Ilmington Parish Council

MINUTES OF THE MEETING OF THE PAVILION COMMITTEE held in Ilmington Pavilion on 5th September 2025 at 11:00am

Present: Cllrs Lara Lowe (Committee Chair), Karen Peachey, Martin Underwood and non-councillor members Sheila Lowe and Richard Law (appointed at minute 4).

In attendance: Pauline Rigby (Clerk)

1. Apologies for Absence

Apologies from Chris Tombs.

2. Declarations of Interest

No interests were declared.

3. Confirmation of minutes

It was RESOLVED that the minutes of 1st August 2025 be confirmed and signed.

4. Co-option of new committee members

It was RESOLVED that Richard Law be appointed as a non-councillor committee member with voting rights.

5. Finance: Review Of Income & Expenditure.

A summary of the Pavilion finances had been circulated. Fees had been collected from the Bowling Club and Cricket Club as agreed; Football club fees were still outstanding.

6. Health & Safety Compliance:

(a) Fire safety (update on actions, adopt a fire safety policy)

Further quotes were needed for changing the kitchen door to open outwards. KP would contact Jim Groves.

It was noted that the blinds can cover the fire exit door from the club room when closed, and agreed to keep blinds open, add ‘Fire exit, keep clear’ signs to the inside of the doors, consider permanently removing the blinds, and to share the risk assessment with hirers to raise awareness of fire safety.

ACTION: Request two leaky water butts from Severn Trent.

(b) Legionella control (update on actions)

Showers would be decommissioned. A regular flushing regime was required and it was suggested asking the Music Group if they would flush the outlets over the winter months.

(c) Electrical safety (update on actions)

It was noted that the EICR and other electrical works are booked for 25-26 September.

7. General maintenance:

(a) To note successful application for WCC Councillor’s Grant and approve quotation for replacing the triangle windows.

It was RESOLVED that the quotation from Centurian Hi to replace the two high-level triangle windows be accepted at a cost of £2,592 ex VAT.

(b) Internal condition, cleaning and routine upkeep.

Cleaning: SL would speak to a local cleaner about regular cleaning of internal areas, including toilets and kitchen, and playground inspections.

ACTION: Clerk to get an extra set of store and front keys cut for the cleaner.

(c) Grounds and exterior (e.g. gutters, drains).

It was noted that the drain by the kitchen is blocked. KP to speak to Jim Groves.

The position of the septic tank was visible in the grass due to the dry weather.

8. Bookings & Usage:

(a) Recent and upcoming bookings (sports clubs, events, private hire).

The Clerk reported that she had taken two bookings for 2026. Fees and charges for the next financial year would be discussed in November/December.

Committee discussed improvements, such as doors opening onto the pitches. MU suggested creating a masterplan for the use of the building once health and safety issues had been addressed, so that the facilities meets the needs of users.

RL left the meeting at this point.

(b) Issues arising and feedback from users. None.

(c) Club premises licence.

The Clerk explained that the council could not takeover the existing club premises licence. KP would write to the Bowls Club asking if they would like to take it on.

9. Security and access:

(a) Update on changing locks and keyholders.

It was agreed to change the key safe code for at each committee meeting.

SL left the meeting at this point

(b) Access arrangements.

The Clerk was asked to source alternative quotes for a smart lock on the main door. Committee thought it would be sensible to change the locks in the meantime, replacing it with a secure key that couldn't be copied without permission.

It was RESOLVED that delegated authority be granted to the Clerk to spend up to £250 on a new front door lock and keys.

10. Future Agenda Items

To receive information about future items of business (for information only).

Car boot sales (LL).

11. Next Meeting

Friday 10 October 2025, 10am at Ilmington Pavilion.

There being no further business, the meeting closed at 1pm.

Signature of Committee Chair on approval of the minutes: ____________________________