



Parish Office
Suite 1
4, The Limes
Ingatestone
Essex
CM4 0BE

Telephone: 01277 353315
Email: office@ingatestone-fryerningpc.gov.uk
www.ingatestone-fryerningpc.gov.uk

Seymour Pavilion and Field Committee

**Minutes of meeting held: 25 February 2020, 10.30am
Ingatestone Library**

Present: Cllrs P Jeater (Chair) J Winter P Poston D Jelley
Also present: A Wood N Holmes
Clerk and RFO
Absent: M Hart R Pittman C Russell

SC20/001 Apologies for absence – for noting but not approval

Apologies were received from Cllr Hart

SC20/002 Announcements and Declarations of Interest

None were presented.

SC20/003 Public Participation Session

No members of the public were present.

SC20/004 Approval of minutes of the previous committee meeting on the 28 November 2019

The minutes were approved by the committee and signed as an accurate record by Cllr Jeater

SC20/005 Matters arising for report (not for resolution)

- The Clerk advised that the work on the patio was scheduled for w/c 9 March

SC20/006 Projector and screen project

The quotes from Richer Sounds were reviewed, following a meeting with the company at Seymour Pavilion last month. It was **RESOLVED that quote Q41108410 be approved at a cost of £3141.13 + VAT for an entire system** plus installation. It was noted that the parish council had received £1000 of grant funding for this project.

Proposed Cllr Jelley

All agreed

SC20/007 Pavilion branding

The Clerk presented quotes for branding items from Blackwater Sign and Print and it was **RESOLVED** to accept the following:

- Pavilion lettering – as per the submitted drawing and subject to branding guidelines at a cost of £1795+VAT supplies and installed
- A-Board – subject to branding guidelines at a cost of £150+VAT

Proposed: Cllr Jeater

All agreed

The Clerk was also given authorisation to obtain a banner for the fence at Seymour to advertise the weekly coffee mornings with parish council branding.

SC20/008 Car park security

The Clerk presented costs to install 3 bollards at the entrance to the carpark from Brentwood Lock and Safe. She confirmed that the council had written confirmation from Brentwood Borough Council to undertake this work. **It was RESOLVED to purchase the barriers at a total cost including installation of £600.**

- Proposed: Cllr Jeater**
All agreed
- SC20/009 Pavilion Wi-fi**
The Clerk advised that the cheapest quote received for hall Wi-Fi was with **PlusNet at a cost of £21.50pcm. It was RESOLVED to proceed with the installation of Wi-Fi.**
Proposed: Cllr Jeater
All agreed
- SC20/010 Parish Projects**
There were no new projects for the caretaker to undertake as his workload is full currently.
- SC20/011 Team representatives report**
Mr Holmes reported on the increased number of teams including a new woman and girls' teams.
- SC20/012 Parish Caretaker report**
The caretaker was not present but there was nothing to report.
- SC20/013 Marketing report**
The Clerk was asked to add a map to the website to allow for hirers to locate the pavilion.
- SC20/014 Clerk's report**
The Clerk presented the latest bookings calendar and accounts for the committee's review
- SC20/015 Items for Next Agenda (not requiring resolution or action)**
- SC20/016 Close of meeting:** The Chairman closed the meeting at 11.30am
Date of Next Meeting: tbc