Velma Bennett (VB), Sarah Leeson (SL) and for Item 6 only, Peter Rigby (PR).

**Also present:** Amanda Baker (Assistant Clerk) (AB) and Nicky Bourne (Deputy Clerk) (NB) who took the minutes. There were no members of the public involved in the meeting.

**1. To elect a Vice Chairman to the Committee following a resignation**

A nomination was put forward by EL and seconded by VB that Cllr Tony Oliver should be elected as Vice Chairman for the forthcoming year. This was unanimously **AGREED** by the Committee and accepted by TO.

**2. To receive and record any apologies for absence**

VG had sent apologies that she would be late to the meeting but arrived 7.55pm.

**3. To receive and agree any decision regarding any item to be taken as confidential**

None.

**4. To receive any declarations of pecuniary interest on items on the agenda**

(In accordance with the NALC Model Code of Conduct for Parish Councils, pursuant to section 27 of the Localism Act 2011. In addition, any declaration of personal or prejudicial interest. As **AGREED** by LPC 21 Jan 13).

None received.

**5. To receive any signed dispensation requests for any item on this agenda**

(Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved - see dispensation form. This follows the agreement made by the LPC at the meeting held on the 17 July 2017).

None received.

**6. To agree and to sign as a correct record the minutes:**

**PCH Committee meeting held on the 13 November 2023 (Pages 374-377)**

The Committee **AGREED** to move the agreement of the minutes of the meeting held on 13 November 2023 to the next main Loose Parish Council (LPC) meeting, so three members of the committee who attended that meeting can agree the minutes as correct. Action: NB. Councillor Rigby left the meeting having attended for this item only.

**7. To receive questions, comments from the public and communications received by the Clerks' Office or other committees**

The Office is dealing with an issue related to the condition of the Pavilion following an external hire. The Deputy Clerk explained the specific breaches to the Standards and Conditions of Hire and after discussion, the Committee **AGREED** that the full deposit should be withheld. Action: NB to advise hirer.

**8. Pavilion Building – to discuss items below and make any necessary decisions**  
**a. Maintenance**

**i) Update on completed maintenance**

Since the last meeting the following maintenance has been completed:

- The high-level apexes have been painted by the agreed contractor

- The new cleaner has started and did an initial 4 hours deep clean to rectify issues, and is now doing a fortnightly 2-hour session
- The Fire Plan notices for the hall, kitchen and entrance hall were completed by TO and are up in each area. TO **AGREED** to modify the remaining two notices for the changing rooms. Action: TO

ii) **Update on outstanding matters**

The following maintenance tasks are still to be completed:

- Painting the walls of the second toilet in the Pavilion
- Painting the walls of the entrance hall
- Sanding and painting the low level fascias on the exterior of the building
- Re-fixing the bike rack to the wall
- Painting the King George V Recreation Ground (KGV) gates now they are fixed

Actions: Office to chase up caretaker on remaining works or get quotes externally.

**b. Risk (H&S)**

i) **Electrical Inspections**

All the required electrical inspections and certification were completed on 15 December 2023. This included emergency lighting, smoke alarms, PAT testing and the outside lighting. One faulty floodlight was replaced by delegated powers.

ii) **Fire Risk Assessment**

A copy of the most recent Fire Risk Assessment (FRA) document and action plan had been circulated. Following a resignation, the Committee **AGREED** to EL taking on responsibility for completing the six-monthly FRA with the Deputy Clerk. Action: NB to liaise with EL when next FRA due (April 2024).

Kent Fire and Rescue Service recently sent communication regarding the new Building Safety Act Section 156. As it was not clear whether this affected the Loose Pavilion, the Deputy Clerk contacted the Building Fire Safety Inspector. Although he does not think we will be required to do anything different under the act, there are elements of the Section 156 update that will apply. He has offered to attend the site and review our FRA. After discussion the Committee **AGREED** that the Deputy Clerk should arrange this site visit and attend with EL. Action: NB/EL.

