



## Pakenham Village Hall and Playing Field Association

### Minutes of Meeting: Thursday 20<sup>th</sup> May 2021 held at The Village Hall

#### **Present:**

Karl Scott  
Barbara Whitford  
Diane Lloyd  
Richard Mayhew  
Gill Parry  
Kathy Freer  
Cedric Palfrey  
Karen Norton

#### **Apologies:**

Lisa Parker  
Phil Smith

Also present was Christopher Spicer

### **Welcome and introductions**

The meeting was opened by Karl at 19:45. This being the first meeting following the 2021 AGM.

### **Election of additional Trustees and Committee roles**

The following Committee Trustees and Roles were agreed for the 2018/19 year for the Pakenham Village Hall Association – All were agreed and seconded

Karl Scott  
Karen Norton  
Gill Parry

Trustee Elected  
Trustee Elected  
Trustee Elected

Chairman  
Secretary  
Flower and Produce Show Rep

Phil Smith	Trustee Elected	
Richard Mayhew	Trustee Elected	Sports and Social Rep
Cedrick Palfrey	Trustee Elected	Parish Council Rep
Diane Lloyd	Trustee Elected	Players Rep
Lisa Parker	Trustee Elected	
Barbara Whitford	Trustee Co-opted	Treasurer & Booking Secretary
Kathy Freer	Trustee Co-opted	Christian Fellowship Rep

Christopher advised that at this time there is no Church Rep to attend on a regular basis. If there are any issues in relation to the Church Christopher is happy to be contacted / advised and will deal accordingly.

## **Matters arising and approval of previous minutes 9<sup>th</sup> March 2020**

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

Minutes for 9<sup>th</sup> March 2020 approved and signed

## **Public written questions and correspondence for committee discussion**

There are 2 main issues ongoing

**Provision of 2 new seats / benches** outside the main entrance to the Village Hall. Karl has been in communication with both the Parish Council and the WI to agree siting and installation. All agreed and in progress. The seats have now arrived and Henry Painter is in the process of getting both installed with relevant plaques

**Provision of wi-fi at Village Hall** – this was originally raised by the Christian Fellowship who are keen to utilise this technology on an ongoing basis.

There are various opinions on whether this should be installed – consideration to be given to needs of all VH users and cost of installation and ongoing month costs that will need to be covered by hirers. The Christian Fellowship are willing to contribute to costs.

Karen has agreed to seek out Costs from various service providers to enable to committee to consider this in more detail (**AP Karen**)

## **Treasurers report**

Barbara provided the following update

### **Closing Balances as at 9<sup>th</sup> March 2020**

COIF	£	41556.18
Current Account	£	66951.51
100 Club	£	2550.00
Petty Cash	£	312.21
<b>TOTAL</b>		<b>£111369.90</b>

Barbara advised that there had been further Covid-19 grants from WSC for 2021 (January / March and April) which gave us an additional £16K per site.

## **Booking Secretary's report**

Following the lifting of the latest restrictions, Barbara advised that regular users were now retuning and starting up their sessions.

Karen asked whether groups were limited to maximum of 6 people attending. It was agreed that this was not the case and that more people could attend if they applied safe self-distancing (not sitting in groups of more than 6 people) and to ventilate hall as much as possible. All groups to apply common sense to distancing to keep people safe.

Kathy advised the Village Café would be starting up 17<sup>th</sup> July

It was agreed that there would be no charge for use of Village Hall for regular users until end of 2021.

Karen asked if this could also be applied this year to  
Macmillan Coffee morning (run by ladies of the WI) in September  
Jumble Sale (Joint WI and Church event) in October  
Christopher asked about Murder Mystery event raising funds for Church

All were agreed to be FOC this year.

The free use of the VH is to encourage and build up use following the lifting of restrictions. Only private functions would be charged for

Nil hiring charges would also be applied to the Pavilion

## **Repairs and Maintenance**

### Village Hall

Austin Heating have been carrying out works on the heating and Air conditioning at the Village Hall which should provide a much great efficiency of the system. They have also replaced immersion heaters so there is now hot water in the loos. Just some work on the main control panel is needed. Most of the work is now complete.

