

# Pavenham Village Hall & Playing Field

## Committee

Reg Charity Number 300055

Minutes of Meeting of the Management Committee held at the Village Hall  
on 8 August 2023 at 7.30pm

**Present: Dave Smith, Jill Smith, Nathan Baker, Peter Sharpe, Bernie Sharpe, Fiona Rodgers, Gill Smith, Carole Southern, Carol Stead, Sue Ives**

### 1. **Apologies** - None

Sue Ives was welcomed to the committee as a representative for Pavenham Quilters.

### 2. **Approval of Minutes/Action Points from last meeting, held 6<sup>th</sup> June 2023 at 8.00pm**

**2.1.** The Minutes of the last meeting were agreed as a correct record of the proceedings. Proposed by Carol Stead and Seconded by Carole Southern.

### 3. **Matters Arising from Previous Minutes**

**3.1.** Play equipment - Carol Stead has been in touch with Kompan and they need various details before they can provide replacements for the infant swing seats. It was decided that Carol would set up a new account and it has yet to be decided whether or not invoices will go through the parish council or the VH Playing Fields Association. Gill Smith said her home address and/or email address could be used for the invoice.

**3.2.** Sanitary Bin - Carol said that we should buy a specialist bin and associated paper bag holders for the ladies' toilets and disabled toilets. Anticipated cost is c. £200 total.

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

**4.1.** The solar panels have all been re-installed but the electrical connections still require work.

**4.2.** Non-progress regarding contract for a caretaker.

**4.3.** Fencing along the car park - no progress yet.

**4.4.** CIO will be dealt with later.

**4.5.** Dave has told the football teams that we will not be renting out the playing field.

**4.6.** Gill is awaiting the accounts from Aisling.

**4.7.** Carol has been checking the play equipment each week and Dave provided the ROSPA report (July 2023) for reference.

**4.8.** The electrical condition survey will be undertaken on 16<sup>th</sup> August 2023.

**4.9.** The annual fire equipment inspection will occur on 22<sup>nd</sup> September 2023.

**4.10.** Dave was contacted by contractors working in Pavenham Park. In return for allowing them to park their vehicles in the car park, they have offered to repair any pot holes in the car park.

**4.11.** We have not yet found a replacement cooker in the kitchen.

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

**5.1.** Gill Smith said there is currently £1,763.40 in the current account and £20,642.49 in the savings account.

### 6. **Secretary's Report**

6.1. Nothing to report.

**7. Long term planning**

- 7.1. Nathan raised issues relating to the maintenance/replacement of the village hall and the need to create a long-term plan and put aside associated funds.
- 7.2. Nathan will prepare a draft for discussion at future meetings.

**8. Becoming a Charitable Incorporated Organisation (CIO)**

- 8.1. Dave has contacted solicitors, provided them with a copy of our constitution and awaits a response after the contact has returned from vacation.

**9. Hall Bookings**

- 9.1. There is now a weekly session with Hearing Dogs for Deaf People.
- 9.2. Not many weekend bookings. A jazz concert and the village show are coming up but no external bookings.
- 9.3. Dave will investigate amending our operating licence to allow overnight bookings on Friday and Saturday night. These would be strictly controlled and limited. There cannot be any more overnight bookings in the interim.
- 9.4. Dave met with the Home Counties Folk and Song Group to discuss a 5-day event in 2025.

**10. Major Projects**

**11. Maintenance**

- 11.1. Hot water boiler is now fixed.
- 11.2. Nathan will include consideration of maintenance with the above draft.

**12. 200 Club**

- 12.1. Peter is still following up signatory requirements with the bank.
- 12.2. Peter handed out envelopes for distribution to participants who have not paid by standing order.

**13. AOB**

- 13.1. Fiona said the kitchen floor was very sticky recently when the table tennis club used the hall. It may have been following a recent hire. We need to ensure that the hall is thoroughly checked after a hire.

**14. Date and Time of Next Meeting**

- This will be held on 17<sup>th</sup> October 2023, at 7.30pm, at the Village Hall.

The meeting ended at 20.33pm.

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