



## **PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION**

**MINUTES OF MEETING: THURSDAY 22<sup>ND</sup> JANUARY 2026**

**HELD AT THE PLAYING FIELD PAVILION**

### **Present:**

Paul Harris  
Karen Norton  
John Speare  
Phil Smith  
Kathy Freer  
Thomas Berry

### **Apologies:**

Karl Scott  
Richard Mayhew  
Barbara Whitford  
Trevor Clough  
Diane Lloyd  
Jono Mawford

### **WELCOME AND INTRODUCTIONS**

The meeting was opened by Paul at 19:30.

### **MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 27<sup>TH</sup> NOVEMBER 2025**

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

Minutes for 27<sup>th</sup> November 2025 approved and signed,

### **PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION**

Lisa from the Old Brick House has put in a request to the parish council for tree cutting of trees which border / overhang the village hall space. No objections raised.

Lisa also asked about the sleepers and Paul has said he will pursue this.

### **TREASURERS REPORT**

Paul provided the Management accounts up to December 2025 which will be our year end. These show a good surplus of £3248 for the year, although there are still some maintenance charges that need to be paid and we have a reserve to cover these charges.

## Our financial position at the end of December 2025

COIF	£	66904
Current Account	£	9329
100 Club	£	750
Petty Cash	£	0
<b>TOTAL</b>	<b>£</b>	<b>76983</b>

Paul advised that we no longer operate a Petty Cash Account

## Reserves as at December 2025

Reserves for New Pavilion	£	47668
Reserves for Replacement Boiler	£	10000
Reserve aircon service	3	3000
Total Reserves	£	60668
<b>Free Reserves</b>	<b>£</b>	<b>16315</b>

Paul is still awaiting a breakdown of the work carried out on the Air conditioning before releasing funds for payment.

Overall, a good steady income. Expenditure on daily running costs for the village hall i.e. Electricity, Oil and general maintenance have risen. Paul has put forward a proposal for a minimal increase to Hire Charges from 1<sup>st</sup> April 2026.

Whilst no increase was applied in 2025, a small increase is proposed this year for all sessions for the village hall (regular sessions will be increased by £1 to £28, and approx. 5% on occasional bookings). No increase in charges for the Pavilion currently.

This proposal has been agreed by the committee. Karen to advise regular users of the increases and will update charge notices for the village hall and website. **AP Karen**

Also discussed and agreed the Village Café will be moved to the charity charging rate from April. Although this is not an occasional booking as with other charity charging events, it is recognised this is a social event for the village, is funded by the Pakenham Christian Fellowship, and all donations received each month are given to various charities.

Also agreed, for village regular groups who book additional sessions, all to be charged at the regular session rate and not at the occasional village rate.

## **BOOKING SECRETARY'S REPORT**

Good utilisation of the hall and occasional bookings – use of the new Hallmaster system going well.

## **REPAIRS AND MAINTENANCE**

### Village Hall

New deal for Wi-fi agreed with BT – this will be updated to Fibre to the premises.

Anglia Water have advised there could be a water leak at the village hall. Paul has checked out the toilets and all OK though will continue to monitor by taking regular readings.

Paul advised the Boiler has now been serviced, and he will be seeking out an alternative company to service in the future.

Oil tank usage is being monitored

Range Oven – quote received to clean this which has been agreed but cannot be carried out until July. Paul will make arrangements. **Ongoing AP Paul**

Karl has spoken to the Pakenham Christian Fellowship regarding the use of projector and screen (following their request for large TV installation). Kathy explained that there was concern re trailing wires from the projector. Paul asked Phil if he could source / cost having suspended projector installed. **AP Phil**

Phil to look at screen switch as difficult for users to operate and one button has been pushed in too far and difficult to locate **AP Phil**

Concerns raised about protecting the CCTV box which is in the back room as it is just plugged into one of the audio extension leads and is very easy to switch off. Paul to look to see if we can get this hard-wired in **AP Paul**

Paul raised concerns about the amount of electricity the Water Boiler is using whilst not in use. Discussion about turning off was not favoured due to possible contamination of water. The old boiler was not safe to use on a regular basis. All agreed we should look for an alternative solution to provide instant hot water. Not an urgent issue but one to record and investigate at some time. **AP Paul**

### Pavilion and Playing Field

A new temporary container has arrived and is situated in the Pavilion car park. All existing items from the 3 unusable containers will be transferred and the existing site cleared. New containers will be installed as part of the Pavilion project.

The play area has been inspected by Suffolk County Council monthly and notification received that this will now be done every 3 months.

### **NEW PAVILION PROJECT**

Paul has submitted some grant applications, but outcomes will not be known for several months and therefore will continue submitting where appropriate.

We have been awarded £500 from Pakenham Charities and £2000 from the Parish Council, both of which will go into the New Pavilion fund.

### **FUND RAISING EVENTS**

Paul has suggested an Easter Egg Hunt at the playing field / pavilion for the children on Sunday 5<sup>th</sup> April. John agreed to lead on this **AP John**

**Village Quiz-** Next Quiz 21<sup>st</sup> March 2026

## VILLAGE ORGANISATION REPORTS

Kathy advised the café is going very well and was well attended last Saturday, even with the road closure in The Street. £255 donated and passed on to EA Children's Hospice.

John advised the Social Club will be having a social event with a Ventriloquist and Fish and Chip Supper, at the Village Hall on Saturday 25<sup>th</sup> April

The Annual Beer and Music Festival will be on 23<sup>rd</sup> May

## ANY OTHER BUSINESS

No other items raised

## DATES OF FUTURE MEETINGS

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

26<sup>th</sup> February 2026 - Village Hall

26<sup>th</sup> March 2026 - Village Hall

23<sup>rd</sup> 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
22-Jan-26	1	Notification of increases to Hire Charges	Karen
22-Jan-26	2	Source / Price up for overhead projector	Phil
22-Jan-26	3	Fix switch for screen at village hall	Phil
22-Jan-26	4	Hard wire in power to CCTV box at V=H	Paul
22-Jan-26	5	Alternatives for Instant water boiler	Paul
22-Jan-26	6	Easter Egg Hunt at Pavilion / Playing Field Sunday 5/4	John

## 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 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 - <b>should be done end of June - now completed - work to be carried out to get working again</b> 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