

# Pavenham Village Hall & Playing Field Committee

Reg Charity Number 300055

## Minutes of Meeting of the Management Committee held at the Village Hall on Wednesday 11<sup>th</sup> January 2023 at 7.30pm

**Present:** Dave Smith, Jill Smith, Carole Southern (in lieu of Fiona Rogers), Carol Stead, Neil Blakemore, Nathan Baker and Peter Sharpe.

1. **Apologies:** Jon Abbott, Fiona Rogers, Gill Smith, Bernie Sharpe
2. **Approval of Minutes/Action Points of last meeting held on Wednesday 2<sup>nd</sup> November at 7.30pm**
  - The Minutes of the last meeting were agreed as a correct record of the proceedings. Proposed by Carol Stead and seconded by Peter Sharpe.
3. **Matters arising from Previous Minutes**
  - 3.1. Carol has not managed to clean the play equipment as the weather has not been good.
  - 3.2. Dave has not updated the fire risk assessment or sorted the curtain rail
  - 3.3. David Cox should start work on the car park fencing later on this week.
  - 3.4. Dave has not done any more regarding the glass washer.
  - 3.5. Dave has not yet swapped the thermostat on the hot water tank.
  - 3.6. The gas equipment failed the inspection and Peter Wood from The Cock is interested in having the oven and gas cylinders. The 'deal' is that in return for these Peter will install all the required electrical work needed for the new electric oven. The meeting agreed that this was a fair offer and that Dave should proceed with making arrangements with Peter.
  - 3.7. There was an external hire over New Year.
  - 3.8. The carpet cleaner could not clean the carpets before this month (January). Dave is waiting for the portable bar to be taken away first.
  - 3.9. Peter will publish all the 2022 winners for the 200 Club in The Villager magazine and will follow up proposed alterations to the bank mandate.
4. **Chairman's Report**
  - 4.1. Dave updated on work he had done during the cold weather, including installing heaters to avoid frozen pipes, washing facilities and an apparent problem with the kitchen water boiler that resolved itself.
  - 4.2. Dave will be attending another meeting of the North Bedfordshire Village Halls (NBVH) in Harrold this coming weekend. If hiring income can be increased substantially permanently then should the committee consider employing a caretaker to deal with all the routine activities. Dave asked to explore a possible shared caretaker at the NBVH meeting.
  - 4.3. It was suggested that parishioners should be surveyed about the village hall. Questions: Would you plan to use the village hall (VH) in next two years? Have you used VH/attended an event in last 12 months – 2 years? What did/would you use it

for? Nathan and Dave to get together on questions for the Neighbourhood Plan (NP) questionnaire.

4.4. Peter suggested writing a manual for the VH. Dave already has one in draft form.

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

5.1. Gill reported the current balances as follows: Current Account: £13,125.20 and Deposit Account: £30,501.95.

5.2. Dave has analysed the accounts and said that there had been a significant uplift in villagers' private hiring. Nathan suggested putting an advert in The Villager to publicise the hall's availability and encourage bookings further. Dave to action.

## **6. Hall Bookings**

6.1. Looking positive – craft fair in March, wedding in April

## **7. Major Projects Update**

7.1. Scaffolding for the new changing rooms roof will be erected tomorrow.

7.2. Replacing gas cooker with electric cooker facilities – Dave will action with Peter Wood from The Cock.

## **8. Maintenance**

8.1. David Cox will repair the fencing and the gable end wall and take ivy away from the VH main hall wall.

8.2. Dave will repair broken fittings in the Ladies (toilet roll holder).

8.3. Nathan said that the area to the right of the entrance to the VH car park looks awful. Nathan and Dave to discuss way forward.

## **9. 200 Club**

9.1. Peter still needs to get the bank mandate changed.

## **10. AOB**

10.1. Nathan said that the downside of not having football goal posts is that the new cricket nets are being abused as football goals. The prospect of putting in facilities for 5-a-side pitch was discussed as there may be goals in the storage cupboard. Dave and Nathan to investigate.

The meeting ended at 8.43 pm.

Next Meeting (AGM) – will be held on Tuesday 21<sup>st</sup> March 2023, at 7.30pm, at the Village Hall.

Chairman ..... Date .....