

Pavenham Village Hall & Playing Field Committee

Reg Charity Number 300055

Minutes from a Meeting of the Management Committee held via Zoom on Tuesday 8th September 2020 at 7.30pm

Present:

Dave Smith (in the chair), Jill Smith, James MacDonald, Nathan Baker, Peter Sharpe, Carol Jenkins, Bernie Sharpe, John Stamford (joined during the meeting)

1. Apologies:

Gill Smith, Andrew Senior, Gareth King

2. Approval of Minutes/Action Points of last meeting held on Tuesday 14th July 2020 at 7.30pm

The minutes of the last meeting were agreed as a correct record of the proceedings.
Proposed by Carol Jenkins and seconded by James MacDonald

3. Matters arising from Previous Minutes

4.1 Emergency field access. Action to be carried forward

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

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

7.1 Covid – 19 risk assessment has not yet been undertaken. Nathan said he would provide a template which Dave could use. Nathan said use of the toilets has ‘worked’ during the pandemic and the cricket club would sanitise handles etc. and keep the facilities clean after use. Cricket season is now largely over.

4. Chairman's Report

There is still a vacancy for a secretary. It was suggested that ‘new blood’ needs to be found and the organisations that use the facilities could be approached e.g. tennis club, table tennis, football, cricket. A piece could go in The Villager to describe the role of the secretary and on the village Facebook page **Action JS**. It was suggested that minutes should be simplified to reflect current business trends, i.e. Record an action log of what is decided, who is to do it and by when.

The village hall is being run on a shoe string and more practical support is required. Should we consider a caretaker (role could include cleaning)? It was suggested that the cost would be at least £2,000+ and this would probably have to come from the parish precept. The piece in The Villager could include a request for volunteers during tidy up days. Dave is endeavouring to keep on top of statutory checks – although gas safety check is currently overdue. PAT testing needs to be reviewed and Linda’s resignation has resulted in a need to allocate responsibility for other routine checks e.g. monitoring fridge, first-aid, accident book, play equipment.

Because of the virus, no sports club agreements have yet been prepared. It was thought fair to discount the usual fees by the proportion that clubs have had to curtail their activities. The Cricket Club this year has had a 'pay as you play' policy and this has resulted in subscription receipts being approximately halved. The Tennis Club has levied 2/3 of normal subscription fees. It was agreed to offer a discount of 50% for the Cricket Club and 33% for the tennis clubs. As the football season has yet to start, both Oakley AFC and Stevington football clubs should be charged at the full fee level of £600 (15 games) for Stevington and £400 (10 games) for Oakley? There was a concern over the ability of the pitch to cope with the additional level of play, especially around the goal mouths, as this could result in additional pitch maintenance costs (seed, sand, water etc). Pitch conditions would be monitored. (*John Stamford joined the meeting at 20.11*). To reflect potential increased maintenance costs, it was agreed that the additional per-game charge should be raised from £40 to £50.

5. Treasurer's Report

Current Account Balance = £ 1,434.77
Deposit Account = £15,433.08

6. Secretary's Report

Nothing to report. Current vacancy.

7. Covid-19 impact on hall availability

7.1 Village organisations are starting to request use of hall facilities. Dave has measured the hall and estimates that at 2m social distance, the capacity is 30 in the main hall and 6 in the committee room. If hall is being used, there needs to be one-way traffic (enter through foyer, use toilets using main corridor and return through committee room, finally leave through fire exit). Nathan said all cubicles could be opened up as the walls effectively socially distance the users. It was decided it would be acceptable to use the air driers. Dave will action this change.

7.2 Should we re-open the hall? The membership of most of the regular user organisations is in the Covid vulnerable category and as a consequence they are not considering restarting their hall-based meetings yet. The overwhelming view was that the hall should not re-open although regular bookings could be considered, provided the Covid regulations are observed. The football clubs may use the toilets and changing rooms so cleaning will be required. Opening or not will be reconsidered at the next meeting.

7.3 It's important that the hall is 'looked after' while it isn't being used. The hall is visited at least once weekly because of the fire safety checks and at other times to perform other checks. James said he would consider undertaking a list of checks and will talk to Dave about it this week. **Action JM**

7.4 It was agreed that Dave could tell the cleaners to clean the toilets once a week.
Action DS

8. Major Projects Update

The current lockdown was being used to have the hall redecorated –some tiling repairs have been completed in the showers.

9. Maintenance

- 9.1 Redecoration – David Cox still has to decorate the main hall and foyer.
- 9.2 Plumbing works – repairs to leaking shower, broken and loose taps, leaking gents' toilet and installation of an outside tap. Extra door stops have been added in changing rooms to try to prevent future wall damage. Five of the eight heaters are not working correctly. Dave to investigate. **Action DS**
- 9.3 Grounds at rear of building are overgrown (Nettles).
- 9.4 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 carried forward DS**

10. Hall Bookings

Hire rates – Dave proposes to simplify and circulate the table provided by Andrew Senior earlier this year. Comments invited.

11. 200 Club

Peter has been busy harvesting and will attend to the 200 club when he has time. He needs to chase up the regulars who do not pay by standing order. Carol will help and Peter is to contact her.

12. AOB

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

13. Date of next meeting

Confirmed as Tuesday 3rd November 2020 at 19.30.

There being no other business the chairman closed the meeting at 9:30pm and thanked everyone for attending and for their invaluable input and support.

Chairman Date