PENTON RECREATION COMMITTEE

DRAFT AGM MINUTES of MEETING

Venue: Penton Village Hall **Date:** Tuesday 5th May 2026 **Time:** 7:30pm

Initials	Name	Role	Present	Apologies
AC	**Alex Carter**	**Village**		
AJC	**Amanda Cavanagh**	**Treasurer**	**Y**	
AF	**Amanda Frisby**	**Secretary**	**Y**	
EG	**Eric Gregory**	**Village**	**Y**	
AC	**Andy Carr**	**Cricket Club liaison**		
PB	**Paul Booth**	**Penton Players liaison**	**Y**	
VN	**Vernon Needham**	**Village**	**Y**	
JV	**Jayne Venn**	**PMPC liaison**		
SC	**Sean Cannon**	**LCG liaison and Chair**	**Y**	
CB	**Charles Bacon**	**Village**	**Y**	

Welcome

Apologies (see table above)

Minutes of the Last Meeting, 6th May 2025 signed by Chair Sean Cannon

Matters arising from the last AGM

On Finance. Lettings were up 30% .. is this due to prices or demand? PB described the discussions PRC held a few months ago having reviewed the rates charged by several village halls in the vicinity. PRC concluded that our rates are somewhat average compared to these. PB is working on a spreadsheet for further comparison.

Have we approached Southern Water for a contribution to the hall to compensate for inconvenience for hall users? We had protracted negotiations with regard to a welfare unit/compound but we were unable to reach an agreement on the terms. Southern water has paid some compensation for damage but not for hall users.

There was a thank you from the public for the events that we have held.

Chairman's Annual Report – Penton Recreation Committee (PRC) May 2025 – May 2026

A very good year for the PRC:

- Our financial position is healthy, and income exceeded expenditure (see the Treasurer's Report from Amanda Cavanagh for the 2025 calendar year)

- Income from lettings decreased but the quantity of lettings was stable (352 versus 355 the previous year) - see accounts
- Paul Booth has developed a booking system for the hall events
- We received a grant from TVBC and completed all the roof repairs that were needed
- We held a maintenance day when lots of jobs were completed.
- We held more events and a greater variety than we have done for some time.

Events

Together with the White Hart, we hosted an enjoyable, respectful and well-attended event to mark VE 80, featuring music from the Salisbury Big Band and The Two of Us, military memorabilia and pamphlets from Rod Eggington and John Isherwood, and a mobile bar and kitchen run by the White Hart's Tom Robinson and his team. This splendid afternoon raised funds for both Help for Heroes and the Hampshire Air Ambulance charities

The ever-popular Penton Players took centre stage later in May with their performances of 'Strictly

Sex Factor on Ice' and 'Murder in Little Grimley', when the Players again struck the perfect balance between slapstick and suspense. An audience of over 120 enjoyed the Players' onstage antics over 3 nights at the Village Hall, which was supported by 17 others in a variety of production roles.

Over 50 revellers attended our first ever Ceilidh and Hog Roast in July, organised by the A team (Alisons Gregory, Gwynne-Davis, Needham and Williams). Jig and Tonic and caller Kayleigh led a boisterous crowd through a series of dances, and in response to the enthusiastic feedback we'll be holding another Ceilidh in 2026.

In what was another first, the PRC hosted a Murder Mystery evening (The Mystery of Talbot Manor) in September, with the action set in the 1930s in the eerie, decaying splendour of Talbot Manor. With a splendid cast, an authentic set, stunning effects and delicious catering, the full house enjoyed a fully immersive experience and insisted that we host another Murder Mystery event in 2026. We raised over £750 profit, thanks to the brilliant cast and the efforts of Paul Booth, Andrew Wilkins, Bill Evans, Alisons Gregory and Needham, and Eric Gregory.

