



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 8TH APRIL 2024

HELD AT PAKENHAM VILLAGE HALL

Present:

Karl Scott
Barbara Whitford
Richard Mayhew
Karen Norton
Paul Harris
Trevor Clough
Diane Lloyd
Kathy Freer
Phil Smith
Thomas Berry
Lisa Gamson

Apologies:

Members of the public present

Christopher Spicer
John Speare
Andrea Davey
Nick Davey
Carole Hurrell

WELCOME AND INTRODUCTIONS

The meeting was opened by Karl at 19:30. This being the first meeting following the 2024 AGM.

ELECTION OF ADDITIONAL TRUSTEES AND COMMITTEE ROLES

The following Committee Trustees and Roles were agreed for the 2024/25 year for the Pakenham Village Hall Association – All were agreed and seconded.

Karl Scott
Paul Harris

Trustee Elected
Trustee Elected

Chairman
Vice Chairman

Karen Norton	Trustee Elected	Secretary
Richard Mayhew	Trustee Elected	Sports and Social Rep
Phil Smith	Trustee Elected	
Diane Lloyd	Trustee Elected	Players Rep
Trevor Clough	Trustee Elected	
Barbara Whitford	Trustee Co-opted	Treasurer & Booking Secretary
Thomas Berry	Committee Member	Parish Council Rep
Lisa Gamson	Committee Member	Craft Fair Rep
Kathy Freer	Committee Member Co-opted	Christian Fellowship Rep
John Speare	Committee Member	Sports and Social Rep

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 4TH MARCH 2024

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

Minutes for 4th March 2024 approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

Andrea Davey explained to everyone that she was currently part of a team raising money for WSH My Wish Charity via project "Grow your dough".

She explained that this challenge will see teams be given a starter donation of £50 and over approximately 3 months need to grow this via innovative fundraising activities.

Andrea is carrying out lunches in various locations and would like to do one in Pakenham. Her request is for the Village Hall committee to support this activity by providing the hall for free.

A full discussion took place as this issue has been raised previously.

The main issues the Village Hall Association needs to consider is.

1. Being a Charity itself it is not normal policy to support other charities. It is not that it cannot support but it must be in the best interests of our organisation / charity,
2. Many hirers donate proceeds to charities and therefore to support one could open the gates for many more requests.

The village hall committee would like to offer support for charity events where village residents are raising funds for sole purpose of donating to charity.

It was therefore agreed that we would support in the following circumstances.

1. That the group / people raising funds were from our village
2. That the sole purpose of their event was to give all proceeds to the advertised charity
3. That these were not self-supporting events (i.e. charity raising funds for themselves)

When criteria is met, the hall would be provided for a nominal fee of £20.00. This would be subject to availability.

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

Treasurer's report -

Barbara provided the following update.

Closing Balances as of 8th April 2024

COIF	£	51642.49
Current Account	£	17524.32
100 Club	£	800.00
Petty Cash	£	281.12
TOTAL	£	70247.93

Reserves included in the above figures.

<u>Reserves for Playing Field</u>	£	1494.66	– from WSC for new CCTV.
<u>Reserves for New Pavilion</u>	£	37865.01	Project 2 New Pavilion ongoing
	£	340.00	fund raising surplus from Quiz Night
<u>Reserves for PO</u>	£	800.00	

£3600 for the picnic seats has been paid but the cheque has not yet been presented so is included in the above figures.

£1494.66 received from WSC for new CCTV installation.

Barbara offered her thanks for support to PO funds.

Quiz Night 16th March 2024

Income and expenditure from the quiz night was as follows.

Income £460.00 (£280.00 from ticket sales and £180 from raffle)

Expenditure £120.00 (£80.00 for food and £40.00 winner's prize)

This gave us a £340.00 surplus for the New Pavilion fund,

BOOKING SECRETARY'S REPORT

No new regular bookings to report

REPAIRS AND MAINTENANCE

There are some existing repairs outstanding, and these are picked up in the outstanding action points. New issues raised.

