

Pavenham Village Hall and Playing Field Charity

REGISTERED CHARITY No.300055

MANAGEMENT COMMITTEE MEETING

VILLAGE HALL

**Minutes/Actions from the Committee Meeting of Monday October 10<sup>th</sup> 2011**

**Attendees:** Bernie Sharpe, Dave Smith, Ian Clark, Jane Lewes, Jane Roff, Janet Roff, John Gough, Jim Russell, Margaret Telfer, Mel Parrott, Peter Daniel, Peter Sharpe, Robbie Robinson, Terry Horsman

**1. Apologies for absence**

Katie Sharpe, Rob Umpleby, Colin Humphries.

**2. Approval of Minutes/Action Points from meeting held on 1.8.11**

Some minor issues arose which led to the proposal that in future, Terry would issue 'draft minutes'; committee members would then have 10 days in which to raise any queries/clarifications, after which 'the final version' would be issued.

**Action:** *TH/committee members*

**3. Matters arising from Minutes**

*5.5 Major Projects Update - the 'Changing Rooms Project'*

In view of his wide experience, Mel Parrott has kindly agreed to be co-opted to manage the 'Changing Rooms Project and this topic was 'moved up the agenda'. He gave a brief summary of the current position:

1. Having apprised himself of 'where we are now', the main factors are:
  - a) Costings vs. money available was always going to be 'tight', particularly as some variations to the original, priced works had arisen
  - b) Chief amongst these was the need for separate toilet & shower facilities for the referees, which would incur additional preparation & drainage works
  - c) The tenders had been received, the successful contractor notified, & the detailed timetable discussed, together with the particular requirements that
    - whilst works were ongoing, Contractors would have to be sensitive to the presence of various organisations etc that had already made bookings
    - in particular, access to the current toilets was essential
    - whilst most of the sporting fixtures were likely to be rearranged, it was essential that hirers were aware of their presence of contractors during 'their period of hire', so they needed to be aware of any security/due-diligence/etc issues **Action:** Mel to liaise with contractors & Katie, to ensure that all parties likely to be 'on-site' at any time be aware of the situations
  - d) Mel remained confident that the available monies would meet the costs anticipated at this stage,  
& agreed to maintain good communications with Peter S & John G should any potential problems be foreseen
  - e) More detailed update to be given at next meeting (when works will be well underway:

**Action:** *MP*

*5.6 Maintenance*

*5.6.1 Screening of calor gas bottles* - Ian C. had progressed query, but no clarity has emerged as yet. Points raised in subsequent discussion: we could move bottles, or move 'cabinet' (beware copper piping...if on-view', a further theft might occur!); we could

enquire of an insulation supplier... **Action:** *IC to further progress*

5.6.2 *Ladies toilet* - Jim Russell: the precise nature of the problem was demonstrated, so Jim will now effect the appropriate remedial measures **Action:** *JR to progress*

5.6.3 *Hirers Handbook* - Ian Clarke: Ian C now has a 'Publisher' file copy of the Handbook on-disc, but had been unable to open it. Dave Smith volunteered to take the disc, proof-read/edit as he felt necessary, & then produce a pdf version too & circulate appropriately. (subsequently done & passed on to TH, so copy attached to these minutes)

**Action:** *DS & TH to progress*

*Hard copies of the Handbook: 'Ball-park' costs of £40 for 50/£70 for 100 had been obtained. Ian C to now seek quotes (eg Paul Nertney, SUS, etc)...?*

**Agreed actions were:**

- *Final version to be put on website (as PDF) by Rob , &*
- *Katie to make available to hirers & require them to sign the Agreement*

5.6.4 *Play equipment* - RoSPA inspections - Ian had completed training for Peter, Robbie & Ian O, & copies of checklist (to be kept in bar area) to be completed monthly & filed; Peter D, Ian Outram & Robbie all on rota; from now on, copies of completed forms/checksheets MUST be lodged in bar area

**Action:** *Peter, Robbie & Ian O to progress*

The 'Complaints Booklet' policy has now been instituted: it is also to be kept in the Bar area.

**Actions:** *Katie to draw attention of hirers to this book, & Ian O/Dave to review on a regular basis & take appropriate action*

5.6.5 *Car Park Winter Salt* - Robbie Robinson: Robbie had got a quote from some Contract Gardeners...£20-30 per incident. After reiteration of the research by Peter Sharpe, subsequent discussion recommended that 'we' should buy the necessary hardware & consumables (£150 for a spinner, 10 off 20kg bags of salt & secure storage, add this responsibility to Ian's Job Description (IC), confirming that he will be paid as & when he has to clear snow.

**Actions:** *Ian C to discuss with Ian O & add to JD, Peter S to make necessary purchases, Ian O to familiarise himself with 'the operating process' before bad weather arises*

5.6.6 *Car Park Security. Pillars now all in good working order, 'last to leave' to ensure that they're all 'up', Ian O to regularly (as appropriate) check/ensure that the bollards are up*

5.6.7 *Redecoration of Village Hall* - many favourable comments received re 'new appearance' (Guy Wady's paintwork, the cleaned curtains). Ian C thanked Jane R for supervising the 'whole job'.

5.6.8 *Hedge cutting/strimming* - *Ian Outram* to action this job: working party arranged for general tidy-up around exterior of hall (10.00 29 Oct)

5.6.9 *Website* - *Rob Umpleby*: Rob was unable to attend, but had advised that the developments previously agreed were 'in-hand'

5.13.1 *AoB - Queens Jubilee , June 2012* - Jane had written, as asked, to the Parish Council with her suggestion of an Elizabethan Fayre. The meeting was advised that a number of other (not necessarily mutually exclusive) suggestions had also been received; an appropriate initiative from the Parish Council is now awaited.

#### **4. Chairman's Report**

Ian reported that there had been no significant news items or actions additional to those already discussed

#### **5. Treasurer's Report**

Margaret briefly summarised our current financial situation, and also updated the meeting on her recent contacts with the Charity Commissioners (paperwork given to *Terry* for filing)

#### **6. Secretary's Report**

Terry advised that, for QA reasons, the Council had asked him to rate the recent kitchen inspection - completed.

- 7. **Major Projects Update** covered earlier
- 8. **Maintenance** nothing additional to report

9. **Hall Bookings**

Bookings continue to show an encouraging trend

11. **Any other Business**

None

12. **Date & Time of Next Meeting**

Monday 19<sup>th</sup> December, 7.30 in Village Hall