

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 6<sup>th</sup> February 2019 at 8.00 p.m.**

**1. Present:**

D Smith (in the chair)	Mrs. G Smith
Ms. Jan Maddox	Dr P R Sharpe
N Blakemore	J Stamford
T Horsman	Linda Brown

**2. Apologies:**

Mrs. B Sharpe	C Humphrys
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Linda was welcomed back again - she will not be supporting the bookings but is prepared to be involved in some hall safety checks and monthly checks on the Playground Equipment.

It transpired later that Andrew Senior had phoned Terry Horsman to advise that he was stuck in traffic & so would not be able to attend – Terry did not receive this message until after he got back from the Meeting.

**3. Minutes of last meeting**

The Minutes of the last meeting (held on 5 December 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** Neil advised that that the Cricket Club had applied for a grant for more storage areas, but that this had been turned down.

**3.8** In Andrew's absence, it was agreed that item 3.8 would be carried forward to the next meeting. It was noted that there had been a problem with the Football Club not leaving the Hall tidy after a recent match which affected a following hire. Dave proposed that a charge of £100 be levied against their deposit. He also proposed that in future they 'top up' their deposit if any such deductions are made during the season to ensure that it remains at an agreed level. However, this was queried by the meeting so may not be implemented.

**ACTION: Dave to discuss with Gareth, & also remind them that they have contractual responsibilities**

**4. Chairman's Report**

Dave reported that some cleaning equipment had 'disappeared: the 'Hettie' vacuum cleaner, & one or two mops & buckets. He also advised that he'd repaired the 'Henry', & the blue vacuum cleaner so now both are fully functional and had purchased additional mops and buckets.

**5. Treasurer's report**

Gill presented the following (up-to-date) figures: £5989.12 in the current account, & £8409.45 in the deposit account.

She also reported that John Kirby was no longer able to audit he accounts, so we are looking for a new auditor – Neil offered to enquire of Andrew Young or other Accountants of his acquaintance.

**ACTION: Neil**

**5. Secretary's report**

Terry had nothing to report, but that he will no longer be acting as secretary.

**ACTION: Dave to find a new secretary in time for the AGM, which will be on 27<sup>th</sup> March**

**6. Maintenance**

**6.1** The carpet of the committee room had again been left in a very soiled condition following a recent hire (their deposit had been retained). Dave suggested all the carpets may need to be cleaned. Gill kindly offered to clean the carpet affected.

**ACTION: Gill**

**6.2** An issue had arisen during the same hire when a circuit breaker serving the Committee Room had tripped – Dave advised that electrical safety checks had been carried out and that, in addition to the safety

checks, the 20 Amp circuit breaker serving the committee room had been upgraded to 32A as the circuit was a ring and it was safe to do so. He also stated that he's had an electrical spur added in the bar area in preparation for any future installation of a Security Cameras System.

**6.3** Heating – there had been further reports that the heaters in the hall were not working – Dave volunteered to check them all again & if necessary, revise the operating instructions for these wall-mounted heaters. He highlighted that the issue with the 'non-working' heater was down to user error.

**ACTION: Dave**

**6.4** Dave reported that Martin Blizzard had conducted the Electrical Safety Inspection, but that he was still awaiting the paperwork and bill. Despite several chase ups, we also still await the paperwork and bill for the Gas Safety Inspection conducted in mid-2018.

**6.5** Dave said that he had seen Mr. Tugalu picking up litter in the car park and found that this is something that he does on a regular basis. Although he thanked Mr. Tugalu at the time, he felt that his efforts should be noted in the minutes. **Jan** offered to pass on our formal 'thanks' for this. **ACTION: Jan**

**6.6** External Lighting – it was noted that one of the bulbs needed changing & Dave offered to do this

**ACTION: Dave**

**6.7** It was also noted that the external seals on the outside of the windows were in a poor state, & also that there is a cracked pane of glass in a panel adjacent to the front doors. Neil said he would contact the original installer to get a price for any repair work.

**ACTION: Neil**

**6.8** Peter commented that as the colder weather was now imminent, the insulation on pipework for the changing room showers should be checked – Dave said that he'd already checked & had added insulation around the pipework and removed the loft insulation below the pump to allow heat from the heater in the changing room to rise and warm the pump and pipework.

**6.9 Security Cameras**

Dave reported that he'd now received 3 quotes for a system comprising 3 cameras & a flat-screen TV & a high-definition video recorder – these were, respectively, £1320, £2628 & £1871. It was reiterated that there was, regrettably, clear evidence of drug dealing going on in the car park area, but there was a view that the police don't regard this as high priority. It was suggested that James Dancer, the PCSO, be contacted and the proposals discussed with him.

**ACTION: Dave**

## **7. Bookings**

7.1 In Andrew's absence, there was no news re 'Bookings'.

## **8. 200 Club**

Peter Sharpe reported that we now have just 3 former 'share-holders' who haven't re-joined/paid up 'numbers', and that the funds which we raise in this way continue to make a substantial input to our cash flow.

## **9 AOB.**

Colin Humphreys has raised a concern over the introduction of hire agreements and contracts and had requested that this be discussed. Dave felt it was not appropriate to do this in the absence of Andrew so this has been postponed until the next meeting where it will be an agenda item.

**ACTION: Dave**

**10. Date of next meeting** was confirmed as Wednesday 27<sup>th</sup> March:

19.30 for the AGM & 20.00 for the next Committee Meeting.

There being no other business the chairman closed the meeting at 9.02 pm and thanked everybody for attending and for their invaluable inputs/support.

**Chairman**.....

**Date** .....