

MINUTES OF THE PAVILION MANAGEMENT BOARD OF THE 6<sup>th</sup> APRIL  
2011

PETERLEE TOWN COUNCIL  
THE MINUTES OF THE MEETING  
OF THE PAVILION MANAGEMENT BOARD  
HELD IN THE BISTRO, THE PAVILION, PETERLEE  
ON WEDNESDAY 6<sup>TH</sup> APRIL 2011

PRESENT: COUN D LANGAN (CHAIR)

Messrs: J Hardy, R Curtis, J Alvey, D Milsom,  
R Huitson

User Groups:-

Mrs V Cusworth	Bar Users
Mr M Watson	Rugby
Mr R Simpson	Cricket
Mrs P Collins	Quilters
Mr R Scarth	Bowlers

88. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Councillor W M Jeffrey, Mrs D Miller and Mr R Laverick.

89. THE MINUTES OF THE LAST MEETING HELD ON THE 8<sup>TH</sup> MARCH 2011, a copy of which had been circulated to each Member, were accepted.

Matters Arising

(i) Minute No 81 – Report of the Facilities Manager - MUGA

It was reported to Members that since the last meeting it had been established that the majority of users on the MUGA do pay up front. Users who were being invoiced were long term users.

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**RECOMMENDED that users that were invoiced had 28 days to pay their invoice, after which use would be suspended until the invoice was paid in full.**

(ii) Minute No 81 – Report of the Facilities Manager – Grass Crete Road

It was reported to Members that the Parks Supervisor was investigating solutions to this issue.

**RECOMMENDED that progress be awaited.**

(iii) Minute No 82 – Report of the Sports Development Officer

The element of flexibility has been granted to the Sports Development Officer at the Clerks Advisory Meeting on 14<sup>th</sup> March 2011.

**RECOMMENDED that this be noted.**

(iv) Minute No 86 – Incident – 22<sup>nd</sup> February 2011

It was reported that a meeting had taken place between the Chairman, the Facilities Manager and Steadfast Security, to pinpoint the blind spots within the Pavilion. Steadfast Security had sent a quotation for the work and this was to be considered at the Parks & Cemetery Meeting to be held on 11<sup>th</sup> April 2011.

**RECOMMENDED the results of discussions be awaited.**

90. REPORT OF FACILITIES MANAGER

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

MUGA

Bookings for the MUGA during the day since the 50% reduction was introduced had increased with a block booking being received from Box Clever and individuals from local factories booking on a weekly basis.

CONCESSIONARY USE GRANTED (BY PAVILION) UPDATE

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Helford United – Fundraiser Evening 1<sup>st</sup> April 2011

Peterlee Pumas – Fundraiser Evening 4<sup>th</sup> June 2011

Helford United – Presentation Evenings 17<sup>th</sup>/18<sup>th</sup> June 2011

Helford United under 8's – Presentation Evening 2<sup>nd</sup> July 2011

## PAVILION EVENTS

### Karaoke Nights

The Karaoke nights in the public bar on a Saturday were still proving to be popular with an increase in attendance and bar takings.

### St Georges Day

It was reported to members that several bands had been approached and the cheapest was £550. An alternative was to enhance the current Karaoke night and make this 'St George' themed with decorations and nibbles.

**RECOMMENDED that the Facilities Manager enhance the current Karaoke Evening making it a 'St George' themed evening with optional fancy dress and the Town Council would donate (approximately £50.00) for nibbles and prizes.**

### Easter Sunday

Easter Eggs have been purchased for the Easter Egg Hunt on Sunday 24<sup>th</sup> April and posters have been sent out to Town Council buildings to be displayed. The Facilities Manager suggested buying eggs to be placed on the bar for children to decorate on the day.

### Line Cleaning Trial

An alternative line cleaning system had been on trial at The Pavilion over the past four weeks, two reports from the Facilities Assistants were circulated to members. The Facilities Manager reported that a direct debit

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mandate had been received to commence payment for the system even though no decision to continue using it had been agreed.

**RECOMMENDED that the Acting Town Clerk contact the Line Cleaning Company and arrange a meeting between the company, the Facilities Manager and herself to discuss the trial and then future options be considered and a report submitted to Members for approval.**

## Bar Takings

A bar takings report was circulated to members detailing bar takings for March. It was suggested that a more detailed report of the building running costs be presented at future meetings, listing all income and expenditure. This was discussed at length and deemed not appropriate for the Management Board Meeting.

**RECOMMENDED that the bar takings report continue be presented in the current format.**

## 91. 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:-

### Running Club

It was reported that a Women's running club was to be introduced at The Pavilion on Wednesday 13<sup>th</sup> April 2011 for women aged 16+. The session is part of a wider project (East Durham Belles) funded through Sport England after a successful bid from Active Women to get women into sport, which is why it is a women only club.

### Easter Holidays Activities Leaflet

Two leaflets were circulated to members to choose a design/layout. The leaflets will be distributed to both Primary and Secondary schools in Peterlee as well as other Town Council venues.

