



Festival of Britain Village 1951
Motto: "Independence and Self Help"

Trowell Parish Council

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In accordance with the Local Government Act 1972, Schedule 12, Paragraph 10(2)(b), Councillors are summoned to attend the meeting of Trowell Parish Council's Parish Hall & Grounds Committee to be held at Trowell Parish Hall, Meeting Room 3, on Tuesday 24 February at 6:00pm.

Members of the public and press may attend this meeting as observers.

Date this 19th day of February 2026

J Murden

Clerk & RFO to the Council

Recording of Meetings

Members of the public are permitted to film, photograph, audio-record or report on this meeting in accordance with the Openness of Local Government Bodies Regulations 2014.

Those intending to record are asked to notify the Clerk in advance where possible, so that any reasonable arrangements can be made (for example, to assist with room layout and to ensure the privacy of vulnerable individuals).

The Council does not require prior permission for recording and a lack of notice will not prevent recording from taking place.

Notice of Recording of the Meeting

Members of the public, press and councillors are advised that, for the purpose of assisting with the preparation of the minutes, the Clerk will make an audio recording of this meeting.

The recording will be used solely as an aid to minute-taking, will not be shared or published, and will be securely deleted once the minutes have been finalised, in accordance with the Council's data retention arrangements and the UK General Data Protection Regulation (UK GDPR).

AGENDA

Item Ref	Description
PHG-027/25	Chairman's Welcome
PHG-028/25	Apologies for Absence
	Councillors to receive apologies for absence.

- PHG-029/25** **Declarations of Interests**
Councillors are required to declare any interest in subsequent agenda items as follows:
- a) Pecuniary interests
 - b) Other registerable interests
 - c) Non-registerable interests
- PHG-030/25** **Minutes**
Councillors to review and approve the minutes as a true record of the business conducted at the meeting held on Tuesday 2nd December 2025. Draft minutes have been circulated to members prior to the meeting and are available on the website.
- PHG-031/25** **Hall Compliance, Safety and Insurance Updates**
Members to receive updates on:
- Reinstatement Cost Assessment (October 2025)
 - Fire Risk Assessment completed January 2026, including actions arising
 - Fire Alarm and Emergency Lighting Service (January 2026), including recommended remedial works
 - Intruder Alarm system upgrade (Texecom Premier Elite panel and auto-dialler installation)
- PHG-032/25** **Review of Parish Hall Maintenance and Repairs**
Including:
- Boiler installation progress
 - Playpark repairs
 - Periodic testing programme
 - Lighting replacements (subject to contractor schedule)
- PHG-033/25** **Parish Hall Car Park Repairs and Resurfacing**
To receive a report from the Clerk regarding urgent resurfacing works undertaken to the Parish Hall car park, including costs incurred and the use of delegated authority.
Members to formally note the works completed.
- PHG-034/25** **Request form Girlguiding for Storage Container on Parish Hall Grounds**
To receive and consider a request for the siting of a storage container within the Parish Hall grounds governance implications and determine next steps.
- PHG-035/25** **Parish Hall Bookings**
To review and approve parish hall bookings.
- PHG-036/25** **Date of Next Meeting**
Members to note that future meeting dates for the Parish Hall & Grounds Committee will be confirmed at the Annual Statutory Meeting in May 2026.