

**LISS PARISH COUNCIL**  
Minutes of the Liss Pavilion Development Committee  
3rd December 2018, 7pm

\*Cllr R. Hargreaves (Chairman), Cllr K. Budden, \*Cllr B. Mayo, \*Cllr L. McDonald, Cllr A. Smith, \*Cllr D. Dodds.

\*Present

Clerk: S. Smith

**101/P18 Apologies**

Apologies were accepted from Cllrs Budden and Smith.

**102/P18 Declarations of interests**

Cllr McDonald declared a possible conflict of interests arising from the proximity of her private residence to the development site.

**103/P18 Minutes of the meeting of 22<sup>nd</sup> October 2018**

**Resolved:** That the minutes of the meeting of 3<sup>rd</sup> September 2018, proposed by Cllr Dodds & seconded by Cllr Mayo with all in favour, be accepted as an accurate record of the meeting.

**104/P18 Matters arising**

97/P18: The Chairman noted the need to consider the gifting of the Pavilion from LPC to the West Liss Recreation Ground charity at the appropriate time via a resolution at Council.

98/P18: The Chairman highlighted the importance of finalising the legal agreements with the Scouts. The Clerk would continue to pursue.

100/P18: The Clerk would seek a date in Damian Hind's diary for a formal opening of the Pavilion in April/May 2019.

**105/P18 Current status of the project & update from site meeting**

The Chairman advised that the project was on track and the building would be dry shortly. Decisions on utility suppliers would be required in the new year.

**106/P18 Issues arising from site meeting for Committee input**

Quotation for the supply and installation of audio visual and public address system: Members agreed to accept the quotation of £6,040.04, subject to any further savings being achieved on labour costs, and to add these costs to the fit out proposals.

Kitchen: The Chairman highlighted that the current estimate for kitchen fittings was around £8,000 rather than the pc sum allocated of £6,000. Members agreed to accept the additional costs for the desired specification. Members agreed that the Clerk should request a colour swatch for the kitchen units, surface and tiles. LPC would secure the rangemaster oven and combination microwave rather than these being provided through the kitchen supplier, although the fridge would be provided by the supplier.

Acoustic panels: Members agreed that the colour of the acoustic panels should blend into the surrounding wall colour. The Clerk would enquire as to the timeframe for ordering these.

Sun pipes: Members agreed not to install sun pipes into the referee's room and disabled toilet which would incur an additional cost.

Internal blinds: Members enquired as to whether the specification provided for internal blinds for the main hall and quiet room and if not, as these were viewed as desirable.

### **107/P18 Budget monitoring**

The Chairman advised that although upward and downward adjustments had occurred, nothing significant had arisen and therefore it was likely that these amendments could be accommodated within the £10,000 construction budget contingency.

The Clerk would enquire as to whether the Scout's Gas Store was included in the construction specification and also whether a meter was to be provided in the Scouts Storeroom. Members agreed that the meter would be desirable for monitoring purposes.

The Clerk undertook to produce a revised fit out schedule incorporating the quotation for the audio visual and public address system, removing the smart TV, sound system and fridge and adding tumblers and an external aerial.

The Chairman noted that a motion was due to be tabled at the December Council which would allocate some known underspends from the 2018/19 budget to fit out costs. This would provide initial sums to spend on fit out. Further areas of identified underspends would be considered once second quarter figures were available in January.

### **108/P18 Communication and marketing**

The Village Voice has now largely been distributed and an LPC stand at the Christmas Village Fair had invited any expressions of interest for using the new Pavilion. Members agreed that both a Saturday morning stand in the village to encourage potential users to register their interest and an Open Afternoon/Evening (4-8pm) in the new Pavilion would be desirable. Members also agreed to explore the possibility of holding the Annual Parish Meeting in the new Pavilion, although this would require a change of date.

The Chairman and Clerk would work on the list of organisations to whom LPC should write about the new facility to establish further potential users following agreement on charges.

### **109/P18 Any other business**

The Clerk would arrange a meeting with the Chairman, the Chairman of Finance and the Assistant Clerk to discuss charges and categories of users.

### **Next Meeting: Wednesday 16<sup>th</sup> January 2018**

The meeting closed at 8.27pm.