

# DOWNEND & BROMLEY HEATH PARISH COUNCIL

## MINUTES OF EXTRAORDINARY PARISH COUNCIL MEETING HELD Monday 30<sup>th</sup> September 2024

### **Present:**

Members: Councillors Janet Biggin, Ben Burton, Jacky Dockerty, Mike Richard, Raj Sood, Terry Meech, Phil Abbott.

Officer: Kevin Spratt

### **227.1 WELCOME**

Cllr Biggin Welcomed members to the meeting.

### **227.2 APOLOGIES**

Received from

Cllr Sam Burch

Cllr Stephen Pick

Didn't attend

Cllr Matt Pitts

Cllr Dave Somers

Cllr James Griffiths

### **227.3 DECLARATIONS OF INTEREST**

Cllr Phil Abbott; Website

Cllr Ben Burton; Downend Saints, South Gloucestershire Council

Cllr Raj Sood; South Gloucestershire Council

### **227.4 Items from the Public**

None

### **227.5 King George V Pavilion**

Documentation in relation to the following matters had been previously circulated to members.

**227.5.1 To discuss and agree the opening days and times:** Councillors held discussions, considering the day-to-day running, staff availability and lone working. As well as the requirements of the local residents.

**AGREED** – Downend Saints Football Team to use the Pavilion Sunday 10am-4pm, Cllr Burton to speak with Downend Old Boys regarding opening on the Saturday. Agreed for building to be only opened during the times when 2 staff are in the building.

**227.5.2 To discuss and agree the daily running and maintenance:** Clerk shared new updated quote for shutters to be added to a group switching system for £2,666. Clerk shared SGC cost for weekly checks on the playing areas for £7,108.40 per year. Clerk recommended recruiting a caretaker to oversee the maintenance of the new pavilion including contractors and to support the Pavilion at Bromley Heath, Councillors held discussions.

**AGREED** – Clerk to advertise for a caretaker. Staffing Committee to agree to the banding, working hours and job description.

**227.5.3 To discuss and agree the EV charging contract:** The councillors held a discussion and agreed for the Parish to run the EV charging through an app, not paying for a 3<sup>rd</sup> party.

**AGREED** – For the Parish to run the chargers, Clerk to investigate app options on the market.

**227.5.4 To discuss and agree the budget for office equipment:** Clerk updated that the Parish would need to secure data and internet for the new building as it isn't something Werneck will do. Councillors held discussions Clerk to see if BT will offer the data cable. Councillors held discussion and agreed it would be best to purchase foldable tables as these would be able to be used in multiply areas of the Pavilion. Councillors held discussion regarding ordering commercial kitchen equipment.

**AGREED** – Clerk to get quotes for office equipment, tables and chairs for the café and meeting room, as well as a fridge, kettle, microwave, boiler and a freezer.

**227.5.5 To discuss and agree criteria for hiring out office/meeting rooms:** Clerk shared interest from local group to use the meeting room 4 times a week for 1 hour, After discussions councillors agreed to follow the system used by Lincombe Barn.

**AGREED** – Clerk to speak with Lincombe Barn to see their example of a hiring form. A deposit will need to be given when hiring out.

**227.5.6 To discuss and agree the pricing structure:** Councillors reviewed the pricing and agree to a % increase, on all sports. Considering that there hasn't been a price increase for several years.

**AGREED** – Pricing to increase by 20% for sports team from 1<sup>st</sup> May 2025. Café area £25, Meeting room £20, Clerk to review block booking discounts. Clerk to inform sports teams and update website as required.

**227.5.7 Agree the opening day and plans:** After discussions Councillors agreed the official opening day will be once all the works have been completed including the outside areas.

**AGREED** – Cllr Burton is going to contact the local cricket teams to understand their requirements once the Pavilion is built during the cricket season.

**227.5.8 Agree the Café area:** After discussions Councillors agreed to rent out the Café out as a hall and add this option to the booking system on the website.

**AGREED** – To rent the area out and the football teams to use the space on the weekend. Clerk to look at recycling contract and speak with groundsman.

#### **227.5.9 Any Other Business**

**227.5.9.1 – Project total cost** - Clerk shared the most up to date accounts for the Pavilion noting a total of £57,358 in extra costs including £9,560 extra for access system, £5,176 for larger crane and £14,293 water connection. Savings of £49,234.60 have been made. Councillors reviewed and thanked the work he has done to keep the project costs under control. Suggested that we get a local business to sponsor the new Pavilion along with the pitches.

**AGREED** – Finance Committee to look at the cost for sponsoring the building and pitches.

**227.5.10 New lease agreement with South Gloucestershire Council** – Clerk updated that once the new lease had been agreed and signed, he would be able to start the application for the Football Foundation Grant. Councillors held a discussion.

**AGREED** - Clerk to check standing orders to confirm who can sign the deeds.

**Chairman**

**Date**