

PENTON RECREATION COMMITTEE

MINUTES of MEETING

Venue: Penton Village Hall **Date:** Weds^{2nd} November 2016 **Time:** 20:00

Present:

Vernon Needham (VN) Chair
Neville Carrick (NC) Vice Chair Theresa Catterall (TC)
Paul Coulson (PC) Joan Patterson (JP) Minutes Secretary
David Porter (DP) Carol Rasey (CR)
Anna Smith (ASm) Village Hall Ian Stockwell (IS)
Alan Twigg (AT) Treasurer & Tennis Club

1. Welcome

The Chairman opened the meeting by welcoming all attendees.

2. Apologies for Absence

Paul Booth (PB) David Howard (DH) Penton Cricket Club (PCC)

3. Minutes of the Last Meeting

The document was agreed by all attendees and signed by the Chairman.

4. Penton Cricket Club (PCC)

	ACTION
PAT Testing Portable appliances in Tennis Club, Cricket Club and Village Hall. PB has contacted Paul Milford who does not do them and has suggested an alternative. PB has requested quotes from 2 other companies and these are awaited.	Carry Forward PB
Additional storage for equipment is needed. Ideas being formulated. Tennis Club also have a requirement. (See Tennis Club minute below)	DH Carry Forward
Access to Pavilion at non-cricket times. Provision of a 'Key Safe' or additional key holders suggested. Cricket Club Committee agree. DH to get an additional key cut as the simplest solution	DH Close
New Benches to be fixed firmly to the ground	DH
Outside of Pavilion to be painted in the Spring 2017	DH

5. Tennis Club

	ACTION
AT and VN attended a meeting with Tony Scrace. A member has provided a sketch of an ideal extended Tennis room to provide better facilities. There is a need to consider whether there is common ground between the Cricket Club and the Tennis Club within the current footprint. It was agreed that a best solution should be considered for all parties: Cricket Club, Tennis Club, PRC (on behalf of the village) VN to set up a meeting between the Tennis Club, the Cricket Club and some members of the PRC to further discuss and identify common ground for going forward.	VN

6. Finance

	ACTION
Net increase in Funds in September was -£198	
Lettings extremely quiet this month	
Database of Charges – PC suggested that a database of historic charges we have made for the events held within the village and the incomes generated should be created in the	PC In progress

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<p>future. PC to start with 2015 Fireworks. Subsequent 2016 events will be added. Data to be captured for each event to include:</p> <ul style="list-style-type: none"> • Per head price • Numbers attending • Costs incurred • Amount taken • Overall profit <p>PC provided and circulated an example spreadsheet for collection of this information. He will continue to populate it 2016 figures</p>	
<p>The Man who Never was talk raised £370 at the door, Donations of £115 were collected and the bar takings were £52.50. The total profit is to be split 50/50 with the charity Vision Aid Overseas (VAO). AT to send a cheque</p>	AT
<p>Skittles - a profit of £84.50 was recorded</p>	
<p>AT has paid for continuation of the ad in the Village News</p>	Close

7. Recreation Ground Including Playground

	ACTION
<p>Remedial Work on swing seats/replacements as per recommendations of annual inspection. –</p> <p>NC has done the analysis and results from the last inspection. Has identified the work and repairs needed. Spreadsheet to be sent to VN & JP. NC to update with findings from the recent inspection and issue.</p>	NC Carry Forward
<p>Inspection Log – VN will cover November</p>	VN
<p>Tree Stumps – Rodney Bennett will remove these for addition to the Bonfire</p>	

