



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 18TH DECEMBER 2023

HELD AT PAKENHAM VILLAGE HALL

Present:

Karl Scott
Barbara Whitford
Phil Smith
Kathy Freer
Trevor Clough
Karen Norton
Diane Lloyd
Lisa Gamson

Apologies:

Paul Harris
Richard Mayhew
Thomas Berry

WELCOME AND INTRODUCTIONS

The meeting was opened by Karl at 19:30.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 6TH NOVEMBER 2023

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

Minutes for 6th November 2023 approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

One issue that has been raised by the Parish Council previously and does need further review is the possibility of opening up the village hall for warm space. Whilst it's difficult to assess the need for this, the PVH association are happy to support the initiative where they can. Karl will go back with the offer of use of the hall on Monday where we currently do not have any regular bookings. However, there is no one on the committee who can personally take responsibility for this. It is felt that for health and safety reasons there needs to be someone in attendance for anyone wanting to come in to use as a warm space.

Karl did ask Kathy if any of her volunteers for the monthly Village Café would be able to help out. Kathy is not very hopeful but will ask. **(AP Kathy)**

Karl to advised parish council of the current position **(AP Karl)**

TREASURER'S REPORT -

Barbara provided the following update.

Closing Balances as of 18th December 2023

COIF	£	48591.74
Current Account	£	7301.95
100 Club	£	1850.00
Petty Cash	£	408.36
TOTAL	£	58152.55

Barbara advised that.

2 interest payments were due in COIF account but not yet received.

The Fox Quiz Raffle raised £220.00, and this was donated to the New Pavilion fund. Additionally, the Quiz winners donated their £40.00 prize money.

Donation also received from Pakenham Church Bazaar for the New Pavilion - £100.00

Donation from former Pakenham resident - £50.00 from 100 Club bonus draw

Easy fundraising money received £36.61.

Funding totals (included in the above figures)

Project 1 Children's Play area

£ 792.00 - Asda

Project 2 New Pavilion

£ 35000.00 – From Village Hall funds
£ 2418.40 – Previous donations reported.
£ 260.00 – Fox Quiz Raffle and Winners Prize
£ 100.00 - Church Christmas Bazaar.
£ 50.00 – Donation from former resident.
£ 36.61 - Easy Fundraising
£ 37865.01 Project 2 New Pavilion ongoing

All agree we need to put thank you notice for these kind donations onto Facebook and on our website. Paul to arrange (**AP Paul**)

BOOKING SECRETARY'S REPORT

Bookings still going steady .

Paul Smith (Martial Arts) is keen to take on Monday evenings instead of the current Fridays (this is in addition to his existing Tuesday and Wednesday evenings). Barbara has advised him that this can be arranged but won't be available January and February due to Pakenham Players rehearsals.

There is also another potential regular booking "Men's Hot Yoga" – However none are available until March due to Player's bookings. After that could offer Fridays or Mondays depending on what Paul Smith takes up.

REPAIRS AND MAINTENANCE

Village Hall

Nothing new reported at this time for the Village Hall. Karen advised that the agreed crockery and cutlery plus new coloured chopping boards had all been installed and now in use.

Items purchased are as follows.

36 Cups
12 Sugar Bowls
72 Teaspoons
48 Dessert Spoons
36 Dinner Knives
Set high density coloured chopping boards.
6 Water Jugs

Phil advised he had investigated his action point re the provision of Bluetooth connection for the village hall sound system. The new equipment will cost £40.00 – all agreed to go ahead and purchase (**AP Ongoing - Phil**)

Pavilion and Playing Field

Internal walls have been changed within the Pavilion – Karl to review.

Alys has reported that the main door could not be opened from the inside – Richard to take a look (**AP Richard**)

Security - Paul met Andrew Speed, our new District Councilor who was impressed with our new Children's Play Area and proposals for a new Pavilion. Andrew agreed to fund CCTV for the pavilion. Paul has now had time to research costings and forwarded our preferred supplier's invoice to Andrew Speed for £1495 and we await funding so we can install much needed CCTV.

