



**CHARVIL**  
**PARISH COUNCIL**

Chairman: Jim Gillett

**Assistant Clerk to the Council:**

**Amanda Burton**  
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**Minutes of the Meeting of the Amenities Committee held on 3<sup>rd</sup> July 2017**

**Present:** John Davies (Chair), Paul Mundy (Vice Chair), Jim Gillett, John Hobson, James Bell and Jane Hartley-Linsdall (Co-Opted Member)

**Apologies:**

**Absent:**

- 148/17 Open Forum: No residents were present.
- 149/17 The Minutes of the Amenities Committee Meeting held on Monday 5<sup>th</sup> June 2017 were approved and signed by the Chair.
- 150/17 Hall Maintenance: The Assistant Clerk advised that the materials for the lights, ceiling tiles and diffusers were to be ordered and the installation date has been scheduled for 31<sup>st</sup> July / 1<sup>st</sup> August 2017.
- 151/17 Usage Reports: It was noted that the Village Hall figures are slightly down on last year's numbers but tracking in line with previous years, the Committee Room however is higher than before. Although still no meaningful figures for the Pavilion yet, the increase in usage is positive.
- 152/17 Finance Reports: The figures were noted. The budget amount was queried by the Chair, it was thought it coincided with certain accounting spikes three times a year. James Bell looked at the annual figures and concluded all was in order and could be down to the way the accounting package picks up the numbers and reports them.
- 153/17 Park Inspection Reports: These have been received for June, no new issues to report.
- 154/17 Consider request for keys to the East Park Farm Pavilion from the Painting Group. It was decided that in line with current policy and that two sets are already held with the group that no other sets would be issued. Jim Gillett is to prepare and send an appropriate response.
- 155/17 Approve for sets of keys to the Village Hall and East Park Farm Pavilion to be given to Cathedral Hygiene. This was approved by the Committee as they need to gain access to complete their tasks.
- 156/17 Decide whether a change of locks at the EPF Pavilion is necessary. As we do not have full details of who Wokingham Borough Council issued keys to the buildings it was concluded that some lock changes should be considered, whether that be the entire lock system or just the padlocks on the main entrances. The Assistant Clerk has been requested to get quotes for both options.
- 157/17 Consider a request to move a booking at the Village Hall to later in the year. The Committee agreed that the booking be moved and / or refunded if it couldn't go ahead.

- 158/17 Consider a request by Charvil Village Society to have the hire charges waived for the Boxing Day Walk (use of Committee Room) and Annual Tea Party. It was approved that both events would be free of charge.
- 159/17 Discuss the use of St. Patrick's field following a request from AFC Reading to use as their home ground. The Committee was happy to facilitate the request on the basis that there would be no costs incurred by CPC. Jim Gillett is to prepare a contract between AFC Reading and CPC for free use of the field but that it would have to be managed by AFC Reading, and they would be responsible for the bookings and line marking. Contract would also need to include a clause about respectful parking in the area. Any extra mowing or remedial works caused by the sport would also be the responsibility of AFC Reading.
- 160/17 Approve the streamlined terms and conditions for the football pitches. James Bell took the committee through the document and explained how it had been streamlined and simplified. The document was reviewed and approved by the Committee. James is to provide a final soft copy to the Assistant Clerk for distribution.
- 161/17 Consider a Five-Year Capital Expenditure Plan – Amenities Only (Hall, Pavilion, Pitches, Tennis, Cricket, MUGA etc). James Bell offered to bullet point all the relevant areas to be considered and build a file - this will also include ideas for possible areas of development – pre-school, library, plans for the elderly. Once the file is ready it will be circulated to the committee for discussion.

The Meeting closed at 9:35pm

Signed:

Date:

**The next meeting is Monday 4<sup>th</sup> September 2017**