



## Pakenham Village Hall and Playing Field Association

### Minutes of Meeting: Monday 23<sup>rd</sup> May 2022 held at the Village Hall

#### **Present:**

Karl Scott  
Barbara Whitford  
Diane Lloyd  
Cedric Palfrey  
Karen Norton  
Paul Harris

#### **Apologies:**

Richard Mayhew  
Phil Smith  
Kathy Freer

### **Welcome and introductions**

The meeting was opened by Karl at 19:38

Gill Parry had decided to stand down from the Village Hall Committee. Phil has stated that he would like to continue as a trustee but has advised that Mondays are difficult to attend meetings, especially during the summer period, due to his commitment to bowls.

### **Matters arising and approval of previous minutes 11<sup>th</sup> April 2022**

Ongoing issues are covered in the main body of the minutes below  
Minutes for 11<sup>th</sup> April 2022 approved and signed

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

A recent fire check carried out at the village hall (by Abbey Fire) has highlighted 2 security lights that need fixing (these might be in the PO as report doesn't specify. It was also noted that the detection

devises in the VH were over 10 years old – however it wasn't stated that this was a problem or that they needed changing.

Karl will arrange for Peter King to carry out the work on the lights **(AP Karl)** . He will also check with the Fire Service to see if they could advise on the detection devises. **(AP Karl)**

We have been contacted by Astco, a company that supports communities and Village Halls, in respect of supplying Clothing Banks. They will collect and pay cash by the ton or part of. After discussion it was agreed that this could be a good idea and could be sited near to the bottle banks at the playing field. It would also give us some funds to put towards the children's playground project.

Paul to check out the company to ensure there are no bad reviews or potential problems.). If all OK Karl will contact Astco to get a clothing bank installed **(AP Paul & Karl)**

## **Treasurer's report**

Barbara provided the following update

### **Closing Balances as of 23<sup>rd</sup> May 2022**

COIF	£	41588.55
Current Account	£	57017.53
100 Club	£	3420.00
Petty Cash	£	649.29
<b>TOTAL</b>		<b>£102675.37</b>

It was agreed that £45,000 from the Current Account and £2000 from the 100 Club would be transferred to the COIF account **(AP Barbara)**

## **Booking Secretary's report**

Bookings going well

Barbara advised that the Monday evening ballet sessions are now being held on a Tuesday Morning (in addition to the existing Thursday morning booking).

## **Repairs and Maintenance**

### Village Hall

#### **Repairs**

Austin Heating are still waiting parts to complete the work on the control panel. Barbara advised that the extractor in the Men's toilet needs fixing as it is constantly running. Karl will add this to the work for Austin Heating. The Tap in the disabled toilet needs changing – Karl will do this work himself **(AP Karl)**

#### **Contractor Sockets**

Diane checked the issue with sockets out with the Players group who advised these were not working when they did the pantomime earlier this year. As we need the sockets working, Karl will arrange for Peter King to carry out the electrical work to fix. (**AP Karl**)

## Pavilion and Playing Field

### **Children's Play Area Project**

Paul presented a new quote he has received for the Children's play area. This one is from a company called Playdale – As well as all the play equipment this also includes replacement fencing in coloured metal. Everyone thought this was a good quote for the work. Playdale are the company who have installed the playground in Ixworth so we are able to see the quality of their work

A requote from Sovereign has also been received to include same/similar replacement fencing.

Paul advised that NGF Play from Dereham in Norfolk have withdrawn from quoting for our new proposed Children's play area. This is disappointing as we try to purchase services locally.

VAT exemption for the Play area is still ongoing.

**Revamped Website** –Paul has agreed to update and refresh the website making it responsive which means the website will be easy viewed on a computer , tablet or smartphone . Paul has been working with WIX.com to get our revised website up and running. He showed some of the proposed pages etc and is hoping this will be up and running shortly.

All agreed to support Paul with checking out wording and providing any information he needs to complete this.

### **Maintenance at the Pavilion**

Karen advised that Christopher Spicers has spoken to her about the damaged grill at the top of the main door. Karl advised that he would get this fixed (**ongoing AP Karl**)

Karl advised that the posts and fencing either side of the steel gate at the Playing field are now rotting and possibly need to be replace. Following discussion, it was agreed that as the hedging was now growing over the wooden fencing it would be best not replace as there was no benefit or need and cost couldn't be justified. Agreed by all the committee members present.

