



# LOOSE PARISH COUNCIL

**CLERK: Kim Owen**

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Dated: 6<sup>th</sup> November 2018

A meeting of the Loose Parish Council

**Pavilion & Playing Field Committee will be held**

**at the Parish Pavilion, KGV Playing Field, Walnut Tree Lane, ME15 9RG on**

**Monday 12<sup>th</sup> November 2018 commencing at 7.30pm**

**Members of the public are invited to attend**

**The following is for Councillors and members of the public to note prior to the meeting:**

- If first meeting in the Pavilion, members of the public and Councillors to be informed by the Chairman of what to do in the unlikely event of a fire taking place
- The Chairman will also mention to members of the public that due to an amended Public Bodies (Admission to Meetings) Act 1960, those persons in attendance may be filmed, recorded, photographed or otherwise reported about
- Members of the public wishing to speak should make themselves known to the Chairman, and will only be allowed to speak for three minutes maximum, unless it refers to an agenda item requiring matters to be discussed 'in depth', and in which case to be agreed by the committee. This will be strictly controlled
- Standing Order 2 Disorderly Conduct "No person shall obstruct the transaction of business at a meeting or behave offensively or improperly"

## **AGENDA**

1. To elect a Vice Chairman to the committee for the forthcoming year
2. To receive and record any apologies for absence
3. Decision regarding any item to be taken as confidential. Pursuant to section 1(2) of the Public Bodies (admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave
4. To receive any declarations of pecuniary interest on items in the agenda, in accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition any declaration of personal or prejudicial interest (*as agreed by LPC 21<sup>st</sup> Jan 13*)
5. To receive any signed dispensation requests for any item on this agenda, and for Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if

approved. (see dispensation form). This follows the agreement made by the LPC at the meeting held on 17th July 17

6. To sign as a correct record the minutes of the meeting held on Monday 8<sup>th</sup> October 2018 (pages 284 to 287) and to approve the minutes of the Event working party meeting held on 10<sup>th</sup> September 2018.
7. **Questions/comments from the public, including any correspondence/phone calls received by the Clerks office or other Committees (3 mins per person)**
  - a) to receive a report from the local dog walkers' group (*ongoing*)
8. **Caretaker**
  - a) to receive the Caretakers report (*ongoing*)
9. **Bookings/Hirers**
  - a) to update and address any issues regarding current/prospective Hirers (*ongoing*)
  - b) to clarify the start date for the changes to booking fees and hourly field charges
10. **Monitoring and ratification of ROUND ROBIN agreements (*ongoing*)**
  - a) Ratification of Round Robins in regards to:
    - a. Play equipment repairs
    - b. Painting and redecoration of kitchen and patches on toilet walls
11. **Monitoring ASB, parking issues (*ongoing*)**
12. **Policy/Procedures reviews – to discuss and agree any changes to the following documents**
  - a) To review and discuss the Policy for Booking the Parish Pavilion and Open Spaces owned by LPC
  - b) To review the groundworks spec and contract for the KGVPF (expires March 2019)
  - c) To review the maintenance contract with Safeplay for 19/20
  - d) To review contract with Suez for 19/20
  - e) To review contract with Astra for 19/20
13. **Website/ In and Around Loose articles**
  - a) To agree to any items for publication (*ongoing*)
14. **Projects-Management**
  - a) To view and update current plans in line with 19/20 budget (*ongoing*)
15. **Risk**
  - a) To discuss any further matters of concern across all areas and to decided on best course of action (*ongoing*)
    - a. To confirm PPF walk about dates for 2019
  - b) To discuss the latest Play Area Operational Report (*ongoing*)
16. **Finance and Funding**
  - a) To discuss the updated finance report from the RFO (*ongoing*)
  - b) To discuss and ratify any costs due to H&S/Risk issues (*ongoing*)

**17. Quotes received – to be discussed in CLOSED session**

- a) Making good and painting the pavilion soffits
- b) Repairs to the guttering
- c) Removal of ivy at the back of the pavilion

**18. Any other matters for information only, if not already covered**

**19. Date of next meeting**