

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 16th July 2019 at 8.00 p.m.**

Present:

Dave Smith (in the chair)	Mrs. Jill Smith
Andrew Senior	Dr P R Sharpe
Mrs G Smith	Martin Webb
Terry Horsman	Linda Brown
J Stamford	Mrs R Bliss

1. Apologies:

Mrs. B Sharpe	Carol Jenkins	Mrs J Roff
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2. Election of Officers

Dave reiterated the need for a secretary. After discussion, the meeting agreed that Linda would serve as secretary though not as a trustee.

3. Approval of Minutes/Action Points of last meeting held on 14th May, 2019

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

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

4.1 (4.2) Window seals and glass – cf. **Action: Neil.**

4.2 (4.3) Dave to followed up on funding sources with BRCC for CCTV – cf. **Action: Dave**

4.3 (4.6) Revision to Licencing arrangements – Dave contacted Colin Humphreys. Colin sent digital copy of licence and said paper version is on file with secretary. Dave has been in contact with Bedford Borough licencing. Change in licence has to be done in 2 stages; a name change of the licenced body to the committee and then apply to disapply the Designated Premises Supervisor and change to the committee or member in this role. – **Action: Dave**

4.4 (4.8) Gents light switch – cf. **Action: Dave**

4.5 (4.10) Event ideas. Dave suggested that John could lead – cf. **Action: John**

4.6 (5) Electrical safety report actions. Dave is following up with Martin Blizzard to address – **Action: Dave**

4.7 (5) Gill has put Cricket Club agreement in place. No invoices yet received. Nathan Baker to be contacted. **Action:**

Dave

4.8 (8) New rates and conditions are now in place and publicised on the village website.

4.9 (9) CCTV Funding sources. Andrew said he was proposing to take this to the Parish Council for funding as the issue is a village one. **Action: Andrew**

4.10 (10) Foyer bulbs sorted.

4.11 (10) Trees overhanging zipwire. Issue identified in RoSPA report. C.f. - **Action: Dave, Neil**

4.12 (12) 200 club renewal invitations issued.

4.13 (13) Dave stated that the Cricket Club lawnmower could not be stored on the hall premises.

5. Chairman's Report

Most items covered elsewhere. The gas safety inspection is due to be completed on the 17th July.

6. Treasurer's report

Gill reported: £6613.47 in the current account, & £8416.27 in the deposit account. Football club agreement needs to be put in place. Dave compared our rates with Bedford Borough Council and suggested charges of £550 for up to 15 matches and £45/match for any additional match. Gill will communicate with Gareth King of SFC. - **Action: Gill**

Dave will contact Gareth to see if SFC would like to be represented on the committee. – **Action: Dave**

7. Secretary's report

Nothing to report.

8. Major Projects Update

Nothing to report.

9. Maintenance

Linda will take on the monthly playpark and first-aid kit/accident book checks. – **Action: Linda**

The RoSPA report identified further remedial actions on some equipment. Peter will contact Wicksteed playpark maintenance to see if they can perform the work. – **Action: Peter**

A parent has reported ground vibration nearby when the zipwire was used. Dave will investigate. - **Action: Dave**

Dave said that several items of maintenance need action and suggested a tidy up was needed. The meeting agreed on 27th July at 10:00-12:00 as there are no bookings. – **Action: All**

Dave will circulate a list of proposed work. – **Action: Dave**

The defibrillator cabinet paint is peeling. Peter said he'd check that Colin Humphreys is aware. – **Action: Peter**

The hinges on the field access gate need to be modified to prevent the gate being lifted off them. Neil has previously agreed to arrange the hinges to be welded but this hasn't yet happened. Jill offered to chase this. – **Action: Jill**

10. Hall Bookings

Andrew's stated that June was a good month. Several other points have been included in a separate report. He also said he'd had several enquiries about regular weekday evening bookings and asked if we could use Monday for our committee meetings and make the same request of the Parish Council. The meeting agreed and Andrew and Jill will take this to the next Parish Council meeting. – **Action: Jill, Andrew**

11. 200 Club

There has been a good response to the renewals and many subscribers are switching to electronic banking use.

12. AOB

It was noted that heaters and other equipment have been found running following use of the hall by regular hirers.

Dave will write to all regular hirers to remind them to check the premises thoroughly at the end of their period of use. –

Action: Dave

It was suggested that the lack of labelling of wall switches in the kitchen contributed to the problem of things being left on. Dave will see what can be done about this. – **Action: Dave**

Rosemary raised concerns over the difficulty of operating the car park bollards and suggested they needed lubrication and regular maintenance. The meeting was sympathetic. Dave stated that the bollards couldn't be lubricated as this would exacerbate the problem because grit and dirt would adhere to the lubricant and thus the mechanism and make the bollards even more difficult to operate. The bollards will be subject to maintenance on the tidy up day. – **Action:**

Dave

It was also suggested that the bollards could be made more visible with fluorescent tape or paint. Linda said that she would obtain the necessary materials. – **Action: Linda**

Linda also highlighted the state of the car park entrance. We'll look at trying to sort this on the 27th.

Date of next meeting was confirmed as Monday 7th October, 19:30 for the next Committee Meeting.

There being no other business the chairman closed the meeting at 21:15 pm and thanked everybody for attending and for their invaluable inputs/support.

Chairman.....

Date