

Porlock Recreation Ground Management Committee

Charity no. 304615

Minutes of the Meeting held at Porlock Recreation Ground Pavilion on Monday September 5th 2016 at 7.30pm

Members present: Mike Lynch, Wendy Lynch, Russell Vowles, Nic Vowles, Terry Gable, Keith Green, Jane Thicknesse.

1. Apologies

Mike Dyer, Ivor Jones, John Healy

In the absence of the Chairman, Mike Dyer, it was proposed and seconded that Mike Lynch (Vice Chairman) chair the meeting. The proposal was accepted **nem.com**

2. Public Session

No members of the public were present.

3. Minutes of the Meeting May 4th 2016

Amendments

There were no amendments and the Minutes were signed as a true and correct record.

Matters arising

None

4. Correspondence

None

5. Cricket Pavilion

Work had commenced on the refurbishment of the Cricket Pavilion. The building has been levelled and the roof replaced, both of which had made a great improvement to the appearance. Further refurbishment is planned which will be co-ordinated by David Hancock and the Village Hall Maintenance Team. There is currently no time scale for this work. Thanks were expressed, along with relief, that progress was now being made.

6. Country Fair

i. The Vice Chairman reported that the Country Fair had been a great success with the current profit standing at £7346.57. Money was still to be received from Bouncy Castle and Coconut Shy stallholders. Thanks were expressed to everyone for their hard work.

ii. After discussion it was decided to try and recycle the old marquee to make two sets of bags (each set comprising 1 large bag and 2 pole bags) for the new and PTA marquees. Adams Tarpaulins of Wiviliscoombe are to be asked whether this is possible and the cost. **Action: Vice Chairman**

iii. The Vice Chairman reported that at the Country Fair Wash Up Meeting there had been a suggestion that a Thank You Party for volunteers would be a good idea. Subsequently the VC had done some investigation into the cost which was estimated at £5 a head. Concern was expressed amongst the Committee that money raised at the Country Fair should be spent on a party and that the volunteers, having already received thank you cards and a letter, might be uncomfortable with this. It was therefore decided not to hold the party but to have a marketing/publicity event instead. This would be held in the spring of 2017 and all the volunteers would be invited. The aim would be

to encourage the volunteers to help again and to ask their help in recruiting more, much needed, volunteers for next year's event. It was suggested that the cost could be kept down by the Committee providing some food and asking attendees to bring their own drinks. This was agreed.

Action: Vice Chairman

iv. The Vice Chairman said that recently there had been increased co-operation between local villages resulting in equipment (eg trestle tables, games and marquees) and some man power being loaned to help each other's events. This was considered a valuable and sensible step forward as it is beneficial to all.

7. Internal Improvements to Pavilion

i. The Vice Chairman reported that David Hancock had produced a specification for the redecoration of the main hall (Appendix 1). The Committee agreed that the specification should be sent to two local decorators, Jim Webber and Colin Sage, to ask for quotes. It was agreed that the quotes, along with the suggested paint colours, be circulated out of committee and a decision made so that work could commence asap. **Action: Vice Chairman**

ii. It was noticed that quotes for new roller blinds were not included. The Treasurer volunteered to contact some local blind fitters. **Action: Treasurer**

iii. The main room continues to have an unpleasant smell which is believed to be the carpet. It is thought to have started last year, possibly when some damp equipment was stored on it. There is a possibility that the carpet may need replacing in the foreseeable future, despite the fact it has not been laid for that long. Keith Green produced some quotes for very high quality flooring which were expensive. Because of a number of other imminent expenses it was agreed to postpone a decision on replacing the carpet later in the year. In the interim the Treasurer and Keith Green would investigate further and get some quotes for flooring for the Main Hall and Disabled Loo and the current carpet would be Shake and Vac'd to see if the smell could be improved. **Action: Treasurer, Secretary and Keith Green**

