

Minutes of the Meeting of the Amenities Committee held on 11th March 2024

Present Jane Hartley (Chair of Amenities), Pat Sutlieff, Rob Jones, Lee Cripps, Narinder Ryatt and Matt Walker

Apologies Isabelle Bray

Absent

24/735 **OPEN FORUM** – No residents present.

24/736 **To approve the Minutes of Amenities Meeting held on Monday 19th February 2024 at the Charvil Village Hall** – The minutes were approved by the committee and signed by Cllr Hartley as Chair of Amenities.

24/737 **To note the Assistant Clerk's Report** – The actions on the report were noted by the committee.

24/738 **DECLARATIONS OF INTEREST AND ANY WRITTEN REQUESTS FOR PECUNIARY INTERESTS IN ITEMS ON THE AGENDA TO BE CONSIDERED BY THE ASSISTANT CLERK** – None.

24/739 **Review the Usage Reports for the Facilities.**
The numbers are looking good and tracking in line.

24/740 **Consider Park Inspection Weekly Reports**
These have been received and no new items flagged.

Other items for consideration

24/741 **To review the draft Health & Safety Policies for the Village Hall and Pavilion with a view to approving.**

The Committee reviewed both policies and approved both subject to the dates being added and text in red being updated.

24/742 **To review the draft Risk Assessments for the Village Hall, Pavilion and facilities managed by the Parish Council with a view to approving.**

The Committee reviewed the policies and approved all subject to an amendment on the Pavilion assessment, to make it clear that the defibrillator is located on the exterior wall of the building. The Assistant Clerk was requested to produce a risk assessment for the telephone box housing the defibrillator machine by Charvil Stores on Park View Drive South.

24/743 **To approve the quotation for the installation of exterior emergency lights at the Village Hall.**

The committee approved the quotation. In addition the committee asked for a quotation to be obtained for external emergency lighting at the pavilion.

- 24/744 To note the appearance of a damp patch to an interior wall in the pavilion (main hall) thought to have been caused by issues with the guttering.**
Issue was noted and the committee heard the proposed next steps would be discussed at the Full Council meeting Monday 18th March.
- 24/745 To hear that the oven (previously sited in the village hall) is not operating properly and consider next steps.**
The Committee agreed that the oven should be replaced with a simple, robust version and approved a spend up to £500.
- 24/746 To note the surface of the MUGA.**
The surface of the MUGA appears uneven. Some of the drilled holes have been filled in. The Committee were informed that information/help is being sought from the company who supplied the equipment. Situation to be monitored.
- 24/747 Items to be included on the agenda for next meeting.**
Quotation for external emergency lighting at the pavilion.
Risk Assessment for the telephone box housing the defibrillator machine on Park View Drive South.
Timing of the gate operating hours at EPF.

The meeting closed at 8:34pm