



NEW WALTHAM

PARISH COUNCIL

Pavilion Management Committee Minutes

16 Jan 2026 – 11am – NW Pavilion Hall

In attendance: Anneka Ottewell-Barrett (Minute taker)
Cllr Stephanie Smith
Cllr Steve Keys
Cllr Chris Paxman
Cllr David Hartley
Cllr David Poucher

| Item No. | Item/Discussion | Action/Outcome |
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| 001. | Elect Chair of Committee | Cllr Steve Keys (when in town), Vice: Cllr Chris Paxman (stand in). Agreed. |
| 002. | Governance & Management 1. Terms of Ref Document approved. 2. Review policies Worknest currently creating new H&S Policy for NWPC and the Pavilion Hall, this includes an employee handbook that all must sign to advise they have read and understood. | Approved. Ongoing, further review once new documents received – Agreed. |

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| | <p>3. Insurance Renewal due September 2026, to further discuss/ review closer to renewal.</p> | <p>Agreed.</p> |
| <p>003.</p> | <p>Health and Safety</p> <p>1. Inspections The following were identified as requiring update;</p> <ul style="list-style-type: none"> - Full building electrical - Gas/boiler - PAT <p>2. Record Keeping The H&S folder was reviewed. Clerk to update/organise as appropriate in readiness for Worknest audit.</p> <p>3. Fire Safety Identified that a Fire Risk Assessment is required. One quote received, however – it was agreed that also another from the fire brigade may be useful.</p> <p>Identified that a layout plan was required for the building, to include evacuation route and location of smoke alarms.</p> <p>New smoke alarms/detectors required (electrical cupboard, loft space, changing rooms, garden room). Along with carbon monoxide alarm.</p> <p>Back Fire Exit requires reviewing, green fencing requires a push button gate to allow exit in an emergency. Committee to discuss with full Council.</p> | <p>Clerk to arrange – Agreed.</p> <p>Ongoing working folder, to be kept at hall.</p> <p>Clerk to enquire and arrange – Agreed.</p> <p>Clerk to produce – Agreed.</p> <p>CLr Keys to supply and fit (invoice/receipts to council for reimbursement) – Agreed.</p> <p>To go to full council – Agreed.</p> |

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| | <p>4. Risk Assessments To be reviewed and renewed by Worknest.</p> <p>5. Security/ CCTV Current CCTV system is close to maximum capacity/memory. Possibly required upgrade by full Council. Cameras identified as requiring repair/ replacement. Ongoing maintenance.</p> <p>6. First Aid In accordance with new Worknest system the pavilion hall/ play area will now have a scannable 'QR Code' that general public can scan and report any accidents/incidents.</p> <p>Caretakers require updated first aid training, along with any cllrs that wish to join. Proposal to full council for NWPC first aid training sessions be arranged.</p> <p>7. Accident Reporting As discussed above.</p> <p>8. Defibrillator Checked periodically by caretakers and pads renewed by Clerk as and when necessary.</p> <p>9. COSHH/ Cleaning products Identified that all cleaning products used in main hall must have SDS (Safety Data Sheet). These are to be stored in the H&S folder within the hall. Clerk to sort.</p> <p>Cloths required (colour coded) for use by caretakers to limit amount of blue roll used.</p> | <p>No immediate action.</p> <p>Ongoing – full council.</p> <p>Proposal to full council – Agreed.</p> <p>No action.</p> <p>Ongoing.</p> <p>Clerk to research SDS's – Agreed.</p> <p>Clerk to purchase – Agreed.</p> |
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| | <p>Identified that electrical hand dryers could prevent further blockages in toilets – to go to full council.</p> <p>10. Use of inflatables in the hall Caretakers advised of concerns re bouncy castles in the hall. Committee agreed that as booking system clearly states that any hire/ entertainment booked is the responsibility of hirer, sufficiently covered.</p> | <p>Full council proposal, hand dryers – Agreed.</p> <p>No action.</p> |
| <p>004.</p> | <p>Building & Maintenance</p> <p>It was identified by Committee that the maintenance needs of the hall were not being covered by the caretakers, who were heavily relying on Cllr Keys for any/ all maintenance matters. A possible further employee could be useful to have a weekly schedule of maintenance checks at the pavilion hall, play area and even around the village (war memorial etc). Proposal to go to full council and Personnel Committee.</p> <p>Identified that hall requires a further re-paint.</p> | <p>Proposal for full council – employ further member of staff for maintenance duties.</p> |
| <p>005.</p> | <p>Bookings & Usage</p> <p>1. Booking system Demonstration of system to committee. Agreed that more than one person requires access to ensure that bookings aren't missed during Clerks out of office times/ holidays – Agreed. Change to online booking system for all, to limit booking errors and no shows.</p> <p>2. Terms of Hire Clerk to review and ensure up to date.</p> | <p>Clerk to arrange access for Cllrs Smith & Paxman – Agreed.</p> <p>Clerk to action – Agreed.</p> |

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| | <p>3. Capacity Fire Risk Assessment due will confirm numbers for the committee – Agreed.</p> <p>4. Noise Management No issues at present.</p> <p>5. Hourly Rate It was felt that the rate stay as is at present and committee to review in 6 months.</p> | <p>Awaiting FRA – Agreed.</p> <p>No action.</p> <p>Review in 6 months – Agreed.</p> |
| <p>006.</p> | <p>Any Other Business</p> <p>None.</p> | |