

**Minutes of a Judson's Pavilion Committee meeting  
held on Thursday 27<sup>th</sup> February 2020 at 9.30am  
at the Windmill, Meopham Green**

**Committee Members:** Cllrs. M Bramer, Buchanan, Gofton, Ogden (Chairman)  
and Wade  
K Walters and B Heming, Meopham Colts (non-voting  
members)

**In attendance:** S Egglesden (Clerk)

**Item 1      Apologies for Absence**

**J7**            Apologies received from Cllr Rose.

**Item 2      Declarations of Interest**

**J8**            There were no declarations of interest.

**Item 3      Approve the Minutes of the previous meeting (10.07.19)**

**J9**            The minutes of the meeting held on 10.07.19 were approved as a  
correct record on a proposal by Cllr Buchanan and seconded by  
Cllr Wade. There were 3 votes in favour and 2 abstentions

**Item 4      Recommendations from Kent Fire & Rescue Service: -**

**4.1      The existing Fire Risk Assessment needs to be updated  
upon completion of the building**

**J10**            Noted that this would be required.

**4.2      To arrange installing fire safety measures in the pavilion, eg  
fire extinguisher, and to consider an annual contract**

**J11**            Members attending the site meeting tomorrow would check on the  
wired in fire alarm spec and external lighting with the PM.

Following agreement that it is the landlord's responsibility to install fire  
extinguishers, it was proposed that MPC arrange this and set up an  
annual contract on a proposal by Cllr Ogden, seconded by Cllr Wade.  
All voted in favour.

***Action: Clerk***

**4.3      To consider signage for the building on the main road so  
the pavilion location is clear to KF&RS. Permission will be need  
to sought from GBC as this is in the conservation area.**

**J12** Following discussion on the signage, it was agreed that the Clerk would investigate further as to what type of sign KF&RS would like here.

***Action: Clerk***

**4.4 To note that Capstan have been asked to purchase of FB1 keys/padlocks for the car park gates**

**J13** Noted.

**4.5 To note that the access for fire appliances should be maintained at all times; foliage to keep pruned on the access road on a regular basis**

**J14** Agreed to carry on cutting back the foliage as necessary, notifying the scouts before carrying out the work.

**Item 5** **Graffiti**

**5.1 To consider an earlier suggestion regarding a graffiti wall at the Pavilion**

**J15** Following discussion, Cllr Ogden proposed that we do not provide a graffiti wall. This was seconded by Cllr Buchanan. There were 4 votes in favour and 1 abstention.

**Item 6** **Management of the Pavilion once work is completed: -**

**J16** Prior to moving on to the next items, Cllr Ogden read out an email from the PM. There is an issue with the water pressure not being adequate to manage three showers, sinks and kitchen requirements all in one activity and he suggested two options which could cost in the region of £10-12,000. Cllr Ogden asked KW and BH for their input on this. They felt that the showers would not be used on a frequent basis and therefore we should wait and see if this is an issue. BH suggested that a water pump could be installed. It was agreed that the Clerk would go back to the PM to relay the above.

***Action: Clerk***

It was also noted that the completion date is anticipated to be 20<sup>th</sup> March 2020 now.

**6.1 To consider Meopham Colts setting up a Management Group for the Pavilion and for MPC to appoint representatives to this group**

**J17** Discussion took place on the future set up. It was agreed that two members of MPC should be appointed as members of the proposed Management Group at MPC's Annual Council Meeting in May. It was also agreed that Meopham Colts should look into setting up a Management Committee, hold an AGM and draw up Terms of Reference for the Committee.

Considerations for the committee: -

- Consider co-opting hirers to be part of the committee with non-voting rights
- Holding quarterly meetings to start with
- Look into the fees for the hall hire

**Action: Meopham Colts**

**6.2 To agree that Management Group then provide a formal annual report on the Colts activities and letting patterns for the hall**

**J18** Agreed this would be required as part of 6.1.

**6.3 To consider installing a defibrillator at the pavilion and potential fund-raising ideas for this and any other fund-raising ideas for activities**

**J19** BH confirmed that Meopham Colts have got a defibrillator and a cabinet for the Pavilion. It was agreed that it should be positioned on the outside of the building and it would need an electricity supply. Meopham Colts would look into this and would also be responsible for insuring the equipment.

Training was discussed. It was agreed that MPC would take the lead on this.

**Action: Clerk to contact Steve Coleman, Meopham Leisure Centre re defibrillator training**

**6.4 To recommend that Environment and Amenities Committee approach The Grand regarding the Youth Club starting up again and to discuss a suitable regular evening for this with Meopham Colts**

**J20** BH confirmed that currently any night is available for the youth club to use the facility.

**Action: Cllr Gofton to lead this. Clerk to contact The Grand regarding restarting the Youth Club**

**6.5 To consider looking at the spending the donation money from Meopham Charity Ball and Fete Committee for furnishings and kitchen equipment**

**J21**

It was agreed that Cllr Wade takes the lead on this with Meopham Colts and that they set up a small Working Group to progress this.

***Action: Set up a Working Group (BW, BH and KW)***

**6.6 To consider holding a suitable event for the opening of the pavilion**

**J22**

It was agreed that a formal opening event should be held in May.  
Agreed to invite: -

- A local football celebrity if possible
- The Mayor of Gravesham
- Chairman of MPC
- Representatives from the various grants (Football Foundation, KCC, GBC)
- Potential hirers (Helen Allison, The Grand)
- Meopham Scouts, Community Bus
- Local press
- Colts ex managers and residents previously involved in the project
- PM and Architect

Agreed to set up a Working Group as follows: BH and KW plus other Colts members and Cllrs Ogden and Buchanan representing MPC.

***Action: Set up Working Group for opening event (BH, KW, JO and SB)***

Additional items discussed: -

KW asked if MPC knew where the Colts should look for insurance for the contents of the building. The Clerk advised that there would be specialist charity insurance.

***Action: Clerk to contact KALC on this***

It was also suggested the Colts contact Wrotham or Cobham Football clubs on this

KW asked if the Colts would be able to put a Meopham Colts sign on the Pavilion. Members did not see an issue would this. This would be included on the next agenda for formal agreement.

***Action: Clerk – item for next agenda***

The next meeting would be held towards the end of March and if possible, at the Judson's Pavilion if work has finished here.

The meeting closed at 10.55 am.

Signed.....Date.....

DRAFT