

Pavenham Village Hall & Playing Field Committee

Reg. Charity Number 300055

Minutes of Meeting of the Management Committee held at the Village Hall on 14th April 2026 at 7.30pm

Attending:- Dave Smith, Jill Smith, Gill Smith, Fiona Rodgers, Ian McKenzie, Peter Sharpe, Aisling Cole, Nathan Baker, Carole Southern

1. Apologies for absence : Carol Stead, Sue Ives

2. Election of officers.

2.1 Dave Smith was elected as Chairman. Proposed by Gill Smith and Seconded by Aisling Coles.

2.2 Gill Smith was elected as Treasurer. Proposed by Jill Smith and Seconded by Fiona Rodgers.

2.3 Carole Southern was elected as Secretary. Proposed by Dave Smith and Seconded by Jill Smith.

3. Approval of Minutes/Action Points from last meeting held on 10.02.2026.

Proposed by Jill Smith. Seconded by Gill Smith.

4. Matters arising from Minutes

4.1 Risk assessment for the building and environment (excluding Cricket Club, Tennis Club and play equipment), has still to be done. Jill & Nathan said that they could look into it, using an on-line template.

4.2 The old cooker needs reconnecting as well servicing and cleaning.

4.3 The pumped effluent system estimate given by the maintenance company was £1,600. This is more than previously anticipated. Dave had queried this price but has had no response from the company. Dave feels we should go ahead unless he can get a cheaper quote. All agreed this was necessary and we should go ahead.

4.4 Tennis coaches still need to be spoken to about parking in disabled parking bays.

4.5 Some exterior light bulbs have been changed. More need to be changed but will need a ladder for access.

4.6 Flat roof still needs to be looked at and work reviewed.

4.7 Heater issue is ongoing.

5. Chairman's Report

5.1. The annual fire alarm system service is due shortly.

5.2 A balloon pilot has asked if he can launch from our field. He is offering free flights for, say, a raffle prize. It was agreed that Dave should speak to him and confirm we are happy for him to go ahead.

5.3 The Tennis Club are replacing their court floodlights and have written to the hall management committee informing us of this and seeking our agreement and approval. There was no objection from the committee but it was noted that we should require a commitment from the Tennis Club that they repair any damage done to the field by their contractors, as there was some damage last time work was done on the tennis club's behalf.

5.4 The Cricket Club has been working on the playing field and put fertilizer on the cricket playing area. There is more work to do to improve the quality of the ground and playing surface and they need to re-seed, probably the whole field. The CC will undertake all the work. Cost of the seed is just under £1000 and they have asked for a contribution to the cost from Village Hall. Nathan suggested £500 donation. Proposed by Jill seconded by Gill. All agreed.

5. Charitable Incorporated Organisation (CIO)

The documentation produced by Ian McKenzie for transferring to a CIO was discussed at length. The objective is to provide individual trustees with protection from personal liabilities by vesting such responsibilities with a body corporate, the CIO. This should ensure that future trustees are more willing to step forward to support the running of the village hall and playing field. Our current hall insurance covers trustee liabilities.

Ian outlined the process. The objectives of the CIO would remain exactly the same as the existing unincorporated charitable trust and the proposed constitution is based on a Charity Commission model. The process involves setting up the CIO, establishing a new bank account, and then transferring the finances from the existing bank account to the new, CIO one. Once this is completed, the old unincorporated charitable trust can be closed down.

Currently the Parish Council is the custodian trustee for the playing field and village hall premises and Peter has passed the existing deeds for these to Dave for him to lodge with the Parish Council Clerk. Although some CIOs have ownership of land and property transferred to them, Ian noted that it was possible to establish the CIO without transferring these assets to the new CIO. It was felt that we should leave the land and premises within the trusteeship of the Parish Council. Dave will raise an agenda item on the next Parish Council meeting to establish the Parish Council's formal approval of the village Hall Management Committee to establish a CIO and for this to take on the mantle of responsibilities currently carried by the existing management committee. We may need to take legal advice to complete the transition to the new CIO.

It was suggested that we keep things simple by ensuring that the CIO replicates the objectives of the existing charitable trust. Should any changes be needed to these objectives then we could make such changes further down the line. Other village halls in the area are apparently progressing the move to a CIO. A CIO allows for there to be members, village residents, who are not trustees and would be non-voting. The optimal maximum number of trustees to maintain an ability to make and enact decisions is 12. To establish the CIO only three trustees are required, chair, treasurer and secretary. To complete the process legal advice and support may be required and this will be sought where necessary.

Ian said that he would be happy to take any further questions and will get back to us with answers to these.

The proposal was put forward that we progress to becoming a CIO.
Proposed by Dave Smith and Seconded by Fiona Rodgers. The vote was taken and was unanimously agreed.

7. Treasurer's Report

7.1 The Current Account is £6,669. Deposit account £16,194.82.

7.2 We need to identify a replacement independent examiner for the accounts. Nathan will check who the Cricket Club uses and Dave will approach other possible individuals.

8. Secretary's Report

Nothing to report.

9. Maintenance

Covered as above.

10. Hall Bookings

Nothing noted.

11. 200 Club

Carol Stead has said that she is no longer able to take over running the 200 Club. Peter has agreed to continue for now until we can find someone else. We need to publicise it more but this will only be done once we have a new organizer. It was suggested Peter would contact existing members of the scheme to see if anyone would take on running it and put a request in the Villager magazine. We should also approach other committee members if they would take it on.

10. Any Other Business

No other business.

11. Date and Time of Next Meeting: 16th June 2026 at 7pm

Chairman **Date**

Dave Smith