

PAVENHAM VILLAGE HALL AND PLAYING FIELD CHARITY

MINUTES AND ACTION POINTS – 29 NOVEMBER 2010

PRESENT:

MR. I CLARK - CHAIRMAN
MR. D. ALLEN
MR. J. GOUGH
MR. C. HUMPHRYS
MS. J. LEWES
MR. J. ROBINSON
MRS. J. ROFF
MR. J. RUSSELL
MRS. B. SHARPE
DR. P. SHARPE
MRS. C. STURGESS
MRS. M. TELFER
MR. R. UMPLEBY
MR. R. WHILDING
MRS. S. WINFIELD

1. APOLOGIES FOR ABSENCE:

MRS. K. SHARPE

Also present: Janet Roff

2. APPROVAL OF MINUTES AND ACTION POINTS OF PREVIOUS MEETING

The minutes and action points of the meeting held on 11 October 2010, having been previously circulated, and with the following amendment made under agenda item 4 (Chairman's report):

Mr Clark had also gathered 3 quotes for replacing the Committee Room window, and 3 quotes for redecoration – both projects were put on hold bearing in mind disruption and mess likely to occur with extension work to changing rooms (see agenda items 7 and 8).

to read –

Mr Clark had also gathered 3 quotes for replacing the Committee Room window, and 3 quotes for redecoration – the redecoration project was put on hold bearing in mind disruption and mess likely to occur with extension work to changing rooms (see agenda items 7 and 8), whilst more information was needed about replacing the Committee Room window before a decision was made.

and the following to be added to the minutes:

Mr Robinson had passed details of a cutlery check carried out by himself and Mr Whilding on 11 October to the Secretary for filing. With the cutlery only having been purchased and put into use in September, it was noted with concern that 25 items had already gone missing. A discussion followed about including a count of the cutlery and crockery on the monthly check list, all agreed to this.

were agreed to be a correct record and signed by the chairman.

Proposer: Mr Allen **Seconder:** Mrs Winfield

Mr Clark welcomed Mrs Janet Roff to her first meeting as representative for the Flower Show Society, Mr Page having resigned.

3. MATTERS ARISING

Foul language on Football pitch – letters and emails had been exchanged and the complainant advised. It was hoped that this action would bring the language used to an acceptable level.

Checking of Fire Alarm and Emergency Lighting systems – With these systems having now been upgraded, maintenance inspections were discussed. The possibility of the cleaner carrying out on a weekly basis some of these checks was raised, and the discussion expanded to a general discussion about all inspections. It was finally agreed that Mr Clark and Mr Humphrys would draw up a job description and discuss with Mr Boniface who has been carrying out checks on the Emergency Lighting system for some years. It would be appropriate at this point to give Mr Boniface a new key should he agree to carry out the checks. **AP – Mr Clark, Mr Humphrys**

Old Goalposts – Mr Clark agreed to look into the possibility of getting the old goalposts recycled into an extended frame for the basketball backboard through someone he knew, as it hadn't been a project that the grounds man could undertake. It was agreed that if the recycling was not possible Dr Sharpe would organise scrap dealer collection of the old posts. **AP – Mr Clark, Dr Sharpe**

Changes to the Trust Document – Mr Robinson reported that work on this was still progressing; he explained that the delay was being caused by difficulty in finding one last piece of evidence (a paper from Lord Luke to Village Trustees (Parish Council)). **AP – Mr Robinson**

During discussion it was agreed appropriate that each committee member hold a copy of the schedule. Mrs Telfer offered to organise the scanning and emailing to members if Mr Robinson could pass her a copy. **AP - Mr Robinson, Mrs Telfer**

It was also agreed that an AGM agenda item be raised to review organisations represented on the Committee. **AP – Mrs Sturgess**

Hall maintenance - Main hall window keys – Mr Robinson had extracted keys of use, including some for the Main hall windows.

Committee room window – see agenda item 8

Calor gas containers – Mr Allen had précised the LPG regulations and passed the information to the Secretary for filing. After discussion it was agreed that by placing fire retardant material between the cricket club cabin and the containers we would be complying with the regulations. Mr Clark agreed to arrange this. **AP – Mr Clark**

Ladies toilets – Mr Russell agreed to resource retaining screws for sliding locks and pass to Mr Clark, so that the missing bolt in one of the cubicles could be repaired. **AP – Mr Russell, Mr Clark**

Hirers Handbook – Mr Robinson and Mr Whilding had passed their comments on the 2nd draft to Mr Allen, whilst Mrs K Sharpe was still working through her copy. Also see agenda item 9.

Bar cupboards – locks in place.

Playing field – remnants of the old Tennis club hut had been removed.

Rates of hire – with the installation of the solar panels it was considered no longer necessary to collect meter readings.

4. CHAIRMAN'S REPORT

Mr Clark confirmed with members that he had forwarded a memo about the Emergency Lighting prior to the meeting and it would be discussed later in the meeting (see agenda item 8).

Mr Clark felt it would be a good opportunity to review the performance of the annual inspection of the Fire Extinguishers (see agenda item 8).

The fan in the kitchen has been replaced.

The socket for a heater in the Committee room had burn out. It was agreed that when repairing this it would be sensible to eliminate the plug, linking it directly to the power system.

Mr Clark sought agreement to increasing the number of light switches in the Committee room, so that the lights could be switched on at both entrances, this was agreed.

