

PENTON RECREATION COMMITTEE

MINUTES of MEETING

Venue: Penton Village Hall **Date:** Weds^{6th} July 2016 **Time:** 20:00

Present:

Vernon Needham (VN) Chair	Neville Carrick (NC) Vice Chair
Joan Patterson(JP) Minutes Secretary	David Porter (DP)
Paul Booth (PB)	Carol Rasey (CR)
David Howard (DH) Penton Cricket Club (PCC)	Anna Smith (ASm) Village Hall
Alan Twigg(AT)Treasurer & Tennis Club	Ian Stockwell (IS)

1. Welcome

The Chairman, opened the meeting by thanking all attendees. Special note was made of the very successful Fete held on July 3rd and thanks were extended to all who gave their time to help.

2. Apologies for Absence

Paul Coulson(PC)

3. Minutes of the Last Meeting

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

4. Penton Cricket Club (PCC)

	ACTION
To encourage younger people to get more involved in the Village, CB suggested an inter-Village Fun Limited Overs Cricket afternoon for non-cricket players with teas. DH requested to check when the Cricket Club would be able to accommodate this and provide possible dates at the next meeting. This is not possible during 2016 and will be reconsidered in 2017 It was noted that it must be mandatory for parents to be in attendance at any children's event.	Closed
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. DH was requested to put forward ideas for this	DH
Access to Pavilion at non-cricket times. Provision of a 'Key Safe' or additional key holders suggested. DH to put to Cricket Club Committee	DH

5. Tennis Club

	ACTION
New Water Heater in Ladies – PRC agreed to this at Tennis Club cost at Committee Meeting	AT
Continues to get new members	
The Chair requested AT to pass on 'Thank You' for the participation in the Fete	AT

6. Finance

	ACTION
Net increase in Funds in May was +£868. Another excellent month	
Lettings steady but there is capacity for more	
AT reported that the bank account has received a payment from HMRC in respect of Gift Aid	
Database of Charges – PC suggested that a database of historic charges we have made	PC

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<p>for the events held within the village and the incomes generated should be created in the 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 	In progress
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7. Recreation Ground Including Playground

	ACTION
<p>Remedial Work on swing seats/replacements as per recommendations of annual inspection. – 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 received a quotation for replacement swings which he viewed as ‘too expensive’ Playground Maintenance Working party 9:30 Friday 19th August with 22nd August as a reserve</p>	NC
Inspection Log – AT will cover July & August	AT
Dog Sign to be refurbished	PB Carry Forward
Spare Goal Post to be stored in Village Hall shed	PB/NC Carry Forward
Playground Inspection – PB to check date for this	PB

8. Village Hall

	ACTION
<p>Hall Floor – Surveyors report circulated to all. 4 builders invited to tender & 3 responded with an ‘intention to tender’. Information was circulated. Following PRC discussion, further contact with responders was made, a further survey carried out and a proposal received. A Schedule of Works has been provided to support the option proposed by the surveyor and circulated to the PRC. This was discussed by the Committee and further information has been received by VN VN has requested further tenders and some are still awaited. There was a long discussion with regard to the suggested remedy/repair. VN requested NC to obtain another survey - the appointed surveyor to be given all information acquired to date.</p>	Ongoing VN NC
Hirings – steady but there is capacity for more.	ASm
Roof Repairs – main work completed	Closed
<p>‘PRC facilities Refurbishment and Enhancement Project’ 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. Costings for non DIY work to be obtained 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>	VN Ongoing
Maintenance of Hall west wall. Guttering – cleaning and repair. Working Party task	Carry

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to be arranged – possibly 19 th August	Forward
Community Facility Questionnaire received from Test Valley. VN to complete and return	Closed

9. Village Fete Committee Report

PB reported that the Fete had been extremely successful and extended thanks from the Fete Committee to all supporters.

The PRC also wish to register their thanks to David Trowbridge, Police PCSO, and to Hampshire Fire & Rescue for their support at the Penton Fete.

PB has provided a write up for the Village News, the Andover Advertiser and also a letter to appear on the Letters Page of the Andover Advertiser

A post-Fete wash-up meeting has been held and the report is in the **Appendix** of these minutes.

