



CHARVIL PARISH COUNCIL

Chairman: Jim Gillett

Assistant Clerk to the Council:

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Minutes of the Meeting of the Amenities Committee held on 3rd June 2019

Present: Adrian Keward, Paul Mundy, Jim Gillett and Pat Sutlieff

Apologies:

Absent:

380/19 Open Forum: No residents present.

381/19 The Minutes of the Amenities Committee Meeting held on Monday 29th April 2019 were approved and signed by Adrian Keward (Chair). It was suggested that a link to the agenda for future meetings be posted on Facebook to advertise the meetings more widely in the future.

382/19 Declarations of interest and any written requests for pecuniary interests in items on the agenda to be considered by the Assistant Clerk: None.

383/19 Usage Reports: All facilities are tracking well and looking good. The numbers for the Pavilion have dropped since the departure of a regular club, and it was suggested that any available hire slots be posted on Facebook as a way of advertising the space.

384/19 Park Inspection Reports: These have been received, nothing new to report.

385/19 Clarify the damage deposit cost for evening parties: At the last full Council meeting it was proposed that the damage deposit be raised and set at £750. The Assistant Clerk requested clarification on the amount it was raised to, as it is felt that the amount is significantly higher and may result in people not using the facilities as they cannot raise the deposit, especially as the refunds are only processed on the 1st and 3rd Monday of the month. The Committee understood the concern and discussed the possibility of lowering it to £500 and document that for any issues during the party the hirer would potentially face a penalty charge of £300 for any inconvenience caused, plus any expenses for making good the facility – i.e. cleaning, breakages, call-out charges and loss of revenue charges etc. It was understood by the Committee that whatever the damage deposit charged; it still does not address the issue of the call out if there were to be any problems at the event – who would be expected to attend. The Assistant Clerk referenced a previous idea regarding a caretaker position – someone who could open the hall for bookings and be responsible during the hire periods including call outs along with basic handy skills. The Assistant Clerk is to liaise with the Clerk and draft an outline of requirement: role, hours and responsibilities and for the topic to be included at next Full Council meeting.

386/19 Review and discuss whether we need to change the standard rate at the Village Hall on week-day evenings: The Committee decided that from Monday to Thursday the evening rate for the Main Hall to be changed to the same as the day rate. All price lists to be updated to reflect new charge.

387/19 Consider the current approved terms for an existing standard user: The terms in the contract are to continue going forwards as there are no special concessions in pricing.

- 388/19 To review the quotations for cleaning companies: It was discovered that each of the quotations were for a different number of hours and therefore made direct comparison difficult. The Assistant Clerk was asked to have the quotations changed so they all reflect the same number of hours. Also, if possible, to obtain customer references for the two unknown companies and to compare the costs of the consumables. All information to be gathered and brought to a future meeting for discussion/decision.
- 389/19 Consider the decorative order of the hall and decide if redecoration is required: The Assistant Clerk advised that the Clerk had confirmed that the works have been budgeted for and were due. The Committee approved for three quotations to be obtained and brought to a future meeting. It was also suggested that the curtains be dry cleaned at the same time.
- 390/19 Review the progress of the Associate Member option for CCTC: Following the recent marketing flyer that was distributed by the CCTC it was not evident that there was any obvious direct advertising or promotion of the Associate Member option that the CCTC had recently taken on. The Assistant Clerk also reported that on offering advertising space in the Charvil Village News that the CCTC did not wish to contribute a specific piece about the Associate Membership, but that a link to the web page for memberships should be sufficient information as the CCTC wanted to take a neutral position regarding membership sales. An email to be sent from Adrian Keward as Chair of the Amenities politely reminding the CCTC of their obligations to promote the Associate Membership as per the terms on Addendum 1 (section 2, second paragraph) and the penalties if not. *Assistant Clerk's note: Although it was not specifically on the agenda – the Assistant Clerk reported to the Committee that she had been made aware that the side door to the Pavilion (sports end) was being left open and unlocked during tennis sessions – the Committee agreed this was not acceptable and that the tennis club need to be reminded the building must be locked when there is no-one in attendance (lock it or lose it). The Clerk confirmed that we would not be covered by our insurance policy if the building were left unlocked and someone gained entry and something untoward happened.*

The Meeting closed at 9:35pm

Signed:

Date:

The next meeting is Monday 1st July 2019