

## Minutes of the Village Hall Committee held on Monday 16th of May 2011

### Present

Ian Clark.  
Margaret Telfer.  
John Gough.  
Ian Outram  
Peter Daniel  
Jim Russell.  
Robbie Robinson  
Jane Roff  
Bernie Sharp  
Peter Sharp  
Robert Umpleby

### Apologies,

David Allen.  
Terry Horsman  
Colin Humphries  
Katie Sharpe  
Janet Roff

## Minutes

### 1. Apologies for Absence

See above

### 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

**Screening of calor gas bottles** - supplier of gas bottles needs to be asked about the highest safe temperature of gas bottles in store. This can then be advised to the supplier of boards for screening the bottle cage. **Ian Clark**

**Ladies toilet** - door fittings still required. **Jim Russell** to supply and fit.

**Hirers Handbook** - no more copies are available to issue until **David Allen** returns from holiday, when an updated Handbook will be available.

**Updated floor plans** (to go into Hirers Handbook) - Robbie had passed these to David Allen in January.

**Monthly Inspections:** -

**Pest control, costs** circa £100 per year for two visits per year. This was agreed to be good value and should continue.

**Play equipment.** Robbie asked who is going to do the **inspections?** Ian Clark has now been trained and will establish a rota and inspection sheets. RoSPA will do annual inspection of equipment. Peter Sharp advised that RoSPA do inspections in this area in May. **Ian Clark** to arrange.

**Car Park Winter Salt** - two types (wet or dry) are available. **Peter Sharpe** to get prices of spinner and salt

**Car Park Security.** Various options discussed for the protection of the area behind the goalposts to prevent driving onto the field. An advert could be placed in the Villager magazine, to ask the last person leaving the car park to pull the barriers up, and a sign should be exhibited which states this. **Rob Umpleby** to contact Metrosigns.

The two missing cover plates to be replaced by **Ian Clark and Rob Umpleby**.

**Play builder sign** New one coming to replace existing sign. Old sign vandalised with red paint. **Rob Umpleby** to contact Metrosigns about the best way to clean them. Also consider buying tub of graffiti wipes **Pete Sharpe**.

It was noted that there is an increase in the number of alcohol cans being left outside the village hall. It was agreed that we should advise police. **Ian Clark**

**Disabled markings on the car park** – as noted last meeting, these need redoing. 5 Litres of suitable paint costs £30. **Margaret Telfer** volunteered to check on Google how to paint suitable signs.

## 5. Chairman's Report

Attended RoSPA safety course at Shuttleworth. Very well run with lectures and practical instruction in the Play Park. Stress on use of common sense when inspecting & regular

inspections depending on the amount of use of the equipment. We are now members of RoSPA. Some members to be instructed & a safety inspection rota established. **Ian Clark**

The hirers handbook update is ready when **David Allen** returns from holiday.

Samples of paint colours for the main hall have been purchased & applied to sample boards. To be discussed later in the meeting.

Protective netting has been installed around the basketball area.

## **6. Treasures Report**

Current bank balance, £12,196.

No profit and loss account available.

### **Parish council**

Precept allocated to Village Hall is £2,750 (reduced from £3750) set at parish council meeting in January. This may now be reduced to £2500. The committee considered whether that reduction should have been discussed between the respective chairmen of the parish council and the village hall committee. Parish council award to the village hall is for running costs. Current running costs for Pavenham Village Hall are in excess of £10,000 per annum. Parish council meeting on Wednesday the 19th of May will confirm, or otherwise, the amount of £2500 for the village hall.

## **7. Secretary's Report**

Not available.

## **8. Major Projects Update**

Changing rooms. Grants etc anticipated totalling about £33000 including c. £20000 grant from WREN to be confirmed in July. This will cover construction estimates. The plans for the changing rooms are as previously supplied to the village hall committee.

Building Quotes need to be addressed to parish council. **John Gough** to write to Mel Parrott to get recipients names changed.

Harold Pursers bill for applying for Building regulations to go to parish council. (to allow recovery of VAT). **Peter Sharpe**

Important that timings of invoices, match timings of grant payments. **John Gough** to speak to Mel Parrott.

## **9. Maintenance**

### **Redecoration of Village Hall**

Vote taken as to whether we should decorate or not? The majority were in favour of re-decorating.

Ian Clark presented three sample panels showing three different colour options from which to choose or reject. The colour chosen is Totally Nutmeg, but members asked for a slightly darker shade to blend with the existing curtains. **Ian Clark** to research and obtain samples.

Skirting options were discussed. Robbie suggested plastic covering which was glued into place. The major problems with current skirting are:

- big gap underneath, which trapped and released dirt.
- The maroon colour beneath skirting board showed through when chipped.

The Committee agreed that if cost of replacing the **skirting**, including fitting, was less than £500 work could go ahead without further reference to the committee. If more than £500 then it would be referred back to committee. New skirting was for the non-carpeted area only. **Jim Russell**

Discussion regarding previous quotes for painting the village hall ensued. Instead of defining a paint specification, it was felt important to define the outcome and not try to dictate to the professionals. This was agreed. The project should be managed by **Margaret Telfer, Jane Roff and Bernie Sharpe**.

Previous decorators quotes to be supplied by **Ian Clark**

#### **10. Hall Hire Programme.**

After a discussion about an inquiry for a Kids Party booking, non-resident, including bouncy castle and quad bikes, it was agreed that Katie should quote £100 for the party, as it is non-resident. Price list does not currently have a price for children's party, non-resident. It was felt important that a damage deposit was taken for this party.

**Line Dancing Group** lights had been left on and windows left open last time they had booked. **Ian Clark** to talk to the group.

#### **11. 200 Club**

16 numbers still to be taken up.

20 gaps, including the non-payers.

235 numbers were in the club last year, but could be 10 down this year. Deadline to pay is this Sunday. Several members asked for application forms. **Peter Sharpe** to send out members names to be reminded.

#### **12. Any Other Business.**

**Sign near the gate for Cricket club**

Seems to be broken & obscured by the hedge. Cricket Club to repair. **Ian Outram**.

### **Hedge cutting**

Peter Sharpe proposed that the hedge is cut soon. **Ian Outram** to get phone numbers of Barry Edlington & Chris Horne from Peter Sharpe to arrange.

### **Area near PV Panel Meters**

To be trimmed by the same contractor. **Ian Outram**

### **Budget**

Outline annual budget to be prepared. **Ian Clark & Robbie Robinson**. Use last year's accounts as basis.

### **Pens engraved with Pavenham Village Hall**

Rob suggested, we purchase give-away pens with "Pavenham Village Hall" on them for advertising purposes. Discussion about whether to also add phone numbers. It was agreed to use our website URL instead as it was less likely to change. **Robert Umpleby** to obtain prices.

### **Village Hall fees for existing sports clubs 2011**

It was agreed to leave prices the same as last year

### **Hook on Front Door**

To be replaced. **Jim Russell**

### **Cigarette butts**

The absence of suitable container causing problems. **Peter Sharpe** to obtain a replacement

### ***Staining on Cutlery***

Need to check the containers at the bottom of the dishwasher to check both are full. **Ian Clark**

### **Website**

Following David Allen's resignation from committee **Rob Umpleby** offered to manage the Pavenham Village Hall site.

## **13. Date and time of next Meeting**

**Date of the next meeting - 1st August at 7:30p.m.**