iii) **COSHH (Control of Substances Hazardous to Health) measures**

The Office had discussed whether there was a need to maintain a record of ingredients of products, in case of accident or misuse, as they are all now locked in the COSHH cupboard with the exception of hand soap and washing up liquid. However, following research, as we have employees using them, it has been confirmed that we do still have to have the documents and Safety Data Sheets to hand. The Assistant Clerk has completed a stock check and is currently compiling the information to go into the folder in the kitchen. SL offered to assist with advice. Action: AB/SL

**9. Hirers/Clients – to discuss items below and make any necessary decisions**

i) **Update on regular hirers and availability**

Since the last meeting, there are three new weekly hirers: Loose Threads (formerly Knit and Natter from Greensands social prescribing), a Pilates class and a Zumba Gold class. Unfortunately, the football team using the facilities on a Sunday folded just before Christmas but an approach has been made by another team who have paid deposits. The Pavilion is booked to be a Polling Station on 2 May 2024 and all affected regular hirers have chosen alternative session times for that week. Our current availability for regular hire is now just afternoons.

Adhoc hires are regular, averaging three a month. The Deputy Clerk shared a new spreadsheet, recording number of hires and income per month for information. The Office have discussed producing new data to be able to analyse income against all expenditure related to the Pavilion (including heating, cleaning and caretaker hours). Action: Office to create so data can be shared at the June PCH meeting.

## **10. Play areas– to discuss and make any necessary decisions as relevant**

### **i) To receive information on the quarterly risk inspection report 6 December 2023 and forthcoming inspections**

The report from the quarterly play area inspection on 6 December 2023 had been pre-circulated along with the “Ongoing Actions” record document. The next quarterly inspection is booked for week commencing 4 March 2024. The full annual inspection will then be done in early June 2024, having moved later due to the December inspection being delayed, as a result of a technical issue at the inspection company.

### **ii) To discuss any necessary repairs to items of play exercise equipment and future improvements**

The simple repairs carried out by the Caretaker and Deputy Clerk (basket swing and rope swing) passed the December inspection. They have also sourced and fitted a new gate closer highlighted in the December inspection. The repairs to the rope swing on the popular 5 seat rotator unfortunately did not last and sharp wires started protruding, so the piece has been removed. After discussion the Committee **AGREED** a replacement could be purchased from the remaining 2023-24 budget. Action: NB.

The Committee had previously agreed that quotes should be obtained to rectify the wet pour shrinkage issues featured as medium risk in recent inspections. These have not yet been obtained but since the last meeting, the medium risk seesaw in the youth play area suffered further damage and has had to be removed. The Deputy Clerk also highlighted additional considerations for future improvements of low risk items featured in the inspection. The Committee **AGREED** that the youth shelter panel (currently in the garage after vandalism), should be put back in place. After discussion, the Committee **AGREED** that the Office should arrange site visits from play area companies to obtain costed ideas for all these areas, and to bring these to the June meeting. Action: AB/NB.

The Clerk and our existing repair company have been unable to make any progress with the issue of the refund for the strider leg, from the manufacturer, which was replaced under guarantee. The Clerk will be escalating this to the complaints departments. Action: KO.

## **11. Car Park – to discuss and make any necessary decisions as relevant**

### **i) Tree stump and root trip hazard update**

The works in the car park to eliminate the tree root and stump trip hazard were completed on 24 February.

### **ii) Entrance signage and byelaws information**

The Deputy Clerk showed a photograph of the entrance noticeboard and signage. After discussion the Committee **AGREED** that the board should be removed and a new sign sourced. The Bye Laws still need to be displayed outside the gates. Quotes should be circulated for agreement by **ROUND ROBIN**. Action: NB.

## **12. Finance (KO)**

### **a. Responsible Finance Officer (RFO) report**

#### **i) To discuss the latest RFO finance report and to review current budgets**

The RFO report and the current budget statement had been pre-circulated to the Committee. Information had also been pre-circulated on ear-marked monies and hirer income. All were noted.

The Committee **AGREED** the following:

- To make a journal transfer for the Multiplay unit expenditure (Code 4345). Action: KO.
- To allocate the ear-marked money for the tree stump trip hazard, set aside in the forthcoming 2024-25 budget, but no longer required, to PCH Play Area Maintenance (Code 332). Action: KO.
- To confirm the amounts allocated to each of the PCH and ENV committees from the various CIL income. Action: KO.

