



Long Stratton Town Council

The Street, Long Stratton, NR15 2AH Telephone 01508 530524

Chairman: Mr Kevin Worsley. Clerk: Mrs R Buck

MINUTES OF THE LEISURE & PAVILION COMMITTEE MEETING HELD MONDAY 3rd FEBRUARY AT 7PM IN THE TOWN COUNCIL OFFICE.

In attendance: Councillors Pochin, Baker, Woodham, Bambridge, Worsley & Gladding

B Buck (Clerk)

1. To consider apologies for absence
There were no apologies for absence to consider.
2. To receive disclosures of interest and dispensations
There were no disclosures of interest or dispensation to consider.
3. To sign the minutes from the previous meeting held on 16 September 2019 as a true record
Minutes of the meeting held on 16th September 2019 were signed as a true record.
4. To discuss and decide on the following.
Following a lengthy discussion; the following was approved/ recommended for approval to Council.
 - a. Locker colour
The Committee approved a grey colour.
 - b. Cold water feed for the office
The Committee approved a cold water installed and a contract with Virgin Pure to provide running cold water in accordance with Health & Safety at Work Act with 5 votes in favour 1 abstention.
 - c. Blinds for windows
The Committee approved blinds for the office and kitchen window and a curtain for the club room.
The Clerk was asked to secure quotes.
 - d. Signage
Signage was agreed. It was resolved the Clerk was to source the signage as opposed to asking the contractor.
 - e. Additional sockets in club room
The Committee did not approve additional sockets in the club room.
 - f. AV socket with projector mount and speakers
This was approved, Clerk to inform A Squared.
 - g. Projector screen
Electrical connection in the ceiling was approved by the Committee, **Clerk to investigate costs of projector screens and report back to full Council.**
 - h. Post fire strategy
The Clerk advised she had been in contact with Norfolk Fire and Rescue and was waiting to hear from them
 - i. Desks & Chairs
Second-hand desks to be purchased from Norwich Office Supplies with pedestals that lock, the Clerk advised these may need to be new in order to lock. Ergonomic chairs from Millar West were approved to be purchased.

Signed.....Dated.....



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j. PC's

2 PC's to the circa of £700 to be recommended to Council with Councillor Worsley investigating the best PC for the Council's needs.

k. Kitchen Equipment

The Committee approved the kitchen equipment and utensils for the Clerk to source.

l. Filing Cabinets

2 filing cabinets to be purchased with locks. The Clerk will purchase 2nd hand where possible.

m. Tables

The Committee agreed to recommend to Council 10, 1600x800 fold away tables for the Club Room

n. Chairs

The committee approved 4 chairs for the Council office from Norwich Office Supplies and 50 chairs from Millar West for the club room.

o. Cleaning Equipment

This was delegated to the Clerk to arrange.

p. Soap dispensers

The Clerk had been offered soap dispensers free of charge which were gratefully accepted.

q. Toilet Roll holders

The clerk had been offered toilet roll holders free of charge which were gratefully accepted.

r. Fire detection system in loft

The Committee approved fire detection system in loft in order to comply with recommendations and insurance.

s. Data Socket and data box for PV panels

The committee approved a data socket and box for the PV panels.

t. Pavilion advertisement

It was agreed the Clerk can start advertising the club room from 1st April

u. Pavilion booking policy

The committee agreed to notify the Clerk of any discrepancies before recommending to Council at the next meeting.

v. Premises licence

The Clerk advised she was awaiting guidance from South Norfolk District Council regarding a premises licence.

w. Opening hours

Opening hours were agreed as 10:30-2:30 Monday, Tuesdays and Thursdays.

5. To discuss and decide on recommendation to Council regarding ongoing hedge and tree trimming.

Following a lengthy discussion; the Committee agreed to make a recommendation to Council during a closed session. (Closed session allowed as relates to contracts.)

6. Any other business (for information only)

The Committee discussed whether car parking spaces directly outside the Pavilion were required. Following a lengthy discussion; it was recommended a proposal is put to Council to allow parking subject to prior approval where there is a health and safety implication or by special request.

It was recommended to Council that an electric gate with remote access be installed.

The Clerk advised new noticeboards would be required.

With their being no further business the meeting, the chairman closed the meeting at 21:40.

Signed.....Dated.....