



Winnersh Parish Council

Winnersh Community Centre
New Road, Sindlesham, Wokingham
Berkshire RG41 5DU
Phone/Fax 0118 978 0244
e-mail recreation@winnersh.gov.uk
www.Winnersh.gov.uk

MINUTES OF THE RECREATION AND AMENITIES COMMITTEE HELD AT 7.45 PM ON TUESDAY 2nd FEBRUARY 2016 IN THE JOHN GROBLER ROOM

PRESENT: Cllrs G Harper (Chairman), F Breedlove, R Holdstock, P Ray, J Southgate.

In attendance: Clive Hudson (WPC Clerk).

1 APOLOGIES

1.1 Cllrs D Green, N Kilby.

2 CLERK'S REPORT

CLERK'S REPORT as at 2.2.16

Update on items since the meeting of 5.1.16

Play Area/Recreation Ground

The tree work is due to start this week.

Some repairs to the play equipment have been started. Repair of the gate is ongoing.

WRFC have lost another week's games due to frost and flooding. Cutting of the grass has been restricted because of the wet ground.

Pavilion

The internal decoration is complete.

Pavilion House

Main Hall/Offices

A problem has been discovered regarding the office window project. Additional quotes have been requested. Further information is awaited on the solar panels project.

A quotation has been received for the replacement of all the security lights.

The upstairs internal decoration is complete.

The cleaning contractors have started opening and cleaning on Thursdays. There have been some problems with Thursday evening opening. The Committee **RESOLVED** that Winnersh Ballroom could be issued with a hall key for opening on Thursday evenings, for a trial period. The Clerk has had a preliminary discussion with an applicant for the Relief Caretaker post. Cllr Harper and the Clerk will arrange an interview. The services of the cleaning company will be retained to cover the period of the caretaker's holidays.

Allotments

There has been some vandalism at the allotments last week.

3 MATTERS ARISING

- 3.1 The boxing of the meter and stop tap at the allotments is ongoing.
ACTION: Cllr Holdstock
- 3.2 The project for repairs to Pavilion House is ongoing. **ACTION: Clerk**
- 3.3 The Committee discussed the requirement for temperature regulators on the hot taps in the 4 sinks in the Pavilion. The Committee **RESOLVED** to authorise £400 to install the regulators. **ACTION: Clerk**
- 3.4 The Clerk reported that he had received a quote to replace the security lights with LED equivalents. The Committee **RESOLVED** to authorise £1400 for the fitting of the new lights, to be taken from the Miscellaneous budget. **ACTION: Clerk**
- 3.5 The Clerk was asked to get confirmation of the solar panels installation tariffs and costs ready for presentation to the next Full Council meeting. **ACTION: Clerk**

4 PUBLIC SESSION

- 4.1 none

5 R & A PROJECTS 2015-16

- 5.1 The Committee considered ARD's report on the repairs to the matting around the Agility Whirl roundabout. The Committee **RESOLVED** to authorise the repair to the matting. **ACTION: Clerk**
- 5.2 There is still no progress with the repair to the play area gate. The Committee asked the Clerk to contact another company for a quotation. **ACTION: Clerk**
- 5.3 The Committee received the first of the revised quotations for the installation of the office window. The Committee **RESOLVED** to authorise the Clerk to accept the best quote, to a maximum of £4200.
The Committee **RECOMMENDED** to Full Council to vire £2000 from the hall lobby upgrade to the office window project.
- 5.4 The Clerk has been put in touch with an officer of WBC who will provide a specification for the car park upgrade.

6 R & A BUDGET

- 6.1 See the items in 5 above.

7 R&A PROJECTS 2016-17

- 7.1** The Clerk confirmed that the projects requested by R&A had been recommended for approval by the F&GP Committee.

8 REFERRALS FROM COUNCIL AND OTHER COMMITTEES

- 8.1** The Committee discussed the F&GP referral regarding John Grobler Room pricing, practicality and marginal costs. The Committee noted the limitations on the room imposed by its upstairs location and the requirement for staff and public access to the office. The FAO and Cllr Harper were asked to enquire of previous and potential hirers their reasons why the room might be considered unsuitable.

ACTION: FAO & Cllr Harper

- 8.2** The Committee discussed upgrading business equipment for the John Grobler Room. It was noted that the Planning Committee would be the major user of this equipment. The Committee **RECOMMENDED** that the R&A Business Upgrade budget should be transferred to the Planning Committee as the Equipment for Paperless Planning budget.

- 8.3** The Committee noted that an offer to demonstrate the type of equipment required for paperless viewing of applications had been made by the Council's IT consultant.

