

Pavenham Village Hall & Playing Field

Committee

Reg Charity Number 300055

Minutes of Meeting of the Management Committee held at the Village Hall on 26th November 2024
at 19:30

Attending:- Dave Smith, Jill Smith, Gillian Smith, Nathan Baker, Carole Southern, Carol Stead, Fiona Rodgers, Peter Sharpe, Bernie Sharpe, Dawn Bashford and Ann Goodfellow

1. **Apologies for absence:** Aisling Coles and Sue Ives
2. **Approval of Minutes/Action Points from last meeting, held on the 3rd September 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 yet spoken to Thomas about barbed wire in the fence. Nathan has spoken to Ben and he will cut the hedge back. We expect to have to cut back the trees ourselves so they do not impinge on the zip wire.
 - 3.2. Dave has spoken to Declan about the risk assessment for the hall and he is willing to undertake it.
 - 3.3. Nathan has not heard anything back from the insurance company following the most recent break-in to the cricket club container. The police response was excellent and they have suggested installing a CCTV camera via the supply feeding the court flood lights.
 - 3.4. Nathan suggested replacing the low fence with tree stumps that have arisen as a result of the recent storm. Peter has obtained a quote for 19 posts (42m length) 4x4" posts and the rail is 3x3" = 20 posts, 18" high and 0.9m in length. Rails = £115 and posts £125 = c. £250 plus straps. This does not include installation. Peter has not received a specific quote but we expect it would be 2 men for 2 days = £1,000 - £1,500 in total.
 - 3.5. Nathan will ask Ben about the lengths of wood and Peter Sharpe will try and obtain a quote for the low fencing in the New Year.
 - 3.6. The tidy-up day was deferred as a result of the poor weather and this has been re-scheduled to Saturday, 7th December.
 - 3.7. Dave has looked at Carol's information about a new cooker (c. £2,000) and suggested compiling a list of kitchen equipment we would like to see if we could obtain funding for part or all of it. (See later). Nathan suggested that the cricket club and tennis club might be able to apply to their respective sporting associations for funding to cover new kitchen appliances etc.
 - 3.8. Dave has looked at the kitchen cupboards and will try and source suitable locks so we could secure 1 or 2 cupboards for pots and pans that village organisations may use.
4. **Chairman's report**
 - 4.1. Dave has been chasing Kompan to try and progress changing the toddler swings etc. To check the zip wire alone will cost £480 and they have yet to confirm the quote for the baby swings.
 - 4.2. Dave has investigated a problem with a dripping overflow from the the cold-water header tank and has implemented a temporary fix. He needs to obtain a washer of the right size and obtain bits for the ladies' toilets.
 - 4.3. Dave has bought several toilet brushes and spares are in the cupboard outside the gents' toilets.
 - 4.4. Storm Bert caused damage outside the changing rooms and a ceiling board needs to be re-affixed. The sheets are large re-fixing will require help. Dave to investigate.
 - 4.5. The ladies' toilets has a faulty emergency light.
 - 4.6. Dave attended a North Beds VH network meeting and the group are compiling a list of policies for each hall. It was noted that certain policies are required for many grant applications.

5. Treasurer's Report

5.1. We have £12,559.72 in the current account and the deposit account has £15,943.55.

5.2. We are holding around £1200 as deposits from hirers.

6. Secretary's Report

6.1. No secretary - nothing to report.

7. Long term planning

7.1. Nathan has no update and will contact Neil Blakemore in due course.

8. Policies

8.1. Dave has circulated a proposed safeguarding policy and an equal opportunity policy. Some of the wording was altered 'individuals' was changed to 'organisations'. Nathan suggested that users of the hall must 'comply with your organisation's rules'.

8.2. Nathan was happy with the first paragraph and some of the wording was changed. The hire agreement should include wording concerning safeguarding procedures.

8.3. Equality and diversity policy – some of the wording was changed.

8.4. Following discussions, Dave will re-draft the policies for future adoption.

9. Maintenance

9.1. The heaters in the hall and committee room are old and will need to be replaced at some point.

10. Hall Bookings

10.1. These are trickling in and there are a couple of hirings over the next 2 weeks with very few bookings in the first quarter of 2025.

11. 200 Club

11.1. Peter did October and November draws and the results will be in 'The Villager'.

11.2. Peter said that he would be able to contribute £800 to the hall funds; he was thanked for his support.

12. AOB

12.1. Carole asked about CIO status and a discussion ensued. Dave will seek assistance from David Sturgess, Kirsten Rimmer or Ian McKenzie.

13. Date and Time of Next Meeting

This will be on Tuesday 28th January 2025 at the Village Hall at 7.00pm.

The meeting ended at 8.34pm.

Chairman Date