

# 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 9 December 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 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: 3 December 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 11 November 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. To note if Cllr Heyman wishes to undertake APLH training & acquire personal alcohol licence.
4. To note appointment of Facilities Manager/Cleaner.
5. To consider draft/approve carpark signage.
6. To consider water testing results, carry out annual review of water treatment control system/records and review of legionella duty holder, responsible person and training requirements.
7. To approve applying to Anglian Water for annual sewerage rebate.

**8. To note repairs and maintenance undertaken during the month.**

**8. OPEN SPACE MATTERS**

1. To note repairs and maintenance undertaken during the month.
2. To approve contract and skate park construction timetable.

**9. OTHER:**

1. To note that the next Towns Land Charity meeting is not until January 2022.
2. To receive quarterly financial update from P&IUFC.
3. 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 20 January 2022 meeting.

**The public and press are welcome to attend our committee meetings and to address the council during the public participation session**