



Pakenham Village Hall and Playing Field Association Minutes of Meeting – Thursday 23rd April 2026 Held at Pakenham Village Hall.

Present:

Paul Harris
Karen Norton
John Speare
Richard Mayhew
Thomas Berry
Trevor Clough

Apologies:

Kathy Freer
Phil Smith
Karl Scott
Jono Mawford

Members of the public present

Christopher Spicer

WELCOME AND INTRODUCTIONS

The meeting was opened by Paul at 19:25. This being the first meeting following the 2026 AGM.

ELECTION OF COMMITTEE ROLES

The Committee for 2026/27 year for the Pakenham Village Hall Association is agreed and seconded as follows.

Paul Harris	Trustee Elected	Chairman & Temp Treasurer
Karl Scott	Trustee Elected (in absence)	
Karen Norton	Trustee Elected	Secretary and Booking Secretary
Richard Mayhew	Trustee Elected	Social Club Rep
Phil Smith	Trustee Elected (In absence)	
Trevor Clough	Trustee Elected	
John Speare	Trustee Elected	Social Club Rep
Thomas Berry	Committee Attendee	Parish Council Rep
Kathy Freer	Committee Attendee	Christian Fellowship Rep
Jono Mawford	Committee Attendee	New Pavilion support

The role of Vice Chairman remains unfilled currently.

Matters Arising and Approval of Previous Minutes 26th March 2026

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

Minutes for 26th March 2026 approved and signed,

Public Written Questions and Correspondence for Committee Discussion

Lisa from Red Brick House wrote to say thank you for the sleepers in the car park which will now protect her boundary wall and fence . Thanks to Social Club for installing the sleepers and security posts .

Our recent fire inspection unfortunately failed due to the duration of emergency lighting signs . We have been quoted repair costs of £775. Trevor has investigated this and is able to complete the work for around £150 – **AP Trevor**

Austin Heating has made contact and wants to meet Paul on site to discuss the air conditioning at the Village Hall. This will probably be an opportunity to discuss their outstanding invoice.

TREASURERS REPORT

Paul provided the Management accounts for March.

Our financial position at the end of February 2026

COIF	£ 67467
Current Account	£ 14897
100 Club	£ 635
TOTAL	£ 82999

March management accounts showed a surplus of £605 and the first quarter a surplus of £1442 . These figures are above budget which is a good result Paul has amended the Oil budget to reflect possible price hikes. Paul advised that we currently have 25% i.e. 550 litres. If we get to 15%, we need to order. Hopefully the warmer weather will save us

Reserves included in the above figures

Reserves for New Pavilion	£ 48353
Reserves for Boiler	£ 10000
Reserve aircon service	£ 3000
Total Reserves	£ 61353
Free Reserves	£ 21645

BOOKING SECRETARY'S REPORT

Whilst the bookings are going well, it is unfortunate that Minotaur have given up Friday evening hire of the village hall but do continue Monday's Tuesdays and Wednesdays.

We are getting a steady stream of occasional bookings for both the Village Hall and Pavilion

REPAIRS AND MAINTENANCE

Village Hall

Phil has mended the switch for the Screen at the village hall, which broke completely this month.
Thanks Phil

The new security posts have been installed. It is hoped these will be a deterrent to stop people who are not using the hall parking inappropriately, to be monitored and consider locking if necessary.

A new smart meter is to be installed at the village hall

Paul has been looking into the solar panel proposal with WSC. We do have a need to ensure the VH is registered with the land registry before we can progress. **AP Paul**

Pavilion and Playing Field

The new metal fitting received from HAGS has now been fitted – Thanks Richard.

Quotes for tree works especially near the main metal gate have been received. Richard to review the quotes and to see if we can get these a bit cheaper. Agreed that Social Club will contribute. Richard to liaise with Paul as this work needs to be completed prior to the Beer and Music Festival in May -
AP Richard / Paul

CCTV has gone down at the pavilion, and we are awaiting an engineer to fix.

New junior goal posts, nets and footballs have been purchased with a grant from the **Suffolk Council Get Back into Sport Fund**. Paul is liaising to get help to get them set up.

The pavilion is having a smart meter installed on 29th April. As Paul is away, Trevor will let the engineers in to the Pavilion – **AP Trevor**

A light and heater were left on at the Pavilion this week. The hirer has been advised. Richard pointed out that the heater switch is the wrong way round and does need changing. Trevor has agreed to do this. **AP Trevor**

NEW PAVILION PROJECT

We have received £15,000 from WSC and a further pledge of £20,000 which is redeemable when we hit our target funding . A further £1K from Andrew Speed and £1K from Pakenham Parish Council. Paul continues to seek out grant opportunities

FUND RAISING EVENTS

Nothing to report this month

VILLAGE ORGANISATION REPORTS

The Music and Beer festival will be taking place on 23rd May. The Social Club have obtained a new marquee and asked if there was any objection to the going up early as the build requirements for this are unknown. No objections raised.

ANY OTHER BUSINESS

No other items raised

DATES OF FUTURE MEETINGS

28th May 2026 - Village Hall
 25th June 2026 - Village Hall
 23rd July 2026 - Village Hall
 No meeting in August
 24th September 2026 - Village Hall
 22nd October 2026 - Village Hall
 26th November 2026 - Village Hall

The meeting closed at 20:40

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
23-Apr-26	1	Electrical work at Village Hall as per Fire Inspection report	Trevor
23-Apr-26	2	Register VH with Land Registry	Paul
23-Apr-26	3	Agree work to be carried out on Trees at Playing field and cost split	Richard / Paul
23-Apr-26	4	Open Pavilion for engineers to fit Smart Meter 29/4	Trevor
23-Apr-26	5	Update switch on heater in Pavilion	Trevor

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
30-Sep-24	1	NEW ACTION AMAGAMATING OUTSTANDING ACTION POINTS RE HEATING ISSUES	Paul	Items to be resolved. 1. Air conditioning cupboard to be jet washed and then system re-assessed - should be done end of June - now completed - work to be carried out to get working again 2. Heating controls to be reviewed by Austin Heating 3. Replace Fan in Kitchen - only one working	Ongoing
27-Jan-25	3	Sort out Jubilee Mugs at village hall	Karen		Outstanding

					g
26-Jun-25	2	Cutting back overhanging trees - 3 Manor Garth	Paul	Richard might be able to get this included with other tree work ??	Outstanding
25-Sep-25	6	Seek out potential training CBT for use of fire equipment	Trevor	CBT identified - Paul to speak to Alys	Ongoing
23-Oct-25	9	Clean hot Water Boiler at VH	Karl	6-month review April 2026	REVIEW
27-Nov-25	3	New arrangements required for 100 club in 2026	Paul	Also need to consider ticket sales for Quiz etc	Outstanding
22-Jan-26	2	Source / Price up for overhead projector	Phil	Phil advised this would be circa £1K - he will get some specific quotes	Ongoing
22-Jan-26	4	Hard wire in power to CCTV box at V=H	Paul		Outstanding
22-Jan-26	5	Alternatives for Instant water boiler	Paul	Paul to seek out grant	Ongoing
22-Jan-26	6	Seek someone to revamp garden area at VH	John		Outstanding
26th Mar 26	4	Change door code at VH	Karen / Paul	Needs to be completed after 7/5	Outstanding
26th Mar 26	8	Potential opportunity for free solar panels at VH	Paul	Paul liaising with WSC	Ongoing