



## **PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION**

### **MINUTES OF MEETING: MONDAY 30<sup>TH</sup> SEPTEMBER 2024**

**HELD AT PLAYING FIELD PAVILION**

#### **Present:**

Karl Scott

Barbara Whitford  
Karen Norton  
Thomas Berry  
Diane Lloyd  
Lisa Gamson  
Trevor Clough

#### **Apologies:**

Paul Harris

John Spear  
Phil Smith  
Richard Mayhew  
Kathy Freer  
Jono Mawford

#### **WELCOME AND INTRODUCTIONS**

The meeting was opened by Karl at 19:35

#### **MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 12<sup>TH</sup> AUGUST 2024**

Ongoing issues are covered in the main body of the minutes below.

#### **Item missed from previous minutes:-**

It was agreed that there would be no hire charges to the Players for rehearsals and the concert event held in August, following the unfortunate cancellation of the Pantomime earlier this year.

Minutes for 12<sup>th</sup> August 2024 approved and signed,

#### **PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION**

Paul had attended the parish council meeting on 19<sup>th</sup> September 2024 and presented our plans for the new pavilion which had gone well.

Some questions were raised about usage and boundaries which Paul answered but may be raised again when the planning is officially presented.

All discussed items raised – Karl will attend the meeting on 17<sup>th</sup> October 2024 – **AP Karl**

## TREASURERS REPORT

Barbara provided the following update.

### Closing Balances as of 31<sup>st</sup> July 2024

COIF	£	58413.58
Current Account	£	6460.38
100 Club	£	390.00
Petty Cash	£	331.49
<b>TOTAL</b>	<b>£</b>	<b>65595.45</b>

Barbara has also supplied monthly accounts figures for both August and September.

The Monthly management report will be updated by Paul in due course.

Quite a few expenditures for the Pavilion this month which are detailed in the following reserves.

### Reserves included in the above figures.

Reserves for New Pavilion                      **£ 37597.70** Breakdown as follows.

New Pavilion Fund				
		35000.0		35000.0
	COIF Account	0		0
		Income	Expenditure	Balance
<b>2023</b>				
05-Jun-23	Social Club	2000.00		
04-Sep-23	C Spicer	50.00		
21-Oct-23	Play Area Opening	30.40		
21-Oct-23	Quiz Surplus	278.00		
21-Oct-23	Quiz Winners	40.00		
21-Oct-23	P Freeman	20.00		
14-Nov-23	Easy Fundraising	36.61		
27-Nov-23	St Marys Church (Xmas Bazaar)	100.00		
07-Dec-23	A Peacock	50.00		
13-Dec-23	Fox Pub Quiz	220.00		
13-Dec-23	Qiiz Winners (Fox Pub Quiz)	40.00		
	<b>Total 31st December 23</b>			<b>37865.01</b>
<b>2024</b>				
18-Mar-24	Café - Christian Fellowship	182.90		
09-Apr-24	Balance from Benches	84.00		
26-Apr-24	Café - Christian Fellowship	161.00		
14-May-24	Easy Fundraising	45.60		
01-Jul-24	Donation from Social Club	1000.00		
01-Jul-24	Payment to Passmores - Plans		192.00	
	<b>Total 31 July 24</b>			<b>39146.51</b>

02-Aug-24	Easy Fundraising	90.87		
19-Aug-24	Café	196.22		
01-Aug-24	Planning Permission Fees		648.00	
01-Aug-24	CGI (Artists impression)		575.00	
01-Aug-24	Biodiversity Survey for Planning		840.00	
01-Sep-24	Sale Trail	227.10		
	<b>Total 30 Sept 24</b>			<b>37597.70</b>

## BOOKING SECRETARY'S REPORT

Village Hall bookings are steady, and we are getting some single one-off bookings as well as the regular ones.

## REPAIRS AND MAINTENANCE

### Village Hall

Kathy had raised a couple of points

The village Café have had used of the open shelving in the village hall storeroom but are now finding other items being placed on the shelves. Everyone agreed that some labels showing these shelves are for Café use should hopefully eliminate this issue. **(AP Kathy)**

Concern was that there are lots of items being left in the storeroom (untidily) and on top of hot cupboard. To keep and eye on this as we might need to tighten up if this continues.

Electricity had tripped on one Sunday – was corrected the next morning and nothing specific was identified as to why this had happened. Paul Hunter has been made aware of where the fuse boxes are.

Peter has repaired the damage to the flooring reported at the last meeting. Barbara to get bill from him for materials and his time to carry the work out. **Ongoing AP Barbara**  
Thanks, Peter, for a great job.

### Pavilion and Playing Field

No maintenance issues were raised for the Pavilion.

## NEW PAVILION PROJECT

Planning permission has now been officially submitted.