WEBSITE & SOCIAL MEDIA

Paul has requested that we need more survey forms completed. Can we all please push with Friends and Family. Suggested that we could ask for some to be completed at the pub, and Kathy happy for forms to be available at the village café.

NEW PAVILION PROJECT

Great news that we have been successful in receiving the Wesleyan Grant Paul applied for with funds going to the new Pavilion. We have secured £2000.00 which should be received shortly. It was pointed out that our safeguarding policy is not strong enough, so we need to address these issues (**AP Paul**)

The community chest grant applied for, will not be announced until February 2024.

Paul asked for and received pro-bono assistance from Community Action Suffolk. The same company Constable VAT has offered to give us free VAT advice for the new pavilion. An online meeting will take place and Paul will advise on the outcome. The only cost to us is a £50 donation to CAS to help with their admin costs - this being the same as last time for the vat advice on the children's play area.

FUND RAISING EVENTS

The next Village Quiz will be on Saturday 16th March – Tash has confirmed she will run the quiz.

VILLAGE ORGANISATION REPORTS

Kathy advised that the October and November cafés had been extremely busy, but footfall down in December.

Diane advised that all on track for the next players event in February. Tickets on sale from January.

Paul raised (via email) the issue of the potential problem of booking date clashes between the Church Bazaar on 25th November and the Craft Fair on 2nd November.

This year there was a significant increase in the number of craft stalls at the Bazaar which could have impacted on the stall holders for the following week. The craft fairs are run regularly throughout the year with the Xmas event being their most lucrative.

Saturday availability was very limited this year, but it was suggested that to reduce the impact on the craft fair, to perhaps offer up the following Saturday for the church bazaar. Karl will speak to Helen / Church organisers. **(AP Karl)**

ANY OTHER BUSINESS

Paul had requested 6 months of dates for future meetings – we will do the next 3 and will then review as bookings in the hall are likely to determine when and where we can hold our meetings.

Paul reminded us that if hall hire charges are to change in 2024, we need to given notice and therefore need to review these in the January meeting. Barbara will do her best to have the information available. **(AP Barbara)**

DATES OF FUTURE MEETINGS

The next meetings will be held as follows:-

Thursday 25th January - Pavilion @ 7.30pm

Monday 4th March - Pavilion @ 7.30pm

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

The meeting closed at 21:10.

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
18-Dec-23	1	Check for any volunteers to help out with potential warm space sessions at village hall	Kathy
18-Dec-23	2	Speak to parish council to advise what can and cannot be provided for in respect to warm space	Karl
18-Dec-23	3	Paul to put thank you notice on Facebook and website for recent pavilion donations	Paul
18-Dec-23	4	Check door lock at Pavilion	Richard
18-Dec-23	5	Update safeguarding policy for VH	Paul
18-Dec-23	6	Offer dates to Church for next year's Xmas Bazaar	Karl
18-Dec-23	7	Provide costings / calculation re hall hire charges and potential increases	Barbara

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
03-Jul-23	4	To obtain quote solar panels at VH	Trevor	Trevor is working on this - Now has the quotes - to be discussed at meeting 25 January	Ongoing
25-Sep-23	2	Provide Alys with drain cleaning products	Karl	Karl has put product down sink but will provide Alys with some so she can do this regularly	Ongoing
25-Sep-23	5	Contact M&TJs 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
25-Sep-23	8	To provide Bluetooth input to our sound system	Phil	Phil has investigated and cost of item will be £40.00. All agreed to purchase	Ongoing
06-Nov-23	1	Karl to provide BT invoices to Barbara for her records	Karl		Outstanding
06-Nov-23	2	Richard to let Karen have some highball drinking glasses for use at VH	Richard		Outstanding
06-Nov-23		Karen to review other kitchen items (i.e. saucepans) and advise what the requirement is	Karen		Outstanding
06-Nov-23		Updated security system at the Pavilion and play area	Paul	Paul has submitted requirements and costs to Andrew Speed	Ongoing
06-Nov-23		Basic floor plans / dimensions for new pavilion - Seek out opportunities from contacts	Richard		Outstanding

