

**Minutes of the Parks & Leisure Committee Meeting  
Of Monday 20<sup>th</sup> April 2020 held at 5.00pm  
Via Zoom video conference link: <https://zoom.us/j/96486203771>  
Meeting ID: 964 8620 3771**

**Present:** Brian Gardner (Chair), Tracy Buckley, Stephen Oakley

**In Attendance:** Anne Tandy, Parish Clerk & RFO

1. **Apologies for absence:** Paula Lowe
2. **Declarations of interest:** None
3. **Adjournment of the meeting for Public Participation.**
4. **Public in attendance: 0**
5. **Approval of the minutes of the meeting of 11th March 2020.** These were agreed as an accurate representation. **All agreed.** To be dated and signed by the Chair at a more appropriate time.

**Matters arising**

Item 8a – the fallen tree in Jubilee Park has now been cleared from the path and the logs are stacked to form a wildlife habitat.

Item 6e – Installation of soundboards. The job was offered as agreed at the full Council meeting to Edward Cossey. Start date awaited.

Item 6g – New key box for the football entrance has been purchased along with one for the bowling team entrance at the rear of the building.

**6. The Pavilion and Stracey Sports Park updates and recommendations on:**

- a. Football fees – 2019/20. Wroxham Youth Football Club have queried their fees for the previous season for use of the kitchen and loss of games. The Committee felt unable to confirm how much the kitchen had been used and agreed to waive this fee for the 2019-20 season. The issue of fees was discussed but as the maintenance and line painting has been undertaken for the year and paid for, they felt it appropriate to offer a 10% discount for the pitch hire. **All agreed to recommend to the Full Council.**
- b. Review football contracts and fees for 2020/21. Due to the uncertainty presented by the Covid-19 lockdown it was agreed to defer discussion to the next meeting in May 2020.
- c. Pavilion building sign off. This has now been completed and a completion certificate received. In order to achieve sign off the main door and football entrance have had new doors installed in line with fire safety requirements. This does however, mean that these doors cannot be left open and will always require a key to open them from the outside to regain entry. Councillors don't feel that this is satisfactory and will need to look at alternative solutions.
- d. Sport England Grant. The final payment for this grant has been paid following formal sign off of the building by Building Control. A completion certificate has been forwarded to them for this purpose.
- e. Reducing running costs while the Pavilion is out of use. All bookings have ceased in line with Government advice around Covid-19. All heating and hot water has been turned off although the boiler pump continues to run to prevent the water stagnating. It had been agreed that the cleaning contract be reduced to 1 hour per week to run the water systems and minimises the risk of developing Legionnaires Disease.

**7. Jubilee Park**

- a. ROSPA inspection. The Committee has been informed that the annual inspection will take place sometime in June 2020.

- 8. Items for the next Committee Meeting Agenda to be held on Tuesday 12 May 2020 at 6.00pm.**
  - a. Review of football contracts.
  - b. Pavilion main door and football door locks.

**There being no further business the meeting closed at 5.35pm**