



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: THURSDAY 25th SEPTEMBER 2025

HELD AT THE PAVILION

Present:

Paul Harris
Barbara Whitford
Kathy Freer
Karen Norton
Trevor Clough
Diane Lloyd
Karl Scott
Thomas Berry

Apologies:

Richard Mayhew
Phil Smith
John Spear

WELCOME AND INTRODUCTIONS

The meeting was opened by Paul at 19:30

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 24th JULY 2025

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

Minutes for 24th July 2025 were approved and signed.

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

Lisa from the Brick House has been in contact to ask about when the sleepers will be installed as there have been a couple more instances when her fence has been knocked. The trial of the 1 x sleeper together with cones has worked fine and Paul is planning to go ahead with installing all of these if agreed by the committee. Initially this will be sleepers with cones, but the longer plan is to have these permanently fixed. All agreed on the expenditure for this. **AP Paul** to progress.

No further correspondence was received.

TREASURERS REPORT

Our financial position at the end of August 2025

COIF	£	66060.00
Current Account	£	9340.00
100 Club	£	335.00
Petty Cash	£	531.00
TOTAL	£	76266.00

Reserves included in the above figures as of 31st May 2025.

Reserves for New Pavilion	£	44688.00
Reserves for Village Hall heating	£	10000.00
Reserve for CCTV for Village Hall	£	800.00
Total Reserves	£	54688.00
Unrestricted Reserves	£	20778.00

Unrestricted reserves are still healthy, but we do have some expenditure to pay for including Approx £3,000 for work carried out by Austin Heating in August – some additional work is also required but are awaiting costings for this.

Coded Entry Lock for Village Hall - £380

Key safe for Pavilion £80

CCTV for Village Hall £850 (50% contribution to final costs)

New dishwasher £500

4 New chairs with Arms for VH £250

Sleepers for car park circa £300

All of the above expenditure has been agreed by the committee as essential maintenance for the Village hall and pavilion.

The management accounts for July and August showed a deficit of £124 against a budgeted surplus of £1000 (£500 per month) – This is due to high repairs and renewals of approx. £1,200 plus £300 for Hallmaster Software (this being an annual charge)

Paul advised and shared an advert for the voluntary role of Treasurer for PVH & PFA which will be advertised in the October Village Magazine and followed up on social media.

BOOKING SECRETARY'S REPORT

The new Hallmaster booking system has gone live from 25th September. Karen gave a quick overview of how this will work. All existing bookings have been transferred and our regular users advised and set up as customers. Barbara will invoice and collect hire money for September and Karen will pick up all charges and invoicing from October. There is likely to be a bit of overlap but hopefully this will be minimal.

Kathy advised that whilst she will be making the bookings for the village café, Paul Hunter will be paying. Karen will arrange this. **AP Karen**

The new coded entry system for the village hall and a key safe for the Pavilion are due to be fitted on 10 October. Once all in place and agreement on how we allocated codes etc. is agreed Karen will write out to all users and other key holders i.e. the Committee and Alys to ensure they are aware of codes to be used and from when (AP Karen). It is likely that codes for the VH for regular users will be changed periodically to maintain security.

The key safe at the pavilion will need to be checked after hire by non-committee members to ensure the key has been returned after use. It is not proposed to change the existing key locks.

The CCTV at the village hall will also be installed on 10th October.

The new Conditions of Hire document for the Pavilion has been agreed by the committee with a few tweaks.

Karen will update this and also re-issue the VH Conditions of Hire to reflect changes with the new booking process. – **AP Karen**

Paul will ensure the Safeguarding Policies are displayed at the Pavilion – **AP Paul**

FIRE RISK ASSESSMENT

The fire risk assessment action points have been progressed and updates on outstanding issues are as follows.

- 4 x Black chairs with arms – need labelling to show these are fire retardant or replace – **Paul will order 4 new chairs with arms, and the existing black chairs will be removed - ONGOING**
- Trevor handed over a Fire logbook to Karl so that weekly checks can be logged by Alys. Karl will be carrying out the training with Alys on 3rd October. This should conclude all recommendations on the last inspection. **ONGOING**
- Assembly point to be the Fox car park for safety reasons –John has agreed this with the Pub and notices have been put up in the VH **COMPLETED**

Other fire and safety issues

- Our next inspection is due on 8th October – Paul will speak to them as they have not provided a time, and the hall is being used all day by hirers. – **AP Paul**
- Trevor feels it is important that all committee members and Alys have the necessary training / ability to use fire equipment. He will seek out possible CBT – **AP Trevor**

REPAIRS AND MAINTENANCE

Village Hall

Heating and Air Conditioning at the Village Hall. The work on the air conditioning has now been completed by Austin Heating, and this should be functioning – Barbara advised that for it to function the timer dial needs to be used.

