Ilmington Parish Council

MINUTES OF THE MEETING OF THE RECREATION GROUND COMMITTEE held in Ilmington Pavilion on 24 July 2026 at 10:00am

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

In attendance: Pauline Rigby (Clerk) and Fred Edmunds (Playing Field representative)

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 19 June 2026 be confirmed for signing.

4. **Finance: Review Of Income & Expenditure.**

   A budget monitoring report had been circulated and was briefly discussed.

5. **Playing field:**

(a) Utilities map, drainage and ditch clearing.

Lara agreed to arrange for a drone survey to obtain images of the area. Fred suggested he knew someone who could map the utilities onto a plan. It was agreed that a map should be made available so that anyone using the pavilion is aware of buried utilities.

The Clerk reported that enquiries had been made with WCC regarding maintenance and clearing of the ditches.

(b) Pitch maintenance

Fred reported that the playing field pitches had been sprayed, vertidrained and overseeded.

It was noted that the Playing Field Committee (PFC) still has a bank account. It was suggested that a separate meeting be held with the PFC to review the previous arrangements and consider bringing the finances under the Recreation Ground Committee. The PFC had not held an AGM last year following the loss of its Secretary.

This raised a wider question regarding the principle of charging for use of the playing field, with the general view that clubs should make a reasonable contribution towards their use of the facilities. It was also noted that there needs to be someone responsible for feeding in information about maintenance and other requirements.

(c) Request to bring a steam roller to Ilmington Show.

Concerns were raised regarding the fire risk. It was suggested that the local Fire Service be invited to attend or provide advice on how to manage the risk.

It was RESOLVED that the request be supported in principle, subject to reassurance being provided regarding appropriate measures to manage the fire risk.

6. Health & Safety Compliance:

(a) Electrical works (moving external light, club room lighting and PAT tests).

Quotes had been requested but not yet received for the electrical works.

It was noted that Prior Products were unable to provide a panic bar for the composite door and had suggested an alternative door design. The Clerk would circulate the new designs to Councillors for consideration and feedback on the details.

(b) Decommissioning showers (update and agree further actions)

It was RESOLVED to appoint Alan Gibson to decommission the showers at a day rate of £300 ex VAT.

(c) Recommissioning boiler (update)

The Clerk reported that the boiler had been recommissioned by Martyn Whetren of Cotswold Boilers at a cost of £150. The gas engineer had advised that the boiler is old and operating at the edge of acceptable parameters.

It was noted that a petrol mower and hazardous chemicals currently stored in the boiler room would need to be relocated. Karen had contacted the Bowls Club about the matter.

The Clerk was asked to write to the Bowls Club Secretary to discuss alternative storage arrangements. It was agreed that the Council is happy to work with the Bowls Club to identify a suitable alternative location.

(d) Vermin control, routine cleaning, and general housekeeping.

It was reported that Shakespeare Sweeps had filled the external holes through which mice had been gaining access at a cost of £200 ex VAT.

The next priority is to empty all storage bins and ensure that clothing is hung up to reduce the potential for nesting sites. It was suggested that memorabilia could be boxed and moved into the cellar to free up storage space.

The changing rooms also require cleaning. Karen is looking into this with a local cleaner who may be able to provide the service.

It was felt that sanitary bins may be needed. The Clerk was asked to obtain quotations, and to also look at providing suitable bags and notices for sanitary disposal.

7. Bookings (sports clubs, private hire):

(a) To receive a bookings update.

Aside from the Shindig and Show, there were few bookings currently.

(b) To review policy for taking deposits:

The current arrangements for taking deposits were reviewed. It was noted that administering deposits creates additional administrative work, and deposits could not reasonably be withheld unless the condition of the premises is checked immediately afterwards.

It was RESOLVED that deposits should only be required for larger events and for events where alcohol is being served.

(c) To consider advertising in the Parish Magazine:

It was agreed to put advertising in the Parish Magazine on hold for the time being.

8. Security and access:

(a) Agree new key safe code.

The new code was agreed; the Clerk would notify members when it has been changed. It was agreed that the code would be changed again after the Show.

Given the extremely dry conditions, it was agreed no BBQ signs should be displayed and that the BBQ should be stored indoors. The Clerk would arrange the necessary notices.

It was also agreed to change the code for the height barrier key safe.

Access for emergency services was discussed. It was agreed to contact the emergency services to establish how they manage access through barriers.

9. Items for next meeting: (no discussion under this item).

Already noted: Written agreements with Clubs (Bowls, Football, Cricket). Lara and the Clerk would meet to progress the matter.

To be added: Code of Conduct for Pavilion users, keeping the changing room door shut, use of the BBQ, communication with the Cricket Club.

10. Next Meeting

Friday August 2026, 10am at Ilmington Pavilion.

There being no further business, the meeting closed at 11:50pm.

Signature of Committee Chair on approval of the minutes: ____________________________