

**Pavenham Village Hall & Playing Field Committee**

**Reg Charity Number 300055**

**Minutes of Meeting of the Management Committee held at the Village Hall on  
Tuesday 22<sup>nd</sup> March 2022 at 7.30pm**

**Present:** Dave Smith, Jill Smith, Gareth King, Peter Sharpe, Carol Jenkins and Jon Abbott

**Apologies:** Gill Smith, Fiona Rodgers

**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 with one minor amendment. Proposed by Gareth and seconded by Jon.

**2. Election of officers**

2.1. Dave was elected as chairman, nominated by Carol and seconded by Peter. Carol said that there ought to be more representation from village organisations e.g. PCC and Friends of the Church if they wish to enjoy village organisation discounted rates when hiring the village hall.

2.2. Gill had agreed to continue as treasurer so Dave nominated her and Jill seconded her.

2.3. As no-one offered to be secretary, Jill will continue as secretary on a temporary basis.

**3. Matters arising from Previous Minutes**

3.1. Dave raised the issues of the Parish Council paying for the new noticeboard for the village hall and the annual maintenance of the Kompan play equipment. Dave to follow up with Thomas.

3.2. Dave has put a combination lock on the access gate for the field.

3.3. Dave has met with the roofer and his quote has been circulated.

3.4. Martin Blizzard has repaired the car park lights and said there were wiring faults, which he has fixed.

3.5. Dave has not repaired the car park tarmac. C.f.

3.6. Jon said the sum required for the car park salt bin would come from next year's Ward Fund budget.

3.7. Following his recent inspection, Peter said the play equipment needs a clean; Carol said she would do this. Peter outlined his findings and Kompan will confirm and action these points as required following their visit. Peter to follow up with Jim Russell regarding work that requires carpentry. Carol volunteered to do the inspections for April and Jon will do the June and July inspections. ROSPA will undertake their visit in May.

3.8. PAT testing has been undertaken and there were issues with two heaters. The kitchen heater needs to be replaced and the light within the heater adjacent to the storage area near the fire door cannot be seen. Dave will action these points.

3.9. Dave has raised the minimum bond payable by external hirers to £200 and this has not discouraged hirers.

3.10. Jon said that Honeywell 'transmission risk air monitors' are used by BCC. CO2 monitors cost £103 + VAT. It was decided it may be possible to mount one on the wall. Jon thought one should be enough.

- 3.11. Dave floated the idea of having 'Pavenham Picnic in the Park' to celebrate the Queen's Jubilee on Sunday 5<sup>th</sup> June 2022. Dave thought organisations within the village might like to participate e.g. run a single wicket competition. Dave has spoken to a couple of relatively new villagers who may be interested in helping organise village events. I was agreed that no charge will be made for use of the hall and playing field for a Jubilee event.
- 3.12. Nothing has been heard from Michelle Holdsworth about the installation of a new bench on the playing field.
- 3.13. Changing the bank mandate for the 200 Club is reported to be an administrative nightmare. Peter will provide wording for the resolution to be inserted into draft Minutes.

#### **4. Chairman's Report**

- 4.1. Dave has not done anything with the fire risk assessment. Dave reported that a total of £29,678 has been received over the last two years through the Business Continuity Grant scheme. A further 2k+ has been paid so far during 2022. We still do not have a Bookings Secretary. Whilst the workload is not great, DS needs someone else to take this on. Dave has put a calendar and video of the hall on the website. Bookings are trickling in and there have been a few external hires e.g. a photo shoot, children's parties.
- 4.4. Changing room – there are at least two leaks in the roof which is over 50 years old with roof tiles which are close to their end-of-life. One of these leaks is long-standing. A quote has been received for a new roof, to include additional work relating to re-installation of the existing solar panels. Dave will ask Ian McKenzie if he can find any sources of external funding. Peter said the 'best' source was BRCC rural grant and VAT was reclaimable if the Parish Council sought the funding.
- 4.5. Dave has cleared out the guttering and down pipe at the rear of the changing rooms.
- 4.6. Peter raised the issue of the chestnut fencing around the playing field perimeter. Dave to raise this with Thomas.

#### **5. Treasurer's Report**

- 5.1. Gill e-mailed as current balances as follows: Current Account: £11,233.10 and Deposit Account: £30,436.22.

#### **6. Hall Bookings**

- 6.1. Enquiries are trickling in and bookings are steady.

#### **7. Major Projects**

- 7.1. These have all been covered above.

#### **8. Maintenance**

#### **9. 200 Club**

- 9.1. Peter has submitted a promotional piece for the next edition of The Villager. The 200 Club tax year runs April to March.

#### **10.AOB**

- 10.1. No other matters were raised.

The Meeting ended at 21.20.

**Next Meeting – will be held on Wednesday 25<sup>th</sup> May 2022, 7.30pm, at the Village Hall.**

**Chairman .....** **Date .....**