

PENTON RECREATION COMMITTEE

MINUTES of MEETING

Venue: Penton Village Hall **Date:** Weds 1st June 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)
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 and welcoming Ian Stockwell, a new member of the committee.

The Chairman also read out an email from Andrew Thompson who, because of changes of work circumstances, has withdrawn his intention to join the committee at this time.

2. Apologies for Absence

Paul Coulson (PC)
David Howard (DH) Penton Cricket Club (PCC)

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. It was noted that it must be mandatory for parents to be in attendance at any children's event.	DH Carry Forward
DH has costed replacement benches for front of Pavilion and received revised quotations. 2 new benches have been installed and a further one is in progress. VN has thanked Nanette Colbourne for her help with procuring them.	Closed
VN suggests DH puts together a 'Pavilion Maintenance' list which will be to the benefit of the PCC and the Tennis Club. DH suggested new ceiling & lights. These have been added to the Maintenance List. No other items identified	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

5. Tennis Club

	ACTION
New Water Heater in Ladies – PRC agreed to this at Tennis Club cost at Committee Meeting	AT
New Chair, Tony Scrace appointed at the AGM on April 25 th . Details of all officers are on the web-site	Closed
AT has emailed all members to notify them of the Fete and to request volunteers, etc	Closed

PENTON RECREATION COMMITTEE

6. Finance

	ACTION
Net increase in Funds in April was +£527. A 'bumper' month	
Lettings steady but there is capacity for more	
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

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 has requested a further quotation Work looks like a DIY activity – suggested August Working party	NC Carry Forward
Inspection Log – DP will cover June	DP
Dog Sign to be refurbished	PB Carry Forward
Spare Goal Post to be stored in Village Hall shed	PB/NC

8. Village Hall

	ACTION
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 is to be requested by VN VN has requested further tenders.	Ongoing VN
Hirings – steady but there is capacity for more.	ASm
Roof Repairs – NC reported that Roofer does not believe that re-roofing is needed. Foliage to be cut back and roof cleared of debris plus replacement of around 100 broken tiles. Written estimate of £540 received and PRC agreed we should go ahead. To be scheduled for after July.	NC/VN
'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: <ul style="list-style-type: none"> • Weedkill gravel (PB) • Repaint Village Hall sign 	VN Ongoing
Specific projects for Grants to be considered	ALL

PENTON RECREATION COMMITTEE

Maintenance of Hall west wall. Guttering – cleaning and repair. Working Party task to be arranged	Carry Forward VN
Community Facility Questionnaire received from Test Valley. VN to complete and return	VN

9. Village Fete Committee Report

Appended is the report provided by Paul Booth.

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	ALL

11. Forthcoming Events

Date	Event	Comment/Action
26 – 28th May	Penton Players’ Performance - ‘Nobody’s Fool. Very successful	Closed
	Art Exhibition	Postponed
June 12th TBC	Summer Drinks & Canapes lunch/tea. A joint PRC/PCC event following an am Church Service No PRC members available to enable this event	Cancelled
3rd July 2016	VILLAGE FETE See Appendix for Progress report	
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	IS
22nd October	Skittles	
28th October	‘The man who never was’ - talk	

PENTON RECREATION COMMITTEE

5th November	Village Bonfire Night – Rodney Bennett has confirmed that we can use the same venue	
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. AOB

The PRC thanked Carol Rasey for standing in for Anna during her holiday	
Paul Frazer is standing down as Chair of the Parish Council	
Develop a new PRC Contact List – VN to provide his old version as a start	JP
Working Party to trim Hedge at the front of the Village Hall. Friday 24 th June at 09:30	

13. Date of Next Meeting

The next meeting will be held on **Wednesday 6th July 2016** in the Penton Village Hall at 8:00pm

Appendix – Fete Status

01/06/2016	Status report
Overall Status	GREEN
Significant achievements since last report	
	Organisers' meeting 10th May, village hall
	Got nearly all organiser sheets back (missing coconuts and skittles only)
	Got approval for one-way traffic flow (I think)
	Flyers to all homes with requests for donations
	Field layout - preliminary
	We should have sufficient tables and chairs. Checking how many Hall gazebos still stand up.
Major tasks for next stage	
	Flyer requesting cakes etc
	Publicity, publicity, publicity (Breeze, Andover Advertiser, banners, ...)
	Setup Crews - draft the setup schedule for Sat & Sun and assign crews
	Obtain tail-lift van for hall items (Hall in use Sat 2nd evening)
Risks / Issues	
	Weather
	Getting the tents delivered and up
Next session	Thursday 16th June, from 7:30 pm, Home Farm House