

MINUTES OF THE PAVILION MANAGEMENT BOARD OF THE 11<sup>TH</sup>  
JANUARY 2011

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING

OF THE PAVILION MANAGEMENT BOARD

HELD IN THE WILLIAM JEFFREY ROOM, THE PAVILION, PETERLEE

ON TUESDAY 11<sup>TH</sup> JANUARY 2011

PRESENT: COUN J ALVEY (CHAIR)

Messrs: J Hardy, D Milsom, W M Jeffrey, T Jones & R  
Huitson

User Groups:-

Mrs P Collins	Quilters
Mrs V Cusworth	Bar Users
Mr R Laverick	Rugby
Mr R Simpson & J Pratt	Cricket
Mr P Sutherland	Football

60. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Mrs D Miller and Councillor D Langan.

61. THE MINUTES OF THE LAST MEETING HELD ON THE 2<sup>ND</sup> NOVEMBER 2010, a copy of which had been circulated to each Member, were accepted.

62. REPORT OF FACILITIES MANAGER

The Facilities Manager report had been circulated to each Member. The report gave progress on the following items:-

Forthcoming Bookings

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Bookings for the Main Hall in January were steady with functions booked for 3 out of the 5 weekends and various meeting rooms were booked, most of which were continued on a weekly/monthly basis.

## Concessionary use Granted (By Pavilion) Update

Kier Builders - Christmas Party - 9<sup>th</sup> December 2011 – 50% concession. Kier Builder's use the Pavilion for meetings and conferences throughout the year and asked if they could have a discount on the room hire.

James Crawford – Wedding Night – 9<sup>th</sup> July 2011 – 50% concession. The Pavilion had been recommended to this client, but he was going to book a function room at a nearby establishment free of charge.

## Christmas Day

It was reported that 33 persons were in the bar on Christmas day and the takings were just under £200.00 for the day.

## New Year's Eve

It was reported that there were 70 persons at this event and it was suggested that the surplus made on the tickets sold be put back into the Pavilion's funds to be used for small items.

## Luncheon Club

The Luncheon Club hosted two Christmas Lunches on 15<sup>th</sup> and 16<sup>th</sup> December. The Christmas Lunches were held in the public bar with volunteers using the upstairs kitchen to prepare and cook the food. The Lunches were charged at £6.00 per person (£4.00 for PACES members) for four courses. Both days were a huge success, with very positive feedback received. We have since had a request from members, as to whether we could hold the Luncheon Club in the bar permanently, instead of the Bistro.

**RECOMMENDED that permission be granted for the Luncheon Club to move to the bar.**

## Staff Training

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The Facilities Manager attended a Lift Awareness Course in Leeds on Tuesday 30<sup>th</sup> November, which was held by Zurich. The course consisted of the legalities of maintaining and using the lifts at The Pavilion. This information had been passed onto the Duty Managers. There was an issue raised about the service lift and the Town Clerk was to take this up with the Council's Architects for clarification.

The Food Hygiene Course which was held at The Pavilion last month had been passed by everyone taking part.

In considering the report a Member suggested that consideration should be given into the bars being kept open during the week, considering the figures given for the takings from the bar. It was agreed that this be considered at the Special Meeting of the Finance & General Purposes Committee when the budget was being considered.

**RECOMMENDED that the information contained in the report be noted.**

## 63. REPORT OF THE SPORTS DEVELOPMENT OFFICER

The report of the Sports Development Officer had been circulated to each Member. The report gave progress on the following items:-

### **Activities**

There would be a couple of new activities commencing in the New Year, including a new well-being course, a drumming course and a new weight management session.

### **Storage**

Thanks were recorded to Roy Simpson for arranging for the Town Council to obtain four units and one bookcase from Shotton Hall School.

### **PACES**

There are now seven Gold membership achievers within PACES and new classes were beginning in January as a result of customer feedback.

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## **Paces Christmas Party**

Members attended the PACES Christmas party on 15<sup>th</sup> December in the Pavilion bar.

## **Luncheon Club Christmas Lunches**

Mrs Cusworth provided two Christmas meals as part of the Luncheon Club on 15<sup>th</sup> and 16<sup>th</sup> December. There were 18 places booked on 15<sup>th</sup> and 26 booked on 16<sup>th</sup>. Feedback from PACES members was really good.

## **Future Jobs Fund**

An application was to be made for a funding for a Sports Assistant to be based at The Pavilion. This 6-month temporary position would be funded via the Future Jobs Fund and managed by County Durham Sport. An enquiry had also been made about the possibility of a second position to work in the café for a set number of hours a week and information from the Job Centre Plus Worker based at Groundwork was awaited on this position and an update would be given at the next meeting.

## **Marketing**

A number of articles regarding sports development activities had been featured in the last 'About Town' Article. Prices for new Pavilion folders for marketing/customer information will be circulated during the meeting.

**RECOMMENDED that further prices be obtained and this be considered at a future meeting.**

## **Events**

Work was being carried out with Adult Learning Services to provide new courses in the New Year and a series of enrolment events were planned.

## **Training**

**STEPS** Course was to be held from 18<sup>th</sup> January 2011, which was a free 6 week course.

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64. REPORTS FROM THE USER GROUPS

(a) Rugby

The representative advised that everything was going well with the Club and that the first training sessions had been held last week and that fixtures were being finalized.

**RECOMMENDED that the information given, be noted.**

(b) Quilters

The representative had nothing to report to the meeting but said that everything was going well.

**RECOMMENDED that the information given, be noted.**

(c) Cricket Club

It was reported that few games were being played due to the weather. Another quote was being sought for the outside track.

**RECOMMENDED that the information given, be noted.**

(d) Football

The representative felt that football was not being accommodated and there was a lack of communication which was causing a problem. It was accepted that bad weather had caused problems but it was accepted that this issue needed to be resolved and it was assured that this would be discussed further with the Horticultural Supervisor to resolve.

It was suggested that a formal approach be made to Durham County Council to see if they would consider leasing land at Helford Road.

**RECOMMENDED that this item be resolved and an approach be made to Durham County Council as suggested.**

(e) Bar Users

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The representative advised that the opening on Christmas Day had gone well with new faces coming in and then returning. The event held on the 28<sup>th</sup> December had also gone very well.

**RECOMMENDED that the information given, be noted.**

65. POSITIVE FEEDBACK FROM A USER

The Deputy Town Clerk was pleased to report a telephone call from a local resident commending the Town Council on The Pavilion, saying she thought it was the best thing the Town Council had ever done. She commented that all of the staff were excellent, from front line staff to instructors etc and she also used the luncheon club.

**RECOMMENDED Mrs Potts be thanked for her positive feedback and taking the time to make the telephone call.**

66. DATE & TIME OF THE NEXT MEETING

**RECOMMENDED that the next meeting be held on Tuesday 8<sup>th</sup> February 2011.**