Oktoberfest (profit £361) the popular local band Bier Blaskapelle entertained a packed hall with German music and plenty of games to entertain the crowd. Bratwurst sausages were served in buns and a lot of German lager was consumed. A huge thank you goes to Amanda Cavanagh who managed the catering and booking.

Dennis Randall's superb vintage model railway display was another September highlight, and one we should promote more prominently on its return in the year ahead. We are very grateful for the donation of £370 from Mr Randall.

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The popular skittles evening on 18th October overseen by Amanada Cavanagh, raised £148 profit.

Our second Remembrance Sunday Curry Lunch was again a resounding success, raising over £250 for the British Legion. Over 50 people enjoyed superb curries and side dishes cooked by Alison Needham, Nicky Booth, Thea Cannon, Eric and Alison Gregory.

December's Penton Christmas Festival included the well-attended ceremonial lighting of the splendid Christmas Trees on the recreation ground, carolling led by the Rev Alex Randle-Bissell, and delicious mince pies, mulled wine and hot chocolate. Catherine Robin kindly provided Christmas gift bags to the delight of the young children.

The ever-popular Quiz Night, hosted by Eric and Alison Gregory in February, raised a record profit of over £300. In what was an incredibly close-run event, Tom Barnanby's team again triumphed but by only 2 points.

We've continued to advertise our events via flyers delivered to all residents and posted on the village notice boards, as well as promoting these via the ARC magazine, Facebook and the village WhatsApp site. We really appreciate the efforts of our volunteer delivery network.

Lettings

Village Hall lettings have been healthy, and a welcome side-effect of engaging the Medieval Combat Society for our Festival is that they now regularly book the hall. Our other regulars continue to encompass social, intellectual and physical activities and include:

- Painting and Art Talks
- Table Tennis
- Fitness Circuits
- Happy Puppy Company
- Sugarcraft
- Adult and Children's Mad Melodies
- Jake's Last Fandango
- Village Coffee Mornings
- Penton Players
- PMPC

Importantly, the hall is also regularly booked for celebratory/life events including birthday parties (ranging from 1st to 80th), as well as club and society meetings, learning/instruction activities, music rehearsals, and various Christmas activities.

[The statistics for AGM year May 2025 to April 2026:]

The hall was booked for events for 739 hours (352 occasions) from AGM 2025 to AGM 2026

- 39% were Arts-related (Painting, Music, Sugarcraft, Drama)
- 26% Fitness (Circuit training, Table tennis)
- 24% Skills (Puppy training, Medieval combat, Cars, Trains, BMX, Leadership
- 7% Life events (Birthdays, hatches, matches and despatches)
- and a few others

Maintenance

Much of the considerable maintenance and repair work is undertaken by Vernon Needham, Paul Booth and Amanda Cavanagh in particular. Their efforts have included:

- Improving the decorative appearance of the hall, which helps attract and retain hirers, and keeping the hall clean, tidy and well-organised
- Clearing leaves from the guttering, playing fields etc.
- Constructing the sets for the Penton Players
- Painting the pavilion
- Regular playground inspections and associated maintenance
- Refurbishing the village hall toilets and replacing the water heater in the disabled toilet
- Maintenance and replacement of village hall appliances, including fridges
- Repairing the fire panel and alarm system
- Electrical repairs and a recent safety inspection
- Installing the commemorative bench
- Repairing the lean -to support and roof

The Committee

My fellow Committee members are a dedicated, creative and industrious team who somehow manage to interleave their PRC commitments with often busy work and family commitments. Amanda Cavanagh continues to be a first-class Treasurer, and Amanda Frisby, our Secretary, a diligent and efficient minute-taker. Both have also made valuable contributions to many of our events. Charles Bacon has been invaluable in providing legal guidance and Alex Carter has been fantastic in summarising our charitable obligations with Eric.

