

Minutes of the Village Hall Committee.

Monday 1st of August 2011

Present

Ian Clark.

Apologies,

Ian Outram
Peter Daniel
Jim Russell.
Robbie Robinson
Jane Roff

Katie Sharpe

Peter Sharpe
Bernie Sharpe
Margaret Telfer
John Gough

Robert Umpleby
Janet Roff
Terry Horsman
Colin Humphries

Minutes

1. Apologies for Absence

See above David Allen having moved out of Pavenham & so is no longer on committee

2. Approval of Minutes & Action Points

Minutes of last meeting were accepted as a true & fair record.

3. Committee

With regret, the Chairman announced that Roger Whilding & Christine Sturgess have resigned from the Committee.

'Thank You' letters will be written by **Ian Clark** to Roger and Christine to thank them both for their considerable contributions to the work of the Village Hall Committee over a number of years.

It was proposed by the Chairman & seconded by John Gough, that, in light of the resignations of David Allen, Christine Sturgess, and Roger Whilding, David Smith be elected to the committee. David Smith was duly elected

Proposals for vice-chairman. John Gough was proposed seconded and duly elected.

Robbie Robinson commented that **co-opted members** have the same voting rights as others, contrary to the advice given at the last meeting. John Gough, noted that previous votes may have been affected.

4. Matters Arising (previous numbering refers)

5.5 *Major Projects Update* - John Gough, Peter Sharpe

The WREN grant is under consideration, & goes to Main Board shortly; if all the money comes in, the Contract for the 4-6 week programme could be let in October. Thus the football teams need to be advised of restrictions etc with as much notice as possible, so that they can investigate other options such as getting fixtures rearranged etc.

Action: John Gough to liaise with teams

Even when the money has been approved, there will be some long lead-time activities. Peter Sharpe pointed out that we have to pay for the works, then get the money back from WREN, so there will have to be 3 stage-payments as we don't have enough cash-in-hand.

5.6 *Maintenance*

5.6.1 *Screening of calor gas bottles* - Ian Clark

Ian had asked the gas suppliers about this – they had responded that there were no regulations which required screens. Thus there was some confusion over the Fire Officer's comments.

Action: Ian to seek clarification/specification from Fire Officer

5.6.2 *Ladies toilet*

Action: Jim Russell will replace with a different fitting

5.6.3 *Hirers Handbook*

David Allen had completed this, but there was uncertainty about who else had received one; Jane asked whether a listing of all available facilities could be added to the current handbook - this + the Hiring Agreement could then form the basis for a hiring contract

Action: Ian to fine-tune such a booklet, print off drafts for finalisation at next meeting

5.6.4 *Play equipment* - RoSPA inspections

Ian had attended a ROSPA course, & stressed they were 'not too nit-picky' (eg use mallet – if severe rattling, a problem exists!). A check sheet had now been produced. Beds Council & RoSPA have both inspected recently, & no problems were identified.

Ian had produced a rota, & trained several committee members to carry out such weekly inspections already.

Action: Ian to complete training for Peter/Robbie & Ian O, & copies of checklist (to be kept in bar area) to be completed weekly & filed

In a similar vein, Jane R mentioned that a Complaints Book should be available in Kitchen – this was agreed, & would to be set-up by Dave Smith

5.6.5 Car Park Winter Salt - Peter Sharpe

Jim Russell reported on this in Peter's absence: prices were now available, but it was agreed to HOLD on this until Peter Sharpe returns (NB Dan Lewis is to offer a service: Robbie to get quote)

5.6.6 Car Park Security. Pillars - Jim Russell

The damaged bollard couldn't be removed, so it was cut off & replaced. Also further measures to 'protect' field (eg 53m @ £25/m ca £1,000-£1200) were discussed

Action: in the short term, a pragmatic approach was recommended: Ian Outram will ensure that the bollards are up

5.6.7 Redecoration of Village Hall - Jane Roff

The recommended quote was from Guy Wady (2 coats magnolia on walls, skirting boards etc). He should start end-September; again, there will have to be 'boxing-&-coxing' re bookings etc

5.6.8 Hedge cutting/strimming - Ian Outram

Price should be available shortly

5.6.9 Website - Rob Umpleby

Rob will develop/promote a publicity website; after discussion, the decision was also taken to ask Rob to develop this in detail, and include the booklet referred to above as pdf

5.0 Chairman's Report Ian Clark

5.1 Football pitch booking: A request had been received from Tim Bower for a team of 'Pavenham lads' to use our pitch on Saturdays. (Oakley now have only 1 team on a Sunday). Issues discussed in this connection included nets, wear on pitch, etc. After discussion, it was proposed that we serve notice to Oakley that we are to let Pavenham have access to the pitch next year – we agreed that we'd try both teams (ie Saturday & Sunday teams) next year, & aim to move to just Pavenham from 2012/3. Currently, Oakley pay £30/game, so we'd offer the same to Pavenham, and remind them they'll need to supply nets etc; the pitch will also need to be marked, corner flagged etc)

Action with Ian Outram

5.2 Hall Caretaker

Neil Skevington (cleaner) has retired – a letter had been written to him (TH), & the meeting agreed that a cheque should be sent to Neil too as a ‘thank you for good service’ too; Robbie recommended £100, & this was agreed unanimously

An ‘upgraded job’ (as Caretaker) was proposed by Ian, and the job had been offered to Ian Outram. There were, however, issues which would need to be OK’d by the Charities Commission, to whom Ian C would now write.

6.0 Treasurer's Report Margaret Telfer

Highlights picked up – can we increase our income? (Total outgoings approx. £6200) Various options were discussed, & Robbie reminded the meeting that we’re *Action Committee*, & so should give thought to Fund Raising.

7.0 Secretary's Report Terry Horsman

No correspondence had been received

8.0 Major Projects Update

Dealt with earlier.

9.0 Maintenance

Covered earlier

10. Hall Bookings Katie Sharp

In Katie’s absence, the point was made that a recent booking of the premises had been found to involve the erection of an indoor marquee, which meant that the cricket club couldn’t do its ‘normal functions’in future, good liaison is necessary to ensure that similar issues cannot arise

11. Any other Business

11.1 Next June (2-5) is the Queen’s Jubilee – suggestions have been requested by the Parish Council from all village organisations. In discussions, Jane suggested an Elizabethan Fayre – this met with general enthusiasm & approval

Action: Jane asked to write to Parish Council with this suggestion

11.2 *It was suggested that a sign on village hall door would be helpful to publicise the hiring of the Hall or whatever*

Action Rob; similarly, he’d organise signs for the other Village Notice boards too

11.3 *Signing of Documents as Trustees...further signatures were now needed, & the Secretary needs full name address & Dates of Birth too*

Action: Jim Russell to email old list to TH & TH to update

11.4 *Sports Clubs reps etc – list of this should be sent to Charity Commissioners*

Action: Robbie to supply address to TH, TH to action

11.5 *Rob proposed sub-committee for Website (Rob, Dave, Ian)*

Agreed – action with Rob

11.6 *Rob suggested that a sign saying ‘will the last person to leave please pull barriers up’ be erected*

Agreed – action with Rob

11.7 *Ian Outram pointed out that boot cleaning leaves mess – could the proposed extension include something suitable?*

Agreed – action with John Gough

12. Date & Time of Next Meeting **Mon 10 Oct 7.30 pm**