The warmer and cooler switch is not working, and Paul is taking this up with Austin Heating

There are still concerns about what elements have been serviced in the past as AH are saying that this does not include the boilers, but Karl says this is incorrect. Paul to look at receipts for all work carried out as there seems to be disconnect. - **Ongoing AP**

Ladies Loo – Barbara raised the issue that this is still OOO as requires fixing. Paul said he had a contact who would do this work at a reasonable cost. All agreed for this to go ahead – **Ongoing AP Paul**

Pavilion and Playing Field

Replacement goal posts have been installed as the previous ones purchased had not been galvanized.

Paul reminded everyone that we would be doing an annual clean and inspection of the play area on Saturday 28th September – Everyone to bring a bucket and sponge – Refreshments will be provided.

Recent bad weather (heavy rainstorms) has resulted in damage to the Pavilion roof. Measures taken to fix to ensure we can continue to use until the new pavilion is built

NEW PAVILION PROJECT

We were successful with our grant application with Havebury for £5000. Paul has provided details of other grant applications in the pipeline in his chairman's report to the committee.

FUND RAISING EVENTS

Village Quiz – All on track for Saturday 18th October 2025 – Karl will be running the event as usual – Posters all ready to go up and Tickets ready for Sale with Barbara

VILLAGE ORGANISATION REPORTS

Kathy advised that the Village Café is going well.

Diane advised all is OK with the Pantomime plans

ANY OTHER BUSINESS

Diane advised that she had been approached by the Art Group about putting up Artwork in the main hall. All agreed that this should not happen – Costs of redecorating the hall can't be sustained if we have groups attaching things to the wall. Diane will advise them

DATES OF FUTURE MEETINGS

Meetings held on the 4th Thursday of the month starting at 7.30pm. Dates for the diary are as follows

23rd October 2025 - Pavilion
27th November 2025 - Pavilion
December – No meeting
22nd January 2026 - Pavilion
26th February 2026 - Village Hall
26th March 2026 - Village Hall
23rd April 2026 - AGM Village Hall 7.00pm
23rd April 2026 - Village Hall

The meeting closed at 21.20

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
25-Sep-25	1	Purchase and install sleepers to car park at VH	Paul
25-Sep-25	2	Village Café Hall charges to be paid by Paul Hunter	Karen
25-Sep-25	3	Update conditions of Hire for VH and Pavilion and reissue	Karen
25-Sep-25	4	Safeguarding Policies to be displayed on notice board at Pavilion	Paul
25-Sep-25	5	Fire inspection on 8/10 - need time as hall being used all day	Paul
25-Sep-25	6	Seek out potential training CBT for use of fire equipment	Trevor

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
04-Mar-24	4	Replace broken uplighter cover	Richard		Outstanding
30-Sep-24	1	NEW ACTION AMAGAMATING OUTSTANDING ACTION POINTS RE HEATING ISSUES	Karl	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
11-Nov-24	3	Check doorframe on cupboard in storeroom used by Threads	Paul	Paul to ask a look and see if he can fix	Outstanding
27-Jan-25	3	Sort out Jubilee Mugs at village hall	Karen		Outstanding
27-Jan-25	11	Splitting of electricity supply for VH and PO. Plus, review contract coming to end in March	Trevor	New contract sorted and being actioned by Paul. Splitting of supply still ongoing .	Ongoing
01-May-25	1	Various issues from fire risk assessment - see minutes of 1st May 2025	Karen / ALL	See main body of minutes for updates and items outstanding. All progressing - should be cleared October	Ongoing
01-May-25	3	Ladies loo leak needs fixing	Paul	Karl has advised this is going to take more work and might need replacement cistern. Paul has agreed to take this action over as has contact who can do work at fair price	Ongoing
01-May-25	5	Advise Alys of fire alarm testing requirements	Karl / Paul	Training 3/10	Outstanding

26-Jun-25	2	Cutting back overhanging trees - 3 Manor Garth	Paul		Outstanding
26-Jun-25	3	Progress installation of CCTV at Village Hall	Paul	Paul has secured 50% cost from District Council- awaiting paperwork. Installation on 10th October	Ongoing
26-Jun-25	5	Purchase replacement dishwasher and microwave for Village Hall	Paul	Microwave purchased and installed	Ongoing
26-Jun-25	6	Purchase and replace bulbs in uplighters	Trevor	Trevor has purchased them and will get installed ASAP	Ongoing
24-Jul-25	3	Organise additional rubbish bin and relabel existing bins	Paul	No issues at the moment to put this on hold	Outstanding