We were delighted that Sean Cannon agreed to take on the PRC Chairperson role, and sorry that both Ali Gwynne-Davis and Ed Mills resigned from the PRC, although both continue to support our village activities. Glenn Woodthorpe has moved away from the Pentons and is much missed; his huge efforts in restoring the hall to a high standard are very much appreciated by the committee and especially commented on by several hirers.

The current Committee is:

Charles Bacon – Village
Paul Booth – Penton Players liaison
Sean Cannon – LCG liaison and chair
Andy Carr – Cricket Club liaison
Alex Carter – Village/Constitution
Amanda Cavanagh – Treasurer

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Amanada Frisby – Secretary/Tennis Club liaison
Eric Gregory – Village/Events Organiser
Vernon Needham – Village
Jayne Venn – PMPC liaison

The Year Ahead

We have an exciting and varied series of events scheduled for the year ahead, including:

- Murder Mystery event, hopefully over 2 nights, date tbc
- Ceilidh, 4th September
- Skittles Night
- Village Bonfire Night, 7th November - tbc
- Remembrance Service Curry Lunch, 8th November
- Various Christmas events
- Burns Night celebrations in conjunction with the White Hart tbc

Treasurer's report on the year to 31 December 2025

In the year to the end of December 2025, we made a surplus of income over expenditure of just under £4,150. This result, while lower than last year's surplus of nearly £5,350, is positive given the current climate of rising energy, water, and service costs.

Our lettings decreased by 12%, from £12,256 to £10,766. More hours of weekday hirings (615 vs 590) and fewer hours of weekend hirings (124 vs 142) happened, which reduced letting income because we charge a higher rate for weekend hirings. Playing field expenses remained in line with last year; as in the past, we collect income from PGPC, PMPC, and the cricket club for shared expenses.

Events with the primary objective of fundraising or village recreation were plentiful. Notable fundraisers included: the curry lunch (£520), Oktoberfest (£360), Penton Players (just under £500), Murder Mystery (£750), VE Day (£420), and skittles and quizzes (£130 apiece). Many thanks to the committees who organized these excellent events. The amount of work that goes on behind the scenes is magnificent and should be applauded.

Interest was 22% higher at £1,374; however, this will drop next year as we have taken a large portion of the United Trust Bank funds as payment in 2026 for the repair of the hall roof.

Notable differences in expenditure this year included electricity costs, which were down 37% to just under £2,600. Our two-year fixed contract with Octopus is due for renewal in September 2026, so next year's figures may be somewhat higher. We scaled back the Christmas tree expenses slightly, and I managed to negotiate a lower payment for the music

licence. Insurance increased slightly, and sundries (with Wi-Fi shown as a separate line item) were up, though by their nature these are not predictable. The donation to Help for Heroes was funded by VE Day proceeds.

The new bar stock system means that those who purchase supplies for events can take advantage of discounts for larger purchases. Unused stock and the associated costs are then carried forward to future events without the last "team" taking the hit against their profit. It also ensures there is plenty available at each event.

While not part of the financial report to December 2025, it is important to note that our bank balance was reduced by £17,154 in 2026. This was matched by a grant from TVBC, but our reserves will need to be replenished over the coming years. To achieve this, we will call on the village to support the committee by volunteering for and/or attending events, making donations, rallying friends and family, and sharing ideas for future initiatives.

Finally, thank you to Alan Twigg for examining the accounts again in 2025.

Appointment of Charity Trustees:

To meet the requirements for the CIO, a third of the trustees need to stand down/change.

Committee:

Amanda Frisby	Secretary
Amanda Cavanagh	Treasurer
Charles Bacon	Village
Alex Carter	Village
Eric Gregory	Village
Vernon Needham	Village
Paul Booth	Penton Players liaison
Sean Cannon	LCG (former PCC) liaison and Chair
Jayne Venn	PMPC liaison
Andy Carr	Cricket Club liaison

Community Feedback and Communications

- Martin Smith highlighted that advertising of village events should be more prominent on notice boards, noting that some residents and non-residents do not use social media.
- Anna Smith raised concerns that the Penton Harroway notice board is not being kept up to date. It was agreed that this should be reviewed, as there is currently no designated person responsible.

