

MINUTES OF THE MEETING OF THE PAVILION COMMITTEE held in Ilmington Pavilion on 6th March 2026 at 10:00am

Present: Cllrs Lara Lowe (Committee Chair), Karen Peachey, Martin Underwood and non-councillor members Sheila Lowe and Chris Tombs.

In attendance: Pauline Rigby (Clerk) and Fred Edmunds.

1. Apologies for Absence

Apologies from Rich Law and Chris Tombs who would both be delayed.

The Chair welcomed Fred Edmunds from the Playing Field Committee.

2. Declarations of Interest

No interests were declared.

3. Confirmation of minutes

It was RESOLVED that the minutes of 23 January 2026 be confirmed for signing.

4. Terms of Reference

The new committee name and its expanded terms of reference were noted.

Richard Law joined the meeting at this point and explained that work is required on the pitches, including reseeding with grass seed.

The possibility of co-opting representatives from local clubs including bowls, tennis, and the show committee was discussed. It was agreed to invite sports clubs to an informal meeting on Monday 11 May at 7:30pm, to be held in the Pavilion.

5. Finance: Review Of Income & Expenditure.

The Clerk had circulated the approved budget for the coming financial year, which showed a loss overall. The budget and actuals were reviewed and discussed line by line. It was suggested that the committee should aim to break even operationally while accepting some capital expenditure may be required.

6. Health & Safety Compliance:

(a) Fire safety (kitchen fire exit door)

Jim Groves had provided a verbal quote including a new soakaway for the drains. It was felt another quote was required and the specification would need to be clear.

Fred explained that the drainage system consists of a brick septic tank that discharges into a herringbone pipe arrangement and needs to be emptied approximately every two years. The work was previously carried out by Streetways of Evesham.

(b) Gas safety (annual boiler service)

The Clerk reported that the boiler service had been postponed due to access issues.

7. Bookings & Usage:

(a) Update on pavilion bookings (sports clubs, private hire):

Bowls bookings would need to be entered on the calendar.

(b) Update on playing field calendar:

It was agreed that training and matches should be entered on the calendar even if the pavilion is not being booked at the same time.

(c) Agreement with Wellesbourne Cricket Club.

It was agreed that appropriate insurance cover should be confirmed.

Access was considered, and it was agreed that the key safe code would be issued rather than keys.

It was RESOLVED to delegate authority to the Clerk to prepare and agree an appropriate written agreement with the club.

Richard Law left the meeting at this point.

Chris Tombs arrived.

8. General maintenance:

(a) Internal condition, cleaning and routine upkeep.

The prospective cleaner didn't have public liability insurance, Richard would discuss this further with her.

(b) Consider new worktop over fridges. Sheila would continue looking into this.

9. Utilities: Approve new broadband contract.

It was RESOLVED to take out a new contract with Zen Internet at a cost of £29 ex VAT per month plus £15 ex VAT connection fee.

10. Security and access:

(a) Car park height barrier (damage, protocol for access).

Football club had repaired barrier as it was one of their members who had damaged it the second time. Sign beware height barrier?

(b) Agree new key safe code

The new code was agreed; the Clerk to notify members when it has been changed.

11. Master Plan for Pavilion Refurbishment (further discussion)

It was agreed to prioritise specifications and obtain quotes for the fire exit, hard surfacing and drainage works, and access to the external ladies' toilet. The discussion also covered the provision of disabled toilet facilities, the creation of hard surfacing within the car park including accessible bays, and the electric charging points.

Fred shared a topographical survey, which the Clerk was asked to take away to copy.

Fred advised that he has obtained prices from Avonmore for various ground improvement works, including slitting, and will forward a quotation.

12. Next Meeting

Friday 10th April 2026, 10am at Ilmington Pavilion.

[Post meeting note: this was deferred to 24 April due to availability.]

There being no further business, the meeting closed at 12:10pm.

Signature of Committee Chair on approval of the minutes: _____