

Pavenham Village Hall & Playing Field Committee

Registered Charity Number 300055

Minutes from the Business Meeting held in the Village Hall on Thursday 19th October 2017 at 8.00 p.m.

1. **Present:** Jim, Gill, Peter S, Katie, Dave, Colin, Terry.

2. **Apologies for absence**

Apologies were received from Jane, Janet, Bernie & Peter D.

3. **Approval of Minutes of the Meeting held on 4th September 2017**

It was agreed that the Minutes from the Meeting held on 4th September 2017 were a true record of the meeting, (proposed by Colin, 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 Jim summarised his discussions with Richard Ingle about the taking on of all field maintenance issues in future – the proposal was that Richard would commit to one day per week, & deal with nettles, hedging, etc. In passing it was acknowledged that a mound had been left by the Tennis Club, which needed to either be seeded or flattened & then seeded **Action: Dave**

4.2 'Safety in the Playpark' document to be copied to Jim & Peter **Action: Peter D**

5. **Chairman's Report**

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

6. **Treasurer's Report**

Gill reported that our finances continue to be healthy – our bank balances are: £8,918.35 (current) & £8399.96 (deposit) respectively.

She went on to advise that she had received the Rates rebate in full, but had been advised by the Rating Authorities that in future we will have to apply for the rebate annually. Jim agreed to prepare the report for 2018 **Action: Jim**

Gill went on to advise that:

1. Jan Glanville (WI) had sought a discount for an event to be held soon to raise money for the Primrose Unit. After a short discussion it was felt that since so many bookings for the Hall relate to Charity events, we would not. WI to be advised, & the same decision was to be given to the Young Farmers who had enquired similarly **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 to 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**

Now being looked after by Richard Ingle

Action: Jim

8.0 **Capital Projects**

8.1 **Hall Ceiling & Lighting**

The work is now underway, but there seemed to be some confusion about whether dimmable lights were indeed being fitted, as was described in the brief. Colin kindly agreed to pop in to see the Contractor to clarify matters. **Action: Colin**

Jim also mentioned that when the lighting job was finished, he would seek to have the projector installed at ceiling-level too; all agreed.

Action: Jim

9.0 Maintenance

Various problems were raised:

- i) Leaking roof
- ii) Broken light cover
- iii) Malfunctioning 'vacuum' cleaner
Dave S kindly agreed to investigate/resolve these where possible
- iv) Changing Rooms Ceilings – Jim reported that the painter had arrived to do the work, but had noticed evidence of a serious leak in the roof which needs attention before the painting proceeds. Jim offered to get a roofer in to investigate/propose a solution.

Action: Jim

10.0 RoSPA Training

It was felt that someone on the committee must have attended a course – Peter Daniel to investigate

Action: Peter D

Dave S reported that at his recent inspection of the playground equipment, there were issues with the zip wire & other pieces of playground equipment. It was suggested that we call out the specialist installers to inspect & rectify any issues, even though they probably charge £300+ per day. Peter S agreed to make contact & enquire.

Action: Peter S

10.0 Hall Bookings

Katie reported that we have been losing a few 'regulars' recently.

Terry confirmed that he was trying to set up a new table-tennis club. Jim confirmed that in a 'formative stage', the charge would only be £10/week – Terry to report-back at next meeting.

In Peter D's absence, no progress could be made with another 'Bygone Pavenham' evening

Action: Peter D

11.0 A.o.B.

Colin reported that Chris Bonney, who completes & compiles the Village Hall Inspection Sheets, needs some more blank sheets.

Action: Jim

One of the outside lights was reported as 'not working'

Action: Jim

Notices: Peter S advised that the 'All dogs must be kept on leads' signs ordered by the Parish Council had arrived, & now needed to be put up at the Playing Field & the Churchyard

Action: Peter S

12.0 DoNM

The next meeting was arranged for **Wednesday 13th December**, starting at 8 pm.

Action: All

Terry advised that he would not be able to attend, so Peter S agreed to take the Minutes

Action: Peter S

The Chairman thanked all for attending & participating so actively, & closed the Meeting at 8.57p.m.