

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 14TH MAY 2019
MINUTES**

Present: Claire Elbrow, Jane Gibson, Sheila Marvin, Sallie Thomas and Sue Willows.
Secretary: Marilyn Strand.

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

1. Election of Chairman

Sheila Marvin nominated Claire Elbrow to the office of Chairman for the ensuing year and the nomination was seconded by Jane Gibson and AGREED by all. Ms Elbrow accepted the position.

2. Apologies and approvals for absence

Alison Day, James Hadlow, Jaquilyn Hascombe-Brook and Richard Fullerton.

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 9th April 2019 – approved as a true record and signed by the Chairman.

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

Report from the Secretary NOTED as follows: -

1. ECDC has collected some of the dumped rubbish at the recreation ground but two large bags remain. The Secretary has chased Street Scene about this but has had no response since 9th April.
2. The work to re-build and repair the barbeques was carried out on Monday 29th April by SDH Property Maintenance Services (handyman). Other work to be done includes: repair of the outside tap, replacement of strip lights in right-hand store and the toilet door. This work should be carried out on Friday 10th May.
3. Pavilion issues – mould has grown in several places inside the pavilion and this has been investigated and partially dealt with as a matter of urgency. Details will be given as an update at the meeting.
4. Recreation ground wall repair – Collaboration 23 have started to clear the area of any bricks which cannot be salvaged. The repair will continue once the bricks have been paid for and can be collected. (The payment is on the agenda for approval at the meeting.)
5. Removal of the Miram Skate – the scrap metal merchant contacted is unable to remove this or collect however, they did offer for us to put it into their skip free of charge (at their premises). the handyman has said he could remove it if the PC would arrange to take it to the skip.

Other matters reported at the meeting: -

- The new grills and wire brushes on chains for the barbeques need to be purchased and installed.
- The worst of the mould inside the pavilion has been cleaned off and it is looking much better. The causes of the damp are being dealt with (see item 8 (d)(1) below).
- Miram Skate – Fenland Leisure might take this away and the Secretary will investigate this possibility.
- The repair to the hole in the recreation ground wall should be completed by the end of this week. McGregor services will be asked to remove the ivy from the wall so that re-pointing can go ahead as soon as possible.

- The Fields in Trust application has been completed and a cheque for membership will be raised at the next meeting.

7. Finance & Administration

Payments for consideration and approval this month – AGREED.

(a) Ref:	Payee/Item	Ref	Total
(1)	Wave – pavilion water Jan-Apr 2019	DD	£34.92
	<u>Total payments for the month</u>		<u>£34.92</u>

(b) To note monies received:

- £50 - pavilion hire fees.

NOTED.

(c) Allocation of responsibilities for Charity projects –

- Pavilion caretaking – Richard Fullerton will clean and re-stock the outside toilet. He will meet with Sheila Marvin to look over the pavilion and familiarise himself with everything.
- Pavilion keyholders – Richard Fullerton will be issued with a full set of keys – AGREED.
- Pavilion improvements – this was deferred to a future meeting.
- Defibrillator checks – The Secretary will undertake these.

8. Pavilion & Recreation Ground Matters

(a) Cycle Works Project – it was agreed that the PC would progress this project now that Ian Jackson had stood down from the PC.

(b) To consider Play Safety annual inspection report and take any necessary action – NOTED and all necessary action taken.

(c) Repair to Cable Way – quotation from Fenland Leisure Products Ltd – it was AGREED to accept the quotation for urgent repairs to the Cable Way for £650 +VAT for parts only. Fenland had also quoted for repairs to the wet pour surface under the swings as shrinkage has caused a trip hazard. The total quotation for both repairs for parts, labour, risk assessments and travel expenses is £3,403.68 +VAT and this was accepted – AGREED.

(d) Pavilion: -

1. To consider quotations for repairs to the roof and internal works to make good – 2 quotations had been received. It was AGREED to accept the quotation from FRS Roofing for external repairs only at a cost of £844. This includes a reduction on the quotation of £80 for using imitation lead flashing.
2. To review pavilion booking form and terms and conditions of hire: minor changes to the booking form were agreed regarding sundry items (tea towels, dish cloths etc.) and the responsibility of the hirer to leave the pavilion in a clean and tidy condition when the period of hire ends. It was agreed to ask Cheveley Sports Club for a copy of their insurance covering the equipment kept in the right-hand community store.
3. To consider Key Control Policy & update to Risk Management Policy – AGREED with minor changes. Under the terms of the Key Control Policy, it was proposed to provide Cheveley Sports Club with a set of keys to the right-hand community store where their equipment is kept and this was AGREED.
4. To consider draft letter to CSC re: Terms & Conditions of use of pavilion – Claire Elbow will write to Cheveley Sports Club highlighting the new terms and conditions and to confirm that they will be provided with a set of keys under the terms of the Key Control Policy.

(e) To consider request from PCC to borrow 8 tables for the Church Fete on 2nd June – AGREED.

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

Meeting dates for the ensuing year to be agreed – every 2nd Tuesday of the month immediately following the PC meetings.

The meeting was closed at 10:15pm.

Signed: Approved and signed by the Chairman

Dated: 11th June 2019