

PITSTONE PARISH COUNCIL SPORTS AND LEISURE COMMITTEE

**NOTICE IS HEREBY GIVEN OF the committee meeting
to be held at Pitstone Pavilion on Thursday 12 August 2021 at 7.30pm**

The parish council must have due regard for the safety of our members and the public when holding 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.
 - We encourage all attendees to scan our QR code or provide contact information for Track & Trace.
- We encourage all members of the public to wear a face covering throughout the meeting and to use hand sanitiser on arrival.
- We encourage all attendees to still maintain social distancing whilst on our premises & grounds. Seating will be arranged with at least 1m distance between attendees.
- To keep you safe, our facilities will be cleaned prior to your arrival and again on departure. Doors & windows will be open to improve ventilation.
 - Please be considerate of all other attendees, some of which may have been shielding.
 - No tables, refreshments or papers/pens will be provided. Please bring any materials you require.

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

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

Signed *L Eagling*
Date: 6 August 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 10 June 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 note booking update and receive feedback re Ambulance Service Fundraising Event.
2. To note update on recruitment of Facilities Manager and Cleaner.
3. To consider/approve carpark charge signage.
4. Pitch Barrier project:
 - a. To confirm acceptance of detailed site layout to meet National Ground Grading for Category G.

- b. To receive a fundraising update from P&IUFC.
 - c. To confirm preferred supplier in line with specification agreed at previous meeting.
5. Pitch Side Advertising:
 - a. To consider/approve advertising charges for pitch side advertising.
 - b. To discuss update on potential suppliers.
 - c. To discuss vinyl advertising banners and determine policy/charges for 2021/22 season.
 6. Other Advertising Opportunities:
 - a. To discuss/determine policies re potential car park advertising.
 - b. To discuss/determine other advertising opportunities.
 7. To discuss and determine any kitchen window protection measures required.
 8. To discuss issues with rear gutters and feedback from construction partners.
 9. To note recycling waste requirement.
 10. To discuss/determine any additional bin requirements arising from P&IUFC request.
 11. To discuss P&IUFC request for a freezer to be provided at the pavilion.
 12. To reconfirm the key policy for the pavilion.
 13. To consider any change required to external door to permit internal locking.
 14. To note hire conditions relating to damage and consider options to restrict parking on the grass.
 15. To consider no smoking signage for grounds.
 16. To consider replacement water boiler.
 17. To consider/approve concreting in the benches, memorial bench and dug outs now ground restored.
 18. To note repairs and maintenance undertaken during the month.
 19. To consider any amendment required to pavilion lost property policy.
 20. To consider/approve renewal of annual hospitality television licence and move to direct debit.
 21. To consider/approve charges to hirers for miscellaneous activity.
 22. To receive notification from football clubs of teams they wish to field at the pavilion for the 2021/22 season.

8. OPEN SPACE MATTERS

1. To note repairs and maintenance undertaken during the month.
2. To consider feedback from Creative Play re Windsor Road swings.
3. To consider quotations for thermoplastic alphabet snake and hopscotch for Windsor Road.
4. To note update on Huck Teck remedials.

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 confirm the anticipated agenda items for the 9 September 2021 meeting.

The public and press are welcome to attend our meetings, and to address the council during the public question time.