

PENTON RECREATION COMMITTEE

MINUTES of MEETING

Venue: Penton Village Hall **Date:** Weds 5th April 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	Secretary	Y	
NC	Neville Carrick	Vice Chair & Penton Players	Y	
PB	Paul Booth	Chair	Y	
PC	Paul Coulson			Y
TC	Theresa Catterall			Y
VN	Vernon Needham		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 new incoming Chairman.

4. Penton Cricket Club (PMCC)

PAT Testing Portable appliances in Tennis Club, Cricket Club and Village Hall is now complete and many thanks to Tony Curley for kindly agreeing to do this with help from PB & NC.	
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

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. Glyn Jones have suggested a suitable wooden unit to fit against blank wall of tennis club room. Just need to wait for the Tennis Club to decide. Meeting in village hall Monday 24 th April to discuss.	AT & Tennis Club
Tennis club window frame repairs in progress	VN, AT

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6. Finance

AT has banked the Coffee Morning proceeds (see Feb minutes). AS suggested an item for the funds: roller blinds for the kitchen, and will do some research into candidates.	AS, Carry Forward
AT to give financial update	AT
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 In progress &AT
Many thanks to Amanda Cavanagh for auditing the accounts	AT

7. Recreation Ground Including Playground

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 – VN will cover April	VN, Carry Forward
Moles in the bank – awaiting completion report and invoice	VN Carry Forward
Playground Maintenance party dates for your diaries, if you are available: 22/6/17 or 29/6/17 (backup)	All, Carry Forward
Wooden fence around playing field adjacent to pond is deteriorating (leaning). Need to keep an eye on it and consider repair options (later meetings)	PB, Carry Forward
New laminated “KEEP OFF THE CRICKET SQUARE” signs	PB, NC

8. Village Hall

Quiz night involved 7 teams and raised £63:50 after costs, many thanks to Jo & Charles Bacon for an excellent quiz evening and congratulations to the winning team, “James Pond and the Bottom Feeders”	All
Hirings – 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? I.S. to speak to PFP representative about obtaining a table tennis table. One new hiring on a Tuesday evening is an exercise class.	AS IS IS
When NC redesigns patio, he will include proposal for making garden accessible from Main Hall by wheelchair.	NC, Carry Forward
“Hall Floor” Hearing Loop cable mostly now concealed behind skirting board. Needs to be tested (PB). Sanding & sealing floor, one specialist company has been consulted. Now need to consult two more (NC has name of previous contractor, IS to supply details of “FloorPol”). Need to finish inserting wooden plugs in skirting (NC)	PB NC Carry Forward

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Upgrade Hot water supply in toilets. 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 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. AS says that a replacement of the doors at the back of the main hall is being discussed.	AS Carry Forward
Diary Dates – Publicity - ‘What’s on in the Village’. AS suggested a Newsletter be sent out and this she will organise for early in 2017. AR offered to get this put also on the Benefice website. Publicity of events needs to be more frequent on what PRC is doing/done Need to find possible candidate to take on publicity role	AS Carry Forward AR PB
Hall Maintenance Party Monday 20/3/17; Big vote of thanks to all that managed to attend and carried out the associated tasks.	ALL
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. AS said herself and Martin will continue with grass cutting until a solution is found	AS
Maintenance of exterior white paint around main doors suggested by VN	
New village hall sign suggested by VN, AS to look up details of previous supplier, Steele Signs.	AS
Arrange planting of flower pots at front of hall	CR, AS
Weeding of car park by “Roundup” application.	PB
Signage/instructions to visitors: 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 Carry Forward
Access: 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 Carry Forward
Publicity, takings, catering, holiday cover and maintenance (exterior and interior), remain subjects for future work.	ALL

9. Hall Booking Request Trial

The recommendation is to cancel the Hallmaster trial and go live with Hallboogle in April, but with Anna’s booking diary as the master copy of the bookings. Liaise with AS booking Diary + TC + PB, AS agreeable to this. Money collection side to remain with AS for duration of trial.	AS,TC,PB
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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
VN to speak to John Isherwood of where about deeds to village hall & cricket field	VN
Incorporated Charitable Body not considered suitable for our needs.	All

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11. Forthcoming Events

<i>(provisional)</i> Date	Event	Comment/Action
11th,12th,13th May	Penton Players “Laying the Ghost” PB to print ticket materials for AS	PB
25th June	Soapbox Derby: IS gave further update on plans. Request field(s) Send details of straw bales hire Request St Johns Ambulance Organise PA, timing, scoreboard & communications Due to time limitations this event has been postponed until possibly Sept. 17/18 th 2017 or Sept.2018. IS to inform Nanette to change website.	IS AR PB VN PB
12th August	Hog Roast: quote is around £665. £20 ticket. Last year we sold 70 tickets It was agreed to book for the 12 th , AS to book ASAP, band or DJ required, CR to ask Chris, and AS to contact DJ advertised on village hall notice board.	AS CR, AS
Late August	Film Evening: 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
16th or 23rd Sept	Skittles	
Poss. October Fri or Sat	Hawk Conservancy Talk – AS to speak to Ashley Smith	AS
4th Nov	Bonfire night; VN has approval from Rodney	
11th or 18th Nov	Auction of Promises DP to provide previous catalogue of auction of promises and letter. AT spoke to John may who is currently available for both dates. In order to give us 2 weeks to recover from the fireworks evening, I suggested to him we go with 18 th November. Does that suit everyone?	DP AT
	Tribute Band	

12. AOB

<p>Nanette Colbourne discussed PMPC plans to circulate village survey including questions about PRC, and wants our feedback on the questions. Nanette will send us draft for comments, to be returned by 15th April.</p> <p>Nanette also spoke of the Electoral Boundary Review; 48 borough committees being reduced to 43. There is a suggestion the Pentons be merged with Charlton as a borough. PRC believe this raises conflict of interests in the green belt between urban Charlton and rural Penton. PRC believes that if merging is necessary, Penton should merge with rural areas to the west of Penton, not urban areas to the east.</p>	<p>All return comments to Nanette by 13-04-17</p>
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13. Date of Next Meeting:

The next PRC will be held on **3rd May 2017** at 8pm.