

Pavenham Village Hall & Playing Field

Committee

Reg Charity Number 300055

Minutes of Meeting of the Management Committee held at the Village Hall
on 13 February 2024 at 7.30pm

Present: Dave Smith, Jill Smith, Peter Sharpe, Bernie Sharpe, Gill Smith and Carole Southern

1. Apologies

1.1. Received from Carol Stead, Sue Ives and Fiona Rodgers

2. Approval of Minutes/Action Points from last meeting, held on the 12th December 2023 at 7.30pm

2.1. The date cited of the previous meeting was corrected and the Minutes of the last meeting were agreed as a correct record of the proceedings. Proposed by Gill Smith and Seconded by Carol Southern.

3. Matters Arising from Previous Minutes

3.1. Nathan's draft plan - to be covered later.

3.2. The hot water tank has not failed since the last meeting. A feed-in cheque has been received.

3.3. Dave is recording time spent on maintenance (only) in his electronic diary.

4. Chairman's Report

4.1. Dave met with Sovereign Playgrounds. The 'hut' and swings are looking tatty. Jill obtained a quote from Kompan of just over £1000 (including VAT) to replace the two baby swings. Dave would like external funding to pay for the replacements. Peter and Nathan will follow up potential funding sources and Dave will circulate the Kompan quote.

4.2. No volunteers came forward to help with maintaining the hall and play equipment.

4.3. Dave will investigate alleged issues regarding the flushing of the ladies' toilets.

4.4. The parish council grant is to be increased by £500 to around £4000 pa.

4.5. Dave thanked Gill for providing the accounts and he has analysed the bank transactions. He answered various questions relating to his analysis. Routine servicing of e.g. fire safety equipment amount to significant outgoings.

5. Treasurer's Report

5.1. Gill Smith said there is currently £7628.57 in the current account and £15771.70 in the savings account.

6. Secretary's Report

6.1. No secretary - nothing to report.

7. Long term planning

7.1. Nathan explained his thinking behind his Reserves and Investment Policy discussion paper. This which focussed on ways in which the village hall could more

pro-actively manage its surplus or reserve funds in order to safeguard the ongoing future of the village hall. Dave said he would ask other village halls e.g. Stevington about their financial management. Nathan explained that most commercial buildings have an expected life of 70 years, the entire village hall could potentially need replacing in around 30 years. The prospect of establishing a building replacement fund was discussed. In order to create a structured financial plan, it is necessary to have figures reflecting the maintenance costs etc. of the existing facilities. Dave and Nathan agreed to create a financial picture of the village hall.

8. Becoming a Charitable Incorporated Organisation (CIO)

8.1. Dave has not progressed this at all.

9. Maintenance

9.1. Play equipment - dealt with above.

9.2. The car park perimeter fence still requires attention.

9.3. Sanitary Bin - the disposable bags. Jill will order these.

10. Hall Bookings

10.1. The Bedford branch of The St Johns Apostolic Church of the Whole World made weekly Sunday bookings of the village hall until the end of April. The issue is that they have not yet paid for the single booking already undertaken or the booking for last Sunday (when they did not turn up).

10.2. The Nottingham branch of the same church have made several future bookings.

10.3. The WI jumble sale, a child's party and Pavenham quilters have all made bookings.

10.4. Gill said there are numerous future bookings so the picture looks quite positive.

11. Major Projects

12. 200 Club

12.1. Peter thinks he has finally resolved the issues relating to the bank mandate. The overall surpluses recorded are £960 for 2022/23 and £828 for 2023/24. Two more participants have since been recruited.

13. AOB

13.1. Dave will circulate an April date when the committee would clean the play equipment, trim the trees that impede the zip wire.

14. Date and Time of Next Meeting

14.1. This will be the AGM at 7.30pm, followed by a committee meeting at 8pm. to be held on 23rd April 2024 at, at the Village Hall.

The meeting ended at 20.56.

Chairman Date