

Minutes of Amenities Committee Monday 6 June 2016

Present: John Davies (Chair), Chris Drew, Paul Mundy, Jim Gillett, Liz Black, John Hobson

Apologies: None

Absent:

001/16The Minutes of the Village Hall Management Meeting plus the minutes of the Amenities Committee held Monday 9 May 2016 were approved and signed by the Chair.

Mark Donlan Treasurer for Charvil Pre School attended the meeting, seeking permission to use East Park Farm Pavilion and field for a Circus fund raising event 13 and 14 September 2016. Committee agreed to the use of the field and Pavilion free of charge with Pre School paying for the extra cleaning Wednesday morning. The siting of the vehicles will need to be agreed at the time, depending on the weather conditions. All generators need to be located away from the houses towards the railway line to cause minimum disturbance to residents. Committee informed Mark that the footpath is not suitable for vehicles and that any ruts created in the football pitches will have to be repaired at Pre School's cost. The Assistant Clerk will summarise all the conditions in an email to Mark. Cllr Drew will read the Terms and Conditions supplied by Happy Circus and will sign giving permission, by 20.6.16.

002/16 Matters arising from previous Minutes not already on the Agenda –

The Fire Risk Assessment for Charvil Village Hall was signed. The Health and Safety Risk Assessment for Charvil Village Hall was signed.

003/16 Maintenance:

The wall kettle has been lowered and now matches the recommendations in the manufacturer's Installation Manual. Committee asked the Assistant Clerk to inform the plumber that as the appliance was higher than the recommended height, Committee would not authorise the payment of £98.00 to lower the appliance and change the direction of the overflow pipe.

The fire alarm has been installed with great care, to take as much wiring as possible through the roof space. A key safe is to be purchased so that the keys, to reset and check the alarm, are stored next to the control panel.

Cllr Davies will place an order for the lighting bollards and once delivery has been received the Assistant Clerk will arrange an installation date with Westgate Electrical, who quoted £350.00 plus vat (Previous quote £621.20 plus vat from MKR Electrical) to install the lighting on the front entrance ramp.

004/16 Village Hall Usage - Committee was pleased with the number of Charvil Village Hall bookings and felt that the hall was being well used.

005/16 Report and Income and Expenditure – Noted. The cost to install the fire alarm system is to be taken from Parish Council Reserves.

006/16 Other Items for Consideration

All park weekly inspection reports for May have been received.

Wokingham Borough Council has contacted all last season football clubs to inform them to contact bookings@charvil.com if hire is required.

The Assistant Clerk will edit the Village Hall Bookings Terms of Hire for Pavilion use.

The Assistant Clerk has taken bookings for the football pitches and the charge of £72.00 for pitch and changing rooms compares to £71.00 charged by WBC last season. The corner flags and the nets are to be located and checked at the Pavilion.

Once CPC take on the management of the Pavilion all locks are to be changed and new keys distributed to Hirers.

Cllr Mundy and Cllr Hobson are to arrange a meeting with Nick Ray to discuss and edit the Licence to hire the newly installed cricket strips.

Cllr Mundy and Cllr Hobson agreed to review any outstanding maintenance tasks at East Park Farm including the removal of the damaged fencing around the football pitches, repairs to the damaged footpath and consult with the Clerk. Committee would like all outstanding maintenance tasks complete before the signing of the documentation to complete handover.

The Assistant Clerk and Cllr Black will write to the Pilates Instructor and Drama Teacher who will be hiring the Pavilion and inform them of the hourly rates. Committee agreed to offer a 20% reduction in hourly rates (£12.00 per hour) for 6 months, with a commitment to booking for the next 6 months. This discount will be reviewed at the end of 6 months.

The Assistant Clerk and Cllr Black will write to Charvil Community Tennis with a proposal that the Club takes over the management of the tennis courts at a cost of £600.00. Charvil residents will be granted access to the courts, after contacting the Club to book a session. In return the Club will be promoted on CPC website. This will be further discussed with the user at the next Amenities meeting.

Cllr Drew will immediately contact Charvil Community Tennis Club to ask what maintenance tasks are necessary and WBC will be requested to attend such tasks.

Cllr Drew informed Committee that it is likely that Scouting groups will be formed and will request to use the Pavilion. They will have kit to store and a decision to allow a storage container adjacent to the Pavilion, will be considered at a later date.

The Clerk has noted that there has been a significant increase in the electricity use. (May 2015 840 units, compared to May 2016 1240 units.) The Chair checked the metre and requests that the Clerk contacts the supplier to ask for the meter to be checked.

The Assistant Clerk is to inform the Senior Residents Lunch Club that the use of a portable convector heater is not permitted, as it is a health and safety hazard.

Committee agreed to ISS maintenance fees to empty bins @£1.10 per bin per week and to the grass cutting programme.

All Vegetable Plot annual fees have now been paid. The Assistant Clerk is to take on the Management and invoicing of the Vegetable Plots. This is in line with the agreed tasks at the Staffing Committee Meeting. The vacant Vegetable Plot is to be advertised.

The next meeting 4 July