

PITSTONE PARISH COUNCIL

SPORTS AND LEISURE COMMITTEE

NOTICE IS HEREBY GIVEN OF a meeting of the Parish Council Sports and Leisure Committee to be held in the **Millennium Room at Pitstone Memorial Hall on Thursday 11 July 2019 at 7.30pm**

Laurie Eagling, Clerk to the Council
9 Warwick Road, Pitstone, LU7 9FE
Tel: 01296 767261

Signed _____
Date : 5 July 2019

A G E N D A

1. **ATTENDANCE AND APOLOGIES**
2. **RECEIVE DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS** on matters to be considered at the meeting.
3. **RECEIVE QUESTIONS FROM THE PUBLIC** or any points raised by members with declarations.
4. **MINUTES** to resolve that the minutes of the meetings held on 13/6/19 be signed as a true and correct record.
5. **CLERKS REPORT** To note receipt of the report on matters arising.
6. **CORRESPONDENCE** To note correspondence received by the committee.
7. **PHASE 2 IMPROVEMENTS OF THE SPORTS PAVILION SITE (building and grounds)**
 - 7.1 Funding:
 - a) To note VAHT Thriving Communities Project Grant of £10k awarded but Sport England application declined.
 - b) To confirm FF & other grant applications and confirm next steps.
 - 7.2 Tendering:
 - a) To note the resolutions, and delegated powers, from full council in respect of the pavilion and skate park tendering projects.
 - b) To consider the quotations and appoint body to manage tendering process for pavilion phase 2 and skate park projects.
 - c) To consider quotations for reports required to prepare tender pack.
8. **GROUND KEEPERS REPORT:** To note report from ground keeper.
9. **OTHER PAVILION SITE RELATED MATTERS**
 - 9.1 Consider/approve remedial works required at pavilion and note works undertaken since last meeting.
 - 9.2 Training requirements – To consider and approve the training requirements of both clubs
 - 9.3 Online Booking System – To consider and approve the cost of purchasing the software.
 - 9.4 Licence to PJC Driving – To consider and approve renewal of annual licence to PJC Driving.
 - 9.5 Water sampling etc – To consider & approve commissioning of annual water sampling, servicing of TMVs and drain/flush of calorifier.
 - 9.6 Health & Safety Policy and Risk Assessment – To undertake annual review and approve updated documents.
 - 9.7 Fire Risk Assessment and Emergency Plan – To undertake annual review and approve updated documents.
 - 9.8 PIE Container – To countersign Licence to Occupy re PIE container.
10. **OTHER OPEN SPACE MATTERS**
 - 10.1 Consider/approve remedial works required at open spaces, note works undertaken since last meeting.
 - 10.2 Playground Annual Inspections – To consider findings of report and approve commission of works arising.

- 10.3 Play Policy, Audit and Risk/Benefit Assessment – To undertake annual review and approve updated documents.
- 10.4 P&ICU FC – To consider/grant application to play on the recreation ground pitch again for 2019/20.
- 11. **REPORTS:** To note the miscellaneous reports.
- 12. **MATTERS FOR REFERRAL TO FULL COUNCIL** – approve any matters for referral to full council.
- 13. **DATE AND TIME OF NEXT MEETING** – 7.30pm on 12/9/19 unless an August meeting is convened.

THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR MEETINGS AND ADDRESS COUNCIL DURING THE PUBLIC PARTICIPATION SESSION