



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 4TH MARCH 2024

HELD AT PAKENHAM PLAYING FIELD PAVILION

Present:

Karl Scott
Barbara Whitford
Phil Smith
Paul Harris
Trevor Clough
Karen Norton
Richard Mayhew
Lisa Gamson
Kathy Freer

Apologies:

Diane Lloyd
Thomas Berry

WELCOME AND INTRODUCTIONS

The meeting was opened by Karl at 19:30.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 25TH JANUARY 2024

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

Minutes for 25th January 2024 approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

An email had been sent recently regarding the gates on the children's play area. The concern from the parent, was that the gates opened outwards, and their child kept running out of the actual area. Paul has advised the Parent that the 2 gates are designed to be Disability Discrimination Act (DDA) compliant with soft close. In order to protect children's body, entering and leaving, there are always two gates to help prevent bullying, and as such the gates need to be able to be opened from the inside by children.

TREASURER'S REPORT -

Barbara provided the following update.

Closing Balances as of 4th March 2024

COIF	£	51642.49
Current Account	£	15039.09
100 Club	£	885.00
Petty Cash	£	472.97
TOTAL	£	68039.55

Reserves included in the above figures.

Reserves for Children's Play area

£	792.00	- Asda
£	2892.00	- From WSC – grant now received.

Reserves for New Pavilion £ **37865.01** Project 2 New Pavilion ongoing

Reserves for PO £ **800.00**

£2000.00 received from Wesleyan in December 2023. The grant is unrestricted and the "Theme" this year was to assist with cost of living, so we have used this money for PO support £1200.00 up to March 2024 and £800.00 reserves from April 2024 onwards.

BOOKING SECRETARY'S REPORT

Barbara advised that the Martial Arts group were now using the VH Monday, Tuesday, and Wednesday evenings. Thursday evening used by WI (2nd Thursday) and Parish Council (3rd Thursday) . Friday evenings now free.

REPAIRS AND MAINTENANCE

Austin Heating have not been in contact to review the heating controls. – Karl will chase **AP Karl**

The fans in the Kitchen were raised as they were annoyingly loud. Phil advised that they had always been loud since installation. The fans were now off most of the time but are being switched off via the fuse board. There really should be a switch in the kitchen to enable the fans to be switched on during periods of cooking – Karl to check this out – **AP Karl**

The uplighters in the Village Hall are now working but one in the corner isn't which sounds like a light bulb gone. Karl will check this out. **AP Karl**

The uplighter cover near to the stage, which was broken, was done accidentally during the music event. Richard will arrange replacement and get installed. **AP Richard**

The screen switch (to lower and raise) seems to be temperamental – not working as it was and it might be due to a worn connection (main problem is lowering – raising seems to be OK) – Karl will get this looked at. **AP Karl**

Our application for an Energy Assessment and possible energy saving grants was not successful. The reason given was "Our organisation does not meet the criteria as strongly as other applications, particularly in relation to directly supporting individuals and communities with critical needs, particularly those related to the rising cost of living.

The Xmas tree needs to be removed from the car parking area. Richard will arrange its removal
AP Richard

Pavilion and Playing Field

The pavilion has been painted internally and looks much smarter for this – Well done Richard.

Richard also advised he has sourced some patio doors to replace the existing broken windows and will get these installed **Ongoing action Richard.**

A recent parks inspection picked up some graffiti in the play area which Paul has now removed.

Paul advised that the grant money (£3680) from Phase 1 project has been used to purchase 5 x picnic benches which have been made from recycled plastic. These will come fully assembled.

We discussed where these should be sited, as follows.

Two by the children's play area

One by the Pavilion

One on the far corner in front of the trees/ woody area

One on the bottom area of the playing field halfway along,

These will need securing and appropriate action will be taken once they arrive **AP Paul / Richard**

Thomas had asked for clarity as to where the trees were that needed to be cut back. Richard explained that it was not only the trees but also the bushes that needed cutting back (between the play area and allotments) – Karl will take pictures to send to Parish council. **Ongoing AP**

Security – Paul advised that he is waiting to speak to Andrew Speed about the funding of £1495 for improved CCTV at the pavilion. **AP Paul**

EV Charging Point - Paul advised we have been selected to progress to the next stage with an EV point at the pavilion. There is no commitment for us in any way at this point.

SOLAR PANELS

Trevor has carried out several on-line proposals for Solar Panels at the Village Hall. This was to establish estimated costs and therefore what we need to obtain via grants,

Costs varied but on average came in £21K to £26K with additional £12K costs for Battery storage.

This was to provide between 38 – 43 panels.

