



Notice of Meeting

Members of the public and press are invited to attend a meeting of Loughton & Great Holm Parish Council Premises Committee on Monday 03/12/18 at 7.30pm at the Memorial Hall, Bradwell Rd, Loughton MK5 6JE

Following the public participation in the meeting, members of the public may not participate further in the evening discussion (except by permission of the chair) other than to bear witness.

Bev Field
Clerk to the Parish Council

Agenda

PRC32/18 Apologies: To receive and accept apologies from members unable to attend the meeting

PRC33/18 Minutes of previous meetings: To approve as an accurate record the minutes of the meeting held on 25/10/18

PRC34/18 Matters arising - from the previous minutes that are not on the agenda

PRC35/18 Declarations of interest: Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

PRC36/18 Public participation: For any resident of the parish to raise any issue, petition, question or concern (10 minutes or by consent of the chair)

PRC37/18 Update on hall management: to note the feedback from other Parish Councils following on from agenda item PRC20/18

Loughton Pavilion and Sports Ground

PRC38/18 Lease for the Pavilion: To agree the heads of terms to propose for the lease of the Pavilion subject to contract (attached)

PRC39/18 Lease for sports facility: To review the current lease with Tattenhoe Youth Football Club and agree the heads of terms for the lease from 2019 onwards (attached)

PRC40/18 CCTV with internet and phone:

- a) To consider the quotes for external CCTV monitoring at the Pavilion as per the resolution of full Council FC139/18 (attached)
- b) To consider the quotes to install internet and a phone line to facilitate the CCTV installation (attached)

PRC41/18 Water Inspection: to consider the quotes to resolve the infringements identified in the Water Inspection report (to follow)

Community Centre in Great Holm

PRC42/18 LST Radiators: To consider the revised quotes to install 3 LST radiators at the Centre in the main hall and entrance, as per the full Council resolution FC140/18 (two quotes attached, one to follow)

PRC43/18 Food hygiene inspection: to note the information (attached) from the Food Hygiene Inspector and agree to:

- a) Commission RPL at a cost of £841.20+VAT to rectify the kitchen facility (attached)
- b) To delegate to the Parish Clerk the option of authorizing the cost of a separate hand wash sink in the kitchen, if a double sink cannot be accommodated.
- c) To reimburse Great Holm Pre School for the cost of a portable handwashing facility.

PRC44/18 Hall Booking software: to agree to buy a hall booking and invoice system from Hall Master at a cost of £180.00 per year to manage the hall bookings (quotes attached).

PRC/4518 Smart key-safe: to consider the quotes for an electronic key-safe with the facility to change the access code remotely, to enable single-use hirers to access the Centre. (to follow).

PRC46/18 Intruder alarm: To consider the quotes for an intruder response service at the Centre as requested at full Council (one attached to follow).

PRC47/18 CCTV: To consider quotes to provide external CCTV monitoring at the Centre as requested at full Council with phone and internet (see report for PRC39/18, one quote attached, one to follow)

Date and time of next meeting: To be arranged