

Pavenham Village Hall & Playing Field Committee

Reg Charity Number 300055

Minutes from a Meeting of the Management Committee held in the Village Hall on Tuesday 14th July 2020 at 7.30pm

Present:

Dave Smith (in the chair), Gillian Smith, Gill Smith, Gareth King, Peter Sharpe, Bernie Sharpe, Linda Brown, Terry Horsman, Andrew Senior, Martin Webb, Chrissie Holloway John Stamford and Carol Jenkins joined the meeting at 20.27.

1. Apologies:

James MacDonald

2. Election of officers

- Chair: Dave Smith proposed by Andrew Senior, seconded by Linda Brown
- Treasurer: Gill Smith proposed by Dave Smith, seconded by Andrew Senior
- Secretary: Vacancy
- Bookings secretary; Andrew Senior

All present are encouraged to consider who could become involved to support the village hall and, in particular, serve as secretary

3. Approval of Minutes/Action Points of last meeting held on Monday 3rd February 2020 at 7.30pm

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

4. Matters arising from Previous Minutes

3.4 Martin Blizzard has completed the electrical safety work.

3.7 Jim Russell has provided the spare keys

4.1 *Emergency field access. Action to be carried forward*

8.2 Curtain rail has been replaced

8.4 The lean-to has been removed

8.5 The cricket club has removed disused equipment and items outside the lock up

8.6 The broken glass in front door panels has been replaced. All the double glazing has been checked and repaired as necessary

10.1 *Update to plans of hall and surrounds. Action to be carried forward*

10.3 Andrew will cover this during the bookings section

12.2 Event was cancelled

12.4 *Licence to sell raffle tickets. Action to be carried forward*

4. Chairman's Report

Not much to report. The current lockdown is being used to have the hall redecorated – the changing rooms have been re-painted and some new tiling will be undertaken in the showers when the walls have dried out. The corridor has been re-decorated. White lining has been re-done in the car park.

5. Treasurer's Report

Current Account Balance = £1,039.31
Deposit Account = £18,432.82

Dave has tried to predict the future financial position regarding the pandemic precautions but this is very difficult.

6. Secretary's Report

Nothing to report.

7. Covid-19 impact on hall availability

7.1 So far, this year revenue has been £1,307 and outgoings this year are £6,133 as a result of the maintenance undertaken. Village organisations are starting to request use of hall facilities. Risk assessments need to be undertaken e.g. need to introduce a one-way route through the hall, use paper towels instead of hand driers, consider a revised cleaning regime. Martin kindly offered to provide some masks and hand sanitiser. The virus dies after 3 days and extra cleaning may not be needed if there is more than 3 days between individual bookings/use. **Action DS**

(John Stamford and Carol Jenkins joined the meeting at this point.)

It was decided to keep the hall entirely closed for the next 6 - 8 weeks and then review the situation. Regarding tennis,

- 8.2 The tennis coach would like the juniors to access toilets and it was decided they could use the toilet in the Ref's changing room as long as they assume responsibility for the cleaning
- 8.3 The Table Tennis club could use the disabled toilet as and when they restart with them assuming a similar responsibility
- 8.4 The Ref's changing room could be used by the tennis club.
- 8.5 Dave to get in touch with the gas engineer to arrange the gas safety inspection
- 8.6 Barrier tape could be used across the end of the corridor to keep the disabled toilet separate from other areas.
- 8.7 Dave will contact the cricket club to determine their need for access to the hall or its facilities

8. Major Project Update

No major projects.

9. Maintenance

- 10.1. One of the posts near the basketball net needs to be re-seated and the low wooden fence by the car park requires one post and two rails replaced. **Action DS**

10.2. Play equipment – we are awaiting BCC guidance as local play parks are remaining closed for the time being. Closure notices were put up but some lasted less than 24 hours before being ripped down. The annual ROSPA report has been undertaken and equipment is checked each month. All other hall routine checks e.g. fire system, fridge temperature, accident book, play equipment, continue to be undertaken in the meantime.

10. Hall Bookings

No bookings – all have been cancelled.

Hire rates – not confirmed as yet. *To be carried forward. Action AS*

11. 200 Club

12.1. Nothing has happened to date. 96 of the 200 shares are paid by standing order (and the money has continued to flow in). Peter is to chase up those who haven't paid in cash and try and re-establish a level playing field. The 200 Club raises around £1300 pa for the village hall. Currently there are only two signatories on the 200 Club account and the meeting resolved to add Terry to the business account mandate. **Action PS**

13. AOB

13.1. Jane Lewes has enquired about possibly having a tree planted on the playing field. The only place that seems suitable is near the tennis courts. It was decided that as the manoeuvrability of mowers is limited, making it difficult to maintain the area surrounding the tree, the Straight would be a better location for her tree as there are some gaps that could be filled in with some saplings. This matter is to be referred to the Parish Council. **Action JS**

13.2. Potentially installing internet at the village hall – line speeds are slow (1 – 4MB). Internet would have to be mobile based. This will be referred to the Parish Council. **Action JS**

13.3. The guttering at the back of the village hall is leaking (flat roof area). Water is landing on paving slabs – not urgent. **Action DS**

14. Date of next meeting

Confirmed as 8th September 2020 at 19.30.

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

Chairman **Date**