## FUND RAISING EVENTS

### Sale Trail – held on 14<sup>th</sup> September 2024

Event went well with 18 people having sales at their homes and 4 tabletops plus the nearly new sale at the village hall.

Money raised for the pavilion was £227.10 which include £50 for Teas / Coffees and £41 for Maps

Special thanks to Holly for the excellent maps she designed (and the Posters)

Also, to Diane and Dot for managing refreshments on the day.

Everyone thought it was a great village event and we should run again next year. Provisional date for this is 13<sup>th</sup> September 2025.

### **Quiz Night - Saturday 19<sup>th</sup> October**

Advertised in Village Magazine (Sept and October) and at the Village Hall. Posters will be put up 2 weeks before event.

Tasha is preparing the quiz but will not be available to present on the night. Barbara has offered to take this role on.

### **VILLAGE ORGANISATION REPORTS**

Kathy has advised that the Village Café in September raised £180 for Macmillan

Diane told us that rehearsals have commenced for the Players for next year's Pantomime.

The next craft fair is on Saturday 5<sup>th</sup> October – Lisa did raise a concern that some of her poster boards for the event had gone missing. These were outside of Pakenham. No one was aware of why this would be, but did not think this would be the council.

### **ANY OTHER BUSINESS**

Peter has carried out some investigations into costings for maintenance for the round seat at the village hall. As the current yacht wasn't lasting, an alternative was to get this all removed and then to oil the seat. Ice blasting would be the most effective way to achieve this, but the cost isn't cheap – Cost of doing this on site would be approx. £1032 and off-site £1640. To review again in the spring.

### **DATES OF FUTURE MEETINGS**

The next meetings will be held as follows:-

Monday 11<sup>th</sup> November – Playing Field Pavilion @ 7.30pm

Monday 16<sup>th</sup> December – Playing Field Pavilion @ 7.30pm

The meeting closed at 20:55

### **ACTION SUMMARY FROM THIS MEETING**

Meeting Date	Action	Action Detail	Owner	Action Update
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30-Sep-24	1	NEW ACTION AMAGAMATING OUTSTANDING ACTION POINTS RE HEATING ISSUES	Karl	Items to be resolved. 1. Air conditioning cupboard to be jet washed and then system re-assessed 2. Heating controls to be reviewed by Austin Heating 3. Replace Fan in Kitchen - only one working
30-Sep-24	2	Attend Parish council meeting on 17th October re Pavilion Planning application	Karl	
30-Sep-24	3	Label shelves in storeroom for village café	Kathy	

## OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
27-Feb-23	2	Look at caster on table trolley	Karl	Karl has identified that a new caster is required	Ongoing
25-Sep-23	5	Contact M&TJ's to see if they can clear ditch at back of Village Hall	Karl	M&TJ no longer in operation - To contact Countryside Landscaping to see if they can carry out this work	Outstanding
18-Dec-23	5	Update safeguarding policy for VH	Paul	Awaiting advice from community Action Suffolk	Ongoing
25-Jan-24	4	Maintenance for seat around tree at Village Hall	Karl / Richard	12/8/24 Barbara will speak to Peter to see if this is something he could take on , see minutes of 30/9/24 - option for Ice blasting to be considered. <b>To review again in Spring 2025</b>	Outstanding
25-Jan-24	12	New parking signs for VH	Karl	Karl has contact details of person who did our other parking signs and will action	Ongoing
04-Mar-24	4	Replace broken uplighter cover	Richard		Outstanding
04-Mar-24	11	Find out costs for phone line for Broadband to Pavilion	Karl	BT unable to identify building without official address	Ongoing
04-Mar-24	14	Formal Booking form / terms and conditions process to be set up	Karen	Awaiting advice from community Action Suffolk and can then set up process	Outstanding
08-Apr-24	1	Woodwork at front of village hall needs attention	Karl		Outstanding
08-Apr-24	8	Present new hire documentation and policy documentation at next meeting	Paul	Awaiting advice from community Action Suffolk	Ongoing
08-Apr-24	11	Keep check on utility aid for potential new deals for electricity	Paul		Ongoing
01-Jul-24	2	Source new microphone and storage for Village Hall	Phil		Outstanding
01-Jul-24	3	To engage with A2D Electrical to see if they can take on electrical issues at Village Hall	Paul		Outstanding
01-Jul-24	5	Speak to HAGs about wear and tear reported on play area Jeep	Paul		Outstanding
12-Aug-24		To speak to Mathew Porteous about options for hire of VH / Pavilion for Railway Club	Richard		Outstanding

12-Aug-24		Speak to Peter to see if he can assess work required on VH damaged floor	Barbara	Floor has been repaired by Peter. Barbara to get bill from Peter for materials and his time	<b>Ongoing</b>
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