

Cheveley Pavilion & Recreation Ground Charity

Registered Charity Number 1082799

59 West Street, Isleham, Ely, Cambs, CB7 5SD

Telephone: 01638 780835

Chairman: Mr Ian Jackson

CHEVELEY PAVILION & RECREATION GROUND CHARITY MEETING **HELD IN CHEVELEY COMMUNITY ROOM** **ON TUESDAY 12TH DECEMBER 2017**

MINUTES

Present: Ian Jackson (Chair), Claire Elbrow, Jane Gibson, Jaquilyn Hascombe-Brook, Sheila Marvin, Brent Noble, Tracey Peel, Sallie Thomas and Sue Willows.

Secretary: Marilyn Strand

The meeting was opened at 9:05pm.

- 1. Apologies and approvals for absence** – apologies received and accepted from James Hadlow.
- 2. Declaration of Pecuniary Interests** – Tracey Peel declared a personal interest in item 6 (c) skate park. Ian Jackson declared a personal interest in item 6 (d) recreation ground signage.
- 3. Approval of Minutes** of the meeting held on 14th November 2017 – AGREED and signed by the Chairman with the following amendments:
Item 6(b): However, one member (~~who voted last and was firstly going to abstain~~) (*who had firstly abstained*) voted against...
Item 6(b): (~~Following the meeting, some members called into question the validity of the vote as it appeared that one member had firstly abstained and then voted against the proposal. This item will therefore be considered again at a future meeting.~~)
- 4. Matters Arising including reports from the Secretary and Trustees.**
 - Fenland Leisure responded to the PC's query over the condition of the new matting at the recreation ground with photographic evidence showing the matting in perfect condition after installation. It appears that something, or someone, has deliberately torn at the matting and caused the damage. Therefore, the cheque has been sent (with the agreement of two councillors) and an estimate for a repair is in progress.
 - Ian Jackson has put up the 'No Dogs' signs on the gates to the children's play area, taken down the Cheveley Sports Club sign from the recreation ground wall and put a statement regarding accessibility in the window of the pavilion.
 - The Assembly Point sign will be erected by the Handyman next time he is in the area.

It was also noted that following the last meeting, some members called into question the validity of the vote on the skate park as it appeared that one member had firstly abstained and then voted against the proposal. This item will therefore be considered again at this meeting.

5. Finance & Administration

- (a) Bank account update – the application is still ongoing and it was suggested that the Secretary visits a branch to try to progress this.

6. Pavilion & Recreation Ground Matters

- (a) To note the revised conclusion to the pavilion feasibility study – the conclusion now reads: *“There is no evidence of need for a large-scale, new-build community centre style facility; neither planned growth or user demand makes this a feasible option. However, Cheveley would benefit from a refurbishment and reconfiguration of its Pavilion to provide an alternative, modern community space for local people to use...”*
This was NOTED. Ian Jackson has contacted County Cllr Shuter regarding the use of the community rooms by the school and will try to move these discussions forward before the next meeting.

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Signed: Approved & signed by the Chairman Dated: 9th January 2018

- (b) Report (verbal) from Sheila Marvin & Jacquilyn Hascombe-Brook from CAS conference on Village Halls and Charitable Incorporated Organisations – Sheila Marvin said that Insurance matters had been brought up at the conference and asked the Secretary whether the Parish Council's (PC) office equipment is insured when it is out of the office. This will be checked with the PC's insurance provider. Also, new signage at the recreation ground should include a disclaimer that all facilities at the grounds are 'used at your own risk'. In regard to the Charity, there is no reason to become a Charity Incorporated Organisation (CIO) because any claims made against the charity would be made against the Parish Council as sole trustee, rather than against individuals. More information on Trustees' liabilities will be provided by Jacquilyn Hascombe-Brook at the next meeting. It was also stated, in regard to possible changes to the pavilion, that it is vital that a business plan is put in place before moving forward with any changes.
- (c) Proposal for skate Park & MUGA – Tracey Peel had now added 17 signatures from residents in the North Ward in support of a skate park and MUGA. This is in addition to the signatures presented at the previous meeting. A quotation received from Rhino Ramps was circulated. The scheme now proposes brown ramps instead of stainless steel. These are made from 100% recycled, eco-friendly materials and come with a 12-year guarantee. The quotation for the proposal is £26,924 which includes the tarmac area and basketball hoop. A barrier between the two areas would cost approximately £2,000. It was proposed to put the scheme out to public consultation in the new year. Councillors voted 8 in favour with one abstention and the proposal was CARRIED.
- (d) To consider quotations for new recreation ground signage – three quotations had been obtained. The quotation from G Signs & Design for 2 signs (one for the entrance and one for the children's play area) for £1,140+VAT including installation was AGREED. However, it was agreed not to order the signs until a decision on whether to change the website address has been made. Cheveley Sports Club will purchase their sign which will be attached to the sign at the entrance.
- (e) To consider quotations for extension of the car park fencing and replacement of the bollards – this is being considered to mitigate the risk of travellers accessing the rear of the recreation ground car park. Supply and installation of the bollards at a cost of £635 +VAT, and fencing at a cost of £389.80 for materials, delivery and labour was AGREED.
- (f) To consider quotation for cross-hatching in car park – Line Master had quoted £525 +VAT to paint yellow cross-hatching on the area in front of the vehicular access to the recreation ground and this was AGREED.
- (g) To consider correspondence from resident re: western boundary – the Parish Council, as sole trustee of the charity, will take legal advice on this matter – AGREED. The Secretary and Sue Willows will attend an initial meeting with a solicitor.
- (h) To consider obtaining quotations for cutting back the leylandii on the southern boundary – a quotation will be obtained from Hamill Landscapes – AGREED.
- (i) To instruct a contractor to remove fallen leaves from the recreation ground car park – this was no longer necessary.
- (j) To agree cost of emergency light and PAT testing at the pavilion: Fire & Safety Solutions quote - £165 +VAT for emergency light soak test and fire extinguisher service, and £0.95 +VAT per item PAT on electrical items – AGREED. Sheila Marvin will liaise with the contractor.
- (k) Date of next Pavilion & Recreation Ground Working Group – Ian Jackson will circulate a date at the next meeting.

7. Date of next meeting

9th January 2018.

8. Matters for future consideration

Insurance for hirers using pavilion keys, Trustees' liabilities; confidentiality issues.

The meeting was closed at 10:15pm.

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