

PITSTONE PARISH COUNCIL SPORTS AND LEISURE COMMITTEE

NOTICE IS HEREBY GIVEN OF the committee meeting
to be held at Pitstone Pavilion on Thursday 9 November 2023 from 7.30pm

Laurie Eagling, Clerk to the Council
Pitstone Pavilion, Marsworth Road, Pitstone, LU7 9AP
Tel: 01296 767261

Signed *L Eagling*
Date: 2 November 2023

A G E N D A

1. ATTENDANCE AND APOLOGIES

To note 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. PUBLIC PARTICIPATION SESSION - 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 12 October 2023 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 any correspondence received by the committee.

7. PAVILION MATTERS

1. To note pavilion financial summary

2. Groundkeeping

To receive feedback from groundkeeper and approve any actions arising.

3. Car Parking

- To consider/approve draft car park signage re Network Rail / Anglian Water.
- To approve agreement with Cloud & More re car parking provision.

4. Solar Panels

To note - waiting for response from Wing and Ivinghoe Community Board.

5. Repairs and Maintenance

- To note the repairs and maintenance required during the month and/or being arranged.
- To consider/approve the quotation to repair the sinking drain cover.

6. P&IUFC

- To note the FF do not have a suitable funding stream for pitch barriers at step 6 and receive updated funding plans from the club.
- To consider any response from Network Rail re shrub clearance.
- To consider quarterly financial update from P&IUFC.

7. Policies and Risk Assessments

1. To note receipt of new Fire Safety Requirements for non-domestic premises.

2. To consider/approve renewal of Fire Risk Assessor training for one member of staff, or alternatively to engage suitable contractor.
3. To approve the annual review of Pavilion Fire Risk Assessment, Fire Policy & associated Emergency & Evacuation Plan.
4. To approve the annual review of Pavilion Health & Safety Policy and Risk Assessment.
5. To carry out the annual fire safety & evacuation drill for the committee.
6. To approve fire warden training for 2 members of staff.
7. After annual water test results known, to consider/approve the annual review of the water treatment control system/records.
8. After annual review of the water treatment control system complete, to approve the annual review of legionella duty holder, responsible person and training requirements.

8. OPEN SPACE MATTERS

To note remedial works undertaken during the month and approve remedial works required.

9. OTHER/REPORTS

To note any 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. FUTURE MEETINGS

- To consider/approve the date, time and anticipated agenda items for the January 2024 meeting.
- To set meeting dates for 2024.

**THE PUBLIC AND PRESS ARE WELCOME TO ATTEND OUR COMMITTEE MEETINGS
AND TO ADDRESS THE COUNCIL DURING THE PUBLIC PARTICIPATION SESSION
IF YOU CAN'T ATTEND IN PERSON, YOU CAN KEEP UP TO DATE BY READING THE MINUTES WHICH WILL BE PUBLISHED
TO OUR WEBSITE PITSTONE.CO.UK
YOU CAN ALSO REACH US AT ANYTIME VIA PHONE, EMAIL, LETTER OR SOCIAL MEDIA**