Penny's Pantry Food Services at the Rhymes Pavilion

July 2021

To help support, expand and extend the range of affordable local food services and events begun during lock-down through Penny's Pantry, the following actions are requested to help improve safe access and effective running of events in future.

1. External Health & Safety

a) **Handrails around the Building**
to encourage and support participation from people with mobility issues.

- Issue: Currently there are no grab rails on the sloping access to the building to the entrance or exit which prevents a hazard and unnecessary worry when older members of the community attend events.
- **Action required: assess cost effective rail options, cost and timescale for implementation.**

b) **Grass Matting Around the Pavilion**
or other structural support on grass area between the entrance and exits to prevent slips and falls especially for more vulnerable residents of the village.

- Issue: The area between the Rhymes pavilion exit and entrance becomes waterlogged and unusable, increasing risk of slips and falls amongst children, elderly people with mobility issue and parents using prams. This safety issue is deterrent to people who might otherwise like to attend events regularly despite rainy weather conditions.
- **Action required:** explore cost effective options for preventing waterlogging around the Rhymes Pavilion e.g. matting, artificial grass, soil assessment

c) **External Storage Space**
for ambient food and other essential basic items, footballers kit, health visitor items e.g. boxes of canned or pre-packed foods for easy access by organisers and to reduce over reliance and injury risk to volunteers lumbering heavy loads around the village.

- Issue: There is a need for storage space, temporary and permanent for equipment and ambient food items to help reduce stress and reliance on volunteers for help. Lack of storage space prevents activities from being organised regularly by event organisers.
- **Action required:** to offer access to tne storeroom downstairs and/or consider storage space options in the village to support community groups more effectively.

d) **Permanent Awning for Outdoor Events**

- Issue: Shading around the building is necessary to stimulate more external events e.g. refreshments for events outside the building, where crowding Is also more likely to be reduced.
- **Action required: Explore the possibility of an awning to be attached to the Rhymes building, to extend for shading and cover from rain at regular events.**

Explore costs and feasibility of implementation.

e) Rhymes Building Mural

- Issue: The building is much loved by the local community and has a happy history of community events with football, parties and coffee mornings. Inviting mural designs from local groups and professionals that reflect the nature and culture of the village (and possibly with an educational/information bias)
  would help:
    - improve the aesthetics of the building/landscape
    - boost local participation and ownership and morale.
    - Estimated cost would be in the region of ……. For paint, and decorators……. (sponsors).

  Action required: Approval in principle for the mural:
  plan specification and timescale jointly with BPC, GB and Art Trail group.
  Offer financial contribution of £….. for specialised weatherproof paint
  Run a joint competition for designs,
  Seek local approval for final selection of designs
  Identify potential sponsors to paint the building.

f) Enabling Outdoor Dining & Activities – Picnic Tables, Benches & BBQ

Currently there are only 3 benches based around the green space at the Rhymes Pavilion which limits the number of people with mobility issues to enjoy a walk or spectate at local events. Picnic tables would encourage more family and friends gathering outdoors
Action required: Locate 8 picnic tables to encourage outdoor dining and physical activity, placed as far away from the pitch as possible for safety, but visible to residents from the road wherever possible. Work with local groups to install benches, tables and bbq area (away from trees). Cut back foliage at the right time of year to create space, perhaps working with GB on an advisory level.

g) Compost Bins for Recycling

Issue: currently there are no bins around the football pitch area. With event planning increasing, green recycling bins would reduce litter and promote effective recycling.
Action required: Locate and place bins for plastic, cans, bottle and paper recycling by the Pavilion to support a local eco-friendly culture of recycling, environmental protection and outdoor activity. Arrange regular collection.

<u>The following are items from Cllr Catherine McCarthy and the Clerk:</u>

h) Non-Compost, Black Bins

(As requested in a subsequent email from Immi Cory).

i) Strimming bindweed and nettles from Coalpit Road boundary

j) **Securing the access to the basement, and space beyond Rhymes, by providing a lockable gate at top of steps.**

2. Equipment and Processes

a) **Small Electric Boiler**

Has not been used in a long time, PAT test is overdue. This item is important for supporting events as it is mobile and can be used to support outdoor events when safely placed and connected to an electrical socket**.**

Action: Arrange PAT test asap.

b) **Wall Boiler (plumbed into pipework)**
Lime-scale has built up within the pipework/machine. The machine is not currently in use and offers a constant supply of hot water for drinks at busy events. A specialist engineer Is required to descale and test

Action: Arrange engineer visit asap and either fix or replace the item. Assess costs of both options.

c) **New Buffalo Coffee Percolator Machine (CN295)**

Helpful to have for larger scale events where demand for coffee is high. Buffalo Machine makes 100 cups of coffee at a time Costs £135.8 plus vat (tot 162.58)

Action: Approve and action purchase of coffee machine for £162.58

d) **Electric Cooker**
Currently isolated as it trips the system.
To enable the pantry and other groups to prepare food on the premises for events, it is essential to have a working cooker.

Action: Arrange an electrical check on the cooker for safety. Replace if necessary. Estimated cost of replacement is £350.00

e) **Microwave**
Currently there are no cooking facilities on the premises to heat or reheat food for organisers or for events which limit options for providing nourishing freshly cooked food for vulnerable groups in the locality.

Action required: purchase microwave Oven Grill - Adexa D100N38
Advise EHO about growth in demand for catering facilities at the Rhymes,
Cost £189.98

f) **Lockable Fridge Freezer**

Essential for food storage and safety at the Rhymes for the Pantry and related food service activities.
Action required: approve storage within the Rhymes building: agree contribution to help purchase a fridge-freezer & storage cupboards. Designs to be explored and presented at next meeting. Immi seeking sponsor to design suitable bespoke cupboards.

g) Kitchen shelves

Cupboard space is very limited. Corner shelves would be very useful.

h) Install Wifi, printer and photocopier

Currently, the printer/photocopier and hard drive unit are out of use, with no lead and haven't been used for around 2 years.
Wifi and basic photocopy, scanning and printing services are needed tp help encourage use and range of community activities at the Pavilion including the services suggested for development around the Pantry to help support vulnerable residents and groups involved in local service provision.
Action: check costs of replacement and arrange installation of wifi as soon as possible.

Other essential processes

- Permission to replace coat hooks [in main hall, beside door] with a coat stand to create space for storage of fridge freezer and storage cupboards.
- Clean ceiling lights [and panels] which require ladder and specialist to remove plastic which is blocking light in the building.
- Reduce number of chairs in the building to 20 ish. There are over 45 chairs currently restricting space in the building.
- Remove health visitor items e.g. suitcase and box.
- Consider leaving 7 tables and chairs in situ permanently but especially on a Tuesday evening for the Pantry on Wednesdays.

Other matters from Catherine and me:

- Electrical safety certificate
- Repair toilet
- Plumbing for changing rooms
- Hanging basket to add to Rhymes