



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: THURSDAY 26TH FEBRUARY 2026

HELD AT PAKENHAM VILLAGE HALL

Present:

Paul Harris
Karen Norton
Trevor Clough
Phil Smith
Thomas Berry

Apologies:

Karl Scott
Richard Mayhew
Barbara Whitford
John Speare
Diane Lloyd
Jono Mawford
Kathy Freer

WELCOME AND INTRODUCTIONS

The meeting was opened by Paul at 19:32.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 22ND JANUARY 2026

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

Minutes for 22nd January 2026 approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

Letter received from resident of Manor Garth in respect of the noise levels at the annual Beer and Music event held on the playing field. It has been suggested that the main stage area is re-located to back onto the Greenwoods and face towards the open fields to reduce noise levels. Also to move any after events / clear up away from houses. As Richard and John not at the meeting, Paul will liaise with them to see what is possible that can be done. – **AP Paul / Richard / John**

Email received from Pakenham Christian Fellowship re the unsatisfactory car parking issue. On Sunday 22nd February at 2.30 there were eight unauthorised cars parked in the Car Park which made this difficult for the PCF members. The car parking has been an ongoing issue and Paul is suggesting we now install two permanent posts and then chain lock the entry. All agreed. **AP Paul**

TREASURERS REPORT

Paul provided the Management accounts with the new budget for 2026. No concerns raised, Reserves are looking healthy.

Our financial position at the end of January 2026

COIF	£	67071
Current Account	£	9699
100 Club	£	750

TOTAL £ **77520**

Reserves included in the above figures

Reserves for New Pavilion	£	47668
Reserves for Replacement Boiler	£	10000
Reserve aircon service	3	3000
Total Reserves	£	60668
Free Reserves	£	16852

Paul is arranging to be main signatory for the COIF account as part of the handover from Barbara.

BOOKING SECRETARY'S REPORT

Karen advised that the new charges from April 2026 have been advised to our regular hirers. New charges are also now displayed on the noticeboard and Paul will put these onto the website.

Good utilisation of the hall and occasional bookings

Hallmaster is going very well. We have had an issue with PayPal and due to the charges we would incur to introduce this as a payment option, it has been decided to shelve this, and we will continue to ask for payment via bank transfer,

A request has been received from a new booking for the possibility of having a bouncy castle. Full discussions were had regarding the insurance aspect and implications of this. It was agreed that this could go ahead but the hirer would need to sign a disclaimer that they would take full responsibility for equipment and personal liability and that there would be no liability for PVH & PFA. Karen to work with Paul on disclaimer **AP Karen / Paul**

With the potential build of the new Pavilion, we need to ensure we do not take bookings too far in advance for the Pavilion which would impact on build timelines. Paul has agreed with the installers that when the project funding is complete there would be a minimum of 2 months before the project starts. Bookings taken for September 26 onwards would be provisional and subject to confirmation and confirmed 8 weeks in advance. A note explaining provisional Pavilion bookings to be posted on our **AP Karen**

REPAIRS AND MAINTENANCE

Village Hall

New Fibre Wi-fi has been installed in Village Hall

The spare stage (stored in the Brown Shed) is currently being loaned to Norton Primary School for a production. They have agreed to provide a donation to the Pavilion fund for its use.

Minotaur has again asked if the stage could be removed to give more floor space. Kathy has also mentioned previously that this would be useful for the café. Everyone agreed for this to happen, but we need to find somewhere to store it. Karen will also check with Song Circle to ensure they do not need it on a weekly basis. **AP Karen**

Paul will purchase and install two key safes for the 2 sheds. The key safe in the storeroom needs to be reviewed and arrangements to be locked – Also need to establish what other Keys are held by Barbara – **AP Paul**

Consideration of installing a Hot Tap to replace existing water heater if we can get a grant – cost will be circa £1K - **ongoing AP Paul**

Old papers / documentation for the village hall that was found in the containers has been destroyed.

Pavilion and Playing Field

One of the waste bins at the Pavilion needs to be removed as SCC will not empty this.

NEW PAVILION PROJECT

We have been awarded £15,000 from WSC Thriving Communities – this takes our fund up to £73,000. Some spare chairs were sold for £213 and Easy Fundraising has paid a further £30.85.

Further grants are awaiting results.

We have also been awarded £600 from WSC – Getting back to Sport – this must be spent on football items by the end of March 2026. **AP Paul**

FUND RAISING EVENTS

Awaiting an update from John as to whether the Easter Egg Hunt is viable . **Ongoing AP John**

Village Quiz- Next Quiz 21st March 2026 – some posters up, advertised in Village Magazine, and Barbara has agreed to sell the tickets.

VILLAGE ORGANISATION REPORTS

No reports this month

ANY OTHER BUSINESS

No other items raised.

DATES OF FUTURE MEETINGS

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

26th March 2026 - Village Hall

23rd April 2026 - AGM Village Hall 7.00pm followed by a committee meeting.

The meeting closed at 20.50

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
26-Feb-26	1	Noise at Music and Beer festival - can proposed changes be made	Paul / John / Richard
26-Feb-26	2	Permanent posts and chain for car park at VH	Paul
26-Feb-26	3	Indemnity form for use of Bouncy Castles at Playing Field	Karen / Paul
26-Feb-26	4	Note for website for Pavilion Bookings August onwards	Karen
26-Feb-26	5	Check with Song Circle to see if they use the stage	Karen
26-Feb-26	6	Purchase of sports equipment / £600 grant	Paul

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
04-Mar-24	4	Replace broken uplighter cover	Richard	This has been ordered !!	Ongoing
30-Sep-24	1	NEW ACTION AMALGAMATING 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 take a look and see if he can fix. Paul hopes to complete on 29/11	Ongoing
27-Jan-25	3	Sort out Jubilee Mugs at village hall	Karen		Outstanding

26-Jun-25	2	Cutting back overhanging trees - 3 Manor Garth	Paul		Outstanding
25-Sep-25	1	Purchase and install sleepers to car park at VH	Paul	To be supplied by Cherry Tree - awaiting date	Ongoing
25-Sep-25	6	Seek out potential training CBT for use of fire equipment	Trevor	CBT identified - Paul to speak to Alys	Ongoing
27-Nov-25	3	New arrangements required for 100 club in 2026	Paul	Also need to consider ticket sales for Quiz etc	Outstanding