

PENTON RECREATION COMMITTEE

MINUTES of MEETING

Venue: Penton Village Hall **Date:** Weds4th January 2017 **Time:** 20:00

Initials	Name	Role	Present	Apologies
AS	Anna Smith	Village Hall	Y	
AT	Alan Twigg	Treasurer & Tennis Club	Y	
CR	Carol Rasey		Y	
DH	David Howard	Cricket Club	Y	
DP	David Porter		Y	
IS	Ian Stockwell		Y	
JP	Joan Patterson			Y
NC	Neville Carrick	Vice Chair	Y	
PB	Paul Booth	Minutes (temp)	Y	
PC	Paul Coulson			Y
TC	Theresa Catterall			Y
VN	Vernon Needham	Chair	Y	

1. Welcome

The Chairman, opened the meeting by welcoming all attendees and wishing them a Happy New Year. Alex Randle-Bissell is keen to get involved in PRC; this is welcomed by all. He was proposed and accepted by all present and will be invited by VN to Feb PRC.

2. Apologies (see table above)

3. Minutes of the Last Meeting

The Minutes of the meeting 07.12.16 were 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 tried three sources without a response and will try a fourth.	Carry Forward PB
Extra storage required: see item under Tennis Club.	
New Benches to be fixed firmly to the ground	done
Outside of Pavilion to be painted in the Spring 2017	DH
The ceilings need to be replaced; the original plasterboard is past recovery. DH to cost up the materials before PRC approve funding, and a plan for PCC & PRC DIY to be proposed. Replacement lights will be needed; electrical work must be done by registered electrician; PB to approach Paul Milford.	DH PB

5. Tennis Club

	ACTION
Tennis Club have backed away from idea of extension to the pavilion building itself, in favour of an external storage unit. This would also need to provide some storage for Cricket Club use. Suitable wooden unit has been suggested by Glyn Jones to fit against blank wall of tennis club room. DH cautioned about possible insurance exclusions for wooden structure against pavilion. AT to check insurance policy. No other objections.	AT & Tennis Club
AT to check the inside of tennis club window frame; does it need refurbishment?	AT
VN to ask Tony Scrace (tennis) and Bob Wootten (cricket) to distribute PRC publicity to their respective membership	VN

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6. Finance

	ACTION
Insurance quote of £1,766 is lower than last year so AT has sent off renewal cheque.	
PRC unanimously appointed VN and AT to sign the return relating to a Small Society Lottery	done
It was agreed that £5K should be moved over to the United Trust Bank to get better interest return, whilst retaining enough in the current account to cover 2017 costs.	AT
TVBC have warned that Discretionary Rate Relief will expire 31/3/17. A renewal application must be made, but it's suggested that we won't qualify because we have too much in the bank. AT and VN to go through the renewal form together.	AT VN
AT has requested renewal form for the sale of alcohol licence	
Net increase in Funds in October was £2,229. An exceptional month, boosted by fireworks event.	
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 (to PB) for collection of this information.	PC In progress &PB
Amanda Cavanagh will audit the accounts	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 January	DP
Moles in the bank – VN has instructed the Mole man; awaiting result	VN
VN will remove one more branch from flowering cherry tree. It's all a bit misshapen; if PRC feel it's better replaced, VN offered an 8ft oak in its place. Decision was to live with the cherry pro tem; decide on oak tree later.	VN

8. Village Hall

	ACTION
Hirings – Bookings are picking up	ASm
PRC discussed wheelchair access because new Hall hiring group bring more wheelchairs. Entrance into large Hall is a bit tight but can be managed. Entrance into garden is only practical from Small Hall. When NC redesigns patio, he will include proposal for making garden accessible from Main Hall by wheelchair.	NC
Hall Floor – permanent repair solution in progress. NC to draft a plan for the rectification work including the external patio area	NC
NC has got the tool for work on the floorboards and will proceed, with help from IS.	NC IS
'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.	VN

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<p>Costings for non DIY work to be obtained 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>Upgrade Hot water supply in toilets. Gents loos hand basins require replacement, with single larger basin and simple pair of taps (hot and cold) because the experimental hot/cold mixer tap is not liked. Ladies loos – provide under-sink heating unit. Consider alternatives (NC, PB)</p>	<p>NC PB</p>
<p>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</p>	<p>ASm Carry Forward</p>
<p>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. Take care not to publish material (e.g. photos taken without permission) that might give grounds for people to sue PRC.</p>	<p>ASm In progress TC</p>
<p>A sweep of Hall keys was taken; we believe NC, AT, PB, AS, VN, CR & DH have Hall keys. AS, DP, AT and DH have Pavilion keys</p>	
<p>VN to ask PMPC for their opinion on taking over the Trusteeship role.</p>	<p>VN</p>

9. Anna’s Succession

<p>Our potential Hall cleaner has had to cover suddenly for someone else, with no indication of end date. In the short term, AS has kindly offered to continue. We (TC) need to monitor whether and when we can bring the other person back in, since this seems to suit everyone very well. An alternative was discussed but discounted as too complicated.</p>	<p>Ongoing TC</p>
<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. Waiting for AS to write a list of the signs that are needed. Include list of contact people and numbers visible from outside the entrance.</p>	<p>AS PB JP</p>
<p>Hall Booking management system trial: Ready to proceed, and approved by PRC. PB got 3 months’ info from AS and will start setup. PB will print and distribute instructions (scripts) to all testers (> 12 so far) First month will be a dummy trial – no real bookings, no real money, just gathering feedback to be presented to Feb PRC. Feb PRC will then decide whether to step up to making real bookings, or carry on dummy trial, or stop.</p>	<p>PB TC testers</p>
<p>Access: PB presented a shortlist of 3 locks but recommended the CL5510 from CodeLocks in Newbury, cost £352 plus VAT (£422.40 incl VAT) which needs no network connection, allows opening with normal key, 4- or 6-digit code, plastic cardkey or smartphone. Codes can be issued tailored to precise booking slots and won’t work before or after that slot. Emergency 1-time codes can be set up to let absent-minded hirers back in to collect belongings. PRC decided to start the Booking trial first, then consider smart lock later.</p>	<p>PB</p>
<p>Publicity, takings, catering, holiday cover and maintenance (exterior and interior), remain subjects for future work.</p>	<p>ALL</p>

10. Matters Arising

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11. Forthcoming Events

Soapbox Derby: IS gave a list of Sports Events during the summer, linked to the idea of a Sports Day but the idea of a Soapbox Derby was explored instead. IS has a sample of the event from Brackley. The plan is to use Harroway Lane from below the houses, to the bottom, to minimise inconvenience. NC to help IS with the forms for requesting road closure. Planned date is Sunday 25 th June 2017	IS NC
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<i>(provisional) Date</i>	Event	Comment/Action
4th March	Quiz Night – DP to confirm with Charles Bacon our regular Quiz Master	DP
11th,12th,13th May	Penton Players “Laying the Ghost”	
5th or 12th August	Hog Roast	
16th or 23rd Sept	Skittles	
Poss October	Hawk Conservancy Talk – ASm to speak to Ashley Smith	ASm
4th Nov	Bonfire night	
11th or 18th Nov	Auction of Promises	
	Tribute Band	

12. AOB

Is there to be a PRC annual meal in February?	VN
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13. Date of Next Meeting

The next PRC meeting will be held on **Wednesday 1st February 2017** in the Penton Village Hall at 8:00pm

The Annual General Meeting for PRC will be held on **5th April 2017** at 7:30pm with drinks and nibbles from 7pm.