Carole raised the issue of the poor woodwork at the front of the building. Karl said this would be looked at once weather conditions improved. **AP Karl**

Also raised was the sink plugs lacked chains – Barbara said that Alys had noticed this and would get replacements for both the Kitchen and one in the ladies. **AP Alys**

Carole also raised the issue of the guttering near the kitchen needing clearing as weeds growing. Karl will investigate this **AP Karl**

Pavilion and Playing Field

The new patio doors have been installed and look good. Some external painting has also commenced. Richard said there are a few things that need doing at the pavilion and surrounding area including completing external painting, getting a skip to take away lots of unsightly rubbish, painting of containers. Richard asked for expenditure support from funds to carry this work out – Agreed. – **AP Richard**

The 5 x new picnic benches have arrived. Due to their weight of them and security pins these will need to be moved to agreed locations in due course. Best to wait until May as they will have to be moved for the Beer and Music festival, and after this can be positioned as required (truck will be available to move them) – Richard to arrange **AP Richard**

Previously discussed, final position would be as follows,
Two by the children's play area
One by the Pavilion
One on the far corner in front of the trees/ woody area
One on the bottom area of the playing field halfway along,

The new CCTV is being installed on 15th April. Well done Paul for pursuing payment from Andrew Speed.

EV Charging Point – Paul has been advised that WSC will be surveying area for potentially 2 charging points.

Bins – There has been issues with the bin situation at the Playing field. WSC will not empty either of the 2 bins if they contain anything more than poo bags and general litter from the playing field. This means that any rubbish from the pavilion cannot be placed in the bin. Whilst the green bin has previously been used for this purpose, and rubbish in it disposed of, we haven't actually paid for this service.

We therefore need to get a further bin for use by the Pavilion and pay for collection. Paul to arrange **AP Paul**

The existing 2 bins will continue to be used for Poo bags and playing field litter.

Grass Cutting - Countryside Landscaping have taken this over from M&TJ's. There appears to be some concern from Countryside Landscaping that the cutting of grass in the play area is taking much longer than anticipated. However, a lot of this has been via chats to members of the public. If there is an issue it needs to be flagged back to the Parish Council as part of the contract agreement.

Charges at the Pavilion

With the improvements made to the Pavilion and the new play area outside, it was very likely that we could start getting bookings this year, especially for children's parties. Following discussion, it was agreed we should increase occasional sessions to £25.00 for village people and £40.00 for out-of-village bookings.

NEW PAVILION PROJECT

Plans– Still no progress on this and Paul is now concerned that he will miss his timelines on this project if these are not progressed imminently, Richard still pursuing his contact to keep

costs done. Agreed if no progress in the next 2 weeks, Paul will need to seek out alternatives to get these done, **Ongoing AP Richard**

Documentation

Paul has shared some potential formats for ongoing accounts presentation and how we report on this. It is necessary to change how we present our income and expenditure on a regular basis for Paul to be able to share this when seeking out grants.

Separate subcommittee meeting to be set up to discuss and move forward with this – Paul to arrange – **AP Paul**

Paul has done some work on the equal opportunities and diversity policy documents but is not sure everything necessary is covered and would like these to be checked and rubber stamped but this will incur costs.

Karen advised that as the terms and conditions and booking documentation, which is likely to refer to these policies all need looking at we would be best to get everything together before getting them verified.

Karen agreed to look at the equal documents Paul has pulled together and get the booking process and documents ready for discussion at the next committee meeting. **AP Karen**

FUND RAISING EVENTS

The Car Boot Sale is on Saturday 27th April 2024

Advertised in Village Magazine

Richard to put up large posters / boards. Karen to put up small a4 posters.

On the day **Richard / John / Karl** - Open gate at 8-8:30 to collect money and direct people to pitch area.

From 10:00 buyers to be able to park.

Tea and Coffee will be available in Pavilion – Paul will ask Betty and Pauline to assist – Lisa and Karen to also help.

Karen to provide Tea, Coffee, Sugar and Milk and soft drink.

