

# Pavenham Village Hall & Playing Field Committee

Reg Charity Number 300055

Minutes of Meeting of the Management Committee held at the  
Village Hall on Tuesday 28<sup>th</sup> March 2023 at 8.00pm

**Present: Dave Smith, Jill Smith, Fiona Rodgers, Carol Stead, Nathan Baker, Peter Sharpe, Bernie Sharpe**

**1. Apologies: Gill Smith, Carol Southern**

**2. Approval of Minutes/Action Points of last meeting held on Wednesday 11<sup>th</sup> January at 7.30pm**

2.1. Apart from a misspelling of Fiona's surname, the Minutes of the last meeting were agreed as a correct record of the proceedings. Proposed by Carol Stead and seconded by Nathan Baker.

**3. Matters arising from Previous Minutes**

3.1. Carol has not managed to clean the play equipment as the weather has not been good. Dave said there are safety checks template sheets in a folder in the kitchen. Carol agreed to take responsibility for organising the monthly play equipment checks.

3.2. Dave has not updated the fire risk assessment or sorted the curtain rail.

3.3. Dave has swapped the thermostat on the hot water tank.

3.4. The gas cooker has been removed and Dave proposed that the VH buys a second hand, 4-ring electric cooker. This was agreed.

3.5. The carpets in all areas, except the changing rooms, have been cleaned.

3.6. Peter published all the 2022 winners for the 200 Club in The Villager magazine.

3.7. Carol and Peter are working together to follow up proposed alterations to the bank mandate. Ian Clarke should be removed from the 200 Club banking mandate.

**4. Chairman's Report**

4.1. Dave updated the meeting on his attendance at the North Bedfordshire Village Hall meeting in Harrold, fixing fittings in the ladies' loos, use of the small football nets.

4.2. More booking enquiries are being received.

4.3. The pothole in the car park awaits filling in although Dave has bought the required materials.

4.4. One of the shower heads in the gents changing rooms broke and Dave will contact a plumber.

4.5. One of the ladies' toilets became blocked and Dave arranged for a plumber to attend. The issue of providing sanitary bins was discussed and Dave said he would talk to Sharon to find out what is involved.

**5. Treasurer's Report**

5.1. £3,799.83 in the current account £20,544.41 in the savings account. There is £1k outstanding on the roof replacement work.

**6. Hall Bookings**

6.1. The number of bookings seems to be increasing. Sue Ives makes a regular booking for a sewing group and it was suggested that she could be approached about whether or not she could represent the sewing group and the church (?). Dave will follow up.

**7. Major Projects**

7.1. We are hoping all the solar panels will soon be in full working order. Only one of the three sets of six panels is working properly. New inverters have been fitted as the old ones could not be restarted but there are faults with wiring and/or solar panels that need investigating and resolving.

**8. Maintenance**

8.1. Dave has repaired broken loo roll holder in the Ladies temporarily, but it will need something more permanent.

**9. 200 Club**

9.1. It was suggested that Peter put a piece in The Villager to publicise the 200 Club. Dave suggested putting text and a QR code in Facebook. Peter is to send Dave the form used.

**10. AOB**

10.1. Cobwebs noted higher up around hall. Dave to discuss dealing with these with Sharon Tull, our cleaner.

The meeting ended at 8.44pm.

Next Meeting – will be held on Tuesday 6<sup>th</sup> June 2023, at 7.30pm, at the Village Hall.

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