**ALRESFORD PARISH COUNCIL**

**Minutes of the Pavilion Management Committee Meeting Held on the 14th January 2019 at 7.30pm**

**Present:** Cllr. Wiggins - Chairman, Brian Martin, Chris Sanderson, Dave Balls and Russell Milburn.

**Also present:** 0 members of the public, Cllr. L. Belgrove & the Clerk.

Chairman welcomed all to the meeting.

**01.19.216 Appointment of Proper Officer (if required) –** The Clerk was present.

**01.19.217 Apologies for absence:** None.

**01.19.218 Minutes of the last monthly meeting:** Russell Milburn proposed and Brian Martin seconded.

**01.19.219**  **Declarations of Interest:** Russell Milburn declared an interest as on both Alresford Village Hall Management Committee and Alresford Colne Rangers Football Club. Chris Sanderson declared an interest as part of the A.V.H.M.C. Brian Martin and David Balls declared an interest as part of ACRFC.

**01.19.220 Health & Safety Risk Assessment**

Cllr. L. Belgrove attended the meeting in her capacity as Health and Safety Officer and Fire Officer for the Parish Council. She went through the necessity for a log register which would need to be completed at any meeting incase of a fire there is a log of attendees, once the meeting has ended the list can be shredded.

Cllr. L. Belgrove asked if the football club had a risk assessment; no. Previously Cllr. L. Belgrove and Cllr. Wiggins had carried out a walk around the Pavilion to assess any risks, the following were mentioned:

Dorgard on Parish office door had been purchased, awaiting installation.

Regular users of the Pavilion should have Risk Assessments.

Insurance; Village Fete are we covered enough.

Cleaning materials; locked in a separate cupboard. Recognised risk of the users of the car park.

CCTV; Internal cameras suggested for the Pavilion, CCTV Working Party to discuss the rooms the CCTV would be best suited. Only viewed if an incident, a minimum of 2 councillors would also need to be present. Recommendations will be given by CCTV Working Party the Football Club would have an input. Also CCTV companies input would be required too.

**01.19.221 Borehole for the playing field – update**

A Working Party was suggested to be put togetherin conjunction with the football club. Ideal location near the hardcourt. Borehole and heating system to be kept separate. Advantages to having our own borehole. Need to pass on to full council for the next meeting to discuss in more detail.

**Action: Borehole to be discussed further at next Full Parish Council meeting**

**01.19.222 Lighting for the compound – update**

Chris Sanderson updated the committee, ¾ of items acquired just waiting on the light then will install as the Clerk had given the go ahead recently.

**Action: Chris Sanderson to complete light installation when items received.**

**01.19.223 Re-covering of seat backs in the Pavilion**

The Clerk had obtained a quote from Carters in Colchester. Agenda item requested to go to full council for the next meeting.

**Action: Agenda item for Full Parish Council meeting to get the seat backing recovered.**

**01.19.224 Footpath lighting (from Pavilion to carpark)**

LED dusk til dawn light sensorfor lights along the fence line to the main gate/car park suggested. Chris Sanderson agreed to look into options and report back.

**Action: Chris Sanderson to report back at next meeting with options.**

**01.19.225 Issues in the Pavilion over the Christmas period**

(i) Drain issues in the Pavilion – Blue hand towel blockage in the Pavilion recently, unsure as to who caused it. Blue towel units removed for changing rooms only in men and ladies loos (main toilets). As a preventative measure could we consider getting a company in once a year to rod through the drains. Suggestion that the Village Hall and Parish Council get all the drains done at the same time, and split the cost.

**Action: Agenda item for Full Parish Council meeting.**

(ii) Hand dryers to replace hand towel – Chris Sanderson to look into hand dryers and report back. Go to full council once prices received.

**Action: Chris Sanderson to provide options for hand dryers.**

**01.19.226 Items for next meeting**

Updates for borehole, lighting, heating/hand dryers and CCTV.

Relocation of consumer unit; concerns for the CCTV being turned off and no-one would know.

Legionella water kit needed for testing, policy needed too.

Slabs loose; Russell has asked Mark Spackman for a quote to repair them. Ideally need for February’s meeting.

Alcohol license, a copy should be kept on file in the Parish Office.

**01.19.227 Date for next meeting(s)**

15th April 2019 at 7.30pm

**01.19.228 Meeting closed at 20.48pm.**

**Chairman sign:………………………………………… Date:…………………………………….**