

**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 3rd February 2020 at 7.30pm**

Present Dave Smith (in the chair), Gill Smith, Linda Brown, Dr P R Sharpe, Jill Smith, John Stamford, Jan Maddox,
Bernie Sharpe, James McDonald

1. Apologies:

Jane Roff, Carol Jenkins, Terry Horsman, Martin Webb, Gareth King

2. Approval of Minutes/Action Points of last meeting held on 2nd December 2019 at 7.30pm

The minutes of the last meeting were agreed as a correct record of the proceedings.
Proposed by David Smith and seconded by Linda Brown

3. Matters arising from Previous Minutes

3.1. It has been agreed that Whist Club and other regular village organisations (VO) will keep their current prices and have no contract.

Any new organisations will receive no discount and may be subject to a contract at the discretion of the committee.

Set rate for existing VO for no more than 4 hrs use will be £20, £30, £40 dependent on which rooms are booked.

3.2. We will ask Sue at the pub what, if anything, she is organising for VE day. **Action: DS**

3.3. Fencing is still planned subject to fence trimming machine being fixed before the nesting season begins.

3.4. Martin Blizzard still to be contacted regarding action required following the safety report.
Carried forward to next meeting **Action DS**

3.5 No objections to the budget so it has been passed.

3.6 CCTV carried forward.

3.7 Spare keys from Jim carried forward **Action DS**

4. Chairman's Report

4.1 Emergency access needed for the playing field, general opinion is that a key can be kept in the defib box with emergency services and sports/organisation leaders informed.

We also need a notice with 3 committee phone numbers of people with access to defib code should it not be an organisation that is in need. Carried forward to the next meeting. **Action DS**

5. Treasurer's Report

Main Account Balance £5937.15

Deposit Account £8426.28

6. Secretary's Report

Nothing to report

7. Major Project Update

Roof repairs are still on the agenda with full replacement costs quoted in excess of £5k and repair costs coming in around £400. After general discussion it was decided to undertake repairs when the weather is warmer.

It was noted that the previous roofing job was not completed to a satisfactory standard. Carried forward to the next meeting.

8. Maintenance

8.1 Annual cooker cleaning is carried forward whilst we try to find a company to undertake this.

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

8.3 Spring clean of hall organised for Sat Feb 29th 10am **Action: All**

8.4 Nathan to be contacted regarding lean to being stored to rear of building **Action DS**

8.5 Neil to be contacted regarding removal of disused items outside lockup **Action DS**

8.6 Replacement of broken glass in front door panels to be arranged **Action: DS**

9. Cricket Club

Nothing reported

10. Hall Bookings

10.1 Layout plans for the website internal & external (BBQ & marquee spaces) need updating and we are hoping that Harold Purser may help with the drawings. Carried forward to next meeting **Action DS**

10.2 Bookings slow for the next couple months but normal for this time of year.

10.3 The proposed booking price change needs to be reconfigured to make invoicing less complicated. This will then be distributed to all for further consideration. **Action: AS**

11. 200 Club

Nothing to report

12. AOB

12.1 Xmas tree for foyer has been agreed and will be dealt with in November this year.

12.2 A fundraising event to be held in the village hall with John Stamford organising the band at a cost of £250. Date to be confirmed, as April date proposed would exclude a number of committee members. We will look into catering and printing of tickets. **Action JohnS/DS**

12.3 A suggestion of holding a village fete at the hall will be carried forward to next meeting so as not to clash with Johns event.

12.4 Licence to sell raffle tickets to be applied for **Action DS**

12.5 Villager magazine to be informed of a contact number for the hall and the date of the AGM
Action Jills

12. Date of next meeting

Confirmed as Thurs 2nd April 2020 at 19.30

There being no other business the chairman closed the meeting at 21.45pm and thanked everyone for attending and for their invaluable input and support.

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