iv. A discussion was held about replacing the main doors with fully glazed (laminated double glazed units) doors, complete with five lever lock, lever handle and two bolts for the slave door at a cost of £490 + VAT (R E Sherrin and Sons). In his absence the Chairman expressed his view that this was an unnecessary expense as the doors were serviceable and relatively new. Other members of the Committee thought that the current doors were not secure and new ones would improve the overall appearance of the Pavilion. It was agreed to replace the doors. **Action: Vice Chairman**

v. A new fridge freezer (cost £250 including delivery and disposal) to replace the existing broken one was agreed. **Action: Secretary**

vi. The Treasurer mentioned that the water rates bill was considerably higher for the past six months. Russell Vowles agreed to investigate whether there was a better way of reducing the amount of water used by the urinal. **Action: Russell Vowles**

vii. Terry Gable reported that one of the cistern lids in the loo block had recently fallen off (narrowly missing her) but she did not consider it needed replacing at this time.

8. External Improvements

i. Approval was granted for an external tap (which could be isolated from within the main pavilion) to be fitted (Moorside Plumbing) in the tractor shed. Cost £310. **Action: Vice Chairman**

ii. The manhole cover in the Remembrance Garden is broken and dangerous. Replacement at a cost of £179.62 by G J Bloys was agreed. **Action: Vice Chairman**

iii. After a general discussion about the need for more (and larger) bins within the Recreation Ground it was agreed that the first step would be to purchase a child friendly yellow bin (approx. £60) and a large galvanised bin with a rubber lid (price tbc) for use within the CPA. Further investigation into other bins would be carried out over the winter. **Action: Treasurer and Keith Green**

iv. In the absence of John Healy it was unsure what electrical work (light in the showers, extractor fan in the showers and external security light) discussed at the previous meeting had been completed. The Vice Chairman suggested that the external security light could be replaced by a bulkhead light which was wired into the veranda lighting which is operated on a timer system. This would mean that the first person arriving for an evening meeting in the dark could switch on the lighting for others and it would remove the nuisance factor for neighbouring properties of the security light going on and off throughout the night. It was agreed that Alan Leonard would be asked to look at the possibility of doing this and to quote for the work for this and also the other lighting issues.

Action: Vice Chairman

9. 2017 Projects

It was agreed to carry this item over to the next meeting.

10. Chairman's Report

In his absence the Secretary reported that many of the items in the Chairman's report had already been raised at the meeting. Two additional items were:

- i. He is continuing to chase the Planning Permission required for the boules court and stone walling around the gate in Parsons Street. There had been some confusion but he was optimistic that things were back on track.
- ii. That the October meeting would be his last one. However he remains fully committed to assist/lead construction of the boules court even if it is delayed until Spring 2017 because of poor ground conditions. The expectation is that the boules court would take no more than 3-4 days to construct (assuming that there are two volunteers to help for the final two days of construction) and should come in below the approved budget.

11. Treasurer's Report

- i. The Treasurer produced a print out of the accounts for the Country Fair which showed a profit of £7346.57. Additionally a print out of the accounts from January 1 to September 3 2016 were provided.
- ii. In view of all the agreed improvement work which will take place over the next few months, it was suggested that the annual £7300 would not be transferred automatically to the Asset Replacement Fund. After all the work had been concluded and bills paid, any remainder from the £7300 would be transferred. This was agreed.
- iii. The Treasurer requested approval to pay invoices totalling £172.14 for materials for making trestle table and posts for marking out the Country Fair arena and also for new padlocks costing £41.99. These payments were approved.

10. Any Other Business

- i. The Secretary reported that she had received an email from Andrew Morris of Driftin Dreamers asking whether the Recreation Ground would consider holding an open air/pop up cinema event. More information was requested by the Committee. **Action: Secretary**
- ii. The Vice Chairman produced a brief ref the hire of marquees (Appendix 2). The Committee was asked to read and consider as it will be an agenda item at the next meeting. **Action: All**

Date of Next Meeting

Monday 10th October 2016 at 7.30pm.