



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 20TH MAY 2024

HELD AT PLAYING FIELD PAVILION

Present:

Karl Scott

Barbara Whitford
Karen Norton
Paul Harris
Trevor Clough
Diane Lloyd
Lisa Gamson

Apologies:

Richard Mayhew

Kathy Freer
Phil Smith
Thomas Berry

WELCOME AND INTRODUCTIONS

The meeting was opened by Karl at 19:35.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 8TH APRIL 2024

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

Minutes for 8th April 2024 approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

The Martial Arts Group, Minotaur, have mentioned that the hall is too hot in the evenings, Karl stated that the controls are set to Summer and therefore the heat isn't being generated and the air conditioning should be kicking in. Karl will investigate to ensure air conditioning is working correctly. **AP Karl**

Andrea will talk to her team, and then liaise with Barbara to sort out a date if she wishes to take up this opportunity.

Barabara advised that Andrea has taken up the offer of hall hire for her charity event to be charged at £20.00. The event will be taking place on Friday 7th June 2024.

Treasurer's report -

Barbara provided the following update.

Closing Balances as of 20th May 2024

COIF	£	52286.71
Current Account	£	13357.27
100 Club	£	695.00
Petty Cash	£	97.99
TOTAL	£	66436.97

Cheque paid to Peter King £81.60 not yet cleared.

Cheque for insurance £2069.25 not yet cleared.

Reserves included in the above figures.

Reserves for New Pavilion **£ 38338.51** Breakdown as follows

New Pavilion Fund					
	COIF Account	earmark ed	35000.0 0		35000.0 0
2023					
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	Quiz Winners (Fox Pub Quiz)		40.00		
		31-Dec-2 3		2865.0 1	37865.0 1
2024					
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	473.50	38338.5 1

Reserves for PO **£ 800.00**

BOOKING SECRETARY'S REPORT

Nothing to report at this meeting.

REPAIRS AND MAINTENANCE

Village Hall

All outstanding actions for Village Hall maintenance are being monitored via action points.

Barbara advised that Eon have offered up new deal for us to take up now which will take effect from 2025.

Deal is.

30p per day standing charge.

26.24p per unit (2 year fixed) or

26.12 per unit (3 year fixed)

Paul advised that there is a good chance that rates will be reduced further in July and suggested that we hold on for now to see if we can get a better rate from either eON or another supplier. Agreed by all for no action at this time.

Pavilion and Playing Field

The new CCTV has now been installed at the Pavilion.

Bins – A new bin for general litter has been installed at the Pavilion. Paul managed to get this at a reduced rate due to our existing account at the Village Hall. Paul is now trying to get this emptied on a regular basis. **AP Paul**.

Electricity - our electricity inspection has identified some C2 items which are non-compliant and need attention. Paul has sought out estimates to carry out this work and has arranged for this to be completed by A2D Electrical Ltd, the week commencing 20th May.

Barbara advised that the current contract with Eon for the Pavilion is expiring in July. Eon haven't offered up any deals for the Pavilion as it appears there have been problems with generating bills, despite regular meter readings being supplied to them. A new bill has been received now. Barbara will give a copy of the bill to Trevor who will investigate alternative suppliers. **AP Trevor**

Door Locks - our recent insurance documentation has highlighted the need for some more robust locks at the Pavilion. All agreed that this work should be carried out. Paul will arrange. **AP Paul s**

Trevor has cleared up the teenage area at the playing field but power washing the area including the table for table tennis. The wood is still to be painted. Well done everyone who was involved.

NEW PAVILION PROJECT

Plans– Paul was delighted to announce that Jono Mawford is now on board to help with the Pavilion Project. Plans have been provided and agreed and Jono will get these submitted for planning permission in the next few weeks.

Paul would like to have a CGI (computer generated Image) to assist with obtaining grants. The cost would be approx. £600 – All agreed that this would be beneficial but to wait until planning permission is agreed.

Once planning agreed, Paul will then push forward with the VAT exemption certificate and will use a consultant for this.

Documentation

Subcommittee meeting held on 29th April to discuss financial documentation needed. This is currently being worked on and will be implemented shortly and shared at future meetings.

We will be using Community Action Suffolk to assist / advise on policies required for PVH&PFA

FUND RAISING EVENTS

The Car Boot Sale on Saturday 27th April 2024 was a bit of a wash out due to very poor weather and lack of participants – Total surplus was £33.00 which included refreshments.

Karen suggested we might want to consider Sale Trail for the village and to also use Village Hall for people to “rent” a tabletop to sell from, plus do refreshments. Money collected up front for pitches / tables and even poor weather wouldn’t impact as it did for car boot.

All agreed that it was worth a go. Date set for Saturday 14th September. Karen will get posters / adverts done to kick this off. **AP Karen**

Village Quiz- date for the next quiz to be Saturday 19th October – Barbara to check with Tasha to see if she is willing and able to make this date as quizmaster. **AP Barbara**

VILLAGE ORGANISATION REPORTS

Dianne advised that the Pakenham players concert will be taking place on 10th August, with tickets now on sale.

ANY OTHER BUSINESS

Non for this meeting

DATES OF FUTURE MEETINGS

The next meetings will be held as follows:-

Monday 1st July – Playing Field Pavilion @ 7.30pm

Monday 12th August – Playing Field Pavilion @ 7.30pm

The meeting closed at 21:00

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
20-May-24	1	Karl to investigate air conditioning at Village Hall	Karl
20-May-24	2	Chase up the emptying of the new waste bin at the pavilion	Paul
20-May-24	3	Seek out alternative electricity supplier for Pavilion	Trevor
20-May-24	4	New door locks at Pavilion	Paul

20-May-24	5	Posters / Advert for Sale Trail	Karen
20-May-24	6	Check Tasha can make 19/10 for village quiz	Barbara

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		Outstanding
25-Sep-23	5	Contact M&TJs 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	Waiting for better weather	Outstanding
25-Jan-24	12	New parking signs for VH	Karl		Outstanding
04-Mar-24	1	To chase Austin Heating to visit to review heating controls	Karl		Outstanding
04-Mar-24	2	Need switch in kitchen to enable fans to be switched on and off	Karl		Outstanding
04-Mar-24	3	Replace bulb in uplighter	Karl		Outstanding
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	5	Move picnic tables to final position after beer festival	Richard		Ongoing
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