

# Pavenham Village Hall & Playing Field Committee

Registered Charity Number 300055

## Minutes from the Business Meeting held in the Village Hall on Wednesday 8<sup>th</sup> May 2017 at 8.00 p.m.

1. **Present:** Jim, Gill, Jane, Janet, Peter S, Bernie, Katie, Neil, Colin, Peter D, Terry  
**Also present:** Martin Telfer (Tennis Club)

### **Apologies for absence**

Apologies were received from Dave Smith

2. **Approval of Minutes of the Meeting held on 22<sup>nd</sup> March 2017**

It was agreed that the Minutes from the Meeting held on 22<sup>nd</sup> February 2017 were a true record of the meeting, (proposed by Colin, seconded by Neil), so Jim duly signed them.

3. **Matters Arising from the Minutes of the last Meeting held on 22<sup>nd</sup> March 2017**

**3.9 Maintenance:** Ventilation in the Changing Rooms – this has now been completed, but Jim stressed (& asked this message be passed on to all users) that **no** controls should now be touched as the system is fully automatic, governed by humidistats

### **Extra-ordinary Item: Martin Telfer, Tennis Club**

At this point, Jim asked Martin to speak – Martin explained that a new storage hut was needed (to house the leaf-blower & the lawnmower) behind the Tennis Club's current Pavilion, and that half of the proposed site was land that was leased & the other half was owned by the Tennis Club. Additionally a concrete lorry will need access to pour into the prepared 7ft by 5ft foundation; Martin sought permission from the PVH & PF committee for this to proceed.

Jim put this proposal to the meeting, & it was approved unanimously.

**Action:** now with Martin to proceed, checking that no other facilities/functions would be disturbed when these works are to take place, & to advise Jim accordingly **Action: Martin Telfer**

4. **Chairman's Report**

4.1: It was reported that the chairs etc had not been put away after a recent WI group meeting, so the next-booked event in the Hall (a childrens' party) was severely disrupted. It transpired that the WI rep hadn't passed the Hall key to Ian Outram (who is employed by the WI to set up/put away the tables & chairs) – so he couldn't gain access. It was strongly recommended that a WI rep should routinely check that the chairs etc. have been put away the day after their meetings. **Action: Jane Roff**

5. **Treasurer's Report**

Gill reported that our finances continue to be healthy – our bank balances are: £8526.51 & £8399.60 respectively.

We are still waiting for the Football Club to pay (**Jim** to follow-up), and the Cricket Club Agreement was still outstanding.

A copy of the Accounts will need to be sent to the Local Authority because they've sent us a Rates bill; we now have to be deemed 'exempt from paying rates'; Gill has completed the necessary paperwork (which includes our Accounts for the past 2 years), and we also need an Agreement from the Charities Commission, & Jim will have to supply the necessary Reports) **Action: Gill & Jim**

6. **Secretary's Report**

No correspondence had been received

## **7.0 Major Projects Update**

### **7.1 Grant for New Ceiling**

The paperwork has been sent off, & we are still awaiting a response **Action: Peter S**

### **7.2 Changing Rooms**

The ceilings now need to be painted with specialist fungus-resistant paint – suitable options re a contractor:

Guy Wady	- very busy, but <b>Jim</b> to contact
Stiles (advertises in Villager)	– <b>Jane</b> to contact
Dave Newberry	– <b>Neil</b> to contact

### **7.3 Chairs & Rugs**

Jane has contacted the suggested contractor, but he advised waiting for ‘the warmer weather’  
**Action: Jane**

## **8.0 Ongoing Maintenance Works**

### **Splinter Hazard on Logs/Zip Wire**

These will be tackled when the weather improves **Action: Jim & Peter S**

### **Routine Inspection of Equipment**

Peter Daniel agreed to getting back to the previous frequency of equipment inspections/recording of same. **Action: Peter D**

## **9.0 Hall Bookings**

Katie reported that the hall will be busy! Between the date of the meeting & 12 Aug, only 4 Saturdays remain ‘free’.

Hiring rates were discussed:

Cricket Club – last year £810; Neil explained that only one adult team now played on a weekly basis, that the only the toilets were used in the building, as well as the field, & commented that the grass wasn’t always appropriately cut. Jim agreed to investigate this, & after discussion it was concluded that a rise of 5% was fair.

Katie was again thanked for all her hard work.

## **10.00 200 Club**

Peter S gave out envelopes containing ‘the necessary’ to request renewal of annual ‘subs.’ to Jim, Gill, Terry, Colin & Neil to deliver to their ‘usual customers’, & asked that the subs. be collected & returned to him asap.

**Action: Peter S & Jim, Gill, Terry, Colin & Neil**

## **11. A.o.B.**

Janet pointed out that ‘the WI seat’ was in need of attention **Action: Jim**

## **12. DoNM**

The next meeting was arranged for **Wednesday 12<sup>th</sup> July, starting at 8 pm.** **Action: All**

The Chairman thanked all for attending & participating so actively, & closed the Meeting at 9.17 p.m.

Terry Horsman, Secretary to PVH & PF

16.6.17