

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 11TH DECEMBER 2018

MINUTES

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

Secretary: Marilyn Strand

There were no members of the public present.

The meeting was opened at 9:20pm.

1. **Apologies and approvals for absence** – apologies received and accepted from James Hadlow.
2. **Declaration of Pecuniary and Non-Pecuniary Interests**
None.
3. **Open Forum for Public Participation**
None.
4. **Approval of Minutes** of the Meeting held on 13th November 2018 – AGREED and signed by the Chairman.
5. **Matters Arising including reports from the Secretary and Trustees.**
 1. Fenland Leisure carried out repairs to the cableway and seesaw on Thursday 22nd November.
 2. PCH Associates have purchased a map of the recreation ground and pavilion as the one supplied was unfortunately insufficient for their purposes.

It was also reported that the handyman had replaced the washbasin taps in the outside toilet of the pavilion and had fixed the toilet door so that it now closes properly.

NOTED.

6. Finance & Administration

Payments for consideration and approval this month – AGREED.

(a) Ref:	Payee/Item	Chq. No.	Total
(1)	ECDC play area inspection – Nov 18	DD	£30.00
(2)	McGregor Services – Nov 18	000015	£96.00
(3)	Cheveley Parish Council – expense incurred Q2	000016	£349.18
	<u>Total payments for the month</u>		<u>£475.18</u>

7. Pavilion & Recreation Ground Matters

- (a) To consider procedure for the allocation of pavilion keys (SEP 18: 7(b)) – it was agreed not to adopt this procedure at present but to reconsider it in the future when bookings increase. The insurance company had confirmed they did not need to see a policy however, in the event of a claim, the PC would have to show that everything possible had been done to ensure the security of the pavilion. A key holder policy and a risk assessment on each hirer who was given keys would be evidence of this. Claire Elbrow offered to be a keyholder and this will be discussed and agreed at the next meeting.
- (b) Pavilion emergency lights, extinguishers, fire blanket and PAT testing – this is due to be carried out in January 2019 and will cost approximately £200 – AGREED.

- (c) To consider quotations for tree works on recreation ground (NOV 18: 7(c)) – the quotation from Green Wood Tree Surgery for £5,246.25 was accepted – AGREED. This includes three PICUS reports as recommended by Green Wood when they made a site visit. The work will be scheduled as soon as practicable. All arisings will be left on site as chippings or logs suitable for burning for collection by residents.
- (d) To consider insurance settlement re: recreation ground wall repair following road traffic collision – this matter was deferred to the January meeting pending further information.
- (e) To discuss pavilion improvements: proposed consultation events – Ian Jackson presented a proposal for consultation events which will be run between 14th January and 11th February. Consultation questionnaires will be prepared by Mr Jackson and brought to the January meeting for approval. A budget of £360 for the events to cover room hire, refreshments, stationery etc. was AGREED and will be taken from the pavilion and Neighbourhood Plan budgets as these consultations will run concurrently. Tracey Peel will organise refreshments for the events. Dates and venues will be arranged as soon as possible so that this information can be included in the Parish Council's December newsletter.

8. Date of next meeting & Matters for Future Consideration.

8th January.

The meeting was closed at 9:58pm

Signed: Approved and signed by the Chairman

Dated: 8th January 2019