

# PITSTONE PARISH COUNCIL SPORTS AND LEISURE COMMITTEE

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**NOTICE IS HEREBY GIVEN OF** the committee meeting  
to be held at Pitstone Pavilion on Thursday 11 November 2021 at 8.30pm

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 the public to wear a face covering, especially when moving around the building, and to use hand sanitiser on arrival. Please be considerate of other attendees.
- We encourage attendees to 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 may be open to improve ventilation.

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: 5 November 2021

## A G E N D A

### 1. ATTENDANCE AND APOLOGIES

### 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 14 October 2021 are a true and accurate record of the meeting. There was no meeting held in September.

### 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. To consider if any other council committee member wishes to undertake APLH training & acquire personal alcohol licence.
4. To consider/approve updated storage agreement with P&IUFC.
5. To note booking update.
6. To note update on recruitment of Facilities Manager and Cleaner.
7. To consider draft/approve carpark signage.
8. To note repairs and maintenance undertaken during the month.

**9. Annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan.**

**10. Annual review of Pavilion Health & Safety Policy and Risk Assessment.**

**11. Carry out annual fire safety & evacuation drill for staff/members/council.**

**12. To note P&IUFC integration with TSEL and implications arising.**

**8. OPEN SPACE MATTERS**

1. To note repairs and maintenance undertaken during the month.
2. To note that P&ICU FC has folded and discuss options for Recreation Ground pitch.
3. To consider/approve final amendments to skate park contract/installation.

**9. OTHER:**

1. To consider any response from the Towns Land Charity re land designated in NDP now VALP adopted by Buckinghamshire Council.
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 December 2021 meeting.

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