

PENTON RECREATION COMMITTEE

MINUTES of MEETING

**Venue:** Penton Village Hall    **Date:** Weds 1<sup>st</sup> March 2017    **Time:** 20:00

Initials	Name	Role	Present	Apologies
AS	Anna Smith	Village Hall	Y	
AT	Alan Twigg	Treasurer & Tennis Club	Y	
AR	Alex Randle-Bissell			Y
CR	Carol Rasey		Y	
DH	David Howard	Cricket Club	Y	
DP	David Porter	PCC	Y	
IS	Ian Stockwell		Y	
NC	Neville Carrick	Vice Chair & Penton Players	Y	
PB	Paul Booth	Secretary (pro tem)	Y	
PC	Paul Coulson		Y	
TC	Theresa Catterall		Y	
VN	Vernon Needham	Chair	Y	

**1. Welcome**

**2. Apologies** (see table above)

**3. Minutes of the Last Meeting**

The Minutes of the meeting were agreed by all attendees and signed by the Chairman.

**4. Penton Cricket Club (PMCC)**

PAT Testing Portable appliances in Tennis Club, Cricket Club and Village Hall. Tony Curley has kindly agreed to do this with help from PB & NC. PB will hire PAT tester (estimate £70). Just finalising date, which should be during March.	PB
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. Paul Milford has agreed to quote for fitting replacement lights when plan is done.	DH
Bob Wootten has resigned chairmanship for health reasons. New chairman to be chosen at next PMCC meeting. VN to write letter of appreciation.	VN
Send details of (or link to website for) scheduled match days	DH

**5. Tennis Club**

Tennis Club favour an external storage unit. It's suggested that removal of tennis-serving machine would free up enough space in current room. An external shed would also 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. Just need to wait for the Tennis Club to decide.	AT & Tennis Club
Tennis club window frame to be repaired	VN, AT
A Club Member wishes to donate a bench in memory of her late husband. Proposal is to site it inside tennis court. PRC have no objections.	

**6. Finance**

AT has banked the Coffee Morning proceeds (see Feb minutes). AS suggested a particular item for the funds: roller blinds for the kitchen, and will do some research into candidates.	AS
TVBC have renewed 100% Discretionary Rate Relief for three more years (to 2020). An excellent achievement from AT and VN.	done
<b>Database of Charges</b> – PC suggested that a database of historic charges we have made for	PC

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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"> <li>• Per head price</li> <li>• Numbers attending</li> <li>• Costs incurred</li> <li>• Amount taken</li> <li>• Overall profit</li> </ul>	In progress  &AT
Amanda Cavanagh will audit the accounts	AT
Net decrease in funds (£2,588) due to annual Insurance premium payment and full payment of annual grass cutting costs). The insurance premium was less than previous year's. We are due a refund next month of £600 from PMPC and PGPC for their share of the grass cutting, which will reduce the impact.	

### 7. Recreation Ground Including Playground

<b>Remedial Work on swing seats/replacements as per recommendations of annual inspection.</b> – 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
<b>Inspection Log</b> – VN will cover March	VN
<b>Moles in the bank</b> – awaiting completion report and invoice	VN
Playground Maintenance party dates for your diaries, if you are available: 22/6/17 or 29/6/17 (backup)	ALL
Wooden fence around playing field adjacent to pond is deteriorating (leaning). Need to keep an eye on it and consider repair options (later meetings)	

### 8. Village Hall

<b>Hirings</b> – 1 or 2 enquiries. A wedding for 2018. TVBC enquiry for alternative venues when they close Andover Rec Centre for 2 years. Especially interested in Table Tennis. IS proposed markings for badminton in Hall, since Sport theme appears to be what TVBC hirers seek. PRC want to think further on this; can the markings be done in a way that doesn't upset other Hall uses?	AS  IS
When NC redesigns patio, he will include proposal for making garden accessible from Main Hall by wheelchair.	NC
<b>Hall Floor</b> – a lot of work has been done during Feb by NC, IS and PB. Most of the skirting board was removed. An inch or two was removed all around the floor so none touches the damp walls. There was significant compression where the floor pressed against the concrete at the double doors at back of Hall; once a gap was cut the floor springiness seemed to reduce a lot. Much skirting board was replaced with new board, damp-proof-membrane inserted under ~6 inches of floor and ~6 inches up behind the skirting board. Hearing Loop cable mostly now concealed behind skirting board. Needs to be tested (PB). The blackening on the boards – surprisingly – is only contained in the varnish surface, not throughout the wood. So, plan is needed to sand down the surface and replace with a better finish (oil / wax). One specialist company has been consulted. Now need to consult two more (NC has name of previous contractor, IS to supply details of "FloorPol").	NC  PB  NC, IS
PRC wish to minute an expression of thanks to NC, IS and PB for all their work on this.	
<b>Upgrade Hot water supply in toilets.</b> Plan to be produced for more standard taps supplying hot water from stored unit under sinks. Hopefully the heating to be triggered by entry to Hall or washrooms so it's ready on demand.	PB
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	

