

Pavenham Village Hall & Playing Field Committee

Reg Charity Number 300055

Minutes from a Meeting of the Management Committee held in the Village Hall on Monday 7th October 2019 at 7.30pm

Present Dave Smith (in the chair) Gill Smith Linda Brown Dr P R Sharpe
Jill Smith John Stamford Gareth King Terry Horsman Nathan Baker
Neil Blakemore Carol Jenkins Bernie Sharpe Martin Webb

1. Apologies:

Jane Roff Andrew Senior

2. Approval of Minutes/Action Points of last meeting held on 16th July 2019 7.30pm

The minutes of the last meeting were agreed as a correct record of the proceedings.

Proposed by Linda Brown and seconded by Martin Webb

3. Matters arising from Previous Minutes

3.1. Revision to Licencing arrangements. Alteration to licence approved. We currently have a letter of authorisation while awaiting the licence. All members of the committee should make themselves aware of licensing laws. We will email details. **Action: MW**

3.2. Event ideas for 75th anniversary of VE day. Jill Smith to take forward the event idea to the parish council in Nov. **Action: JS**

3.3. Tree/Fencing. Thomas Beazley has agreed to cut down the car park hedge to ground level ASAP. This will be a one off action and he will attend to the fencing near the playground as soon as he is able. Some concerns were noted and discussed but the general consensus was that this was an acceptable procedure. A vote was taken and the suggestion passed. **Action: DS**

3.4. Wicksteed Park have been contacted regarding the play equipment and we are waiting for a reply. **Action: PS**

3.5. David cleaned the bollards and has a tool to clear the debris from the bottom.

4. Chairman's Report

Gas and fire inspections are completed we just need to chase up Martin Blizzard for a follow up. **Action: TH**

We need to consider putting together an annual budget to ensure future expenditures for the village hall. **Action:DS**

CCTV is still under consideration and is pending the securing of funds. **Action : DS**

5. Treasurer's Report

Main Account Balance £5697.26

Deposit Account £8420.60

Annual accounts have been checked and declared correct.

6. Secretary's Report

Nothing to report

7. Major Project Update

Nothing to report. Roof repairs are still on the agenda pending funding to be looked via the parish council. We need to secure a min 2 quotes, Neil Blakemore to provide contact details for a roofer. **Action: DS**

8. Maintenance

David suggested we have an annual clean of the cookers and we will find out the cost of this.

Carol will enquire with Sue at the pub for the company she uses. **Action: CJ**

We are considering the use of a power wash for the play equipment. **Action: GS**

Curtain rail in the main hall needs replacing and David has this in hand. **Action: DS**

Black mould in referee room will be treated **Action: LB & CJ**

Labelling of electric sockets is carried forward from last meeting. **Action: DS**

9. PFCC Container replacement

CC are organising a Pavenham 20:20 Challenge in order to raise funds for new containers around the grounds.

David suggested they contact the Pavenham Charity and Nathan will look into this.

It was suggested that they enquire if planning is needed as we are uncertain. **Action: NB & NB**

10. Hall Bookings

Bookings are looking good for October.

It was agreed by all that half day bookings were to be accepted over weekend days particularly from village residents.

Cleaners have been seen at the hall on Mondays contrary to their instructions **Action:DS**

11. 200 Club

Few members still to chase **Action: PS**

Membership looking healthy with 196 numbers paid up.

12. AOB

We need a brief for the cleaners to check they are completing all tasks in their 4 hrs. **Action: LB & CJ**

Cricket needs dates the hall is unavailable asap so they can reorganise their matches for the coming season.

12. Date of next meeting

Confirmed as 2nd December 19.30.

There being no other business the chairman closed the meeting at 21.30 and thanked everyone for attending and for their invaluable input and support.

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