

# PITSTONE PARISH COUNCIL SPORTS AND LEISURE COMMITTEE

**NOTICE IS HEREBY GIVEN OF the committee meeting**  
to be held at Pitstone Pavilion on Thursday 10 June 2021 at 7.30pm

The government has elected not to extend the legislation which permitted parish councils to hold meetings remotely. A High Court hearing has ruled that original legislation does not permit remote meetings. Therefore, parish council meetings are required to return to physical meetings. The parish council must also have due regard for the safety of our members and the public when holding such meetings and ensure that our venue is covid compliant. In line with our risk assessment for this meeting and current government guidance:

- No-one should attend the meeting if they have been feeling unwell, recently been in contact with someone with covid-19 or been contacted by Track & Trace.
  - All attendees will be required to scan our QR code or provide contact information for Track & Trace.
- Individuals in the public gallery will be required to wear a face covering throughout the meeting. Members of the committee, seated 2m apart, may elect not to wear their covering when speaking, seated or drinking.
  - All attendees must use hand sanitiser on arrival.
- 8 members of the public can be seated in the public gallery at any one time. Members of the public should phone 01296767261 to book a seat and advise the council of any particular agenda items that they wish to be present for. Members of the public may need to wait under the outside covered walkway until the relevant agenda item is being discussed if more members of the public wish to attend than capacity regulations permit.
- Social distancing must be observed. Seating will be arranged with 2m distance between attendees. Please also observe social distancing when moving about our building and car park.
  - Our facilities will be cleaned prior to your arrival and again on departure.
  - No tables, refreshments or papers/pens will be provided. Please bring any materials you require.
    - Doors and windows will be open to improve ventilation so come suitably dressed.
  - Please be considerate of all other attendees as the country carefully moves forward out of lockdown.

Requirements and procedures for each meeting may vary, in line with government guidance at the time.

Please remember that you don't need to wait for a meeting, the council can be reached by telephone, email, in writing, via the website or via our Facebook and Twitter accounts at any time, and these methods will enable us to respond to you much quicker.

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

Signed    *L Eagling*     
Date: 4 June 2021

## A G E N D A

### 1. ATTENDANCE AND APOLOGIES, PLUS WELCOME TO NEW MEMBER

### 2. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

To consider declarations & interests from committee members on matters to be considered at the meeting.

### 3. QUESTIONS FROM MEMBERS OF THE PUBLIC AND PRESS

The public opportunity to put questions or provide information to the committee.

### 4. MINUTES OF PREVIOUS MEETING

To resolve that the minutes of the previous meeting held on 8 April 2021 are a true and accurate record of the meeting.

### 5. CLERK'S REPORT ON MATTERS ARISING

To note receipt of the report on ongoing matters. For information only.

### 6. CORRESPONDENCE

To note the correspondence received by the committee.

### 7. PAVILION MATTERS

#### 1. To note pavilion financial summary

**2. To receive report from groundkeeper and agree any actions arising**

**3. Other**

1. To review/approve the annual agreement with PJC/South Beds Driving School.
2. To consider/approve purchase & installation of noticeboard to promote the parish council and support pavilion hirers.
3. To note booking update.
4. To consider/approve the job description and terms for the pavilion caretaker/facilities manager.
5. To consider if any changes required to the CCTV camera system.
6. To consider/approve entering into the CCTV maintenance agreements with ACE only if system now satisfactorily operational.
7. To consider/approve electrical amendments for community room/TV area.
8. To consider/approve any additional remedial works wish to pursue re badger problems.
9. To consider/approve car park charge signage.
10. To consider/refine pitch barrier project specification and supplier.
11. To confirm advertising panel prices and terms.
12. To note/approve ongoing maintenance works required to car park to address weeds.

**8. OPEN SPACE MATTERS**

To consider/approve remedial works to wooden fence on Local Green Space by The Crescent.

**9. OTHER**

1. To note quarterly financial update from P&IUFC.
2. To note other reports submitted to the committee.

**10. REFERRAL TO FULL COUNCIL**

To determine any matters outside the terms of reference of the committee that require referral to full council.

**11. DATE, TIME AND MATTERS FOR NEXT MEETING**

To note the anticipated agenda items for the 8 July 21 meeting.

**The public and press are welcome to attend our meetings and to address the council during the public participation session. The minutes of all meetings are published to our website.**