Karen to purchase some disposable cups - **AP Karen**

VILLAGE ORGANISATION REPORTS

Kathy advised the Saturday Café going well. Also, that Pyps will be starting up again at the village hall and then at the Pavilion. However instead of Fridays, PYPs will now be held on Sunday after their service.

Lisa advised the craft fair held on Saturday went well but was quieter than usual, probably due to the easter holiday period.

Diane advised that following the unfortunate cancellation of this years Pantomime, the Players would be doing 2 music concerts on 10th August in the Village Hall – Afternoon and Evening, The players will be back in 2025 with the next pantomime.

Christopher advised that the church was supporting the community in the usual way with services, weddings and funerals. It was also running afternoon tea and morning coffee sessions as well as continuing to support the food-bank provisions at the church.

All agreed that it was disappointing that the Pakenham Players had to cancel the pantomime, but it is understood they will be back next year.

ANY OTHER BUSINESS

Karen said that it was good to see the holes in the access road and the playing field car park had received some filler thanks to M J Nunn .

Barbara said that the Insurance renewal had come through (due date 1/5/24) and now needed decision. Cost is like last year, but we have had new play area since then so need to ensure there is sufficient cover built in for this. Richard said we also needed to consider we have public liability cover to a sufficient level.

Paul agreed to look at this and liaise with Karl / Barbara etc to get sorted by due date. – **AP Paul**

Paul advised that he had received some quotes for electricity supply via Utility Aid, which shows we could sign up now to receive lower rates once existing contract finishes. Paul to keep and eye on this and remind and future meetings. **AP Paul**

DATES OF FUTURE MEETINGS

The next meetings will be held as follows:-

Monday 20th May – Playing Field Pavilion @ 7.30pm

Monday 1st July – Playing Field Pavilion @ 7.30pm

The meeting closed at 21:10

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
08-Apr-24	1	Woodwork at front of village hall needs attention	Karl
08-Apr-24	2	Replace 2 x sink plug and chains	Alys
08-Apr-24	3	Weeds in gutter by kitchen window needs addressing	Karl
08-Apr-24	4	Tidy up work at playing field	Richard
08-Apr-24	5	Move picnic tables to final position after beer festival	Richard

08-Apr-24	6	Finalise provision of new bin for Pavilion	Paul
08-Apr-24	7	Subcommittee meeting to be set up to discuss monthly / financial reports	Paul
08-Apr-24	8	Present new hire documentation and policy documentation at next meeting	Karen
08-Apr-24	9	Car Boot Sale - Richard / John / Karl to open gates and collect money from 8.00 - Karen to get Refreshments and disposable cups	Richard / John / Karl / Karen
08-Apr-24	10	Review and action insurance renewal	Paul
08-Apr-24	11	Keep check on utility aid for potential new deals for electricity	Paul

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&TJ's to see if they can clear ditch at back of Village Hall	Karl	M&TJ no longer in operation - Await to see who parish council appoint to replace for their requirements and then contact them.	Outstanding
18-Dec-23	5	Update safeguarding policy for VH	Paul	Paul has started this and is now passing to Karen to review etc	Ongoing
25-Jan-24	4	Maintenance for seat around tree at Village Hall	Karl / Richard	Waiting for better weather	Outstanding
25-Jan-24	9	Cut back trees in vicinity of allotments - to be flagged to parish council	Thomas	Karl to take pictures to clarify requirements	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	5	Switch for screen to be reviewed / mended	Karl		Outstanding
04-Mar-24	10	Advise cost of new electrical supply to Pavilion once estimate received	Trevor		Outstanding
04-Mar-24	11	Find out costs for phone line for Broadband to Pavilion	Karl		Outstanding
04-Mar-24	12	Pursue contact for formal plans for Pavilion	Richard		Outstanding

04-Mar-24	14	Formal Booking form / terms and conditions process to be set up	Karen		Outstanding
04-Mar-24	15	Poster for Car Boot Sale to go into Village Magazine	Karen		Outstanding