



CHARVIL **PARISH COUNCIL**

Chairman: Jim Gillett

Assistant Clerk to the Council:

Amanda Burton
121 The Hawthorns
Charvil, READING
Berks. RG10 9TT
Tel 07850 234363

Minutes of the Meeting of the Amenities Committee held on 1st July 2019

Present: Adrian Keward, Jim Gillett and Pat Sutlieff

Apologies: Paul Mundy

Absent:

391/19 Open Forum: No residents present.

392/19 The Minutes of the Amenities Committee Meeting held on Monday 3rd June 2019 were approved and signed by Adrian Keward (Chair).

393/19 Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Assistant Clerk: None.

394/19 Usage Reports: All facilities are tracking well and looking good. Recommendation by the SCS Maintenance Team was that in order to maximise the benefit from the remedial treatments to the football pitches that they be opened mid to late August – this was approved by the Committee.

395/19 Park Inspection Reports: These have been received, nothing new to report.

396/19 Consider the risk assessment for the Pavilion: The risk assessment was reviewed, and no objections raised by the committee. The Assistant Clerk is to arrange for the yellow paint to be painted on the step at the back of the Pavilion. It was agreed for the metal filing cabinet at the Village Hall to be moved to the Pavilion to store the potentially harmful chemicals in. As the fire doorstops were a nice to have rather than required, it was decided they would be an unnecessary investment so not to pursue. It was reported that the trees at the back of the building were actually lying on the roof, as this poses a risk to health and safety, the committee asked the Assistant Clerk to obtain a quote from the maintenance team to cut the trees back giving a 2m clearance from the building.

397/19 Review the quotations for the cleaning contract: The Committee reviewed the quotations and a decision was made to change the supplier and award the cleaning contract to Heart Facilities Limited. Assistant Clerk to follow up with the Clerk and give notice on current contract.

398/19 Following a request from a regular hirer, consider whether the Village Hall ought to have a temporary ramp to aid disabled users in evacuating the hall via the back doors: The Committee considered the request, and took into account the recent report from the Fire Inspector who assessed the building and raised no concerns regarding the small step from the fire doors at the back. It was decided that a ramp was therefore not required.

399/19 To hear a report on the condition of the roof at the Village Hall and review the quotations in order to make a decision whether to go ahead with the repairs to the area that has been causing the leak in the kitchen or whether to complete full remedial works to the valleys either side as well: Further to the reports from three independent contractors the Assistant Clerk

advised that at the top of the two valleys the lead saddle was sitting atop the ridge tiles rather than under them as it should, the water was therefore leaking onto the tiles into an area where it was building up and then finding its way onto the roofing felt and leaking through the kitchen ceiling. The concrete in the valleys is starting to disintegrate and could be further compromised when removing the ridge tiles at the edge of the valleys. There are also several broken tiles. As this has been an ongoing problem now the Committee decided to go ahead with both the repairs to the area causing the leak and the full remedial works to the valleys. Timing is important and the work is to be carried out as soon as possible. The quotation from APM Roofing was chosen on the basis that the work be carried out quickly and if this would not be possible then the job would be offered to James. Assistant Clerk to follow up with APM and ask how soon the work could be scheduled. *Assistant Clerk's note: APM can carry out the works 23/24/25 July – these dates are approved by the Chairman.*

400/19 Review the quotations for the redecoration of the Village Hall: The Committee reviewed all three company quotations and considered what areas needed to be redecorated, it was agreed that all areas needed doing but not to do the varnishing of the skirting boards or rails as it would not make a great deal of difference. All areas to the public to be redone – emulsion and gloss work. Ideally the work to be done in August when the usage of the building is at it's lowest to it would be the least impact on revenue. It was agreed that the recommendation to full Council would be that the work be given to MRM Commercial Ltd on the basis that they can complete the work in August, if they cannot commit to this then the work be offered to Iain Cox to be completed in October half term break and then completed over the Christmas break. Assistant Clerk asked to contact MRM and find out if an August date can be scheduled.

401/19 Review the quotations for the replacement flooring in the Committee Room, Kitchen, Entrance Foyer and Toilets: The Committee reviewed the three quotations and the recommendation to full Council would be that the work be given to The Floor Store in Twyford on the basis that the payment terms be changed to 50% up front with the payment in line with the normal CPC cheque run and the remaining balance be paid following installation again in line with the CPC cheque run. If the payment terms are non-negotiable then the work to be offered to Rainbow Carpets providing they remove the existing flooring and there is no charge to do so and clarify the statement regarding the need for a fitter to assess whether all the materials required in the work have been accounted for. *Assistant Clerk's note: The Floor Store would be happy to accept 50% up front and the remainder of the balance to be paid after installation (both payments falling in line with CPC's cheque run. Would be looking to schedule for late July to early August – 3-4 days to complete the works.*

402/19 Hear an update following the recent meeting with CCTC: The Chairman reported back on the meeting held with Angeline Ng from CCTC which has been held primarily to discuss the Associate Membership that CCTC was running on behalf of CPC. It was stated that CPC did not feel that CCTC were making sufficient attempts in advertising the Associate Membership as stipulated in the Addendum that had been signed. Angeline Ng thought the amount of advertising was subject to interpretation and they did no more to advertise any of the other memberships they offered. It was made clear that the CCTC are expected as per Addendum #1 that they have to make efforts to fully market and advertise the Associate Membership or face the CPC making a decision to revoke their ability to sell it. The Committee discussed whether the rights should be removed immediately as per Addendum #1, Point 2 – *Agreement Term and Duration 'Should CCTC in the opinion of CPC not implement its Associate Membership at the commencement of the 2019 season by publishing it on its website and by other means which clearly advertise and promote this option to residents in the area, that after three months (i.e. by the end of June 2019) CPC shall be entitled to revoke this Addendum and reinstate its own Family Membership directly.* Or extend the period for CCTC to attempt to advertise and market the membership to fully implement the full terms of the above clause to the end of September or the CPC will exercise the right to revoke the Addendum. Alternatively, to let the agreement continue until the end of the year (31st March 2020) but to stop it at that point and for the new season 2020 starting on 1st April the Family Membership to be reinstated by CPC. The recommendation by the

Committee was that a letter be written to CCTC advising them that CPC are willing to extend the notice period from end of June to end of September 2019 in which time they must fully implement the full terms of Addendum #1 or that CPC will exercise the right to revoke the terms. Assistant Clerk was asked to check with the Clerk as to whether this decision can be acted on immediately or whether it has to be passed to full Council for approval.

The Meeting closed at 9:35pm

Signed:

Date:

The next meeting is Monday 2nd September 2019