

## Minutes of Amenities Committee Monday July 2016

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

**Apologies:** John Hobson

**Absent:**

**007/16** The Minutes of the Amenities Committee held Monday 6 June 2016 were approved and signed by the Chair.

Carl and Susanne Emmerson representing Charvil Community Tennis Club attended the meeting. They listed the current problems: The nets are damaged and need replacing, a winder is required, the grass and weeds around the external fencing are encroaching on the courts and need treating, the seats for inside the courts promised by WBC have never materialised, the signs requesting no scooters or bikes to be ridden on the courts have never materialised, a hole in the fence requires repair, a creep hole needs to be installed so people can retrieve balls rather than climb the high fence. Committee stated that the facility had to be available for residents to use, when not booked by the Club.

Committee was concerned that the current lock requires you to know the access code to exit the courts and this requires changing to safeguard anyone who may enter the courts. At the moment whilst there is a hole in the fence children can exit.

The Tennis Club has not paid an annual fee to WBC this year.

Committee asked Mr and Mrs Emmerson to consider taking on the running of the courts under a 3-5 year contract and to attend another meeting to discuss their ideas.

Dean Cooper attended the meeting to discuss football pitch hire for Charvil and Hurst teams. The person responsible for the bookings will contact the Assistant Clerk. Mr Cooper will investigate the fees the Club paid Wokingham. The hedge, that requires cutting in order to retrieve lost balls, belongs to WBC as it is in the country park. So Mr Cooper was advised to contact WBC. Committee agreed that the area in front of the goals needs some attention and assured Mr Cooper that this work would take place for 2017 season and that once CPC take over the management of the facility the grass cutting would be better managed.

**008/16** Matters arising from previous Minutes not already on the Agenda –

None

**009/16** **Maintenance:** Committee agreed to the call out charge and inspection of the Scrubber drier machine which was not putting water onto the floor. To attend the site £65 and a charge of £65 per hour, plus VAT. If the solenoid is faulty they will try to claim it on warranty.

**010/16** Village Hall Usage - Noted.

**011/16** Report and Income and Expenditure – Noted.

**012/16** Pak Inspection Reports for May and June have been received.

**013/16** Other Items for Consideration

Committee agreed that the Pavilion hourly rates, agreed at the previous meeting, were to stand and no discounts were to be offered. WBC confirmed that as of 1 July CPC could set their own hourly rates.

The Clerk is to sort all the paperwork stored at the hall and send papers to be kept to Berkshire Records Office, who are not charging for the storage.

The Clerk has contacted WBC about the items listed in the Fire Inspection for the Pavilion and awaits a reply.

Charvil Pre School have agreed to the terms and conditions regarding the circus fund raising event and agrees to paying for the extra clean of the Pavilion.

Cllr Gillett agreed to edit the Village Hall Management Committee Terms of Reference and the Amenities Committee Terms of Reference, to create one for this newly formed Committee.

The Cricket Club Licence is yet to be edited and agreed.

Cllr Davies will order the bollards for the ramp at the front of the Village Hall and the Assistant Clerk will arrange the installation, once the lights have been delivered.

The annual fire appliance check took place 2 June 2016.

Consider deposits for Pavilion keys – Carried Over.

Committee insisted that the barrier on the access road to the Pavilion, was not left open by any Hirer. After each car the barrier is to be pulled to. Hirers are to be informed that only cars driven or transporting less ambulant persons and cars transporting resources to be used in the Pavilion, are the only vehicles to enter this area. All other cars are to be parked in the main car park at East Park Farm. No cars are to be parked on the service road.

Cllr Drew and Cllr Davies along with the Assistant Clerk, inspected the Pavilion and listed works that need to be addressed before any more discussions of hand over: One gents toilet is not working and one is locked, **the floor in the passage way connecting the main hall and changing rooms has sunk in two places**, the shower drain covers require attention, there is no allen key on the main door, the smoke detectors require changing and repositioning, **the emergency exit lighting needs to be installed to meet current legislation, the emergency exits at the rear of the building need to be redesigned to meet legislation**, the sensor for the external lights needs to be repositioned. . Committee agreed that the works would be prioritised and hand over would not take place unless these works are complete. (All the above works in bold are the red line works.)

Cllr Davies and Cllr Drew requested a site meeting with Peter Baverstock in the near future to discuss the condition of the building.

The gully repair at the Village Hall is to take place in the next couple of days.

The defibrillator is to be installed 8 July 2016. MKR Services was selected for the work as the work was significant cheaper £123.60 plus VAT, with a discount of £51.10, than Twyford Electricals.

The discussion of the deposit from football clubs using the goal net and corner flags was deferred.

Twyford and Ruscombe Floral Art Club requested to be booked the hall once a month on a Tuesday evening. Committee decided that this was possible on the understanding that if there were a booking for each week, then the Floral Art Club would have to leave.

Cllr Hobbs has contacted the Assistant Clerk about some dead trees near the Village Hall. During a grounds inspection, the Assistant Clerk and Cllr Mundy were not able to see any dead trees.

Cllr Hobson was in contact with the local Scouting group regarding the hiring of the Pavilion. It was likely that they would want to book Tuesday or Thursday evening. The Assistant Clerk requested a decision as she was receiving emails from varying parties wanting to book the Pavilion. A Yoga group has booked the Pavilion Thursday evenings until the end of August and a slimming group would like to book. However, the unlit route to the Pavilion would be problematic. WBC has agreed to install some lighting but has yet to give a date. Committee agreed to moving some chairs from the Village Hall to the Pavilion, in order to assist this new group.

Charvil Art Club has decided to move their weekly meetings from Jubilee Hall to Charvil Village Hall. Committee will contact the group after the sorting of the paperwork to create storage for groups.

Committee agreed that WIFI needs to be arranged for the Village Hall.

The Assistant Clerk informed Committee that the renewal form for PRS has been received.

The Cleaners have viewed the pavilion and the Assistant Clerk is to find out how often the building is currently cleaned. *(Note it is cleaned each Monday morning.)*

The next meeting 5 September 2016