

Pavenham Village Hall & Playing Field Committee

Reg. Charity Number 300055

Minutes of Meeting of the Management Committee held at the Village Hall on 16th June 2026 at 7.00pm

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

1. Apologies for absence : Fiona Rodgers, Gill Smith, Dawn Bright, Aisling Coles, Ian McKenzie, Carol Stead.

2. Approval of Minutes/Action Points from last meeting held on 14.04.2026.

Proposed by Jill Smith. Seconded by Peter Sharpe.

3. Matters arising from Minutes

3.1 Jill has done a risk assessment using an online template. Dave is reviewing this and making any changes he thinks are necessary.

3.2 Pete is going to connect up the old cooker so we can check it and have it cleaned etc. ready for use. Dave thought that the cleaning cost could be around £200. The meeting agreed that was reasonable.

3.3 Tennis coaches still need to be spoken to about parents parking in the disabled bays.

3.4 One outside light bulb needs replacing but a long ladder, preferably a safety one, is needed. Dave will ask Ben if he has a cherry picker to use. All other lights are working correctly.

3.5 Flat roof assessment is still ongoing.

3.6 The Fire Alarm has been serviced.

3.7 There have been two successful launches of the hot air balloon.

3.8 Tennis club have renewed their court floodlights.

3.9 Heater issue is ongoing.

4. Chairman's Report

4.1. The pumped effluent system has been updated and we have been given a rebate of approximately £140.

4.2 Carpets need cleaning. Dave to get in touch with carpet cleaner.

4.3 Entrance hall mat has signs of wear and is needs replacing. The meeting agreed that it should be done.

4.4 ROSPA play equip inspection is due. Neil Blakemore is the usual contact for annual inspection. Dave will follow up with Neil.

4.5 PAT testing of Hall electrics is due. Peter will organize this, to include the Cricket Club and Tennis Club equipment.

5. Treasurer's Report

5.1 The Current Account is £8273.52. Deposit account £16217.07

5.2 We still need to identify a replacement independent examiner.

5.3 Dave has increased the deposit required from hirers for keys etc.

6. Secretary's Report

Nothing to report.

7. Update on becoming a CIO.

7.1 Ian is still going through the process and compiling answers for a Charity Commission online questionnaire. He'll draft answers which he'll make available to the committee for review and comment.

8. Maintenance

8.1 Dave felt that the kitchen needs a deeper clean. Jill suggest maybe some volunteers could tackle it at the next Hall tidy date.

8.2 It was agreed that we need to get the old cooker cleaned, serviced and ready for use.

8.3 The new dishwasher is working well and much appreciated.

9. Hall Bookings

9.1 We are presently a little light on external bookings. There are a few village bookings, parties etc. and bookings for regular club meetings are doing well.

10. 200 Club

We need another volunteer to take this on. Numbers have dropped since pre Covid when we had 240 tickets. Peter asked for help in chasing up those who pay by cheque or BACS and he will put an ad in the next edition of The Villager, asking for a volunteer(s) to take over running of the Club. Dave felt that although it would be good to promote the 200 club, we should wait until a replacement for Peter could be found as it would be unfair to burden him with this task and it should be left to his replacement to follow up.

11. Any Other Business

There was none.

12. Date and Time of Next Meeting: Tuesday 18th August 2026 at 7pm

Chairman **Date**

Dave Smith