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## Luncheon Club

It was reported to members that due to a lack of volunteers, the Luncheon Club has unfortunately had to temporarily close. Thanks were however given by the Sports Development Officer and the board to Vivienne Cusworth who had volunteered at the Luncheon Club for over 9 months. The Management Board also recorded their thanks to Mrs Cusworth.

## Adult Learning Services Courses

Following the success of the Adult Learning Services courses' which were held at the Pavilion in January-March. The 3 courses will be continuing with new courses commencing in early May for 6 weeks.

## Training/Seminars

A Sports Strategy Consultation Event at East Durham College was attended by the Sports Development Officer. A Sports Funding Workshop was also attended delivered through County Durham Sport, this workshop was found to be very informative and information will be passed onto clubs.

## Notice Board Prices

A list of notice board prices was given to members as requested. The notice boards were for the User Groups to display information within the Pavilion. It was suggested the foyer (wall space permitting) would be a good area to display the boards. Prices were discussed for the types of notice board required and representatives from both Rugby and Cricket agreed to pay for their own glass fronted notice board, (approximate price £25.00).

**RECOMMENDED the Facilities Manager contact Sky TV Merchandise to obtain 4 glass fronted notice boards to be displayed in the foyer.**

## Concessionary Use/Partnership Working

It was reported that the Sports Development Officer had recommended the concessionary cost stay in place for Mr Bob Oates (5-a-side League) to ensure the league continues. Mr Oates wants to expand the league to a 2<sup>nd</sup> night and has a waiting list of teams wanting to play.

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Meetings

A 'Friends of' meeting had taken place at the Pavilion on 1<sup>st</sup> April 2011. A report on this would be given at a later date when Dawn Miller was present.

The next Sports Users Meeting has not been arranged, a convenient date/time will be established after consultation with the Sports User Groups.

Durham Rural Community Council – Development Trust And Community Partnership Training – 11<sup>th</sup> April 2011 – Park House, Lanchester

Councillor John Hardy had volunteered to accompany the Sports Development Officer to this event on behalf of the Town Council looking at Community Groups in that area and their ideas and set up.

Other Matters

The Thursday Night Youth Project have been approached to create a portfolio for the Pavilion as a project, unfortunately they declined but did state they would create an article to add to the portfolio.

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

92. REPORTS FROM THE USER GROUPS

(a) Indoor Bowls

It was reported that everything was going well with the group on a whole. They have however sadly lost a member of the group this week due to bereavement.

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

(b) Bar Users

Everything going well with the bar users and it was reported the previous weekend that had been a very busy one with different users using the bar.

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

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(c) Rugby

It was reported that the club was doing well especially the ladies team which now had over 100 members. The representative asked if any progress had been made on a decision for a fence around the rugby pitch. He reported that whilst a girls' school team had been playing that day, a motorbike had driven across the pitch. The Acting Town Clerk advised that she was aware of the fencing situation, and the issue was installing a fence which would not prohibit other uses for the site. The Sports Development Officer added that the idea to relocate an existing fence located at Eden Lane could not be moved due to cost implications.

**RECOMMENDED that the Parks Supervisor investigate the matter further and a report to be given at the next meeting.**

(d) Quilters

It was reported that all was well within the group and now that the issue of rent had been sorted, they could move forward with a trip planned in the near future.

(e) Cricket

It was reported that the Club was doing well. The indoor nets were now completed and the outdoor nets were in progress. He reported that they were having a 'Volunteers Day' on Sunday through the Sports Council. He also reported that they had two individuals doing Community Work within the club through Sport England. The individuals would also be working alongside the Sports Development Officer at some point. The representative advised that work was due to start on the refurbishment of the score box; this was at no cost to the Town Council. He reported that there was an issue with the doors of the score box.

The Acting Town Clerk read out a report from the Parks Supervisor advising that they were in support of the Club's actions on the refurbishment of the score box, and consideration was to be given to the possibility for the CCTV camera on that side of the building to be on a rotation, so as to cover the

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score box. It was also reported that the practice mats were due to be laid and that the removed turf could be used along the grass-crete verge.

**RECOMMENDED that the removed turf be used around the car park where the existing turf had not taken.**

**FURTHER RECOMMENDED the Facilities Manager investigate CCTV to cover the score box area/practice mat area.**

(f) Passfield Community Association/Dancers

A report was read out on behalf of Dawn Miller by the Acting Town Clerk, who gave thanks to the Town Council for the discounted rent rates for the Bowlers and Quilters.

93. PROMOTION OF THE BUILDING

It was suggested that every effort should be made to make the general public aware that the building was a public building and had bars that were open to the public to use. It was agreed that this be promoted as much as possible. It was reported that the opportunities to advertise within the Town Centre had been investigated but there was an associated costs with any advertising in the Centre.

94. DATE & TIME OF THE NEXT MEETING

**RECOMMENDED that the next meeting be held on Tuesday 7<sup>th</sup> June 2011.**