



**CHARVIL**  
**PARISH COUNCIL**

**Chairman: Jim Gillett**

**Assistant Clerk to the Council:**

**Amanda Burton**  
**121 The Hawthorns**  
**Charvil, READING**  
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**Minutes of the Meeting of the Amenities Committee held on 5<sup>th</sup> February 2018**

**Present:** Jim Gillett, John Hobson, James Bell, Adrian Keward and Jane Hartley (Co-Opted Member)

**Apologies:** Paul Mundy

**Absent:**

- 209/18 Open Forum: A representative from AFC Charvil was present to ask whether there was a possibility of making East Park Farm the main base for their entire club which is around 10/11 teams. This would be from the start of the 2019 season. AFC Charvil are going to put together a report as to their exact requirements and present it to the Council in a few months' time to discuss further.
- 210/18 The Minutes of the Amenities Committee Meeting held on Monday 6<sup>th</sup> November 2017 were approved and signed by Jim Gillett (Chairman).
- 211/18 Usage Reports: The numbers for both the Village Hall and Pavilion were noted and all tracking well.
- 212/18 Finance Reports: James Bell took the committee through the numbers and the ones reported for the hall are very healthy and doing well. Maintenance at the Pavilion is higher than budgeted; it was asked that the Assistant Clerk liaise with the Clerk and going forwards for any large amount to have a summary/breakdown of the total.
- 213/18 Park Inspection Reports: These have been received. Nothing new to report.
- 214/18 Approve the payments and sign cheques for a return of one key deposit and two damage deposits to hall users and to approve payments for drainage remedial work at the Pavilion. Payments all approved, and the cheques signed.
- 215/18 Consider the letter from Hilary Thomas of Wargrave Ballet School re: Rates. The Committee reviewed the letter received and requested that the Assistant Clerk to arrange a meeting between two of the Councillors (depending on availability Jim Gillett, John Hobson or Jane Hartley) and Hilary Thomas for further discussion.
- 216/18 Matters arising from the EPF Pavilion. It was reported by the Assistant Clerk that Barry Walsh-Smith of Wokingham BC had been out with a Contractor to investigate the hole in the floor of the toilets. The Contractor is to compose a full report and forward it to all parties. Assistant Clerk to keep the committee updated.
- 217/18 Discuss the annual sports contracts / tennis and cricket – price increases. The Committee decided that the increase for the annual sports contract would be in line with the increase for all Facilities i.e. 3% rounded up to nearest round figure. Jim Gillett is to compose a letter to Carl Emerson-Dam to inform him of changes.

- 218/18 Consider introducing a Family Annual Charge for tennis. The Committee agreed that this would be a good idea for the residents of Charvil and a charge of £30 was proposed. Assistant Clerk to check with the Clerk as to whether a final decision needs to be made at full Council. *Assistant Clerks note: It was confirmed by the Clerk that this decision can be made at the Amenities Meeting and does not require full Council approval.*
- 219/18 Approve quotation from RES for remedial work to the Pavilion Building. The Committee approved all the proposed updates to the fire alarm system, Assistant Clerk to inform RES.
- 220/18 Approve quotation from Loddon Doors for main Fire door at Pavilion. It was approved by the Committee for the opening mechanism of the door be changed. Assistant Clerk to follow up with Loddon Doors.
- 221/18 Nominate/approve a decision maker on whether pitches at EPF are playable. It was reported by the Assistant Clerk that ISS would be willing to check the pitches on a Friday each week and advise whether the pitches are playable or not. A second check (visual) during extreme weather by either Adrian Keward or Paul Mundy to be made on a Saturday morning.
- 222/18 Discuss the need for a Grundon. The Assistant Clerk put forward the reasons why a Grundon is needed at the Pavilion. The Committee requested the Assistant Clerk obtain quotes for a Grundon but also to look at possible places for it to be sited and how it can be secured.
- 223/18 Consider quotations for the creep hole on the tennis courts. The Assistant Clerk presented the quotations for the creep hole – similar pricing around £870/£890. It was suggested by John Hobson that we consult with the newly appointed Village Warden whether this is a task we can complete in-house. Assistant Clerk to follow up.
- 224/18 Consider current storage at the Village Hall. The Assistant Clerk invited the Committee members to view the existing storage provision. It was suggested and approved that all existing cabinets and cupboards be removed, and suitable shelving / racking be provided by CPC and each group will be assigned a space for their items. All items are to be in one storage room, items in the cupboard that house the chairs and tables are to be removed. Assistant Clerk to liaise with the Village Warden in order to develop a plan for the shelving and obtain the relevant quotations to present to the Council at the next meeting.
- 225/18 Consider enquiry from Freckles Pre-School. The Assistant Clerk is to contact the representative of Freckles Pre-School to come along to an Amenities Meeting and give a brief of what they require.
- 226/18 Update the covering letter on booking form to include a GDPR statement. A sentence was provided by the Clerk as a possibility, this was reviewed by Adrian Keward and approved to be added to the booking form.

The Meeting closed at 9:50pm

Signed:

Date:

**The next meeting is Monday 5<sup>th</sup> March 2018**