

Pavenham Village Hall & Playing Field Committee

Registered Charity Number 300055

Minutes from the Business Meeting held in the Village Hall on Wednesday 12th July 2017 at 8.00 p.m.

1. **Present:** Jim, Gill, Jane, Janet, Peter S, Neil, Peter D, Terry

2. **Apologies for absence**

Apologies were received from Bernie, Katie & Colin,

3. **Approval of Minutes of the Meeting held on 8th May 2017**

It was agreed that the Minutes from the Meeting held on 8th May 2017 were a true record of the meeting, (proposed by Janet, seconded by Neil), so Jim duly signed them.

4. **Matters Arising from the Minutes of the last Meeting held on 22nd March 2017**

4.1: It was again reported that the chairs etc had not been put away after the WI group meeting the previous week, and this was discovered when Katie was showing a potential new customer the facilities. It transpired that (again) the village hall key had not been passed onto Ian Outram (who is contracted by the WI to put all tables & chairs away), so nothing had been put away. The WI rep apologised, & it was agreed that the WI needed to have a fail-safe plan to ensure that this can't happen again. Again, 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. **Chairman's Report**

Jim again reiterated that he is resigning next year, so we need a succession plan.

5. **Treasurer's Report**

Gill reported that our finances continue to be healthy – our bank balances are: £10,680.13 & £8399.75 respectively.

Payment of the Insurance Premium (£2,200) is now due

Action: Gill

Jim confirmed that he has supplied the necessary Reports so that we continue to be deemed 'exempt from paying rates'

6. **Secretary's Report**

No correspondence had been received

7.0 **Major Projects Update**

7.1 **Grant for New Ceiling**

We are still awaiting a response

Action: Peter S

7.2 **Fire Door**

A query was raised about the correct working of this door

Action: Jim

7.3 **Changing Rooms**

The ceilings now need to be painted with specialist fungus-resistant paint – no further progress as we await feedback/prices from suitable contractors:

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

The plaster in the 'Away Changing Room has been damaged

Action: Jim

7.4 Cleaning of Chairs & Rugs

In hand

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

Other issues:

- Jim has replaced toilet seat in Ladies Toilet, also the closer on the Gents Toilet
- Dave reported that the drain cover keeps being lifted & removed – it was agreed that a replacement should be purchased & fitted **Action: Dave**
- It was suggested that there was a leak from the boiler **Action: Jim**
- It seems that our 'council rubbish bins' are not being emptied weekly **Action: Gill**
- Dave was given a key which fits the 'general rubbish bins'

9.0 Hall Bookings

On Katie's behalf, Peter S reported that the hall will be busy – Katie was again thanked for all her hard work.

10.00 200 Club

Peter S reported that there were still some 31 numbers (= 18-20 people) who were yet to renew, & asked various committee members to continue with 'gentle chivvyng'!

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 **Monday 4th September, starting at 8 pm.**

Action: All

The Chairman again thanked all for attending & participating so actively, & closed the Meeting at 9.16 p.m.

Terry Horsman, Secretary to PVH & PF

16.8.17