

PAVILION COMMITTEE
A G E N D A
For meeting on Monday 23rd March 2026
at 6pm in the Pavilion Meeting Room

1. Apologies

2. Declarations of Interest

- 3. Minutes of the previous meeting:** To receive minutes from the last Pavilion Committee Meeting held on Monday 23rd February 2026 for approval.

4. FOPL Report.

- a. To receive a report from FOPL.
- b. Agree the updated wording for the FOPL Partnership Hire Agreement from April 2026 onwards.

5. Pavilion Administrative Matters

- a. Pavilion Receipts & Payments – to receive an updated list of the latest Receipts & Payments for the Pavilion.
- b. To note the following updated Risk Assessments:
 - i. Fire Risk Assessment
 - ii. Pavilion Risk Assessment – Lone Working
- c. To receive and note the Non-Domestic Rates Demand Notice 2026/27, which will be forwarded to Full Council to agree payment.
- d. Pavilion Cleaning
 - i. cover during absence of Building Assistant has been sought from Afresh CS Ltd, as per the attached quote, this has been agreed by the Clerk under delegated authority, and the Committee are requested to retrospectively agree to the quote for cleaning during staff absence.
 - ii. Terms & Conditions have been signed by the Clerk and the Pavilion Committee members are requested to retrospectively agree to the terms and conditions.

6. Pavilion Operational Matters

- a. Further to the Fire Risk Assessment above, the Deputy Clerk has been in touch with PSG to raise a works ticket for the identified actions in the FRA. Please find attached a quote to install a fire beacon in the Police office and heat sensor in the server room.
- b. To receive a reporting on the amalgamation of the Pavilion Committee with the Facilities Working Group. Committee members are requested to make comment and agree, and the report will be then put before the Facilities Working Group, prior to going to full Council for agreement.
- c. Planters. Cllr Wallace Johnson to submit a list of plants that don't require a lot of watering, which can then be planted in the planters in spring 2026.

7. Date of Next Meeting

The proposed date for the next Pavilion Committee meeting is Monday 20th April at 6pm in the meeting room.