

Pavenham Village Hall & Playing Field Committee  
Registered Charity Number 300055

**Minutes from a Meeting of the Management Committee held in the Village Hall  
on Tuesday 14<sup>th</sup> May 2019 at 8.00 p.m.**

**Present:**

Dave Smith (in the chair)	Mrs. Jill Smith
Andrew Senior	Dr P R Sharpe
Neil Blakemore	Martin Webb
Terry Horsman	Linda Brown

**1. Apologies:**  
Mrs. B Sharpe                      J Stamford                      J Roff    Mrs G Smith

**2. Election of Officers**

Linda stated that Section 8 of our constitution prevents her from serving on the committee as a trustee. Dave will circulate a copy of the constitution; Andrew will review the constitution in the light of this issue; Dave will review the hall insurance to examine the potential impact of the issue.

**Action: Dave and Andrew**

Dave proposed and Terry seconded Martin Webb to join the committee.

**3. Approval of Minutes/Action Points of last meeting held on 27<sup>th</sup> March, 2019**

The Minutes of the last meeting were agreed as being a correct record of the proceedings. This was proposed by Terry & seconded by Neil.

**4. Matters Arising from Previous Minutes (item in brackets)**

4.1 (4.5) Addressed during the electrical safety checks.

4.2 (4.7) Window seals and glass – cf. **Action: Neil.**

4.3 (4.8) Dave to follow up on funding sources with BRCC for CCTV – cf. **Action: Dave**

4.4 (5.) Dave met with Nathan Baker to agree playing field maintenance.

4.5 (8) Covered under item 8

4.6 (9) Revision to Licencing arrangements - Linda handed to Dave to pursue. There is a lack of clarity over the location of the existing premises licence, its need to be annually renewed and, as a consequence, our ability to complete submission of a request to change the licencing arrangements. Dave will contact David Pilgrim to see if he has a copy of the original licence, the licencing officer to check on renewal requirements and submit an application to revise the licencing arrangements. – **Action: Dave**

4.7 (10) Kompan completed work; RoSPA inspection during May

4.8 (11) Gents light switch – cf. **Action: Dave**

4.9 (13) 200 Club renewal – covered under item 12

4.10 (14) Event ideas – cf. **Action: All**

**5. Chairman's Report**

Electrical safety report has highlighted some safety related issues which Dave is following up with Martin Blizzard to address – **Action: Dave**

Playing field maintenance agreement in place. Dave to monitor with Nathan Baker – **Action: Dave**

Cricket club agreement to be put in place. Dave to work through Gill – **Action: Dave**

**6. Treasurer's report**

Gill reported: £5486.08 in the current account, & £8413.55 in the deposit account. Gill has provided information on a breakdown of hiring to Andrew which shows that income from external hires is falling.

**7. Secretary's report**

Nothing to report.

**8. Revision to Booking Process**

Andrew proposed changes in hire rates in an attempt to clarify booking fee calculation. It was agreed to increase the price of an all-day Saturday hire to external hirers to £250 and to revise the bond (formerly called deposit) levels. Rates would be published as external rates with discounts offered to residents and village organisations. There will be flexibility in setting rates for weekday regular bookings to support new hirers. Andrew will provide Dave with the information for publishing on the village website. **Action: Andrew, Dave**

**9. Major Projects Update**

Funding sources are yet to be identified for CCTV implementation and replacement of the flat roof. It was also suggested that perhaps alterations to expand the changing rooms and develop additional facilities might offer a route but this was felt to complicate the challenge. We will continue to examine ways to fund the above. **Action: Dave**

**10. Maintenance**

A bulb in the foyer needs to be replaced – **Action: Dave**

There is still an issue with trees encroaching the zipwire cable. Dave and Neil will approach Thomas Beazley to resolve - **Action: Dave, Neil**

**11. Hall Bookings**

Andrew's stated that weekends in late June are looking busy but we have no weddings of last year when we had four.

**12. 200 Club**

Renewals invitations are to be issued shortly and Peter will work with committee members to distribute. **Action: Peter**

**13. AOB.**

Jill asked how we might encourage involvement and support of the village hall. Dave raised a suggestion that we should set up subcommittees to oversee aspects of running the hall. These could then explore encouraging support from beyond the committee members to raise involvement of others.

Neil requested permission to store a new lawnmower in the hall as the cricket club store had been broken into. There was a concern over a possible fire risk so Dave will check the hall insurance. **Action: Dave**

**Date of next meeting** was confirmed as Tuesday 16<sup>th</sup> July, 19:30 for the next Committee Meeting. **Please note the earlier start time.**

There being no other business the chairman closed the meeting at 10:00 pm and thanked everybody for attending and for their invaluable inputs/support.

**Chairman**..... **Date** .....