

Pavenham Village Hall & Playing Field Committee

Reg Charity Number 300055

Minutes of Meeting of the Management Committee held at the Village Hall
on 12 December 2023 at 7.30pm

Present: Dave Smith, Jill Smith, Peter Sharpe, Bernie Sharpe, Gill Smith, Fiona Rodgers, Carole Southern and Sue Ives

1. Apologies - received from Carol Stead

2. Approval of Minutes/Action Points from last meeting, held 17th October 2023 at 8.00pm

2.1. The Minutes of the last meeting were agreed as a correct record of the proceedings. Proposed by Carole Southern and Seconded by Gill Smith.

3. Matters Arising from Previous Minutes

3.1. Play equipment - Carol Stead is absent so no update available.

3.2. Sanitary Bin - purchased. We just need the disposable bags.

3.3. Dave met with Roger Penney of Stevington regarding the change to a CIO.

3.4. Nathan's draft plan - see below

3.5. The hot water tank is still being temperamental as the WI said it wasn't working during their meeting - Dave has adjusted the thermostat. The two cupboards in front of the switches need to be moved to facilitate access to the switches. One of the cupboards lacks a key.

3.6. The new hiring rates are on the website and being applied to new bookings.

3.7. Dave has submitted a feed-in reading. No cheque received, as yet.

3.8. Dave has fixed the red vacuum cleaner. Carole has asked if she could buy a 'stiff' brush to clean the floor of crumbs during table tennis. This was approved.

3.9. Dave has spoken to the owner of the dogs who are suspected of fouling the playing field. Dave has two suitable signs that can be used to remind dog owners that they should not be exercising their dogs on the playing field. However, they need to be mounted onto a rigid backing.

3.10. Thank you to those who supported the village hall car park tidy up. Thanks were given to Peter for taking the leaves away.

4. Chairman's Report

4.1. Dave said there were not many bookings but Gill said that we seemed to have had a good year so far, with over 100 invoices sent out for bookings.

4.2. A conversation ensued about the cooker in the kitchen and it was decided that the committee is still hoping Peter (at The Cock) will be able to source a second electric cooker. Sue said that there is a sale of catering equipment on 24th January 2024 at Peacocks. Dave checks with Pete regularly on progress.

4.3. The parish council clerk has passed Dave information about a company who may be able to supply/maintain playground equipment. Dave is meeting them.

5. Treasurer's Report

5.1. Gill Smith said there is currently £5,119.98 in the current account and £15,732.92 in the savings account.

6. Secretary's Report

6.1. No secretary - nothing to report.

7. Long term planning

7.1. Nathan was absent so this was carried forward to the next meeting.

8. Becoming a Charitable Incorporated Organisation (CIO)

8.1. Dave met with Roger Penney of Stevington village hall to find out how they had found the process. They reported that it was pretty straightforward and they'd set things up themselves with help from the Charities Commission website, though they noted that a solicitor would be needed later on in the process.

9. Maintenance

9.1. Bins for the disposal of ladies' sanitary products have been delivered.

9.2. Carole Southern raised an issue regarding Dave's ongoing unpaid role regarding the maintenance of the village hall means that the committee is not seeing the true maintenance costs. Dave said he would look at the idea of an open afternoon through which we would hope to recruit some volunteers who would help to maintain the hall.

9.3. Toilet roll holder is loose and Dave will attend to this.

10. Hall Bookings

10.1. Covered above. There is a handful of additional bookings in January, February and March.

11. Major Projects

11.1. None.

12. 200 Club

12.1. Peter is making progress and has been allocated a case officer who will progress changes to the bank mandate.

12.2. Peter will write off those who haven't paid as he needs to know how much is available for prize money. Peter thinks there will be around £900 available for the village hall funds.

13. AOB

13.1. Gill is hopeful that the issues with the water are being resolved.

13.2. Dave thinks the committee should ask for an increase to the annual contribution from the parish council. This would reflect inflation and the increased costs of maintaining the playing field and the play equipment.

13.3. Peter suggested that the Borough should cut back hedges near the entrance to the car park as visibility along the straight is impaired to those drivers leaving the hall.

14. Date and Time of Next Meeting

- This will be held on Tuesday, 13th February 2024 at 7.30pm, at the Village Hall.

The meeting ended at 20.24 pm.

Chairman Date