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Village Hall Grounds

- Martin Smith also requested that “no football” signage in the village hall garden be made more prominent due to concerns from neighbours. It was agreed that this would be actioned and also included within the Agreement Terms and Conditions.

Event Scheduling

- Alison Gregory reported feedback from residents regarding the scheduling of events on Fridays rather than Saturdays. The committee agreed to consider this further, noting that there are advantages and disadvantages to both options.

Events and Income Generation

- Anna Smith queried the profitability of the Medieval Festival compared to the village fete. It was noted that although the fete generates higher gross income, the Medieval Festival is slightly more profitable for the PRC, with an approximate net gain of £800, as proceeds are not shared with the church.
- It was also noted that the Medieval Festival places less demand on resources, as some activities are provided by external suppliers. This was highlighted as an important consideration given ongoing challenges in recruiting sufficient volunteers.

Tennis Club Update

- Tony Scrace, representing the Tennis Club, reported a decline in membership, currently standing at approximately eight family memberships and 20 adult members.
- The committee agreed to support promotion of the club by circulating flyers and posting notices on village boards.
- Previous summer children’s clubs were discussed, alongside the limitations of existing pavilion facilities.
- It was agreed to arrange a meeting with the Tennis Club to explore potential initiatives to help increase membership.

8. Other business:

None

Appendix 1: Audited accounts

Income and expenditure statement for Penton Recreation Centre for year ended 31 December 2024

2025	INCOME	2024		2025	EXPENDITURE	2024	
9,389.30	Hall Lettings		12,255.61		Village Hall		
					Running Costs		
	Playing field			3,167.07	Caretaking	3,238.43	
945.00	Cricket Club/PEPCPP/PPC	1,575.00		4,172.28	Electricity	4,093.00	
475.00	Tennis Club	498.28		1,170.54	Insurance	1,238.16	
20.00	Wayleave	20.00		854.00	Water	1,012.06	
				97.52	Payroll fees	107.22	
1,440.00			2,093.28	498.74	Inspections	353.87	
				128.28	Performing Rights	281.67	
	Fund raising			110.00	Licences	70.00	
141.40	Grants TVRC	0.00		200.00	Advertising	275.00	
2,631.58	Fete	0.00		453.10	Sundries/Hall Repairs	853.86	
134.97	Fireworks	0.00		120.00	Wifi and phone	120.00	
54.71	Skittles evening	148.15		350.25	Christmas events	339.06	
377.50	Donations	1,385.00		280.00	Grass cutting/WOT	0.00	
0.00	Medieval Festival	3,735.72		0.00	Gifts/BBQ thanks	278.02	
0.00	Quiz nights	510.25		105.28	Coronation expenses	0.00	
219.97	Face 'n' Bull	0.00		11,437.22			12,295.60
1,948.43	Auction of promises	0.00					
0.00	Penton Players	468.84			Repairs and renewals		
0.00	Bingo	26.00					
0.00	Curry lunch	475.23		1,925.04	GM repairs/renewals	397.44	
5,707.09			6,529.47	0.00	Tree work	850.00	
				0.00	Cookers/freezers	937.00	
				584.00	Pavilion & playground	97.33	
	Interest			20.00	Misc repairs	0.00	
	Treasurers accounts			8,938.00	Hall cabling	0.00	
698.71	United Trust Bank		1,324.94	12,466.04			2,281.87
698.71			1,324.94				
					Recreation ground		
				1,260.00	Grass cutting	2,115.00	
				1,260.00			2,115.00
17,231.17	INCOME		22,004.10	25,102.26	EXPENDITURE		16,692.56
-27,831.09	Excess of expenditure over income				Excess of income over expenditure		25,341.54

