

Pavilion Committee Update to KPC for meeting 10/07/24

The Kingston Community Pavilion Committee (the Pavilion Committee) is a sub-committee of KPC that runs the Pavilion. It was set up to run the building and is governed by a Terms of Reference. It is made up of members of the Kingston community and takes care of running the building and handling bookings.

The following update is provided to KPC for their meeting on 10/07/24:

Events

The Iford and Kingston School Sports Day took place in June on St Pancras Green and using the Pavilion. The day was a great success with many members of the community commenting positively and saying it was wonderful to see so many children using the recreation space again for sports. As far as the Pavilion Committee is aware there was only one person who complained as they thought the school should not hold the event on the green, but overall, the feedback was very positive particularly from older residents of the village.

The only issue the Pavilion Committee wanted to flag up to KPC is that because the grass had been left to get quite long before it was cut, much human effort had to go into manually raking the areas where lines were being marked as the grass cuttings jammed the line marking machine and so the Pavilion Committee would ask that this is taken into consideration in advance of events such as the fete which require line marking.



Other events

Two Village Sports and Social afternoons on the green have taken place and there is another planned for 17th August, they have been well received and mainly attended by families. The July date has been removed to

make way for the Village Fete which is now taking place on 20th July and the Fete Committee have confirmed that the Pavilion will share the proceeds with the Parish Hall, which is welcome news.

The WI held their very well attended summer party in the Pavilion and the building continues to be an important hub and meeting place, especially for the older members of the community. The Pavilion Committee are continuing to look for ways to increase use of the building, but in a way that is sympathetic to its location & neighbours and provides a complementary and not competing offer to the Parish Hall.

Nature Recovery Areas

The Pavilion Committee notes the new nature recovery areas on St Pancras Green and agree that they will be a pleasant addition to the space especially during the summer when the wildflowers are in bloom. There is sufficient space on the green to allow for the current nature recovery areas without closing the door to the hoped for re-establishment of sports teams playing regularly on the green.

As the Pavilion was built to serve partly as a Sports Pavilion for sporting activities taking place on St Pancras Green, the Pavilion Committee asks that if KPC intends to make any future changes to St Pancras Green, that Pavilion Committee are consulted as the use of the green is very much linked to the use of the pavilion.

Pavilion Meetings

The last meeting of the Pavilion Committee took place on 04/06/24 and minutes circulated.

The next meeting of the Pavilion Committee takes place on 13/09/24.

Cllr Douglas has joined the Pavilion Committee as the KPC Representative on a temporary basis.

Catrina Wheeler has joined the Pavilion Committee.

The only current maintenance and potential future cost the Pavilion Committee are aware of is the work on the green roof and repair needed to the front door. There are other minor maintenance issues that the Committee will be dealing with in liaison with the KPC Clerk. The Committee will be doing an assessment of future capital cost expenditure requirements in accordance with the Terms of Reference for submission to KPC's budget setting process.

The development of the Building Operations Manual is progressing well and will help with succession planning, knowledge transfer when personnel changes, record keeping and clarity about roles. A new shared document folder has also been set up so that the KPC Clerk and KCPC members will have access to one set of documents and will avoid version control issues.

There is still some ambiguity about who is responsible the organisation of maintenance and contracts on the Pavilion. Cllr Douglas confirmed at the Pavilion Committee meeting on 04/06/24 that KPC does not want to change the established system, whereby the Pavilion Committee identify maintenance requirements and either complete the work themselves or in collaboration with the KPC Clerk find contractors, gather and assess quotes then pass any expenditure requirements over £300 to KPC for agreement, with expenditure under the £300 threshold passed to the KPC Clerk for payment.

This system works well and meant that those involved with the day to day running the building are involved with decisions about maintenance and contracting. Recently, the KPC Clerk has been arranging more of the maintenance and contracting and passing quotes and decisions straight to KPC and so the Pavilion Committee would like clarification on the process for the benefit of all parties.

The source of the confusion is likely to be the Pavilion Committee Terms of Reference (ToR) and the previous KPC Chair suggested this could be dealt with at a future KPC meeting. For this reason, **the Pavilion Committee would like KPC to note the ambiguity in the following text and asks that the Terms of Reference are updated at this meeting:**

The ToR say the Pavilion Committee will *"Exercise management responsibility for an annual operating budget delegated by the Council to meet the costs of maintenance and consumables. Accountability for all disbursements rests with the Clerk and Responsible Financial Officer. The Chair of the Pavilion Committee will need to liaise with the Clerk to the Council on all items of expenditure or proposal for contracting services."*

It also says the Pavilion Committee will:

"Develop short, mid and long-term plans for both maintenance requirements and improvements both to the internal and external appearance of the Pavilion and its immediate surrounding property."

However, there is an additional sentence that looks to have been added as an edit which contradicts these statements and says that KPC is responsible for maintenance, rather than the process described above which is how things have been done for a number of years and works well:

"(other than those associated with maintaining the fabric of the building, responsibility for which rests with the Council)"

The Pavilion Committee would like KPC to remove this line in order to clarify roles and would like to be added to the list of consultees for the annual update of the KPC Scheme of Delegation to ensure the Terms of Reference contained therein remain relevant and are updated where necessary.

Suggested amended text for the Pavilion Terms of Reference, as included in the KPC Scheme of Delegation last Reviewed May 2023:

5. Community Pavilion Committee

The Community Pavilion Committee is appointed by and is solely responsible to Kingston Parish Council. The Committee duties are defined and agreed by the Full Council who may vote, at any time, to modify the Committee's powers. Terms of Reference were agreed between the Council and the Committee at an extraordinary meeting held on 8 May 2013.

Membership

- i. The Committee is a committee of Kingston Parish Council, and is at all times responsible and accountable to the Parish Council
- ii. The Committee should comprise of a Chair and at least five representatives all drawn from the local community, and be supported by two representatives (one attending and one to deputise) from the Council. Further members may be co-opted from the community and user groups if required.

Kingston Parish Council

- iii. The Committee will elect its own Chair and appoint a secretary to arrange and minute meetings. It can consider appointing individual Committee members (not Council representatives) to specific roles, e.g., Booking Secretary
- iv. The Committee is free to meet as often as is necessary but should meet at least three times a year.

Areas of responsibility

Kingston Community Pavilion Committee has delegated responsibility from Kingston Parish Council to:

- i. Run the Pavilion on a day-to-day basis
- ii. Report, advise and recommend action to the Council on all operational issues and matters concerning the day-to-day running of the Pavilion

iii. Develop policies and to introduce and oversee management arrangements for the day-to-day operation of the Pavilion, consistent with the needs of user groups

iv. Develop in consultation with the Council a policy for the use of the Pavilion by residents and non-residents of the village and to publish a programme of events.

v. Introduce and manage a website and an effective and efficient booking system, that meets the overall requirements of the Council in respect of latest statutory and legal requirements, insurance, health and safety, charging and Conditions of Use.

vi. Exercise management responsibility for an annual operating budget delegated by the Council to meet the costs of maintenance and consumables. Accountability for all disbursements rests with the Clerk and Responsible Financial Officer. The Chair of the Pavilion Committee will need to liaise with the Clerk to the Council on all items of expenditure or proposal for contracting services.

vii. Develop short, mid and long-term plans for both maintenance requirements ~~(other than those associated with maintaining the fabric of the building, responsibility for which rests with the Council)~~ and improvements both to the internal and external appearance of the Pavilion and its immediate surrounding property. Such long-term plans should be submitted to the Council in September of each year for them to be considered as part of the Council's setting of the annual budget and Precept.