

# 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**  
**ANNUAL GENERAL MEETING**  
**HELD IN CHEVELEY COMMUNITY ROOM**  
**ON TUESDAY 8<sup>TH</sup> MAY 2018**

## MINUTES

**Present:** Alison Day, Claire Elbrow, Jane Gibson, James Hadlow, Jaquilyn Hascombe-Brook, Ian Jackson (Chair), Sheila Marvin and Brent Noble.

**Secretary:** Marilyn Strand

There was 1 member of the public present.  
The meeting was opened at 9:10pm.

### 1. Election of Chairman

James Hadlow nominated Ian Jackson to the office of Chairman for the ensuing year and the nomination was seconded by Jane Gibson and agreed by all.

### 2. Apologies and approvals for absence – Tracey Peel & Sallie Thomas (unwell) and Sue Willows (personal).

### 3. Declaration of Pecuniary and Non-Pecuniary Interests

None.

### 4. Open Forum for Public Participation

None.

### 5. Approval of Minutes of the meeting held on 17<sup>th</sup> April 2018 – AGREED and signed by the Chairman.

### 6. Matters Arising including reports from the Secretary and Trustees.

Secretary's report NOTED as follows:

1. Line Master have painted the cross-hatching onto the recreation ground car park and it is hoped this will deter visitors from parking there and blocking the access onto the rec for maintenance vehicles.
2. The Nat West bank account for the Charity is now open and the grant cheque from the PC has been paid in.

It was also reported that the lock on the toilet door at the pavilion is broken and needs to be fixed as soon as possible. In the meantime, it was agreed to open the other toilet for members of the public to use. Cheveley Sports Club will ensure supplies of toilet roll etc. are maintained.

The insurance certificate displayed at the pavilion is out of date and the Secretary will replace this.

### 7. Finance & Administration

(a) Payments for consideration and approval this month – AGREED.

| Ref: | Payee/Item                                   | Chq. No. | Total                   |
|------|--|----------|-------------------------|
| (1)  | ECDC play area inspection – Apr 18           | DD       | £24.00                  |
| (2)  | McGregor Services                            | 000001   | £327.60                 |
| (3)  | The Line Master – cross-hatching             | 000002   | £630.00                 |
| (4)  | Playsafety Ltd – annual play area inspection | 000003   | £121.80                 |
| (5)  | Wave – pavilion water/standing chg. services | DD       | £21.95                  |
|      | <b><u>Total payments for the month</u></b>   |          | <b><u>£1,125.35</u></b> |

(b) To note monies received as follows:

- £7,313.51 – Parish Council Grant.

NOTED.

(c) To note increase in charge for ECDC play area inspection from £24 per month to £30 from 1<sup>st</sup> May 2018 – NOTED.

### **8. Pavilion & Recreation Ground Matters**

(a) Update on proposal for improvements to pavilion – it was agreed to look at three possible options for improving facilities at the pavilion for sport and community use:

Option 1 – in the short-term, using the current footprint, reconfigure the space to provide a community room, changing rooms, showers, kitchen and storage.

Option 2 – adding an extension to allow for a slightly larger social space, kitchen/bar, team and officials changing rooms and showers, storage, accessible outside toilet, redeveloped external area/terracing and the ability to add to the extension in the future.

Option 3 – in the long-term adding a large extension to allow for a much bigger social space plus all the other facilities listed in option 2.

All three options will include improved access to meet with the requirements of the Equality Act 2010. Running costs and administration for all three options will also have to be considered.

It was agreed that Ian Jackson will produce the three specifications and take them to the architects who had already provided quotations. Their drawings will then be brought back to a future meeting for consideration. Sport England is a statutory consultee for all planning applications relating to sports facilities and it was therefore agreed to approach them to discuss the different aspects of the plans once they have been drawn up.

(b) Removal and disposal of 'teenage shelter' and old sign from recreation ground – it was agreed to ask a handyman to remove and dispose of these.

(c) Pavilion cleaning schedule – a professional company will be hired to carry out a thorough clean week beginning 9<sup>th</sup> July and again in August – AGREED.

(d) To consider annual play area inspection report from Playsafety Ltd – NOTED. Most remedial tasks shown on the report involve monitoring areas and this will be covered by the monthly ECDC inspections. It was agreed to move the goal posts where the grass has been worn away so that new heavy-duty seed can be sown.

### **9. Date of next meeting**

12<sup>th</sup> June and every second Tuesday thereafter, following the PC Meeting.

### **10. Matters for future consideration**

The Secretary will be on annual leave week beginning 28<sup>th</sup> May and it's possible that Claire Elbrow will be able to cover the telephone for that week.

The meeting was closed at 9:58pm.

Signed: Approved and signed by the Chairman Dated: 12<sup>th</sup> June 2018