

Pavenham Village Hall & Playing Field Committee

Reg. Charity Number 300055

Minutes of Meeting of the Management Committee held at the Village Hall
on 9th December 2025 at 7pm

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

1. **Apologies for absence :** Fiona Rodgers, Dawn Bashford, Carol Stead

2. **Approval of Minutes/Action Points from last meeting held on 07.10.2025.**

Nominated by Gill Smith seconded by Jill Smith.

3. **Matters arising from Minutes**

3.1 No risk assessment yet from Declan.

3.2 New car park fence has now been erected. Thanks to Peter for organizing.

3.3 Payment made into our account by Rosemary Plum. PPC indicated they were unable to purchase the new kitchen equipment on our behalf to reclaim the VAT, despite this having been done previously. Dave will order the new equipment, cooker, dishwasher, china etc. to ensure our year end account balance is below £25,000.

3.4 Cricket Club Clubhouse electricity cable/breaker needs upgrading. Dave will speak to Nathan.

3.5 We have the donation in the bank account to spend on replacement crockery, as agreed.

3.6 Damaged wall has been repaired and just needs painting – Thanks to Nathan Baker.

4. **Chairman's Report**

4.1 Re the Licence Extension for tennis court land. Peter commented that some changes may need to be made and will discuss this with Dave, who can take these up with a Solicitor.

4.2 Emergency lighting for disabled toilet etc. Blazequel has installed new lights but there is a wiring fault with one – Dave to follow up with Blazequel.

4.3 Ladies toilet blockage – installation needs to be checked – Dave to contact maintenance company.

4.4 Dave will speak to the tennis coaches re parents parking in the disabled parking bays.

4.5 Dave has re-attached the heater in Ladies to the wall. It may need a bigger repair if it detaches again. Hot tap in Gents may need replacing.

4.6 Dave, Aisling and Ian McKenzie met to discuss new constitution for the CIO. Ian McKenzie has produced a good briefing document, including a project plan. Dave will circulate papers to the Committee to read and ask any questions. The CIO is to reduce the personal liability of the Trustees.

5. Treasurer’s Report

Current Account is £11712.79, deposit account £16144.05. Approximately £1,700 of costs to come off the total. Rates have come in at zero.

6. Secretary’s Report

Nothing to report.

7. Maintenance

Mostly covered previously. Some light bulbs need replacing outside the hall. We are not sure which switches control which lights – Dave to investigate.

8. Hall Bookings

Not too busy at the moment. More bookings in January and February. Pavenham Park Bingo and Book Swap is doing well. The Church Group continue to hire regularly on a Sunday.

9. 200 Club

Draws are done up to December. Carol should take over from Peter between Christmas and New Year. Peter to arrange with her.

10. Any Other Business

Hall tidy up will now be on 10th January 2026 at 10am. Need to trim some bushes obscuring view on exiting the car park. Ben has agreed to trim hedges in the New Year.

11. Date and Time of Next Meeting: 10th February 2026 at 7pm.

Chairman **Date**