



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

### **MINUTES OF MEETING: MONDAY 12<sup>TH</sup> AUGUST 2024**

**HELD AT PLAYING FIELD PAVILION**

#### **Present:**

Karl Scott  
  
Barbara Whitford  
Karen Norton  
Richard Mayhew  
Thomas Berry  
Diane Lloyd  
Lisa Gamson  
Kathy Freer  
Jono Mawford

#### **Apologies:**

Paul Harris  
  
John Spear  
Phil Smith  
Trevor Clough

#### **WELCOME AND INTRODUCTIONS**

The meeting was opened by Karl at 19:30

#### **MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 1<sup>ST</sup> JULY 2024**

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

Minutes for 1<sup>st</sup> July 2024 approved and signed,

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

There has been a comment made by a resident in Manor Garth, about the noise from the pavilion late on Friday nights.

Richard said that whilst there has been music played it is usually no later than 10:30, but with the recent good weather the doors facing Manor Garth will have been open. Richard will ensure noise is kept to a minimum and to ensure when people are leaving that they are respectful of residents in the area.

Mathew Porteous had been interested in hiring either the Village Hall or the Pavilion for the Bury St Edmunds Railway club but has advised Paul that the pavilion would be too small and no availability at the Village Hall.

After discussion at the meeting there are a few options that can be offered up

1. Use of Pavilion – Richard will invite Mathew to come into the revamped Pavilion to ensure that he has fully assessed the space.
2. Hire the Village Hall for 2 x Thursdays per month and the Pavilion for the other 2 Thursdays.
3. Book the village hall for Friday evenings –( currently available as no booking has been made by Minotaur). **AP Richard**

## TREASURER'S REPORT

Barbara provided the following update.

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

COIF	£	58187.58
Current Account	£	8733.43
100 Club	£	490.00
Petty Cash	£	103.02
<b>TOTAL</b>	<b>£</b>	<b>67514.03</b>

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 the budget – no anomalies to discuss – to keep a check on electricity usage at the pavilion. all signed off.

### Reserves included in the above figures.

Reserves for New Pavilion                      **£ 39146.51** Breakdown as follows.

		New Pavilion Fund			
	COIF Account	earmark ed	35000.0 0		<b>35000.0 0</b>
<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	Quiz Winners (Fox Pub Quiz)		40.00		
		31-Dec-2 3		2865.0 1	<b>37865.0 1</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	1473.5 0	
01-Jul-24	Payment to Passmores - Plans	192.00		192.00	<b>39146.5 1</b>

Reserves for PO

£ 1200.00

### **BOOKING SECRETARY'S REPORT**

Village Hall is going well. Barbara advised that we are starting to get bookings for the Pavilion including Children's parties.

Whilst the Village Hall charges were increased on 1<sup>st</sup> April, no amendments were made for the Pavilion at that time. However, now improvements have been made to the Pavilion and more usage is being made, we need to ensure that cost are covered. Therefore, the Pavilion costs will increase from 1<sup>st</sup> September as follows.

Regular Booking £20.00 per session.

Occasional Booking (for Village Residents) £35.00 per session.

Occasional Booking (out of Village) - £50.00 per session.

Karen will issue an up-to-date Charges Notice for display at Village Hall / Pavilion and Website.  
**(AP Karen)**

### **REPAIRS AND MAINTENANCE**

#### Village Hall

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

Barbara reported that the floor at the Village Hall has been damaged. It appears that tape was applied to the floor by the Players during their recent hire. The removal of the tape has removed the top layer of the floor finish / varnish. Not sure at this stage if it is going to require a full floor screening or if a localised repair can be done. Barbara will ask Peter to take a look and assess and we can then discuss appropriate next steps **AP Barbara**

#### Pavilion and Playing Field

No maintenance issues were raised for the Pavilion.

### **NEW PAVILION PROJECT**

It is great to have Jono on board to assist with the planning aspects of this project. Jono advised that he had recently had a meeting with Naomi Parker from James Blake, to get a biodiversity report for the new Pavilion. This is now a requirement for all business building projects, and we cannot move forward with planning until we have this.

As the new pavilion is planned to be bigger than the existing one, it will be taking more grassed area away. It is therefore up to us to come up with a proposal of how this can be compensated. Jono has suggested that the area where the old shed stood and around it is presently unusable, but we could carry out work to make this a grassed / usable space. We will await the report back from James Blake.

There was some discussion around the double doors positioning on the existing plans and whether or not these should be moved. Also, the proposals for being able to section off areas to be used for changing rooms – was this going to limit or use space unnecessarily and is the cost of this going to be viable? There was also discussion around whether to have wooden decking on veranda, which would be slippery in winter months and would require quite a bit of maintenance, or should we opt for slabbing.

Paul had also sent in quite a list of items that needed discussion, but it was very clear that this needed to be fully discussed at a separate meeting with relevant people. Paul to set up a sub-committee meeting for end of August and beyond and will feed general update into VH Committee meetings. (**AP Paul**)

## **FUND RAISING EVENTS**

### **Sale Trail**

Saturday 14<sup>th</sup> September 10:00 – 14:00

Holly has kindly helped with the design of the posters and has agreed to the trail map for us.

1<sup>st</sup> Poster (to get residents to sign up) has been placed in Village Magazine and posters in the main street and PO.

2<sup>nd</sup> Poster – (to get people to come and buy) – Karl will put up large posters on boards – Adverts have gone into Ixworth and Stanton village Magazines.

Diane has kindly offered to help with the teas and coffees on the day.

### **Quiz Night**

Saturday 19<sup>th</sup> October

All agreed to keep ticket costs at £5.00. Posters to be drawn up to go into Village Mag September and October and tickets to Barbara – **Ongoing AP Karen**

## **VILLAGE ORGANISATION REPORTS**

The Pakenham players concert went very well on Saturday 10<sup>th</sup> August

Kathy said the funds from the next Village Café will be given to the pavilion project.

## **ANY OTHER BUSINESS**

Karen mentioned that the ladies from Pakenham WI would be running a coffee morning on 28<sup>th</sup> September with all funds going to St Nicholas Hospice. As this was a village group could we apply the £20.00 charge for this type of event. All agreed.

## **DATES OF FUTURE MEETINGS**

The next meetings will be held as follows:-

Monday 30<sup>th</sup> September – Playing Field Pavilion @ 7.30pm

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

The meeting closed at 21:20

## ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
12-Aug-24		To speak to Mathew Porteous about options for hire of VH / Pavilion for Railway Club	Richard
12-Aug-24		New Hire charges for Pavilion to be published	Karen
12-Aug-24		Speak to Peter to see if he can assess work required on VH damaged floor	Barbara
12-Aug-24		Sub-committee to be set up for new Pavilion project	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	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	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	Austin Heating have visited on several occasions - still no resolution	Ongoing
04-Mar-24	2	Need switch in kitchen to enable fans to be switched on and off	Karl	One fan is damaged and needs replacing - the other is now on and working	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
20-May-24	1	Karl to investigate air conditioning at Village Hall	Karl	See also action point 1 on 4th March	Ongoing

01-Jul-24	2	Source new microphone and storage for Village Hall	Phil		<b>Outstanding</b>
01-Jul-24	3	To engage with A2D Electrical to see if they can take on electrical issues at Village Hall	Paul		<b>Outstanding</b>
01-Jul-24	5	Speak to HAGs about wear and tear reported on play area Jeep	Paul		<b>Outstanding</b>
01-Jul-24	6	Posters and tickets for Quiz Night in October	Karen	Agreed to keep ticket cost to £5	<b>Ongoing</b>