

Pavenham Village Hall & Playing Field Committee

Registered Charity Number 300055

Minutes from the Business Meeting held in the Village Hall on Monday 4th September 2017 at 8.00 p.m.

1. **Present:** Jim, Gill, Jane, Janet, Bernie Peter S, Neil, Peter D, Dave, Colin, Terry.
2. **Apologies for absence**
Apologies were received from Katie.
3. **Approval of Minutes of the Meeting held on 12th July 2017**
It was agreed that the Minutes from the Meeting held on 12th July 2017 were a true record of the meeting, (proposed by Gill, seconded by Dave), so Jim duly signed them.
4. **Matters Arising from the Minutes of the last Meeting held on 12th July 2017**
 - 4.1 The chairs & carpets had all now been cleaned. All agreed that tradesman had done a good job and Jane was thanked for taking the initiative and supervising the job.
 - 4.2 Splinter hazard identified by last formal inspection of the playground equipment & area – the sub group agreed that the logs in question should be removed, and this happened at the last ‘routine maintenance session’ – Peter S was thanked for his help in this connection
 - 4.3 **Zip Wire** - will be tackled when the weather improves **Action: Jim & Peter S**

Playground maintenance generally – Peter D confirmed that the routine safety checks were carried out monthly, and that he kept the records; he went on to say that he’d recently redesigned the form, & that he was now looking for volunteers to assist in forthcoming months – Dave & Jim both volunteered .
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: £7,789.13 (current) & £8399.75 respectively.
She had been advised by our Insurers (AON) that they were no longer including Insurance of Village Halls in their business plans, and that the business will be handed on to Allied Westminster; thus our next policy/premium (due in July 2018) will be issued by them **Action: Gill**
Peter S offered to explore whether there would be any advantage if the Parish Council & Village Hall were both insured by the same company, & **Neil** offered get a quote too.
Jim confirmed that he has supplied the necessary Reports so that we continue to be deemed ‘exempt from paying rates’, and Peter S & Gill have now to conclude their contributions asap; when these have been received & processed by the Council, we will receive a rebate **Action: Gill**
6. **Secretary’s Report**
No correspondence had been received
- 7.0 **General Maintenance**
 - 7.1 **Field Maintenance**
Jim reported that it had been necessary to sack the previous incumbent, and Richard Ingle has now taken over the grass-mowing, although it was agreed that we need to be re-assured that he is appropriately insured **Action: Jim**
 - 7.2 **Car Park etc Maintenance**
Jim thanked all who’d helped out on the ‘Maintenance Saturday Morning’ recently; there had been much debate then about the value of the Village Hall having its own ‘industrial quality’ strimmer, &

possibly a long-arm hedge-trimmer too. It was agreed that we should get some prices for discussion at the next meeting

Action: Janet, Neil

7.3 Nettles – Neil agreed to spray as appropriate

Action: Neil

7.4 Hall Cleaning

Jim had spoken to them, as agreed at the last meeting, and all acknowledged that it has been better recently

7.5 'Split seat' – Jim to repair asap

Action: Jim

7.6 Bollards – it was reported that 'no. 1 bollard' was not easy to drop

Action: Jim

8.0 '200 Club'

Peter S reported that we had now gained all the anticipated renewals – we have 224 'shares' (at £12 per share per annum) & that there would be a net surplus of £1341 this year to go towards 'Major Projects'.

Peter also asked that Terry check/confirm that details of 'The £200 Club' are in the 'Newcomers-to-the-Village' Welcome Pack.

Action: Terry

9.0 Major Projects Update

9.1 Decoration of Changing Rooms

Dave Newbury has quoted £70 per gallon for the specialist paint, & to supply the necessary fungicides etc, and so overall his price for all preparatory work & subsequent application will come to between £900 & £1,000. The committee were unanimous in actioning Jim to request an all-in quote for the work to be completed by the end of the year.

Action: Jim

9.2 New Ceiling

Katie, having reviewed bookings, had sent the message that October was 'relatively free', & so we should action the specialist contractor to complete the work then. In response, CS Ceilings has said that the work would take them 8 days, so 16-22 October appeared to be the preferred 'window' for this work to be undertaken & completed. Peter S was actioned to place the order (& stress that the newly-cleaned carpets were to be appropriately protected!), and that the work must be ready for final inspection on 22 Oct.

Action: Peter S

10.0 Hall Bookings

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

11.0 A.o.B.

Janet said that the Flower Show team hadn't been aware that there was also a cricket match that day; Terry had also requested, on behalf of 'The Friends' that it would be easier to manage the 'road traffic/parking management' issue (discussed last meeting) if a home fixture for the cricket team could be avoided on that day (May 12th 2018)

Action: Neil

12.0 DoNM

The next meeting was arranged for **Thursday 19th October**, starting at 8 pm. **Action: All**

The Chairman thanked all for attending & participating so actively, & closed the Meeting at 8.58p.m.

Terry Horsman, Secretary to PVH & PF

27.9.17