10. 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 Carry Forward
PRC Committee Vacancy : A Committee vacancy remains: all members remain aware and will advise on recruitment.	All
Upgrade Hot water supply in toilets. alternative suggested by Paul Milford to be progressed	PB Carry Forward
Diary Dates – Publicity - ‘What’s on in the Village’	ASm Carry Forward
ASm announced that she was looking to retire from Village Hall duties at the end of the year ASm has provided details of the duties carried out. It was agreed that the duties constitute a number of specific ‘jobs’. The committee was asked to consider options for the way forward	See Agenda item 12
Develop a new PRC Contact List – VN to provide his old version as a start. JP has done this and issued to PRC for confirmation all correct	Complete

11. Forthcoming Events

Date	Event	Comment/Action
21st July	Cyber Crime – talk in Village Hall at 4pm JP will attend	JP
24th September	Race Night –.to be a catered event with bar. JP has booked the organiser – Lambourn Racing. It was agreed that there would be a maximum of 8 tables of 8 people. Tickets to be £15/head including supper. Ian Stockwell has kindly volunteered to organise this event Discussed ideas put forward. PB to organise a Flyer for early distribution CR and ASm to organise catering Other responsibilities to be confirmed at the September PRC meeting	IS PB CR ASm

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22nd October	Skittles	
28th October	'The man who never was' - talk	
5th November	Village Bonfire Night – Rodney Bennett has confirmed that we can use the same venue NC to order Fireworks	NC
19th November	Auction of Promises –The PRC members in attendance suggested that this event be deferred until Spring 2017 as we have a very full calendar of events for 2016.	Defer

12. 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. PB to investigate and report back	PB
Programmed Locks for access	PB
Circulate job-ad around the Village pre the September meeting so that response may be assessed	VN?
Housekeeping and access – What happens in other Villages? ASm to investigate Hatherden NC to investigate Weyhill And report back at the next meeting	ASm NC
Further ideas were requested for discussion at the September meeting	ALL

13. AOB

IS has some paint for the Village Hall shed and will pass to NC	IS
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14. Date of Next Meeting

The next meeting will be held on **Wednesday 7th September 2016** in the Penton Village Hall at 8:00pm

Appendix

Analysis of Penton Fete 2016

What went well

- BBQ, Bottle stall, White Elephant, Grand Draw and Tea tent were highest fund raisers
- Good Arena events kept people on the field, especially:
 - Gundog training
 - Hawk flight
- Keeping the children entertained meant the parents stayed longer and spent more. The children seemed to like especially:
 - Juggler
 - Climbing Wall
 - Bouncy Castle
 - Human Fruit Machine
 - Face Painting

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- There were lots of families running stalls together
- The one-way system appears to have been a success

What could be improved next time

- Publish a list of meeting dates for the committee from the start. Include the debrief meeting, make sure it's before the July PRC meeting or you'll miss until Sept
- Organise the Grand Draw ticketing 8 weeks or more before the fete
- Army Air Corps sound approachable for flypast or static display next time, but do it months in advance
- Approach Hawk Conservancy 6 months in advance
- Ensure that everyone (e.g. Tennis Club) understands that the ladies toilet will be available for use
- Give programmes with maps of Manor Field and Loos to ALL visitors free of charge as they arrive at the parking and at all stalls, so they know where to find loos, arenas etc. Get sponsor to cover costs of printing.
- Consider Estate Agents as commercial sponsors (eg for programme).
- Do far more publicity in surrounding villages (noticeboards, halls etc). All committee members display in cars. Consider bumper sticker.
- Hospitality (for stall holders) worked well in some places but missed others
- Make the advert bigger in the Andover Advertiser (beware, when they sell you "one column" it's only about 1 inch wide, not like a newspaper article "column")
- Ensure that the team can always get access to Pavilion and Hall on Fete day and for at least 2 days before and after. Keys in a key safe perhaps? Or a custodian always available during that period?
- Traffic backed up at the junction by the bridge because drivers had to stop. Difficult to avoid, since you need to give some directions. But dangerous. Consider sandwich board man or huge notices to filter people quickly through to Parking or Mewsey as appropriate.
- Polish up the timing of the opening, just like it was a Penton Players rehearsal. We fumbled the opening timing, and Martin almost got lynched by the Bric a Brac mob.
 - "Fete Open at 1pm" was misinterpreted. We meant "George starts his opening speech". Visitors thought "stalls open at 1pm"
- Stalls should display "All Proceeds to Village Funds" because other fetes have commercial stands and it's not unusual to encounter craft / art stalls who pocket the proceeds.