

Pavenham Village Hall & Playing Field Committee

Registered Charity Number 300055

Minutes of a Meeting of the Management Committee held in the Village Hall
on Wednesday 3rd October 2018 at 8.00 p.m.

1. Present:
D Smith (in the chair)
Mrs. B V Sharpe
Dr P R Sharpe
N. Blakemore
A Senior
Mrs. C Jenkins
T Horsman

2. Apologies:
Mrs. J Roff
Mrs. G Smith
Linda Brown
C Humphrys

Correspondence

A letter had been received from the WI advising that their loss of bone china, monogrammed cups & saucers (stolen, it appears, after access to the hall was gained by an unlocked door, and the locked WI cupboard in the kitchen was forced) meant that over £1,000 would be required for replacements; they were seeking assistance from the Village Hall. The matter was briefly discussed, but none of us felt sufficiently knowledgeable/qualified to be able to untangle the complexities of what had happened & who was responsible for what. Our treasurer was not present, so we will seek her views re the extent of any insurance cover on our policy, but none of us felt that any claim would be upheld. The WI may continue to use the hall crockery and cutlery.

ACTION: Dave to write to the WI to explain.

3. Minutes of last meeting

The Minutes of the last meeting (held on 8th August 2018) were agreed as being a correct record of the proceedings, & this was proposed by Andrew & seconded by Carol.

Matters Arising from the Minutes

3.1 Standard 'Furniture' (tables & chairs)

ACTION: Dave to order (via Peter/Parish Council) 2 large & 1 small tables, & 4 new grey chairs; Terry advised that 'The Friends' Jazz Night (17.11.18) was always a sell-out, and that Derek Bliss designed the seating plan on the assumption that the full complement of tables & chairs would be available.

ACTION: Dave to place orders asap

3.2 The 'white lining' in the car park is now badly worn, and it is no longer clear that there are 2 disabled places (having 2 places was one of the conditions insisted upon by the Borough Council when they paid for the disabled toilet)

ACTION: Peter to acquire the specification & get a quote for the job to be done (the/Parish Council would commission the work) by the Borough Council

3.3 The roof – as reported last meeting, some areas of the roof are leaking, so urgent attention is required; improved insulation is also essential to bring the building up to the latest specification. Two quotations will be sought.

ACTION: Dave

Peter advised that the chances of gaining a financial contribution from the Council would be improved if the application was made in January

ACTION: Dave

3.4 Calor Gas supplier/deliverer – in response to Dave's request, Carol agreed to forward details of the supplier that they use for regular deliveries

ACTION: Carol

3.5 Re the bollards, Jim had looked at & repaired the damaged bollards, & would be handing over to Dave the special tool/key needed to effect the repair. This news again led to discussion about security & car-parking. Again, the option of security cameras was mooted. Dave had acquired a 'ball-park' estimate of £1500 for the installation of a package comprising 4 cameras & an appropriate recording device, with an annual maintenance charge of about £150. After discussion, Dave was asked to pursue this option, & Peter reminded him that VAT would be recoverable if the order was placed via the Parish Council.

ACTION: Dave

3.6 Andrew followed up his action from the last meeting about the necessity for the Hall Committee to provide crockery, cutlery & tablecloths for any hirers other than village organisations; after a short discussion, it was agreed that in future we will not provide this service for external bookings, and this will be made clear in the Terms & Conditions of hiring.

ACTION: Andrew

The 'count-up' of all cutlery, crockery, glasses etc hadn't taken place & Carol offered to join Dave & Andrew in completing this task.

ACTION: Dave, Andrew, Carol

3.7 The Pavilion: Dave hadn't yet made contact with Jim re the Drawings

ACTION: Dave

Neil mentioned that the container that the cricket Club currently used was probably reaching the end of its useful life; Peter advised that there is a company on the A1 that sells 'portacabins', & agreed to give Neil more information.