Following completion of the upgrade to the Fire Alarm system, Mr Clark advised that he had distributed keys for the new system to Mr Whilding, and added a key to the hirers set held by the Booking Secretary. He would update the keyholders list to include these details.

Meetings had been held about the extensions to the changing rooms (see agenda item 7).

5. TREASURER'S REPORT

Mrs Telfer reported that £12452.22 was held in the bank, with approximately £2930 precept money being held on our behalf by the Parish Council.

Mrs Telfer asked members to consider approaching the Parish Council with a view to asking for a smaller allocation from the precept. She advised members that the allocation of money from the precept had been regular for some years - before the Committee had begun the 200 club – and now, with the installation of the solar panels hopefully generating income to at least cover our electricity running costs, and in the current climate she felt it appropriate that we take £1k less in the 2011/2012 year. After a short discussion it was agreed in principal (13 to 1). Mrs Sturgess and Mrs Telfer agreed to confer and send a letter to the Parish Council. **AP – Mrs Sturgess, Mrs Telfer**

6. SECRETARY'S REPORT

Mrs Sturgess advised members that she had received 2 letters since the last meeting –

Certificate for Solar panel installation – passed to Mr Whilding
Notification of income – passed to Mrs Telfer

7. MAJOR PROJECTS UPDATE

Solar equipment for hall – Mr Whilding reported that the meter started running in November, after the original meter had to be replaced due to a fault. He advised that it is a 3 phase system, with the main meter being our point of reference for quarterly readings which we will be responsible for forwarding to British Gas. Now that all the work is complete, and we are

connected to the grid, British Gas will be forwarding to the Treasurer the Terms and Conditions (expected to receive 41.3p per unit generated). He asked that Mrs Telfer contact the hall insurance provider to add the panels to our policy – all agreed that if there was extra payments to be made to the premium they should be made.

Mr Whilding stressed how important it was that if any electrical work was done in the hall the system should be switched off – he had placed notices to this effect.

Mrs Sturgess asked Mr Whilding to contact Mrs Norman at Beds RCC. Mrs Norman was interested in the process undertaken to getting the panels fitted etc to pass on to other village halls – it was understood that Pavenham is the first village hall in the county to have solar panels; Mr Whilding was already aware of Mrs Normans interest and agreed to get in touch.

Extension to changing rooms – Mr Gough reported that the application to Awards for All had been rejected as there was insufficient benefit to the community. He was awaiting a report from the FA representative, who had attended the meeting, outlining recommendations on child friendly changing rooms – this information would be considered for inclusion in any amendment of plans.

He advised members that efforts were still being applied to this project, and would bring details to the next meeting.

8. MAINTENANCE

It was noted that the bulb in the store room was not working.

It was noted that there was a broken chair (base and seat coming apart). Mr Clark undertook to check. **AP – Mr Clark**

Main hall floor – it was agreed that the hall floor was in need of a polish. Mr Clark undertook to contact the cleaner to see if he could do this. **AP – Mr Clark**

Emergency Lighting – see memo attached – members had been able to consider the information about the quotes for the upgrading prior to the meeting. The Blazequel quotation was accepted by all present.

Annual inspection of Fire Extinguishers – Mr Clark and Mrs Telfer agreed to review who to use for this inspection, bearing in mind the upgrading that had been undertaken with other systems in the hall and comparisons of previous costs. **AP – Mr Clark, Mrs Telfer**

Committee Room window – Mr Clark had forwarded a memo (attached to minutes) giving details of the various options available, and their costs, in replacing this large window. The opportunity to upgrade and improve on our energy usage could also be extended in the ladies toilets by replacing the current single glazed unit with a double glazed one.

After discussion it was proposed that the current window be replaced by patio doors:

For – 11 Against – 4

A further proposal was made that both door and ladies toilet windows be replaced:

For – 10 Abstention – 5

9. HALL HIRE PROGRAMME – monthly review

With the exception of 3 private hiring's, the bookings for November and December were from regular users. The Booking Secretary was to be asked to email Mr Allen with diary details for him to include on the website. **AP – Mrs K Sharpe, Mr Allen**

Mr Whilding had approached the proprietors of the Cock about including their details in the hand book, but they were not really interested.

10. 200 CLUB

Dr Sharpe reported that things were running as expected, with both November and December draws being made on 23 November.

Outstanding APs

Monthly inspections – all members were asked to think about what needed to be inspected, and forward to Mr Clark for collation. **AP – all committee members**

11. ANY OTHER BUSINESS

Redecoration of hall - Mr Clark agreed to contact the 3 companies who had given quotes for redecorating the hall and advise them of our decision to put the project on hold. **AP – Mr Clark**

Royal Wedding 29/4/2011 – a question was raised about celebrating this event – feedback welcomed.

Closing hall after event – a general reminder was made to all users to make sure they leave the hall and car park in a state that they would like to find it, eg curtains, lights, bollards.

Condition of entrances and car park – in light of current bad weather methods of ensuring safety of users were discussed. After several solutions were considered, it was agreed that we should look into the possibility of providing a bin and salt. Dr Sharpe agreed to action. **AP – Dr Sharpe**

Christmas decorations for hall – as there were no festive hirings this year, it was agreed that the decorations would not be put up.

Meeting closed – no time noted

12. DATE AND TIME OF NEXT MEETING

Monday 31 January 2011 7.30pm