Statement of financial position for Penton Recreation Centre at 31 December 2024

	2023		2024	
	£	£	£	£
Current assets				
Receipts		0.00		36.20
Prepayments and accrued income		1,260.00		1,855.00
Bank accounts				
Lloyds	6,068.09		8,598.06	
United Trust Bank	27,811.72		28,036.68	
PayPal	2,089.78	35,869.56	2,058.70	
		38,149.56		40,594.39
Current liabilities				
Accruals		1,955.53		0.00
Net assets		36,193.89		41,585.52
Represented by:				
Opening capital		44,325.07		36,193.98
Loss/surplus for the year		7,868.09		5,341.54
Closing capital		36,193.98		41,585.52

Examined by: [signature] Date: 29.4.25

Income and expenditure statement for Penton Recreation Centre for year ended 31 December 2025

2024	INCOME	2025		2024	EXPENDITURE	2025	
12,255.61	**Hall Lettings**		10,765.78		**Village Hall Running Costs**		
	Playing field			3,229.42	Caretaking	3,140.00	
1,575.00	Cricket Club/PGPC/PMPC	1,660.00		4,093.93	Electricity	2,584.23	
498.28	Tennis Club	516.22		1,238.15	Insurance	1,406.97	
20.80	Wayleave	20.80		1,012.98	Water	1,069.76	
				107.23	Paypal fees	98.72	
2,094.08			2,197.02	358.87	Inspections	467.09	
	Fund raising			281.61	Performing Rights	163.00	
0.00	Grants TVBC - VE Day	500.00		70.00	Licences	160.00	
475.20	Curry lunch	519.29		275.00	Advertising	280.00	
25.00	Bingo	0.00		853.86	Sundries (incl wifi)	1,167.20	
0.00	Oktoberfest	360.61		278.62	Gifts/thanks	67.65	
148.15	Skittles evening	132.00		126.00	Wifi and phone	144.00	
1,385.30	Donations	600.00		339.92	Chirstmas events	174.28	
3,715.72	Medieval Festival	0.00			VE Band (grant)	500.00	
310.26	Quiz nights	133.57			Donation Help for Heroes	210.00	
469.84	Penton Players	491.76					
	Murder Mystery	751.52		12,265.59			11,632.90
	Ceilidh	31.21			**Repairs and renewals**		
	Tabletop sale	141.45					
	VE Day	420.72		397.44	Repairs and renewals	176.44	
				850.00	Tree work	0.00	
6,529.47			4,082.13	937.00	Cookers/freezers	159.00	
				97.53	Pavilion and playground	0.00	
	Interest				Fire alarm and electrics	756.60	
	Treasurers accounts						
1,124.94	United Trust Bank	1,373.73		2,281.97			1,092.04
1,124.94			1,373.73		**Recreation ground**		
				2,115.00	Grass cutting	1,545.00	
				2,115.00			1,545.00
22,004.10	**INCOME**		18,418.66	16,662.56	**EXPENDITURE**		14,269.94
5,341.54	**Surplus of income over expenditure**				**Surplus income over expenditure**		**4,148.72**

Statement of financial postion for Penton Recreation Centre at 31 December 2025

		2024			2025	
Current assets		£	£	£	£	
Bar stock			86.20		100.72	
Prepayments and accrued income			1,855.00		1,935.00	
Bank accounts						
	Lloyds	8,598.96		11,646.82		
	United Trust Bank	28,936.66		30,310.39		
	PayPal	2,058.70		1,964.53		
	Cash	0.00	39,594.32	60.00	43,981.74	
			41,535.52		46,017.46	
Current liabilities						
Accruals			0.00		333.22	
Net assets			41,535.52		45,684.24	
Represented by:						
Opening capital			36,193.98		41,535.52	
Surplus/loss for the year			5,341.54		4,148.72	
Closing capital			41,535.52		45,684.24	

Examined by:

A Twigg

Date: 18/03/26