



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 3RD JULY 2023

HELD AT THE PLAYING FIELD PAVILION

Present:

Karl Scott
Barbara Whitford
Paul Harris
Karen Norton
Diane Lloyd
Trevor Clough
Lisa Gamson

Apologies:

Richard Mayhew
Phil Smith
Kathy Freer

WELCOME AND INTRODUCTIONS

The meeting was opened by Karl at 19:40.

He welcomed Lisa Gamson to the meeting who will be representing the Craft Show Group and will hopefully be attending future meetings.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 15TH MAY 2023

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

Minutes for 15th May approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

No public questions have been raised this month.

Richard, who is unable to attend this month's meeting, has contacted Karl to seek approval from the committee to purchase another container. Cost is £1200, with the Sports and Social club to cover half and the remaining cost is being sought from the PVH association. All agreed. Richard to go ahead with the purchase. **AP RICHARD**

TREASURER'S REPORT -

Barbara provided the following update.

Closing Balances as of 3rd July 2023

COIF*	£ 10566.90
*Project 1 Children's Play area	£ 50000.00
	£ 3500.00 - Levelling Up Fund
	£ 25000.00 - Postcode Places Trust
	£ 10000.00 - Pakenham Parish Council
	<u>£ 792.00 - Asda</u>
	£89,292 Project 1 Funding Completed
*Project 2 New Pavilion	£ 35000.00
	<u>£ 2000.00 - Pakenham Music Festival</u>
	£37,000 Project 2 New Pavilion ongoing
Current Account	£ 8580.64
100 Club	£ 2220.00
Petty Cash	£ 225.75
TOTAL	£ 147885.29

Since our last meeting the following transactions have occurred.

- £25,000.00 received from Postcode Places Trust. and paid into Project 1
- £10,000.00 received from Parish Council and paid into Project 1
- £36,000.00 moved to Current account and Cheque for first payment to HAGS £35863.00 sent but not yet presented.
- Cheque to Peter King £118.20 drawn from current account but not yet presented.
- Music Festival has given £2000.00 towards Project 2

BOOKING SECRETARY'S REPORT

No new regular bookings made, but we are getting a few new occasional bookings.

Bookings remain constant with a few enquiries now coming from the website which are resulting in new one-off bookings.

REPAIRS AND MAINTENANCE

Village Hall

No new issues raised.

Maintenance for existing issues have been actioned including:-

Peter King has carried out various electrical work including rewiring of high-level sockets, and uplighters.

Karl has put new valves on the taps (small sink in Kitchen) to resolve the dripping and has fully descaled the water heater and bought new / spare filters and de-scaler for future use.

Barbara has removed "plant" growing in the gutter.

Trevor had raised the question as to whether the periodic electrical testing for the Village Hall was due. Karl said he will get Peter King to carry this out at the VH and Pavilion and issue the appropriate certification. **AP KARL**

Trevor has carried out a detailed report on electrical consumption and potential for solar power at the Village Hall. Trevor will share this document electronically with the committee.

Trevor did raise concerns over the level of electrical consumption we are incurring. Whilst up to 50% of this is within the PO, the remaining amounts are still quite excessive, and he feels we could look at where we are using this and how we could cut back. One example was the water heater which is always switched on even when the hall is not being hired. All agreed we need to investigate this more and will put an agenda item onto the next meeting to discuss further and agree steps we could take. **AP KAREN**

All agreed that we should continue to investigate the solar power / panel options and to get quotes and to then consider getting appropriate grants etc. **AP TREVOR.**

Pavilion and Playing Field

Paul and Trevor have agreed to paint the goal posts to smarten these up. This will require the purchase of the appropriate paint to carry out the work. All agreed on this expenditure. **AP PAUL & TREVOR**

NEW PLAY AREA PROJECT

All on track. The first payment (40%) has been sent to HAGS and once they confirm receipt and a site meeting will be set up to discuss start dates and a program of works.

Expected start to be September (after the school holidays)

NEW PAVILION PROJECT

A meeting was recently held with Passmores to discuss options for a new Pavilion. Trevor shared initial plans and photos for us to all review. Much of the layout will remain as at present with additional toilets (maximize what can be fitted in) and Home and Away changing rooms. The showers were discussed but given the amount of usage they would get, the limited space and cost, it was agreed that we would not include these.

