



Chairman: Jane Hartley

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Asst. Clerk to the Council  
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## Minutes of the Meeting of the Amenities Committee held on 14<sup>th</sup> November 2022

**Present** Pat Sutlieff (Chair), Jane Hartley, Matt Walker, David Oppong and Neil Durrant (Caretaker)

**Apologies**  
**Absent**

**22/639 OPEN FORUM** - There were no residents present.

**22/640 To approve the Minutes of Amenities Meeting held on Monday 10<sup>th</sup> October 2022 at the Charvil Village Hall** – The minutes were approved by the committee and signed by Cllr. Sutlieff.

**22/641 DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK** – None.

**22/642 Review the Usage Reports for the Facilities.**  
The reports show the numbers are tracking in line with historical figures, following the same trends at certain times of the year. The caretaker shared his thoughts on how to improve the usage in the areas where numbers are lower – to introduce a marketing strategy that includes promotion of the facilities, advertising on social media, new photographs showing different ways the buildings can be used and for the website to be more prominently displayed throughout the village. It was also suggested a piece to be included in the winter edition of the Charvil Village News about the facilities.

**22/643 Consider Park Inspection Weekly Reports**  
These have been received and nothing new to report.

### **Other items for consideration**

**22/644 To hear an update on the change in timing for the gate closure arrangements at East Park Farm.**  
It was noted that initially there had been a few comments on Facebook regarding the 6pm closure time as it affected cubs drop off/collection, this was fed back to the group leaders as they do have the ability to open/close the gates but do not wish to take this option up. It was also noted that on one evening at lock up a driver of a car was seen to be dumping a large bag of tiles into one of the litter bins in the car park and then drove off. Members of the lock up team to be informed and asked to be vigilant and report any such instances.

**22/645 To give retrospective approval for the EPC certification on the village hall.**  
The Committee gave approval.

**22/646 To hear the draft EPC levels given for both buildings following recent checks.**  
The committee heard that the draft ratings given were the pavilion a B rating and the village hall a C rating.

- 22/647 To consider Tuesday booking arrangements at the village hall following a request to use the facilities by a local community group.**  
The committee heard that a request had been received to use the main village hall on Tuesday evenings 52 weeks a year for a local group serving the community. Currently the hall is used once a month for 8-10 months of the year. As the usage of the buildings was highlighted for improvement in some areas and the new group would bring in substantially more revenue, the committee agreed to offer the new group Tuesday evenings in the hall from the start of 2023. The current monthly hirer will be offered an available monthly slot on a Thursday evening instead which would fill Thursday evenings. *Assistant Clerks note: to date no requests for 2023 dates have been received by existing hirer.*
- 22/648 To consider the purchase of a new fridge since the one at the pavilion failed.**  
The committee approved the purchase of a new fridge. The new appliance is to be installed at the village hall and the current fridge in that building is to be moved to the pavilion. Provided the cost is under £500 a purchase can be made without delay.
- 22/649 To review the changing room arrangements at the Pavilion as two out of the four shower facilities are out of action.**  
The Assistant Clerk reported there had been complaints had been received as only one set of two showers are working at the pavilion. As the changing area is still used in those two rooms (just not the showers) the cost to the Parish Council is the same – cleaning, electricity and heating water. It was decided that on a case by case basis, that if on a specific day a team are not able to use showers as they are out of action, that a 10% discount be applied to the changing room cost for that day.
- 22/650 To be advised of the recent petty vandalism in the village and consider if any action is appropriate by the Council.**  
The Committee heard that once again signs had been ripped out of the ground in various parts of the village and there were tags of graffiti around. It was decided that such incidents should be highlighted to residents and a reminder how to report any anti-social behaviour as there is a financial impact on each household when repairs have to be made. It was also suggested that details on how to set up a neighbourhood watch group be advertised for those residents interested in setting it up for their street.
- 22/651 To hear the results of the recent energy, environmental and accessibility audits for the village hall from the Assistant Clerk.**  
The Assistant Clerk advised that Kate Meads from CCB had attended the village hall and conducted the audits and a list of future possible enhancements/cost savings was shared with the committee. The Assistant Clerk was asked to research costs against each area and they are to be shared with the Council for use when considering the budget for the next financial year whereas some of the ideas on the list are quick and inexpensive so potentially could be done asap.
- 22/652 To review the budget for 2023/24.**  
The Chair of Finance provided his assessment of the numbers provided. The numbers report a paper loss mainly down to the allocation for the rates which may or may not be required, the numbers assume pre-school starts in the Pavilion in September and repairs done by then. Overall figures do not need to change and they are a good base to start, only exception would be to include a marketing budget – perhaps a few hundred pounds. Increase in hire charges or precept need to be considered.

The meeting closed at 9.05pm