

Pavenham Village Hall & Playing Field Committee

Reg Charity Number 300055

Minutes from a Meeting of the Management Committee held at the Village Hall on Tuesday 9th November 2021 at 7.30pm

Present: Dave Smith, Jill Smith, Fiona Rodgers, Gareth King, Bernie Sharpe, Peter Sharpe, John Stamford, Neil Blakemore

Apologies: Gill Smith, Carol Jenkins.

1. **Approval of Minutes/Action Points of last meeting held on Tuesday 7th September 2021 at 7.30pm**

- 1.1. The Minutes of the last meeting were agreed as a correct record of the proceedings. Proposed by John and seconded by Bernie.

2. **Matters arising from Previous Minutes**

- 2.1. The fire risk assessment is still to be located, although Debby is clearing her garage and has passed other files to Dave, so they may yet be found;
- 2.2. Car park perimeter – some discussion re the pros and cons of using weedkillers or strimmers, neither being totally satisfactory. **Neil/Dave** to discuss further;
- 2.3. Annual PC grant. Dave had drafted a letter to the Parish Council, but awaiting the upcoming election. The meeting felt that the wording should be more assertive; **Dave** to revise & send
- 2.4. **Dave** to contact Ambulance Service about the location of a key for the access gate;
- 2.5. Play equipment. We have no option but to go back to the manufacturer to have swings and zip wire fixed in order to comply with RoSPA regulations. Quote is £1,700 incl VAT (PC may be able to process and at least recover the VAT);

3. **Chairman's Report**

- 3.1. Car park fence at front near fire door has been replaced;
- 3.2. Gas and fire safety all done;
- 3.3. Carpets have all been cleaned;
- 3.4. Neil reported gas oven was switched off when set very high (Vicky?). Dave hadn't known of this so **Neil** to ask Vicky to contact Dave;
- 3.5. Dishwasher and glass washer both need to be serviced. **Dave** to follow up;
- 3.6. Tidy up day still needed. Sat 11th December suited most people. Fiona reported that Debby had offered to weed and sow the area by the front door;
- 3.7. A key safe had been installed but not compliant re insurance. **Dave** to replace with a more expensive one costing c£50;
- 3.8. Christmas tree to be put up in the foyer. Volunteers needed to decorate it.

4. **Treasurer's Report**

- 4.1. Gill e-mailed data, as follows:

Current Account: £9,154.65

Deposit Account: £30,435.20

5. **Secretary's Report**

Nothing to report.

6. Major Projects

- 6.1. Cricket Clubhouse. Fencing will stay until window security and protection has been fitted, possibly Jan/Feb before this happens.

7. Maintenance

- 7.1. Roofing. **Neil** has contacts, whose details he will pass to Dave re fixing the solar panels issues. Looking at fixing them in as part of the roof, as opposed to sitting on top as presently. Jill mentioned the roof had been up since the 1960s so possibly it should be replaced entirely, for which there may be capital grants available;
- 7.2. Car park light needs replacement bulb. It is high up so Thomas Beazley to be asked if he has a man cage that could be used. Martin Blizzard to be contacted too/instead by **Dave**.
- 7.3. Gradually growing pothole in the car park. **Dave** to deal with when weather warms.

8. Hall Bookings

- 8.1. Most weekends busy from now. Football on 27th Nov; also, a craft fair, baby shower etc.
- 8.2. Agreed we should dispose of the piano. Other village groups to be asked first if they would like it

9. 200 Club

- 9.1. 163 paid up members. 30 people who have still not paid. Cut-off date is 30 November Going to do 2 x 6 monthly draws in future. Possibly putting ad in next Villager with the results.

11. AOB

- 11.1. Gareth - two broken legs suffered in last two matches. No ambulances called but could do with having key to the defibrillator cabinet to get car park keys in similar situations.
- 11.2. Peter – Ice in car park. If there were to be such an event, Peter could supply bags of salt to cover area between main door and cars. But could Council provide a salt bin? **Jill** to investigate (preferably getting a lockable one).

The Meeting ended at 9.00pm.

Next Meeting – will be 18th January, 7.30pm, at the Village Hall.

Chairman **Date**