

Pavenham Village Hall & Playing Field Committee

Reg. Charity Number 300055

Minutes of Meeting of the Management Committee held at the Village Hall
on 7th October 2025 at 7pm

Attending:- Dave Smith, Jill Smith, Gill Smith, Cherry Howkins, Dawn Bashford, Aisling Coles, Peter Sharpe, Carole Southern

Apologies for absence : Sue Ives, Fiona Rodgers, Carol Stead, Anne Goodfellow

Approval of Minutes/Action Points from last meeting held on 05.08.2025.

2.1 Nominated by Dawn Bashford seconded by Aisling Coles.

Matters arising from Minutes

3.1 Declan should have the Risk Assessment ready next week.

3.2 The fencing supplies should be delivered next week. Work should be completed in the next 2/3 weeks and should take 2/3 days. The fence side of the car park needs to be free of cars for the work to take place. Peter will check the Hall calendar to see who will be using the Hall on the work days. We may need to tape off the area to stop people parking there.

3.3 The purchase of the proposed new cooker and dishwasher was discussed. Dave has spoken to Rosemary Plum about ordering through the Parish Council. This is the best way to pay for large items of expenditure. Proposed by Jill Smith and seconded by Gill Smith. Unanimously agreed to purchase the equipment. It was felt we should use Hall funds to purchase these types of items and apply for a grant for other larger purchases. It is good policy for future funding rather than fundraising ourselves, which can be difficult and act against acquiring grant funding.

3.4 EDI is now on the website as well as latest minutes.

3.5 Dave will speak to Nathan regarding the Cricket Club electricity supply.

3.6 Still no decision has been made on what to spend the donation on. We could use this for some more kitchen equipment.

3.7 Damaged wall has still not been repaired.

3.8 Ian McKenzie has more work to do on the CIO.

3.9 Play equipment parts have been received but work still needs to be done.

4.0 Hot water thermostat has been changed and we also have a spare.

4. Chairman's Report

4.1 Dave has drafted a Lease Extension Agreement for a further 25 years, for the lease of land for the tennis courts. Dave to send Peter a copy of the original Agreement. The draft Lease Extension has been sent to Kirsten Rimmer, Solicitor to look at.

4.2 Ladies toilet emergency lighting, Dave has traced the fault and spoken to Blazequel who are responsible for maintaining it. There is no emergency lighting in the halls or the disabled toilet. Blazequel will do the two lights for the price of one. Dave is awaiting a quote. The Council might fund the light for the disabled toilet.

4.3 Dave has had a report from Rosemary about branches overhanging the zipwire, which Dave has cleared.

4.4 We need to make sure all the hall chairs have rubbers on the feet to avoid damage to the floors.

4.5 Ladies toilets had a blockage. A breaker in the main fuseboard had been switched off which stopped the pumps to the ladies toilets. Dave to get the maintenance company in to check it out.

4.6 Discussion took place around Dave's proposed figures for Hall Hire Rate increases. Our rates compare well to Oakley VH rates. The proposal was to increase hire charges as per figures produced by Dave. Proposed by Cherry and Seconded by Peter. All agreed the increase should take effect from 1st January 2026.

5. Treasurer's Report

5.1 Gill Smith reported that the Current Account stands at £12227.63 and the Deposit Account at £16118.40. We need to keep balance under £25,000 so that we qualify for a Council Tax discount. Various planned expenditures should keep it under that figure.

6. Secretary's Report

Gill and Carole did a count of crockery and cutlery in the kitchen. We currently have items as follows:

| | | | |
|---------------|-----|----------------|-----|
| Dinner plates | 120 | Bowls | 98 |
| Medium plates | 126 | Saucers | 121 |
| Small plates | 157 | Cups | 110 |
| | | | |
| Knives | 171 | Dessert spoons | 137 |
| Forks | 160 | Tea spoons | 62 |

There are also 6 coffee cups and various oddments of knives and forks and cooking utensils. We may need to buy more cups, bowls and teaspoons.

7. Maintenance

Nothing further to report.

8. Hall Bookings

8.1 September has been quite busy. Sunday bookings have tailed off a little. There is a steady amount of bookings until the end of the year

9. 200 Club

9.1 Peter is still running the club. Some supporters have said they have/will set up standing orders but some are still outstanding. Peter and Carol to chase them up. Some are still paying with cheques / cash.

10. Any Other Business

10.1 There has occasionally been a problem with non-disabled people parking in the disabled bays. Dave will speak to the tennis coaches as it seems parents sometimes park there.

11. Date and Time of Next Meeting: 9th December 2025 at 7pm.

Chairman **Date**