3.8 In response to a request from Andrew, Katie had let it be known (via Peter & Bernie) that she would be prepared to help out with bookings in the short term

ACTION: Peter

4. Treasurer's report

In Gill's absence, the following (up-to-date) figures were presented:

7.1 The Current Account stands at £5122.08, and the Deposit Account at £8403.79

7.2. Peter advised that approx. £1200 was due from the 200 Club, & £3,000 from the Parish Council

7.3 Approx. 70% of our income comes from the village in one way or another

7.4 The payment due from the Football Club was discussed – the final proposal was £450 for the season (15 games) & a £250 damage deposit is also to be paid at the start of the season.

ACTION: Gill to advise

5. Secretary's report

The secretary had nothing to report.

6. Maintenance

Many aspects of this topic had been covered earlier in the meeting; other issues to arise were:

6.1 Dave noted that we have had to repair instances of vandalism; a wall in the away changing room had several holes punched in the plasterboard; guttering had been wrenched from the roof of the main hall.

6.2 The Playground Equipment: Peter Daniel had been the committee's 'link person' on this and after undergoing training had organised the monthly inspection procedure (which also involved the collation & retention of the monthly check-sheets).

Dave and Peter Sharpe had reviewed the RoSPA inspection report while inspecting the play equipment and Peter had made contact with the manufacturers Kompan to get a quote for all the remedial work required. Peter committed to providing a copy of the report annotated with the work identified to Kompan for them to provide a quote.

ACTION: Peter

We learnt that Stevington Parish Council have a clear policy on roles & responsibilities re playground equipment inspection and maintenance which could form the basis for a more formal statement on how the village hall committee should manage this provision.

Subsequent discussion covered all aspects of how we might manage our playground equipment in a similar manner, but in the end we concluded that Dave should contact Tricia Lennie (Stevington's Parish Council Clerk) & seek the most cost-effective way forward.

ACTION: Dave

7. Bookings

7.1 Andrew reported that bookings for the next 4 months are looking moderately healthy:
Nov 3/4th fully booked
Nov 24/25 Neighbourhood Plan Meeting

...also he went on to say that from his analysis, half of enquiries lead to bookings, but all agreed that the hall is nowhere near as busy as (say) 15-20 years ago, and that there are far fewer village-organised events these days.

A question was raised about whether or not the village hall could be used for events organised by political parties. The committee saw no reason to place any such restriction on the use of the hall.

The 'forward Bookings sheets (which had been handed round) showed a booking by the Young Farmers' Club...this raised alarm bells with some long-time-served committee members, for in the past it had been necessary to refuse bookings from this group due to bad behaviour, lack of respect etc

ACTION: Andrew

Andrew then asked if we should consider being more flexible than hitherto, but the ensuing discussion highlighted practical issues such as non-exclusive use of the kitchen, whether set-up times for village organisations should also be charged etc...and such issues run against custom-&-practice over the years.

ACTION: Andrew to follow-up (with some haste!) & rescind the booking if necessary

This led to some lively debate reflecting back to last meeting's discussions,
eg. a simpler cost-structure,

clearer instructions re what was & wasn't permitted
questionnaires for hirers to pick up key issues
etc

It was suggested that we could ask to use the forthcoming Neighbourhood Plan Meeting as an opportunity to engage with villagers about what they would like to see the Village Hall used for (eg shop/café...)

It was also felt that winter bookings could include a premium for the cost of the extra electricity used in heating

Andrew agreed to draft something for the next meeting.

ACTION: Andrew

11. 200 Club

Peter Sharpe said that most of the Renewal Money was now in & that it would all be with our Treasurer shortly; Terry agreed to speak with Matthew Page & Mr & Mrs Simpson about renewing.

ACTION: Peter, Terry

12. Any Other Business

The 'tennis mound' – it was agreed that this was best dealt with by redeploying the soil at strategic locations around the Playing Field (eg by the nets etc)

ACTION: Neil, Dave

13. Date of next meeting was confirmed for 5th December 2018 at 8.00pm in the village hall. There being no other business the chairman closed the meeting at 10.20 pm and thanked everybody for attending.

Chairman.....