The plan for the main room in the pavilion is to extend this to double the current size. We reviewed this externally as there were a few concerns it would be too near the play area, but having looked at the measurements, these concerns were overcome as there was plenty of room for this.

The base would need extending and some work might be needed on the existing base also, The plan also includes a 3m veranda all along one site which overlooks the playing field, with wooden supports for its structure.

All windows and doors to be fitted with security shutters when not in use, and to fit in single shut down button / process to make this easy for users.

All the committee members were impressed with the proposals and support the progression of this project.

Paul asked Karl to submit our accounts to the Charity Commission ASAP to enable him to start to seek out grants for this project. **AP KARL**

WEBSITE AND SOCIAL MEDIA

Paul advised that he has acknowledged Postcode Lottery donation on our website. He has also advertised the Easy fundraising process and will continue to try and get more people signed up to this, potentially targeting groups like the WI and Threads. **AP PAUL**

Karl raised concerns about the WIFI password being advertised on Facebook. Whilst it could allow usage outside of the building, it was not felt to be a huge security issue. However, there were probably a lot of people who would have this password logged onto their phones etc, who were not regular users (this is who it was intended for).

All agreed to get password removed from Facebook but to leave notification in the VH itself –

AP PAUL

Also, Karl to clear the user log quarterly. **AP KARL**

FUND RAISING EVENTS

Village Quiz on Saturday 21st October 2023

Other suggestions for potential fund-raising events.

Classic Car Event (Paul to investigate this next year)

Bingo Nights

Car Boot Sale / Garage Sale

VILLAGE ORGANISATION REPORTS

Lisa advised that the Craft Fare are doing well. The WIFI has been great for the stall holders to enable them to take payments. There will be no Craft Fare in July and August as so many people on holiday and last year those months were very quiet on footfall.

Diane advised that the Pakenham Players were all on track for their next production which will be Beauty and the Beast.

ANY OTHER BUSINESS

Tom has advised that he will be finishing his cleaning role in September – To advertise for new cleaner – Karen to seek out advert for village Magazine – **AP KAREN**

DATES OF FUTURE MEETINGS

The next meeting will be held on Monday 14th August at the Village Hall starting at 19:30

The meeting closed at 21:50.

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
03-Jul-23	1	Purchase of additional container	Richard
03-Jul-23	2	Get Peter King to carry out electrical inspection on Village Hall and Pavilion and provide required certification	Karl

03-Jul-23	3	Karen to ensure there is an agenda item for August meeting to discuss electrical use at VH and where savings can be made	Karen
03-Jul-23	4	To obtain quote solar panels at VH	Trevor
03-Jul-23	5	Paint Goal Posts at the playing field	Paul and Trevor
03-Jul-23	6	To submit accounts {2022} to charity commission	Karl
03-Jul-23	7	To promote Easy fundraising process	Paul
03-Jul-23	8	Remove WIFI password from Facebook (plus Karl to clear user list quarterly)	Paul / Karl
03-Jul-23	9	Sort out advert for new cleaner for VH and Pavilion	Karen / Karl

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) /Karen	To include new CD player - Phil has made a start - Lisa may look at this to get action completed - 21/10/19 - 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) - Phil to recopy out (16/1/23) - Karen to go through this	Ongoing
10-Jan-22	6	Proposal for provision and use of digital notice board for Village Hall	Kathy	Agreed in Principle - just need further information	Ongoing
27-Feb-23	2	Look at caster on table trolley	Karl		Outstanding
03-Apr-23	5	Audit on Crockery and cutlery	Karen		Outstanding
03-Apr-23	6	Check first aid items including expiry dates	Karen		Outstanding
15-May-23	9	Review with HAGs re installation of play area and agree dates	Karl / Paul	First payment made to HAGS - awaiting date for meeting	Ongoing
15-May-23	10	Clear branches / bushes near to play area before HAGs commence work	Richard		Outstanding

15-May-23	11	Review and sign off on Hall Hire Rules	Karl		Outstanding
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