



## PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 26<sup>TH</sup> SEPTEMBER 2022

HELD AT THE VILLAGE HALL

### Present:

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

### Apologies:

Kathy Freer  
Richard Mayhew  
Phil Smith

### WELCOME AND INTRODUCTIONS

1. The meeting was opened by Karl at 19:40

### MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 15<sup>TH</sup> AUGUST 2022

2. Ongoing issues are covered in the main body of the minutes below
3. Minutes for 15<sup>th</sup> August 2022 approved and signed.

### PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

4. Karl had received a written request from Mary Kirby (WI) in respect of cost of hall for the upcoming Macmillan coffee morning. Although not a WI event it was being run by the ladies of the WI, and she was looking for the hall FOC or at reduced rate. This issue (from another hirer) had been discussed previously, and all agreed that the decision made then should stand. There are many events carried out in the Village Hall that are related to charities and being a Charity ourselves we cannot be seen to supporting some over others and we could not afford to apply nil or reduced charges to each one. Standard charges to apply – Karl will advise Mary **(AP Karl)**
5. Christopher Spicer had spoken to Paul about the tree outside of the village hall. He was enquiring as to how this was going to be pruned for future growth. All agreed that this would be carried out when ready to ensure it did not impact either the seat or anyone sitting there. Paul will go back to Christopher to advise **(AP Paul)**

6. Paul had come across a company called Green Suffolk, who carry out free Energy Audits for village halls (as well as other locations). Given the increasing costs of energy and that this Audit would be FOC, we agree that we would go ahead with this. Paul to arrange **(AP Paul)**

7. Paul had been speaking a couple of members of the Christian Fellowship recently who are very keen to have Broadband available at the Village Hall as this would enable them to hold meetings over Zoom. They are also still interested in the installation of an electronic noticeboard. (The latter had been raised by Kathy previously, but no further details were received).. There were mixed feelings as to whether installing broadband was the right “social” thing to do, but also recognising that the world we live in now is much more electronically driven. Karen had done some initial investigation into this (previous action point) – There doesn’t appear to be a substantial installation cost, but ongoing charges would be around £40.00 per month. There also needed to be consideration on where this would be installed as there are security issues etc which need to be addressed. Paul said he would be more than happy to look into this further. **(AP Paul)**

#### **TREASURER’S REPORT**

8. Barbara provided the following update

#### **Closing Balances as of 26<sup>th</sup> September 2022**

COIF	£	88755.33
Current Account	£	8890.70
100 Club	£	1135.00
Petty Cash	£	158.78
<b>TOTAL</b>	<b>£</b>	<b>98939.81</b>

9. The payment to Austin heating has now gone through as well as payment for electrical work.

10. Transfers to COIF have now been made in line with previous agreements

#### **BOOKING SECRETARY’S REPORT**

11. Bookings remain steady.

12. We have not heard from the Football teams regarding use of the Playing field over the winter period

#### **REPAIRS AND MAINTENANCE**

##### **Village Hall**

13. No issues raise at this meeting

##### **Pavilion and Playing Field**

14. **Clothing bank:** Paul advised that the new clothing bank supporting St Nicolas Hospice has been installed and will be emptied weekly. All bags and shoes should be bagged before depositing.

15. **Older Children’s play area:** Paul has been in contact with Paul Gamson and received quotes to carry out various work in this area. This will be considered along with may play area project

16. **Children’s Play Area Project:**

- a. Paul & Karl will be presenting the Project to the Parish Council on Tuesday 27<sup>th</sup> September 2022.
- b. The public's questionnaire was discussed, and a few tweaks made.
- c. The project will be advised in the Village Magazine together with the questionnaire in November.
- d. The project will also be available to everyone to see at the October Village Café and questionnaires will be handed out. Paul to speak to Kathy **(AP Paul)**
- e. The Picture board showing a view of what the play area will look like with then be put in the glass foyer of the Village Hall so that people can view this from outside.
- f. All details will be on the Website.

#### **VAT REGISTRATION**

17. For the VAT application, HMRC requires a Gateway Registration which we need to apply for. This requires details from 4 people / trustees.
  - a. Agreed these with be Karl Scott, Barbara Whitford, Paul Harris and Karen Norton.
  - b. Paul to send out advising what information he needs from each person and will then submit the application. **(AP Paul, Karl, Barbara. Karen)**

#### **REVAMPED WEBSITE**

18. Now up and running and will be in the October Village Magazine.
19. New website is [www.pakenhamvillage.co.uk](http://www.pakenhamvillage.co.uk)
  - a. Karen advised that if you Google "Pakenham Village Hall" which many people do as they cannot always remember web addresses, the link from that goes to the Village of 2 Mills website. Paul will take a look at this to see if he can get this to link to our website. **(AP Paul)**

#### **FUND RAISING EVENTS**

20. None at the moment

#### **VILLAGE ORGANISATION REPORTS**

- 21.** No reports given at the meeting

#### **ANY OTHER BUSINESS**

22. Additional signs installed he Car Park to deter people parking there who are not using the PO or Village Hall.

#### **DATES OF FUTURE MEETINGS**

23. The next meeting will be held on Monday 7<sup>th</sup> November at the Village Hall starting at 19:30
24. The meeting closed at 21:30

## ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
26-Sep-22	1	Advise Mary Kirby re Hall charges for Macmillan event	Karl
26-Sep-22	2	Advise Christopher Spicer re tree pruning	Paul
26-Sep-22	3	Organise Free Energy Audit on Village Hall by Green Energy	Paul
26-Sep-22	4	Broadband at Village Hall	Paul
26-Sep-22	5	Speak to Cathy Freer about presenting children's play area project during October Village Café morning	Paul
26-Sep-22	6	Provide Paul information for Gateway registration for HMRC	Paul, Karl, Barbara, Karen
26-Sep-22	7	Link to new website via Google	Paul

## OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
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. Phil to copy out (4/7/22) - Phil has sent this onto everyone - to be reviewed (15/8/22)	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	8	VOCA Choir - Karen to check with Rosemary to see if they would	Karen		Outstanding

		like to run another event			
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	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		Outstanding
11-Apr-22	3	Plastic tumblers for use at Village Hall	Barbara		Outstanding
11-Apr-22	8	Car Parking to be re-surfaced	Karl	new action item opened - previous one closed	Outstanding
04-Jul-22	1	To contact St Nicholas Hospice to get Clothing Recycling Bank installed at the Playing Field	Paul	To be installed. Just awaiting revamp on clothing bank	Ongoing
04-Jul-22	7	Chat with John to see if he would do Village Quiz in October	Richard		Outstanding
15-Aug-22	3	Present play area proposal to Parish Council	Paul / Karl	Paul to present on Tuesday 27th September	Ongoing
15-Aug-22	4	VAT registration	Paul	Need Gateway registration for HMRC. See AP 26/9/22	Ongoing
15-Aug-22	5	Hire charges review	Karen		Outstanding