



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 1ST JULY 2024

HELD AT PLAYING FIELD PAVILION

Present:

Karl Scott

Barbara Whitford
Karen Norton
Paul Harris
Trevor Clough
Diane Lloyd
John Spear

Apologies:

Richard Mayhew

Kathy Freer
Phil Smith
Thomas Berry
Lisa Gamson

WELCOME AND INTRODUCTIONS

The meeting was opened by Karl at 19:35.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 20TH MAY 2024

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

Minutes for 20th May 2024 amended (electric destination page 3 is Pavilion not village hall) approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

The ballet group have sent an email to Barbara to say that the floor is becoming dangerously slippery and is there anything that can be done to address this. Barbara suggested that Alys uses ordinary floor cleaner to wash the floor rather than the wood cleaner (which contains almond oil) to see if this helps. The actual wood cleaner could be used on Friday as this would be a week prior to the ballet group using the hall.

Paul Smith (Minotaur) has mentioned to Paul about the possibility of being able to store at the village hall. Karl has suggested that this could be stored under the stage, and potentially moved to the black shed if the stage needs to be taken down. Paul will speak to him. **AP Paul**

TREASURER'S REPORT

Barbara provided the following update.

Closing Balances as of 30th June 2024

COIF	£	57712.71
Current Account	£	5946.85
100 Club	£	570.00
Petty Cash	£	740.49
TOTAL	£	64970.05

Barbara has also supplied monthly accounts figures which Paul has put into the Monthly Management Report for the Committee.

All present agreed accounts are in line with budget – all signed off.

Reserves included in the above figures.

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

		New Pavilion Fund			
	COIF Account	earmarked	35000.00		35000.00
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		
	TOTAL	31-Dec-23		2865.01	37865.01
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	38338.51

Reserves for PO

£ 1200.00

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.

Karen advised that the one Microphone we still have, has been badly damaged and is unusable. All agreed that this needs replacing. Karl suggests that these are kept in a well-protected box to remove the risk of further damage. We will get Phil to source replacement ASAP. **AP Phil**

Pavilion and Playing Field

Electricity – The electrical work to rectify non-compliant items has been carried out by A2D Electrical Ltd.

Karl has asked Paul to look into the possibility of A2D carrying out the work at the village hall on various outstanding electrical items. Paul will contact them **AP Paul**

Trevor has investigated the electrical deal for the Pavilion which is expiring on 7th August. Eon's deal is.

48p per day standing charge.

26.09 per unit (1-year fixed deal)

His recommendation was that we go with this offer, which is a much better deal than at present.

All agreed – Trevor will check to see if there is any further provision for a better deal (charges reduced from 1/7) and will get the new deal set up. **Continued AP Trevor**

Door Locks – new locks now in place

Paul will source another NO DOGS sign for the other gate following dogs seen running around in the play area with an adult totally disregarding that this is a child only area. The sign might not stop this type of incident but will ensure that we have adequate signage. **AP Paul**

The latest play area report has noted some wear and tear on the Jeep. Paul will contact HAGs to see if this is natural wear. **AP Paul**

NEW PAVILION PROJECT

Plans– These have not been submitted for planning permission yet as the construction details are not specific enough (will it be full timber, or will it be brick and timber) – this can only be decided once we have selected a preferred supplier.

Paul presented the 3 quotes to the committee and following discussion it was agreed that Passmores would be our preferred supplier.

Paul will contact them to get the plans amended and ready for submitting for planning permission.

After this stage Paul will be obtaining a CGI (computer generated Image) to assist with obtaining grants and when we have planning move forward with the VAT exemption certificate and will use a consultant for this.

FUND RAISING EVENTS

Sale Trail

Draft poster has been drawn up but not yet published. Before going ahead Karen wanted to ensure we had the infrastructure in place to run this and clarify a few points.

Support on the day – Need a couple of people at the Village Hall to organise tabletop sellers and also sell maps on the day.

Refreshments – need a couple of people to do refreshments (teas and coffees) on the day

Maps – Need cut off date for sale trail applicants and for someone to do the maps ready for sale

Cost – Agreed that we would charge £5.00 for entry onto the trail and same for tabletop at the village hall

Times – agreed 10:00 – 14:00

Di will see if she can get some help to do the refreshments – John to see if Holly could do the maps and if so, what cut-off date. John will also see if anyone from the S&S club can help on the day at the village hall.

Once support in place Karen will update poster, get this into the Village Mag for August and September – get Posters printed (Karl to do A3's) – **AP All Ongoing action**

Quiz Night

Tash has agreed that she can be quizmaster for the planned Village Quiz on 19th October. Posters to be drawn up to go into Village Mag September and October and tickets to Barbara – **AP Karen**

VILLAGE ORGANISATION REPORTS

The Pakenham players concert will be taking place on Saturday 10th August – afternoon and evening events.

Kathy was unable to make the meeting but advised that the Village Café was going well.

June donations of £185 were sent to support Ukraine.

July donations will go to the Pakenham pantry in the porch.

For Christian fellowship, Kathy advised that the children are meeting 4.30-5.30 in the Pavilion on Sundays if the weather is OK otherwise in the hall for Bible chat and games.

John advised that the Social Club had that day 1st July, sent a £1000 donation for the new Pavilion project. Many thanks for their ongoing support.

ANY OTHER BUSINESS

Plug in Suffolk – application still ongoing – They require 2 spaces at the Pavilion car park. We would receive £100 per space per year. Resurfacing would take place for the 2 spaces but not the whole car park. All agreed to continue with application.

DATES OF FUTURE MEETINGS

The next meetings will be held as follows:-

Monday 12th August – Playing Field Pavilion @ 7.30pm

Monday 30th September – Playing Field Pavilion @ 7.30pm

The meeting closed at 21:40

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
01-Jul-24	1	To discuss storage at Village Hall for Mat for use by Minotaur	Paul
01-Jul-24	2	Source new microphone and storage for Village Hall	Phil
01-Jul-24	3	To engage with A2D Electrical to see if they can take on electrical issues at Village Hall	Paul
01-Jul-24	4	Additional NO DOGS sign to be put up on 2nd gate for Play area	Paul
01-Jul-24	5	Speak to HAGs about wear and tear reported on play area Jeep	Paul
01-Jul-24	6	Posters and tickets for Quiz Night in October	Karen

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	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	coming to Village Hall 2/7/24	Ongoing
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	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
20-May-24	1	Karl to investigate air conditioning at Village Hall	Karl	Austin Heating due 2/7/24	Ongoing
20-May-24	3	Seek out alternative electricity supplier for Pavilion	Trevor	New deal with Eon found and recommended - Trevor will get this set up	Ongoing
20-May-24	5	Posters / Advert for Sale Trail	Karen/ All	Various issues(detailed in minutes) need looking at to ensure we are all OK with this fund raiser	Ongoing