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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. AS says that a replacement of the doors at the back of the main hall is being discussed.	AS
<b>Diary Dates</b> – Publicity - ‘What’s on in the Village’. AS suggested a Newsletter be sent out and this she will organise for early in 2017.	AS
AR offered to get this put also on the Benefice website	AR
Hall Maintenance Party Monday 20/3/17; 09:30 start for those who can make it.	ALL
There’s been an enquiry about rental of (just) the Kitchen, for food preparation (commercial) as temporary arrangement whilst their kitchen is being refurbished. This would require PRC to have our Kitchen inspected by TVBC. PRC must see a list of what such an inspection checks, so PRC can judge the risk of a disproportionate cost and impact on all the other Hall hirings. AS to ask the enquirer to supply to PRC this list of what the inspection checks for	AS
Channel along wall to be filled in, as Spring weather means hirers starting to use garden.	NC
Uncertainty about continued Hall garden grass cutting, given Tony Stubbs reducing his workload. PRC to monitor the situation.	
<b>Section formerly “Anna’s Succession”</b> Anna stated that she will postpone her retirement. This was very well – and gratefully - received by PRC. Work will continue on the current plans to reduce her workload, and this section of the minutes will now be reported under “Village Hall”	
AR reported that the Church Hall in Charlton also has a part-time requirement, and suggested that combining these two into a single request for 12 hours per week might make it a more attractive job proposition. Action: prepare a Village News advertisement. Send also to TC for Facebook.	AR & AS TC
<b>Signage/instructions to visitors:</b> It was agreed that PB 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.	AS PB
<b>Access:</b> The front door is too slender to accept the preferred smart lock – and there are concerns raised by IS about security since the current door is glass and (any?) smart lock needs to open from the inside handle for safety reasons. Need to reconsider this.	PB
<b>Publicity, takings, catering, holiday cover and maintenance (exterior and interior), remain subjects for future work.</b>	ALL

### 9. Hall Booking Request Trial

Hallmaster trial is ongoing but is thought to be over-engineered for our needs. An alternative system which should be easier for the customers, and lower annual costs, has been assembled and started trials at end Feb.	PB
The recommendation is to continue in trial mode through March, deciding on processes for giving physical access, and the timing for invoices and payment collection – dependent on the hirer.	TC, AT

### 10. PRC Trustees

VN sought advice from Kevin Sawyers. It is sensible to move trusteeship over. 1. Either Title gets held by Charity Commission 2. Or Title gets held by Parish Council (preferred by PRC) 3. And set up PRC as an Incorporated Charitable Body which reduces but doesn’t abolish individual liability on members (continued need for PRC insurance).	VN
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### 11. Matters Arising (none)

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### 12. Forthcoming Events

<i>(provisional) Date</i>	Event	Comment/Action
<b>4<sup>th</sup> March</b>	<b>Quiz Night:</b> AS reports we have 8 teams Charles & Jo Bacon are ready as Quizmasters PB will be MC, do buzzers & audio, print flyers, TC will get bottles and run Bar. DP to supply notices to TC CR to collect money	PB TC DP CR
<b>5<sup>th</sup> April</b>	<b>PRC AGM:</b> PB to do poster (up after Quiz) DP to do drinks AS to do nibbles Send invitations to Trustees VN, AT to prepare reports	PB DP AS VN VN, AT
<b>11<sup>th</sup>,12<sup>th</sup>,13<sup>th</sup> May</b>	<b>Penton Players</b> "Laying the Ghost" PB to print ticket materials for AS	PB
<b>25<sup>th</sup> June</b>	<b>Soapbox Derby:</b> IS gave further update on plans. Request field(s) Send details of straw bales hire Request St Johns Ambulance Organise PA, timing, scoreboard & communications	IS AR PB VN PB
<b>5<sup>th</sup> or 12<sup>th</sup> August</b>	<b>Hog Roast:</b> quote is around £665. Either date is currently possible for hog roast. PRC would like a band also. VN to get details of cover band from Royal Oak. Then pick date with AS.	AS VN
<b>Late August</b>	<b>Film Evening:</b> AR described a format for a community outdoor film evening; big projector hire ~£500, BBQ, Picnics, community games, sponsors. PRC thought this a great idea; AR to come back with more details.	AR
<b>16<sup>th</sup> or 23<sup>rd</sup> Sept</b>	<b>Skittles</b>	
<b>Poss. October Fri or Sat</b>	<b>Hawk Conservancy Talk – AS to speak to Ashley Smith</b>	AS
<b>4<sup>th</sup> Nov</b>	<b>Bonfire night;</b> VN has got approval from Rodney	
<b>11<sup>th</sup> or 18<sup>th</sup> Nov</b>	<b>Auction of Promises</b>	
	<b>Tribute Band</b>	

### 13. AOB

### 14. Date of Next Meeting

The Annual General Meeting for PRC will be held on **5<sup>th</sup> April 2017** at 7:30pm with drinks and nibbles from 7pm. To be followed by the next PRC meeting at 8:00pm.