**Minutes of the Finance, Staffing, Premises Committee Meeting of Loughton Great Holm Parish Council held at 7.30pm on Monday 12th January 2026 at Great Holm Community Centre, Kensington Drive, Great Holm.**

**Minutes**

**Councillors Present: Cllrs Eaton (Chair), Chappell, Tripp and Lee**

**Staff Present: Paula – Parish Clerk**

**Members of the Public Present: 1**

**FSPC01/26 Apologies:** No apologies received.

**FSPC02/26 Declarations of interest:** No interests declared.

**FSPC03/26 Public participation:** A resident requested that the Parish Council reach out to residents to engage them, asking for feedback regarding the future use of Loughton Pavilion.

**FSPC04/26 Minutes:** The minutes of the last meeting of the Finance, Staffing and Premises Committee held on Monday 13th October 2025 were approved and signed as an accurate record by the Chair.

**FSPC05/26 Loughton Pavilion:** The following was resolved:

a) The Premises Committee will present a draft tender lease for a new Café to Full Council for approval which will include the following items:
   - The reconfiguration of the lease space to remove the old outdoor oven room and internal storage cupboard.
   - Requesting the main hall / kitchen area in Loughton Pavilion to remain a community café.
   - Lease term: 3-5 years
   - Rent: £750 per calendar month (a rent-free period may be considered if deemed appropriate to support the new tenant)

b) Clerk to gain 2 further quotes from architects to reconfigure the football showers and changing rooms.

c) To re-decorate the toilets and ask Full Council for delegated authority to spend an amount to cover these costs. Amount to be decided by Full Council.

**FSPC06/26 Community Engagement Officer:** The following was approved relating to the community engagement officer role ready to submit to Full Council:

**a)** Hours - 5 hours per week

**b)** Rate of pay per hour – SCP 7 -12 £13.69 starting hourly pay (an initial 12-month contract)

**c)** Job Description - Approved

**d)** Person Specification - Approved

**e)** Clerk to have delegated authority regarding the closing date for applications and relevant timescales. Interviews to be conducted by the Clerk and the Chair of this Committee.

**Exclusion of the public - in view of the confidential nature of the business about to be transacted, the public to be temporarily excluded, at the request of the Chair of the Committee for agenda items FSPC07/26, FSPC08/26 and FSPC09/26**

M. Eaton

9/4/2026

**FSPPC07/26 Staff Appraisals:** Private and confidential minutes apply

**FSPC08/26 Great Holm Pre School:** Private and confidential minutes apply.

**FSPC09/26 Draft Budget:** Private and confidential minutes apply.
The draft budget was approved and will be submitted to Full Council at the January meeting.

**FSPC10/26 Agenda items for next meeting:** Councillors are to inform the Clerk in writing and within the required timeframe, of any items requested to be placed on the agenda.
**Date and time of Next Meeting:** TBC

M. Sutton
9/4/2026