

Pavenham Village Hall & Playing Field Committee

Reg Charity Number 300055

Minutes of Meeting of the Management Committee held at the Village Hall
on 17 October 2023 at 7.30pm

Present: Dave Smith, Jill Smith, Peter Sharpe, Gill Smith, Carole Southern, Sue Ives

1. **Apologies** – received from Carol Stead, Bernie Sharpe and Fiona Rodgers
2. **Approval of Minutes/Action Points from last meeting, held 6th June 2023 at 8.00pm**
 - 2.1. The Minutes of the last meeting were agreed as a correct record of the proceedings. Proposed by Carole Southern and Seconded by Gill Smith.
3. **Matters Arising from Previous Minutes**
 - 3.1. Play equipment – Carol Stead is absent so no update available.
 - 3.2. Sanitary Bin – ditto
4. **Chairman's Report**
 - 4.1. The cost of the new solar system is £6651.75 + VAT. This work has now been completed and the invoice will be processed through the parish council.
 - 4.2. There has been no response from the solicitor contacted about changing to a CIO. Stevington village hall is doing the work themselves and say the setting up of their CIO has been straightforward. Dave will follow up with Stevington VH committee.
 - 4.3. The electrical survey has been completed with a couple of minor C3 advisory points raised. This report has been forwarded to the insurance company and they have acknowledged receipt.
 - 4.4. The annual fire check has been completed. Two fire extinguishers have been replaced and there are faults with four emergency lights which will be replaced.
 - 4.5. No work has been undertaken in the car park.
 - 4.6. The jazz concert has been cancelled because of poor ticket sales.
 - 4.7. A replacement cooker has not yet been sourced and Dave continues to liaise with Peter at The Cock. There is a private hire at the beginning of December, and they have been made aware of the cooker situation.
 - 4.8. Nathan is progressing a draft long-term plan for the village hall.
 - 4.9. Dave has not progressed any change in the hall's operating licence.
 - 4.10. Hot water – there is still an occasional drop out that require a reset. Dave continues investigate and may need to buy a safety cut out.
 - 4.11. Hiring rates – Dave canvassed views on revised pricing and summer vs winter rates were discussed. Peter said that he would speak to Milton Ernest village hall about how they organise their rates. Pavenham VH is more expensive than Oakley, but some hirers still prefer Pavenham VH. Nathan raised the possibility of letting the cricket pitch to external cricket clubs. An external football club (Sharnbrook?) occasionally uses the pitch area without permission. Nathan suggested charging £300 or a 24-hour field hire for such clubs. It was decided to accept the proposed pricings. Proposed by Sue and seconded by Nathan.

5. Treasurer's Report

- 5.1. Gill Smith said there is currently £5012.20 in the current account and £15,690.87 in the savings account.
- 5.2. Accounts have now been audited.
- 5.3. Gill asked about invoicing the cricket club for water used and was told to go ahead. Gill is to ensure that the bill does not include a charge for sewerage.
- 5.4. Dave is to submit FIT readings.

6. Secretary's Report

- 6.1. Nothing to report.

7. Long term planning

8. Becoming a Charitable Incorporated Organisation (CIO) - already covered, above.

9. Hall Bookings

- 9.1 There are a few one-off external bookings coming up, including New Year.

10. Major Projects - none

11. Maintenance

- 11.1 Carole and Gill said there were lots of cluster flies inside the hall. Carole said that there was no dustpan and brush in the hirers cupboard to pick up crumbs if dropped.

12. 200 Club

- 12.1 Peter said only two (more) people have agreed to pay by standing order.

13. AOB

- 13.1 A tidy-up day will take place on Saturday 25th November.
- 13.2 Dave said he would ask Doug McMurdo about what we could do about dog mess on the playing field.

14. Date and Time of Next Meeting

- This will be held on 12th December 2023, at 7.30pm, at the Village Hall.

The meeting ended at 20.47 pm.

Chairman Date