The seat outside the village hall was severely damaged and has had to be repaired. Excellent job done and now replaced. Karl will contact the Insurers to see if a claim can be made retrospectively. **(AP Karl)**

### Pavilion and Playing Field

#### **Pavilion Damage**

Following storm damage, one of the windows at the Pavilion was broken which resulted in glass both inside and out needing removal and the window blocked up. Richard organised this and has arranged for a replacement window to be installed. Michaela cleared up inside but was concerned there may still be some glass on the sofa. Richard will check this out and if necessary, remove the sofa permanently. **(AP Richard)**

#### **Childrens Play area**

Karl received regular reports of the play area. It is highly likely that all the play area will need to be replaced and consideration needs to be given to where the funds of this will come from. Karl has had quote from Kompan for some of the replacement but will be contacting local firms to see if this is a better option. He is also keen to get ongoing maintenance for the site once new equipment installed. **(Karl – ongoing action)**

Consideration needs to be given to how we can fund this

### **Car Park**

Christopher raised the issue of the car park surface and the need to have some work carried out on this. To be investigated **(AP Karl)**

### **Playing Field Shed**

Although not in good repair, the playing field shed does need some new felting on the roof to stop any immediate damage. Richard will look into this **(AP Richard)**

### **New Trees on Playing Field to mark Queens Diamond Jubilee**

Christopher mentioned to the possibility of planning new trees and the top of the playing field to mark the Queens Diamond Jubilee in 2022. There are some grants available for this which could be investigated. To discuss at next meeting **(AP All)**

## **Fund Raising Events**

Village Quiz - proposed to hold Autumn Quiz on same Saturday as Jumble Sale 16 October – Karl will check with John **(AP Karl)**

Flower and Produce Show – To late for this year but plan to run again in 2022

VOCA Choir evening – Karen will check to see if the Choir wish to do a repeat performance using the Village Hall **(AP Karen)**

## **Village Organisation Reports**

No reports this month

Pakenham Players - Diane advised that the Players are planning to hold a pantomime in 2022.

PYPS – Kathy advised that Pyps would continue to use the playing field for the time being and will return to the Village Hall in September

## **Any Other Business**

Christopher advised that Paul Shackleton will be revamping the Village Hall sign at some point as it was showing some deterioration.

## **Dates of Future Meetings**

Monday 5<sup>th</sup> July – Pavilion at 19:30

The meeting closed at 20:55

## Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
20-May-21	1	WI-FI at Village Hall - To contact service providers	Karen
20-May-21	2	Karl to speak to Insurers about repairs to seat at VH following damage	Karl
20-May-21	3	Replace window at Pavilion and check glass in Sofa following storm damage / window breakage	Richard
20-May-21	4	Resurface work to Car Park at Playing Field	Karl
20-May-21	5	Felting for Playing field shed	Richard
20-May-21	6	New trees on playing field to mark Queens Diamond Jubilee - To be discussed	All
20-May-21	7	Village Quiz 16/10 - Karl to check with John S	Karl
20-May-21	8	VOCA Choir - Karen to check with Rosemary to see if they would like to run another event	Karen

## Outstanding actions from previous meetings

Meeting Date	Action Detail	Owner	Action Update	Status
05-Sep-16	Card Table Storage Box to be painted			Outstanding
09-Jan-17	Produce User Guide for Stereo system	Phil (PS)	To include new CD player - Phil has made a start - Lisa may look at this to get action completed - <b>21/10/19</b> - Phil has produced a draft which he will copy out to everyone . Kathy will get the PYP's group to test it out from an end user perspective	Ongoing
06-Mar-18	Cupboard / Shelf next to Cooker needs maintenance	Karl		Outstanding
25-Apr-19	Update contact list	Karen	Currently being updated and will then be shared	Ongoing

10-Jun-19	Utilisation and charging review for Village Hall	Karen		<b>Outstanding</b>
10-Jun-19	Electrical Fault in Village Hall storeroom	Karl	Being looked at	<b>Ongoing</b>
22-Jul-19	Feedback for new website to be actioned including pulling together regular users' list / description. Karen to send copy of feedback to Karl	Karl / Karen / Barbara	Copy of feedback passed to Karl. He will update on progress in October Meeting. 21/10/19 - no further update c/f to December meeting	<b>Ongoing</b>
22-Jul-19	Karl to contact local firms to see what they could provide for us for the Children's Play area - Sovereign and Pro-Scape	Karl		<b>Outstanding</b>
09-Sep-19	Need work carried out to re-vamp the goal posts on the playing field	Karl		<b>Outstanding</b>
20-Jan-20	Karen to complete count on highball glasses and obtain replacements as required	Karen		<b>Outstanding</b>
09-Mar-20	Replacement of Free-Standing Notice Board at Village Hall	Karl		<b>Ongoing</b>