Unfortunately, our energy assessment was unsuccessful and therefore the provision of solar panels would need to be put on the back burner, unless of course Paul comes across grants to specifically fund this.

WEBSITE & SOCIAL MEDIA

Nothing to report currently.

NEW PAVILION PROJECT

Electricity supply – Paul and Trevor met with someone from UK power to discuss upgrade to the supply going to the pavilion which will be required.

Network power to advise how much this will cost. Trevor to advise once received – **AP Trevor**

Phone Line – we do need to get broadband installed at the pavilion but need to understand the cost of provision. Karl will contact our current service provider at the Village Hall (BT) to find out the cost. **AP Karl**

Plans– Paul is now in real need of proper plans that can be submitted for planning permission, and also to get quotes for the build as without these it is really difficult to get quotes and he needs these to apply for grants. Plans will cost but without them the project cannot move forward. Richard will pursue his contact and hopefully by the next meeting we can agree what action to take. **AP Richard**

Paul has spoken to various people about obtaining grants and explained that as an organisation we need to ensure that all our paperwork / accounts is in order and in a format that will be acceptable.

- Accounts format – Paul to supply Barbara of required format to establish if this can be adopted– **AP Paul**
- Management accounts process for the committee – to be picked up once accounts format is implemented.
- Booking forms and terms and conditions to be formalised and signed by hirers and held in central file – Karen to set up and Barbara to get signed and hold forms – **AP Karen**

FUND RAISING EVENTS

The next Village Quiz is on Saturday 16th March.

- Under 30 tickets sold so far but expect some late requests and some on the door
- Karen said any donations for the raffle would be much appreciated.

All agreed to give the Car Boot Sale a go and see what response we get.

Date is Saturday 27th April, Times 10-2 – Charges £5 per car £10 per van – Teas ad Coffees will be available.

Karen to do poster to get into village Magazine for April – **AP Karen**

VILLAGE ORGANISATION REPORTS

Lisa advised the craft fair held on Saturday went well and good attendance.

Kathy advised the last Village Café held was the best ever for attendance.

All agreed that it was disappointing that the Pakenham Players had to cancel the pantomime, but it is understood they will be back next year.

ANY OTHER BUSINESS

Paul advised that the access road to the Pavilion was called Paccas Close. We could get a sign drawn up for this if required.

DATES OF FUTURE MEETINGS

The next meeting will be held as follows:-

Monday 8th April – Village Hall @ 7.00pm **AGM followed by Committee meeting.**

The meeting closed at 21:30.

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
04-Mar-24	1	To chase Austin Heating to visit to review heating controls	Karl
04-Mar-24	2	Need switch in kitchen to enable fans to be switched on and off	Karl
04-Mar-24	3	Replace bulb in uplighter	Karl
04-Mar-24	4	Replace broken uplighter cover	Richard
04-Mar-24	5	Switch for screen to be reviewed / mended	Karl
04-Mar-24	6	Remove old Xmas tree from car park at VH	Richard
04-Mar-24	7	Install sliding doors at Pavilion	Richard
04-Mar-24	8	Secure 5 x new seating at playing field	Richard / Paul
04-Mar-24	9	Speak to Andrew Speed about funding for new CCTV at Playing Field	Paul
04-Mar-24	10	Advise cost of new electrical supply to Pavilion once estimate received	Trevor
04-Mar-24	11	Find out costs for phone line for Broadband to Pavilion	Karl
04-Mar-24	12	Pursue contact for formal plans for Pavilion	Richard
04-Mar-24	13	Required accounts format to be sent to Barbara	Paul
04-Mar-24	14	Formal Booking form / terms and conditions process to be set up	Karen
04-Mar-24	15	Poster for Car Boot Sale to go into Village Magazine	Karen

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
27-Feb-23	2	Look at caster on table trolley	Karl		Outstanding
25-Sep-23	5	Contact M&TJ's to see if they can clear ditch at back of Village Hall	Karl	M&TJ no longer in operation - Await to see who parish council appoint to replace for their requirements and then contact them	Outstanding
06-Nov-23	2	Richard to let Karen have some highball drinking glasses for use at VH	Richard		Outstanding
18-Dec-23	5	Update safeguarding policy for VH	Paul		Outstanding
25-Jan-24	4	Maintenance for seat around tree at Village Hall	Karl / Richard	Waiting for better weather	Outstanding
25-Jan-24	8	Spruce up Pavilion internally and source sliding doors	Richard	Painting done - doors to be installed	Ongoing
25-Jan-24	9	Cut back trees in vicinity of allotments - to be flagged to parish council	Thomas	Karl to take pictures to clarify requirements	Outstanding
25-Jan-24	12	New parking signs for VH	Karl		Outstanding