- 8.4** The Committee discussed the recommendation for a trial period with the removal of paper towels (warm air hand dryers only) from the toilets. The Committee agreed to a trial period. The Clerk and FAO will notify the main hirers. **ACTION: Clerk & FAO**

9 ALLOTMENTS

- 9.1** The Clerk was asked to display a notice at the allotments requesting ploholders who had suffered loss or damage during the recent vandalism to report this to the police.

ACTION: Clerk

- 9.2** The FAO was asked to ensure that any remaining unallocated plots are allocated before the spring growing season starts.

ACTION: FAO

- 9.3** The final instalment of replacement water taps has been purchased.

- 9.4** The Committee received the draft report on the preferred replacement allotment sites. The Clerk was asked to send a copy to WBC to highlight the Council's preferences.

ACTION: Clerk

10 BEARWOOD RECREATION GROUND PLAY AREAS

- 10.1** See agenda item 5 above.

11 COMMUNITY CENTRE CHARGES 2016-17

- 11.1** The Committee discussed the charges for Casual Hirers.

The Committee **RESOLVED** to increase the Community Centre Casual Hirer charges by 1%.

- 11.2** The Committee reviewed the charges for all of the Regular Hirers. The Committee **RESOLVED** to increase the Community Centre Regular Hirer charges by 1%.

The Committee asked the FAO to notify future new hirers that price increases will become applicable from 1 April. **ACTION: FAO**

12 R&A PROCEDURES

- 12.1** The Committee discussed the Casual Hirer Terms and Conditions.

The Committee noted that the use of cheques for Damage Deposits is becoming outdated.

The Committee requested all references to ‘the management’ to be changed to ‘the Council’.

The Committee requested that a version number be inserted into the document.

- 12.2** The Committee **RESOLVED** that the Casual Hirer Terms and Conditions, with the amendments requested in 11.1 above, are fit for purpose.

The Committee requested that an updated version of the Regular Hirer T&Cs be presented to the next meeting. **ACTION: FAO & Clerk**

- 12.3** The Committee discussed the policy R02 Bar Procedure.

The Committee asked for the reference to corkage in section 3 to be amended to read ‘SBS has a ‘corkage’ policy with regard to drinks being brought on site’.

The Clerk reported that he has requested an update from SBS on section 4 Licensee Details.

- 12.4** The Committee **RESOLVED** that, with the inclusion of the information requested in 11.3 above, the policy will be fit for purpose. The Clerk will report when these details have been updated. **ACTION: Clerk**

13 LITTER PICK 2016

- 13.1** The Clerk confirmed that St Mary’s Church is willing to host the event on Sunday 20 March 2016. The Committee confirmed that the Litter Pick will meet at 11.00am, after the morning service has finished.

The Clerk will check and reorder tabards, posters etc as required. **ACTION: Clerk**
Publicity will be made on the notice boards, website and Facebook.
Full details will be discussed at the March R&A meeting.

14 CORRESPONDENCE

- 14.1** Item 1; see item 3.4 above.

14.2 Item 4; The Committee discussed the request to hold mentoring /educational sessions at the Community Centre.

The Clerk was asked to request further information from the volunteer.

ACTION: Clerk

14.3 Item N4; The Committee discussed the purchase of replacement feet stoppers for the hall chairs. Cllr Harper will investigate alternative sources for the stoppers.

ACTION: Cllr Harper

14.4 Item N5; This Committee discussed the request for information re volunteering from Reddam House. The Committee discussed some of the options available within the parish and asked the Clerk to reply.

ACTION: Clerk

15 ANY OTHER ITEMS THE CHAIRMAN DECIDES ARE URGENT

15.1 none

16 TIME AND DATE OF NEXT MEETING

16.1 The next meeting of the Recreation and Amenities Committee will be held on **Tuesday 1st March 2016** at 7.45 p.m. in the John Grobler Room.

There being no further business the meeting closed at 10.18pm.

APPENDIX 1

Correspondence

Correspondence received prior to the issue of the agenda for the meeting of 2 February 2016

- 1 Binfield Electrical; quote for replacing all security lights
- 2 WBC; reminder to confirm Litter Pick date
- 3 ARD; update on gate replacement
- 4 Mr H Ilonah; query re use of facilities on Saturdays for mentoring
- 5 Mr B Fahy; query re supermarket trolleys, acknowledges response
- 6 Allder Glass; revised quote for office window
- 7 WBC; contact for car park consultation

Correspondence received following the issue of the agenda for the meeting of 2 February 2016

- N1 Allotments: notifications of vandalism
- N2 Cllr G Harper; draft response re alternative allotment sites
- N3 St Mary's Church; offer to host Litter Pick, 20 March 2016
- N4 HSI Furniture; quotes for replacement hall chair feet
- N5 Reddam House; phone message re Volunteering in the Community
- N6 ARD; playground repairs update
- N7 Winnersh Ballroom; comments re opening problems