#### **ii) To review the 2024-25 Management Plan and make any necessary decisions**

The Management Plan was shared, having been updated after the last meeting, and changes were noted. The Committee **AGREED** the following:

- Add the investigation into potential play area improvements

- Add the new entrance gate signage
- Move all items related to the Community Hub the end of the document in their own section

Action: NB.

### 13. Reviews

#### i) Fire equipment contract

The Deputy Clerk explained that no review is required because the contract for the fire equipment servicing came to an end when the inspection company ceased trading in 2023, advising us of alternative companies. The Office gained a range of quotes prior to the September 2023 inspection and will repeat this process for 2024, rather than setting up a contract.

### 14. To ratify any ROUND ROBINS used since 13 November 2023

The following ROUND ROBIN was ratified:

For Item 7d at the PCH meeting held on 13 November 2023, a **ROUND ROBIN** was sent on 9 February 2024: To agree a quote for tree root trip hazard removal and surface repair in the KGV car park. A contractor and quote were **AGREED** (VG, TO, EL).

### 15. Website and Media – to discuss and make any decisions as relevant

The Deputy Clerk advised that the “What’s On in the Pavilion?” calendar has been populated until July 2024. The Office would like to add further information about Pavilion activities, with contact details, subject to the consent of each hirer. After discussion the Committee **AGREED** to this. Action: NB/AB.

### 16. The Loose Fete and Fun Dog Show 2024

#### To receive an update on the organisation of the 2024 Fete and to make any necessary decisions

The following have been completed (as at Friday 23 February 2023):

- Shaylers Fun fair confirmed
- Walnut Tree Pub agreed to run bar
- Nellsar agreed to produce programme
- Police cadet volunteers confirmed
- Wards estate agents agreed to do advertising boards
- The previous dog show organiser confirmed not available so currently planning in-house
- Stallholders documentation prepared and sent to previous contacts
- 10 stalls booked in so far
- PA system cost agreed and booked in
- NLRA confirmed volunteers will man car park
- Tuneless Choir confirmed
- Purchased 2 second-hand tables at £25 each, primarily for the fete, but available as required
- Joined several event groups on social media to make links, especially for stalls/dog show

#### Current work in progress

- Poster / “Branding” being created
- Once created – start publicising on social media / posters
- Dog show planning
- Reviewing card payment systems to decide which to get
- Awaiting response from Tech Medical First Aid re First Aid cover

After discussion about card reader payments, the Committee **AGREED** that two should be purchased to be used for the car parking and the raffle at the fete. They would also then be available for card payments for hirers if required. Action: NB.

The Deputy Clerk explained the situation with the Pavilion refreshments. The Church is unavailable so South Park WI, who stepped in last year have been approached. The Committee **AGREED** that the Deputy Clerk should negotiate with them, to find the best solution for all parties. Action: NB.

The format of the raffle, and potential prizes were discussed and ideas shared. Action: Office and Councillors to start seeking prizes.

**17. Community Hub (ongoing)**

**To discuss the management of the revised project and to make any necessary decisions**

After discussion the Committee **AGREED** that the Community Hub project would be on hold until after the merger with North Loose when the needs of the new full Parish area could be reviewed.

**18. Other Items (discussion only)**

Martyn’s Law – the Deputy Clerk advised that she has attended two briefings on Martyn’s Law and is booked onto one on 28 February 2024. The Pavilion Hall just falls into the Standard Tier premises regulations (capacity 100-799). These have recently been revised but there will be a need to have in place procedural measures that could be expected to reduce, so far as reasonably practicable, the risk of physical harm to individuals at the premises in the event of an attack.

This will include procedures for:

- Evacuation (how to get people out of the building);
- Invacuation (how to bring people into the premises to keep them safe, or move them to safe parts of the building);
- Lockdown (how to secure the premises against attackers, e.g. locking doors, closing shutters and using barriers to prevent access);
- Communication (how to alert staff and customers and move people away from danger).

The Office will bring any considerations to future meetings for discussions. It is most likely to mean an additional section to be included in our Standards and Conditions of Hire document.

**19. Date of Next Meeting – TBC**

The meeting was closed at 8.45 pm.

**Minutes agreed by the Committee and duly signed by the Chairman**

Signed .....

Dated.....