

Pavenham Village Hall & Playing Field Committee

Reg Charity Number 300055

Minutes from a Meeting of the Management Committee held via Zoom on Tuesday 16 March 2021 at 7.30pm

Present: Dave Smith, Gillian Smith, Gill Smith, Fiona Rodgers, Neil Blakemore, Carol Jenkins, Peter Sharpe, Bernie Sharpe

Apologies: James MacDonald

Election of Officers

Chair: Dave Smith Proposed by Gill and Seconded by Peter

Treasurer: Gill Smith Proposed by Dave and Seconded by Bernie

Secretary: Fiona Rodgers Proposed by Carol and Seconded by Bernie

Booking Secretary: Vacancy

1. Approval of Minutes/Action Points of last meeting held on Wednesday 12th January at 7.30pm

- The Minutes of the last meeting were agreed as a correct record of the proceedings.
- Proposed by Jill and Seconded by Carol.

2. Matters arising from Previous Minutes

- New hiring rates are now on the website.
- Parish Council do not want to hire the committee room as temporary storage.
- Dave said that there is a longstanding leak in the roof over the changing rooms. The leak is under the solar panels and the felt is damaged. Dave has made two temporary repairs in the meantime. The solar panels need to be removed, the leak fixed and the solar panels re-installed, possibly in plastic trays. Dave to get quotes. **Action: Dave**
- Dave suggested we look at expanding the changing rooms and has briefly looked at the National Lottery for funding. Carol said that the changing rooms are used very regularly, possibly even more than the hall. The cricket club was looking at replacing the container but the costs have escalated and the idea has been abandoned. They had proposed a wooden clad container/building for a bar area and somewhere to sit. Peter said we should be able to get a Borough Rural Grant via the Mayor. A Climate Change fund grant was obtained for the original solar panels.
- Dave has not yet filled the hole in the wall of the kitchen through which wasps were entering. **Action: Dave**

3. Chairman's Report

Dave has done a risk assessment for operating the hall under Covid restrictions and also drafted instructions to ensure hirers act in a safe manner.

The fire risk assessment needs to be reviewed and updated if necessary. Peter said the fire service had visited the hall 4 – 5 years ago. The fire risk assessment should be checked. **Action: Dave**

Dave has cleared the guttering at the back of the hall and repaired a leaking joint. A length of car park fencing needs to be replaced/extended. A bollard next to the play equipment needs to be re-installed. **Action: Dave**

Dave has repaired one of the fitness equipment treads. The netting behind the basketball goal needs to be re-secured prior to the safety inspection in May. **Action: Dave**

A covid risk assessment has been sent to BBC for the election 6th May.

4. Treasurer's Report

Current Account Balance = £17,132.99 Deposit Account = £15,433.85

We are still in discussions with Wave Utilities to reach an agreement on the water bill.

5. Secretary's Report

- Nothing to report.
- Lack of booking secretary.

6. Covid-19 impact on hall availability

- Risk assessment already covered.
- Re-opening the hall is subject to central government. Football matches keen to start but they can't play into May as this would clash with cricket. The FA does not allow use of changing rooms at Away matches. Only the Home team uses the changing rooms. Neil said that cricket would resemble last year, no teas and minimal facilities needed. Fixtures to start at beginning of May although there are no dates yet for junior fixtures. Training will start at the beginning of April. Only toilets will be needed for both football and cricket.

7. Major Projects Update

- The roof over the changing rooms needs to be followed up. **Action: Dave**
- Re-decoration is in abeyance and Dave has re-installed two mirrors and needs to install a white board in the changing rooms. **Action: Dave**
- Jill floated the idea of re-painting the external wall. Gareth to have a look at the gable end as the render is damaged. **Action: Gareth**
- Nettles at the back of the hall – Peter said he would try and put weed killer on them. **Action: Peter**

8. Maintenance

- Already covered.

9. Hall Bookings + rates

- Dave to put a video on the website and will look at installing an electronic calendar on the website. **Action: Dave**
- The Flower and Produce show booked the hall for 11th September from 6pm on Friday to 6pm on the Saturday.

10. 200 Club

- Peter said that he had distributed prize money today and he will write text for the next edition of The Villager. Renewals – around half are paid by standing order and so Peter chase will up the other 100 which are paid by cheque etc. **Action: Peter**

11. AOB

- Peter mentioned the hedge along the car park – footballs have been kicked into the road. He recommended we should let it grow up to around 3ft high.

The meeting ended at 9.02pm.

12. Date of next meeting – 11th May at 7.30pm.

Chairman **Date**