## Queens Platinum Jubilee

The WI will be holding a Jubilee tea on Saturday 4<sup>th</sup> June in the Village Hall. They will now no longer need the Marquee.

The Sunday Village Jubilee event will be funded from Grants received - £2000 from SCC and a further £200 from the Parish council.

So far costs have been submitted as follows

S. Gardner (cartoonist) £400, R Pearson (music) £300 and Sarah (face painting) £240. There is also fee of £186 for portable loos.

Andrea will be arranging and organising the food for the event which will be held in the pub grounds. The marquee (supplied by Barbara and Pete) will be used. Andrea will be using the Village Hall for all food prep etc.

## Fund Raising Events

Flower and Product Show – this will be taking place on 23<sup>rd</sup> July. Support needed for this event to be discussed at the next committee meeting.

## Village Organisation Reports

No reports given at this meeting

## Any Other Business

## Dates of Future Meetings

The next meeting will be held on Monday 4<sup>th</sup> July at the Village Hall starting at 19:30

The meeting closed at 21:30

## Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
23-May-22	1	Peter King to be contacted to carry out work on lights highlighted in Fire Safety report	Karl
23-May-22	2	Contact Fire Service to find out position re detection devices over 10 years old	Karl
23-May-22	3	Provision of Clothing Bank in Car Park at the Playing Field. Paul to check out Astco. Karl to get implemented if all OK	Paul & Karl
23-May-22	4	Move money from C/A and 100 Club into COIF	Barbara
23-May-22	5	Fix extractor in Men's toilet. Change Tap in Disabled toilet	Karl

23-May-22	6	Contractor sockets to be made working again (Peter King)	Karl
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## Outstanding actions from previous meetings

Meeting Date	Action	Action Detail	Owner	Action Update	Status
05-Sep-16	14	Card Table Storage Box to be painted		Suggested that these could be moved to Black Shed (23/5/22) as no longer used	Outstanding
09-Jan-17	5	Produce User Guide for Stereo system	Phil (PS)	To include new CD player - Phil has made a start - Lisa may take a 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	5	Cupboard / Shelf next to Cooker needs maintenance	Karl		Outstanding
09-Sep-19	1	Need work carried out to re-vamp the goal posts on the playing field	Karl		Outstanding
20-May-21	1	WI-FI at Village Hall - To contact service providers	Karen		Outstanding
20-May-21	2	Karl to speak to Insurers about repairs to seat at VH following damage	Karl	Karl has spoken to Insurers who have requested further information	Ongoing
20-May-21	8	VOCA Choir - Karen to check with Rosemary to see if they would like to run another event	Karen		Outstanding
05-Jul-21	1	Replacement of Seats on playing Field	Karl	Agreement for non-wood seating reached. Karl will establish costings etc. Following meeting on 10 Jan 22, it was agreed to arrange from plaques to be arranged to commemorate the Queens Platinum Jubilee	Ongoing
05-Jul-21	2	Possible replacement of Shed possibly with small container	Richard		Outstanding
08-Nov-21	4	Invite Andrea to VH meeting to see what can be done re Seniors Xmas event and what help Andrea needs	Karl		Outstanding
10-Jan-22	1	Austin Heating to fit replacement box into heating system	Karl		Outstanding
10-Jan-22	3	Karl to speak to Parish Council re support for Platinum Jubilee	Karl	Karl to submit funding requirements by end of Feb for Seating and Trees	Ongoing
10-Jan-22	5	Potential redecoration at the Pavilion - proposal	Kathy		Outstanding

10-Jan-22	6	Proposal for provision and use of digital notice board for Village Hall	Kathy		<b>Outstanding</b>
21-Feb-22	2	Karl to check job list for Austin Heating in respect of getting ladies look fixed which his OOO	Karl	Not included in original list so Karl will ask for this work to be carried out	<b>Ongoing</b>
21-Feb-22	4	Paul to check out VAT implications re play area costings	Paul	Need to obtain VAT exempt certificate - ongoing	<b>Ongoing</b>
11-Apr-22	3	Plastic tumblers for use at Village Hall	Barbara		<b>Outstanding</b>
11-Apr-22	4	Dripping tap in Village Hall	Karl		<b>Outstanding</b>
11-Apr-22	7	Repair grill on top of door at Pavilion	Karl		<b>Outstanding</b>
11-Apr-22	8	Car Parking to be re-surfaced	Karl	new action item opened - previous one closed	<b>Outstanding</b>