

Pavenham Village Hall & Playing Field Committee

Reg Charity Number 300055

Minutes of Meeting of the Management Committee held at the Village Hall on 3rd September 2024
at 19:30

Attending:- Aisling Coles, Carole Southern, Peter Sharpe, Carol Stead, Dave Smith, Jill Smith, Gillian Smith, Bernie Sharpe.

1. **Apologies for absence:** Fiona Rodgers, Sue Ives
2. **Approval of Minutes/Action Points from last meeting, held on the 2nd July 2024 at 7.30pm**
 - 2.1. Minutes of the last meeting were agreed as a correct record of the proceedings. Proposed by Gillian Smith and Seconded by Carol Stead.
3. **Matters Arising from Previous Minutes**
 - 3.1. Dave has not spoken to Thomas about the barbed wire on or near the fence.
 - 3.2. The play equipment has been cleaned and looks better although the baby swings look scruffy.
 - 3.3. Dave has managed to adjust the five-bar field gate so that it opens.
 - 3.4. Carol has de-scaled the tea pots and kettles.
 - 3.5. Dave has not progressed the ladies' toilets.
 - 3.6. Gillian has invoiced tennis club and cricket clubs at the increased rate, and both have paid.
 - 3.7. Dave has looked at village hall insurance and there is noting about PAT testing frequency. Peter will ask his son in law to do the PAT testing.
 - 3.8. Dave has not spoken to Ben about the hedge and will speak to the tennis committee about the derelict bench that is next to the tennis courts.
4. **Chairman's report**
 - 4.1. Dave wants to undertake a VH risk assessment using an independent person, ideally another villager.
 - 4.2. The cricket club container and the tennis club shed were broken into last weekend. The cricket club lost its ride-on mower and a 50m hose. The tennis club lost a power washer. The golf club also lost two golf carts. The police attended on Monday morning and Dave has completed the crime report for the tennis club's loss. Dave will talk to Nathan to discuss security. John Stamford has been informed in his capacity of neighbourhood watch coordinator.
 - 4.3. Dave has cut back some of the plants/shrubs around the hall fire exit as they were becoming overgrown.
 - 4.4. Dave has undertaken a temporary repair to the wooden platform on the zip wire. Enquiries will be made to see if replacement hardwood can be sourced for a more permanent replacement.
 - 4.5. A tidy up day was arranged for 23rd November.
5. **Treasurer's Report**
 - 5.1. Gillian Smith said there is currently £12,154.79 in the current account and £15,905 in the deposit account. There is also £1,100 being held as deposits.
 - 5.2. The electricity contract has been extended for another three years.
6. **Secretary's Report**
 - 6.1. No secretary - nothing to report.
7. **Long term planning**
 - 7.1. Nathan was absent.
8. **Play equipment checks**

8.1. Carol has done the check for September and will arrange for someone else to do it on her behalf if she is absent. Aisling said she would help in future if Carol is absent.

9. Maintenance

9.1. Dave has cleaned some of the lights in the committee room while replacing a bulb.

9.2. Carol said that the cooker is not very clean and parts are rusty. It was agreed to buy a new all-electric commercial cooker. Carol will send some information to Dave and up to £2000 can be spent.

9.3. Peter will make enquiries about replacing the low wooden fence by the car park. Carol gave contact details of a fencing contractor.

10. Hall Bookings

10.1. Bookings are ticking over although Hearing Dogs are no longer responding to Gill's emails. Dave will pass on the details for the new contact at Hearing Dogs to Gill.

11. 200 Club

11.1. No new people have signed up to the 200 Club. 144 subscriptions have been paid up out of a potential 200. It was agreed that Peter will resume doing the draws and will do April – September draws in the near future.

12. AOB

12.1. Carol said that she has numerous dishes that she can donate to the village hall for use by local villagers and organisations. A lockable cupboard would ensure their safe keeping and Dave said he would examine the possibility of fitting a lock on a kitchen cupboard.

12.2. The tennis club lease has expired, and Dave asked that the committee approve the club's ongoing use of the courts. This was agreed. Proposed by Carole Southern and seconded by Carol Stead.

13. Date and Time of Next Meeting

This will on Tuesday, 19th November 2024 at the Village Hall at 7.30pm.

The meeting ended at 8.49pm.

Chairman Date