

Pavenham Village Hall & Playing Field Committee

Registered Charity Number 300055

Minutes from a Meeting of the Management Committee held in the Village Hall on Wednesday 5th December 2018 at 8.00 p.m.

1. Present:

D Smith (in the chair)	Mrs. G Smith
Mrs. J Roff	Mrs. C Jenkins
Dr P R Sharpe	N Blakemore
A Senior	J Stamford
T Horsman	

2. Apologies:

Mrs. B Sharpe	C Humphrys
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3. Minutes of last meeting

The Minutes of the last meeting (held on 3rd October 2018) were agreed as being a correct record of the proceedings, & this was proposed by Neil & seconded by Gill.

Matters Arising from the Minutes

3.1 Standard 'Furniture' (tables & chairs): Dave confirmed the order for 3 new tables (2 large & 1 small) tables, & 2 new red chairs would be placed via Peter/Parish Council at a total cost of £420

3.2 The 'white lining' in the car park: Peter confirmed that he'd arranged for one visit, & that the disabled areas had been specified as the priority

3.3 The roof – Dave confirmed that he'd had the ridge tiles re-bedded.

3.4 The Calor Gas cylinders had been sorted

3.5 Re the bollards/car park security: Dave confirmed that he'd had one quote back for one CCTV option - £1,871.53 for the supply & installation of a 3-camera system + a recorder, & confirmation that the resolution would be good enough to 'identify number plates such that a prosecution could be progressed. Peter advised that such a bid would probably get 50:50 funding if this was pursued via the Parish Council, but that they'd require 3 quotes. Neil volunteered to get 2 of his contacts to quote and would get them to contact Dave. It was also pointed out that securing Council money might be dependent upon improved changing facilities (eg a third room/showers)).

3.6 Andrew followed up his action from the last meeting about the necessity for the Hall Committee to provide crockery, cutlery & tablecloths - he confirmed the numbers of such resources, & reiterated that these resources would only be available for village organisations (numbers to be restored to 120 cutlery, crockery etc.), thus requiring locks/padlocks on all cupboards.

ACTION: Andrew

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

ACTION: Dave

Neil mentioned that the Cricket Club will continue to look for further developments in this direction, & mentioned that girls' cricket was likely to gain in popularity, so there would be consequences for the provision of additional changing/showering facilities.

ACTION: Neil to monitor on behalf of Cricket Club & feedback to PVH&PF committee as appropriate

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; Andrew reiterated that it was likely that future hires

from 'outside the village organisations' would increase, and that this was fraught with difficulties (eg the recent attempts to hire the hall for a Zimbabwean political organisations)

ACTION: Discuss at next meeting whether this is the sort of business we want – Andrew to research the 'approved suppliers' model to cope with such opportunities.

This led to a more general discussion about whether we wish to actively promote the hire of the hall by non-village hirers. Andrew suggested that a model whereby we had lists of approved suppliers (of food/drinks etc) might work well, & it was mooted that perhaps Vicky Blakemore might be interested in 'managing' such processes.

ACTION: Neil to discuss with Vicky & feedback at next meeting

4. Treasurer's report

Gill presented the following (up-to-date) figures:

7.1 The Current Account stands at £6628.25, and the Deposit Account at £8406.59

7.2. Peter advised that we now have 238 numbers the 200 Club.

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

6.1 The Playground Equipment: Peter reported that he'd sent a copy of the RoSPA report to the supplier & was awaiting a reply.

Since Peter Daniel was no longer on the Committee, responsibility for the regular checking & maintenance of playground equipment had lapsed. Apparently, Janet Day 'fills this role' in Stevington & the discussion led to asking whether there was a similarly 'regularly involved person' who might do the same in Pavenham. Carol offered to investigate (possibly via the Pinchmill Parents' Association) whether there might be some young mums who'd take on the responsibility as/when they visit the playground for their children to use the equipment

ACTION: Carol

6.2 Electrical – on the Saturday prior to this meeting, Andrew had received a complaint from the hirers, who were using contract caterers who'd complained that there was no electrical supply to the committee room, in which their caterers were seeking to serve a hot meal. Jim Russell & Terry had been able to respond to this 'emergency call', & both concluded that it had been because the caterers had plugged far too many 2kW 'bains-marie'. The fuse had been re-set & the caterers were requested to plug in no more than 4 such heaters.

Clearly an important issue had been raised here, & we agreed that we need to get a professional electrician in to see what might be done about re-rating the fusing.

ACTION: Dave

6.3 Heating – The WI had reported that one of the wall-mounted convection heaters in the main hall wasn't working. Dave had checked the heater when contacted by the WI and had found that the thermostat on the heater had not been turned up.

7. Bookings

7.1 Andrew advised that future bookings continue to look moderately healthy, but he also reiterated his view that we needed to be more pro-active to maximise the benefit from having the Hall; all agreed that his survey would help.

ACTION: distribute the survey - ANDREW

8. 200 Club

Peter Sharpe reported that we now have 238 paid up 'numbers', which continue to make a substantial input to our cash flow.

9 AOB.
None.

12. Date of next meeting was confirmed as 6th February 2019 at 8.00pm in the village hall. There being no other business the chairman closed the meeting at 10.07 pm and thanked everybody for attending and for their invaluable inputs/support.

Chairman..... **Date**