8. Village Hall

	ACTION
<p>Hall Floor – permanent repair solution in progress.</p> <p>NC to draft a plan for the rectification work including the external patio area</p>	NC
<p>AS suggested we consider a temporary repair (there is a hole in the floor) as a number of functions are coming up. This is to be dealt with urgently as there is a large party on November 12th</p>	NC
<p>Hirings – October quiet.</p>	ASm
<p>‘PRC facilities Refurbishment and Enhancement Project’</p> <p>Monies available at Test Valley for grants – up to 50% of costs may be available. VN has received details and application form for possible future use.</p> <p>Costings for non DIY work to be obtained</p> <p>VN to provide an updated list for circulation to include:</p> <ul style="list-style-type: none"> • Weedkill gravel (PB) • Repaint Village Hall sign • Cycle Rack • Disabled Parking <p>Specific projects for Grants to be considered</p> <p>VN has been in touch with Nanette and she has offered to work with us re funding of the improvements.</p>	VN Ongoing
<p>VN has suggested that a couple of Work Days are arranged to take care of external issues around the hall. NC to contact the Committee with regard to possible dates and the work that might be tackled.</p>	Complete Close
<p>Hall South guttering needs attention – add to list</p>	Complete Close
<p>2 replacement light fittings needed for entrance hall. NC has this in hand</p>	NC
<p>Gents loos handbasins require replacement – research needed</p>	NC/PB

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Smell from the drains adjacent to the hall – NC to raise with Parish Council/ Southern Water	NC
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9. Matters Arising

Donations collected to provide a Village Hall Memorial to Lorna, so far amount to over £1000 including Gift Aid. An equal amount has also been made to the Church for this purpose also. Anna Smith was asked to liaise with the rest of the family to give some thought as to what form the Village Hall Memorial might take and to bring suggestions to the next meeting. ASm suggests that we await conclusion of Village Hall Refurbishment plans before making any decision	ASm Carry Forward
Upgrade Hot water supply in toilets. New supply fitted in Gents. Consideration to be given to similar arrangement in Ladies – further investigation to be carried out as it was felt that a similar arrangement wasn't suitable	NC Carry Forward
Diary Dates – Publicity - 'What's on in the Village'. ASm suggested a Newsletter be sent out and this she will organise for early in 2017 TC suggested extending to other Social Media e.g. Facebook and she is willing to be involved with this	ASm In progress TC

10. Anna's Succession

ASm has provided details of the duties carried out. It was agreed that the duties constitute a number of specific 'jobs':

- Lettings/Bookings
- Housekeeping
- Maintenance

The Committee was asked to consider how these might happen in the future. A number of suggestions were put forward.

On-line booking. A link to such a system was circulated and all PRC members were asked to view and comment. It was agreed that the system was extremely sophisticated and that or something similar may be a possibility for the future	Ongoing
Programmed Locks for access	PB Carry Forward
Job-ad circulated around the village. No responses received. CR has identified someone who may be interested in the cleaning aspect. ASm& CR to speak to the person	ASm/CR
Housekeeping and access – What happens in other Villages? ASm reported that Hatherden Bookings are handled via a mobile phone that is circulated around a rota of helpers NC has investigated Weyhill but believes that their situation is so different to Penton that it is not appropriate	
It was suggested that Penton could follow the Hatherden 'Bookings by mobile' option. This suggestion remains open	ALL
The issue of Cash collection for Bookings remains open whatever option for taking the Bookings is determined. This to be further explored and discussed	ALL

A separate meeting to discuss this topic only has been arranged for 15th November at 7pm VN to provide and circulate a briefing note and agenda.

11. Forthcoming Events

It was suggested that greater advertising of forthcoming events such as 'Round Robins' to Cricket Club and Tennis Club members to attract attention be sent	AT and DH
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All who took part in the organisation and support activities for the Skittles evening and the 'Man who Never Was' talk were thanked	
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Date	Event	Comment/Action
5th November	Village Bonfire Night arrangements were discussed. Subsequent to this meeting, JP issued a detailed list of remaining activities and responsibilities and circulated to PRC	JP complete
2017		
4th/11th Feb	Quiz Night – DP to speak to Charles Bacon our regular Quiz Master	DP
OTHER IDEAS	See below – to be further discussed t the next meeting	All
	Auction of Promises	
	Tribute Band	
	Hog Roast	
	Skittles	

12. AOB

No items of AOB were raised

13. Date of Next Meeting

Special meeting to discuss Anna's replacement to be held on **Tuesday 15th November at 7pm.**

The nextfull PRC meeting will be held on **Wednesday 7th December2016** in the Penton Village Hallat 8:00pm