

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 18th January 2022 at 7.30pm

Present: Dave Smith, Jill Smith, Fiona Rodgers, Gareth King, Bernie Sharpe, Peter Sharpe, John Stamford & Jon Abbott

Apologies: Gill Smith, Carol Jenkins.

1. Approval of Minutes/Action Points of last meeting held on Tuesday 9th November 2021 at 7.30pm

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

2. Matters arising from Previous Minutes

- 2.1. DS has now located the fire risk assessment;
- 2.2. Car park perimeter – Neil/Dave to discuss this later with the intention of resolving once the weather is better;
- 2.3. Annual PC grant. DS wrote to the PC after the last meeting. Jon A offered to raise this matter at the PC Meeting to be held on Wed 19th January;
- 2.4. Dave is now considering having a combination lock for the access gate and then will let relevant groups, including the Ambulance Service, know the combination, which can be changed as & when necessary;
- 2.5. Play equipment. Parish Council may feed back from Wed 19th meeting re whether or not they may pay the repair costs and recover the VAT. In any event, given the urgency, DS will initiate the works by the end of the week;
- 2.6. Gas oven matter (report had been it had been switched off when set very high). No response yet from Vicky
- 2.7. Dishwasher and glass washer still to be serviced;
- 2.8. Tidy up day had gone very well with a good turnout of volunteers;
- 2.9. An insurance-compliant key safe has now been installed by DS;
- 2.10. Roofer had been contacted but has had to rearrange a meeting with DS;
- 2.11. Car park lights: Martin Blizzard to do the replacement work. A man cage is needed either from Michael & Tony Roff or from Thomas Beazley;
- 2.12. Car park pothole: DS to deal with this once the weather improves;
- 2.13. Ice in car park: after some discussion it was agreed that on balance it would be prudent to obtain a yellow salt bin. Jon A kindly offered to fund this (up to £150?) from his Ward Fund.

3. Chairman's Report

- 3.1. We still do not have a Bookings Secretary. Whilst the workload is not great, DS needs someone else to take this on;
- 3.2. The play equipment has to be checked on a monthly basis. DS has been doing this but would like a rota of volunteers. PS offered to do the Feb and Mar checks to begin with so DS will e-mail the relevant forms and checklist to PS. RoSPA do an annual check;
- 3.3. PAT testing. DS to talk to Martin Blizzard about taking this work on and PS to check with his son-in-law as a possible alternative to MB;
- 3.4. Hire charges: DS is considering raising the bond payable by external hirers from £100 to £200. He will also look online at comparable rates charges by Oakley Village Hall and by the Old School, Oakley;

- 3.5. A jazz duo had contacted DS, mooted the possibility of putting on a gig and splitting the proceeds with the Village Hall. It was decided that this should be put on the back-burner until the Covid pandemic was less of an issue;
- 3.6. A further Covid grant application is being made presently, which will help offset the reduction in hall hire income and possibly pay for CO2 monitors.

4. Treasurer's Report

- 4.1. Gill e-mailed data, as follows: Current Account: £8,542.13 (with an outstanding banking of £451.28 to be added); Deposit Account: £30,435.73

5. Hall Bookings

- 5.1 There are regular bookings now for table tennis, Zumba and WI meetings. Fellowship meetings starting in February. Whist should resume on 24th January and on 4th Monday of each month thereafter, if everyone happy with room size/ventilation;
- 5.2 This led to a discussion, initiated by Jon A, who reported the Council Chamber has CO2 monitors fitted. He is going to get some more info re these and feed back to DS;
- 5.3 PS raised the matter of the Queen's Platinum Jubilee. On at least three past similar occasions, the VHC had been involved albeit it was usually down to one very proactive individual. JS reported that the pub landlord was definitely planning events. Committee Members to come up with ideas asap!

6. Major Projects

- 6.1. These had all been covered above.

7. Maintenance

- 7.1. Benches. A memorial bench to Fred Woodward is in need of cleaning and others around the playing fields need cleaning and/or repairs. There has been a request from Michelle Holdsworth for permission for a bench in memory of her father. After some discussion, it was agreed that
 - (a) Nathan's group would maintain the picnic benches;
 - (b) when benches reach the point of needing expenditure, the relevant families should be asked if they want to either fund a new bench or to have the plaque returned to them or re-located;
 - (c) any replacement benches should be of a type requiring no maintenance. DS to contact Michelle Holdsworth.

8. 200 Club

- 8.1. PS reported that there are 171 paid-up numbers and £2,052 in the kitty, half of which goes to the Village Hall Funds and the other half to be awarded as prizes. On Wed 19th Jan., with DS, JS, BS and Jon A also present, PS will do the draw to catch up with all outstanding prizes;
- 8.2. it was Agreed that the NatWest Bank Mandate be amended to add two more signatories, Carol Jenkins and Gill Smith.

9. AOB

Jill – highlighted a free-standing mirror in the ladies' loos is missing. It was agreed we would replace it with a wall-mounted one.

The Meeting ended at 8.30pm.

Next Meeting – will be the AGM on 22nd March, 2022, 7.30pm, at the Village Hall.

Chairman **Date**