

PENTON RECREATION COMMITTEE

MINUTES of MEETING

Venue: Penton Village Hall **Date:** Weds7thDecember2016 **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 Minutes of the meeting 02.11.16 were agreed by all attendees and signed by the Chairman.
The Minutes of the Special meeting held on 15.11.16 were agreed by all attendees and signed by the Chairman.

The Chair reported a **Trustee Update**.

There are 4 PRC Trustees and during consultation with the Chair, they have indicated that a change in the current arrangements would be welcomed.

In 2010 it was suggested that Trusteeship for PRC should be taken by PMPC.

The options and alternatives are to be raised as a separate agenda item at the next PRC meeting on the 4th January 2017 and the committee was asked to give some thought to this.

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. Meeting with Tennis Club held. Requirements to be progressed independently	DH Carry Forward
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
Meeting with Tony Scrace (Tennis Club Chair), Bob Wootten (Cricket Club Chair), VN, AT, DH and IS held., re Tennis Club proposal to extend the pavilion with an enlarged room to accommodate minimum seating and table for 8 persons. Such an extension would be more likely to obtain approval if blending with the pitched roof of the existing pavilion. It was agreed that the requirements of the Cricket Club and Tennis Club being very different, there is no opportunity for sharing of rooms within the pavilion. PRC does not currently have the resource to lead such a project. The initiative lies with	Tennis Club

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the Tennis Club to consider a formal feasibility study, which would have to consider legal, planning, structural, financial and other issues. The Tennis Club Chair approved the meeting summary.	
Alan Twigg reported that the number of members remains largely unchanged	

6. Finance

	ACTION
Net increase in Funds in October was £860	
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 future. PC to start with 2015 Fireworks. Subsequent 2016 events will be added. Data to be captured for each event to include: <ul style="list-style-type: none"> • Per head price • Numbers attending • Costs incurred • Amount taken • Overall profit PC provided and circulated an example spreadsheet for collection of this information. He will continue to populate it 2016 figures	PC In progress
AT will ask Amanda Cavanagh to audit the accounts	AT
Insurance is due for renewal on 7 th Jan. AT to follow up the quote received ASAP	AT

7. Recreation Ground Including Playground

	ACTION
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 to update with findings from the recent inspection and issue.	NC Carry Forward
Inspection Log – DP will cover December	DP
Tree Stumps – Rodney Bennett has removed these	Closed
Moles in the bank – VN has instructed the Mole man	VN
Letter from Hampshire CC re Tree Works in Chalkcroft Lane adjacent to the Playing field. NC, VN and IS have carried out the work	Closed

8. Village Hall

	ACTION
Hall Floor – permanent repair solution in progress. NC to draft a plan for the rectification work including the external patio area	NC
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 12 th	Closed
NC has identified that the floor boards are absorbing water from the walls and has suggested a means of dealing with this at an approximate cost of £400. All agreed that this solution should be pursued. NC has volunteered to do the work and IS will help him.	NC IS
Hirings – Slight improvement in November	ASm
‘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.	

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<p>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 VN has been in touch with Nanette and she has offered to work with us re funding of the improvements.</p>	<p>VN Ongoing</p> <p>VN In Progress</p>
2 replacement light fittings needed for entrance hall. NC has this in hand	Closed
Gents loos handbasins require replacement – research needed	NC/PB
Smell from the drains adjacent to the hall – NC has raised with Parish Council/ Southern Water and they are not proposing to take any further action	Closed
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
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
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

9. 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 meeting held on 15th November identified the following actions which have been updated to reflect the current status.

<p>A meeting between the person who has expressed an interest in Village Hall cleaning and Anna Smith and Theresa Caterall has taken place. The person seems keen to take on the work and will be flexible in her attendance to reflect Hall bookings. Booking list to be provided to her each week. Her hours of work are yet to be determined. TC will provide a timesheet for her use TC will provide a Terms of Reference</p>	<p>Ongoing</p> <p>TC TC</p>
Signage/instructions to visitors - It was agreed that Paul Booth and Joan Patterson would work to provide these as laminated sheets to fasten in appropriate places in the Hall.	PB Carry Forward
Bookings - Theresa Caterall volunteered to act as the Administrator and Bookings Officer for the proposed Hallmaster Trial	TC
It was agreed that the Trial needs to be properly planned in order to determine conclusive results. Theresa Caterall, Paul Booth and Joan Patterson to meet to discuss. Paul Booth provided a detailed plan for review by VN and JP – this was subsequently	

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issued to all PRC Hallmaster Trial – Still in preparation. TC and ASm to meet to go through the Bookings for the next 3 months	TC & ASm
Access - Paul agreed to carry out further investigation with the company based in Newbury which provides a number of options for programmable locks	ALL
Publicity, takings, catering, holiday cover and maintenance (exterior and interior), remain subjects for future work.	ALL
Notice Board outside Hall to display contact details	NC PB

10. Matters Arising

Firework Night was a very profitable evening with £1066 being raised.	
A number of suggestions for organisational improvements were made <ul style="list-style-type: none"> • MC for the evening to be appointed • High viz jackets to be worn • Better communication between gate and the rest of the team needed • Etc. AT to start off a list for circulation to PRC for all ideas to be collected JP will add her own and collate any additions for filing for future use	AT JP

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
Soapbox Derby or Village Sports Day was suggested by IS. TC volunteered to help with this IS to suggest a date for this at the next meeting	IS

Date	Event	Comment/Action
2017		
4th March	Quiz Night – DP to confirm with Charles Bacon our regular Quiz Master	DP
11, 12 & 13th May	Penton Players	
OTHER IDEAS	See below – to be further discussed at the next meeting & ASm to provide date options	All ASm
	Auction of Promises	
	Tribute Band	
	Hog Roast	
	Skittles	
	Hawk Conservancy Talk – ASm to speak to Ashley Smith	ASm

12. AOB

Letter from TVBC re discretionary rates received by AT. New Application Form	AT
AT proposed that we continue to pay ASm as per the previous arrangement until matters are settled. This will be in addition to the new Cleaning Lady’s pay and will cause a deficit	AT

13. Date of Next Meeting

The next PRC meeting will be held on **Wednesday 4th January 2017** in the Penton Village Hall at 8:00pm