



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

### **MINUTES OF MEETING: MONDAY 15<sup>TH</sup> MAY 2023**

**HELD AT THE VILLAGE HALL**

#### **Present:**

Karl Scott  
Barbara Whitford  
Richard Mayhew  
Karen Norton  
Diane Lloyd  
Kathy Freer  
Trevor Clough

#### **Apologies:**

Paul Harris  
Phil Smith

#### **WELCOME AND INTRODUCTIONS**

The meeting was opened by Karl at 19:35.

#### **MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 3<sup>RD</sup> APRIL 2023**

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

Minutes for 3<sup>rd</sup> April approved and signed,

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

No public questions have been raised this month.

Various correspondence has been received regarding our insurance at the Village Hall and Pavilion / Playing field. Our current insurer Zurich, now wishes to remove the cover for Flooding due to the Flood Risk area that the Hall sits in. Community Action Suffolk have also stated that their insurance (Hiscox) would also not include cover for flooding. – Zurich have been very slow in getting quotes to us so it was agreed that we would go back to Hiscox via CAS. Barbara to arrange – **AP Barbara**

BT are chasing payment for the installation of broadband to the Village Hall, However Karl is unable access the BT Village Hall account and payment can only be made via that route. BT are working on this and have confirmed we won't be cut off. Karl to chase **AP Karl**

#### **TREASURER'S REPORT -**

Barbara provided the following update.

## Closing Balances as of 3<sup>rd</sup> April 2023

COIF*	£ 11876.69
*Project 1 Children's Play area	£ 53500.00 (includes £3500.00 from levelling up fund)
*Project 2 New Pavilion	£ 35000.00
Current Account	£ 9103.95 (includes £792 from ASDA)
100 Club	£ 2370.00
Petty Cash	£ 249.66
<b>TOTAL</b>	<b>£ 112100.30</b>

## BOOKING SECRETARY'S REPORT

Bookings remain constant with a few enquiries now coming from the website which are resulting in new one-off bookings.

## REPAIRS AND MAINTENANCE

### Village Hall

Tap on small sink in Kitchen is dripping – has been recorded in VH daybook – Karl will get this sorted **AP Karl**

Switch for uprighters in hall is only working intermittently – Karl will investigate and get fixed - **AP Karl**

There is a plant / large weed growing in the guttering on the Kitchen. Needs checking and removing and possibly needs guttering cleared. Karl will investigate. **AP Karl**

Paul has started registering PVH&PFA with organisations who are offering Energy Grants. Whilst our heating system for the hall is very complex adding solar panels seems the best and simplest option in increasing our green credentials and in turn saving monies . Trevor has agreed to do a top-level spec on what's required for the Hall initially . Paul needs a rough specification i.e., no of panels and battery capacity and a ballpark figure for budgeting purposes. **AP Trevor**

### Pavilion and Playing Field

Handrail for disabled access into the Pavilion has broken off and been placed in Bin. There are a lot of replacements needed at the playing field and this will get picked up with the projects ongoing in that area. In the meantime, Trevor will knock in any nails that are sticking out to avoid any accidents – **AP Trevor**

Another incident of an overfilled Clothing Bank. St Nicholas Hospice were advised and emptied the bin within 24hrs.

## NEW PLAY AREA PROJECT

We have been awarded £792.00 from Asda Foundation following our grant application. The cheque has already been received. This is for a Picnic Table

We were not successful with our Mick George Grant Application for £26,500. No reason was offered why we were not successful. This is common practice.

We were informed there were issues with our grant application to the Post Code Lottery. On investigation our accounts submitted to the Charity Commission website needed additional signatures. These are new rules which could have affected decision making for grant applications. Christopher Spicer assisted in completing the compliance documentation and our grant application then cleared the accounts audit and proceeded to the next stage.

On Friday 28th April Paul received an email saying we had been awarded £25,000 from the People's Postcode Lottery. Paul has completed all the acceptance paperwork and monies should be paid into our account around 20th May. This therefore means fund-raising for the new play area is complete.

Need to check with the Parish council to see when they can release the £10,000 pledged to this project. **AP Karl**

We discussed the proposed timeline for installation of the new play area. Potentially this could likely be Mid-August, Trevor did point out that this is right in the middle of the school summer holidays, and all agreed that whilst everyone is keen to get the new play area installed removing access to any facility during the school holiday might not be very popular with residents. It was therefore thought more sensible to complete Installation beginning to mid-September when the children return to school. Karl / Paul to discuss this with HAGS at a site meeting. **AP Karl / Paul.**

The branches / bushes overhanging the fence to the play area will need clearing / cutting back before work can commence. Richard will get someone to sort this. **AP Richard**

#### **FUND RAISING EVENTS**

Village Quiz on Saturday 21<sup>st</sup> October 2023

#### **VILLAGE ORGANISATION REPORTS**

Kathy advised that the Village Café was going well. They have moved the date for the May Café to the end of the month so there isn't a clash with the Church Coffee Morning at the Garden house on 20<sup>th</sup> May.

#### **ANY OTHER BUSINESS**

Karl will do a final review on the terms of Hire to see if any further adjustments are needed. No other changes put forward by the committee. **AP Karl**

#### **DATES OF FUTURE MEETINGS**

The next meeting will be held on Monday 3<sup>rd</sup> July at the Village Hall starting at 19:30

The meeting closed at 20.55.

#### **ACTION SUMMARY FROM THIS MEETING**

Meeting Date	Action	Action Detail	Owner
15-May-23	1	Change insurance to Hiscox (Via CAS) for the coming year	Barbara
15-May-23	2	Sort Access to VH BT account and then pay for installation of broadband	Karl
15-May-23	3	Small sink in kitchen tap dripping - new washer/ tap needed	Karl
15-May-23	4	VH uplighter switch only working intermittently and needs fixing	Karl
15-May-23	5	Remove plant / weed from guttering and check for blockages	Karl
15-May-23	6	Top level spec for installation of Solar Panels for village hall	Trevor
15-May-23	7	Knock in any nails on damaged handrail at Pavilion	Trevor
15-May-23	8	Check with Parish council about £10K pledged for play area	Karl
15-May-23	9	Review with HAGs re installation of play area and agree dates	Karl / Paul
15-May-23	10	Clear branches / bushes near to play area before HAGs commence work	Richard
15-May-23	11	Review and sign off on Hall Hire Rules	Karl

## OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
09-Jan-17	5	Produce User Guide for Stereo system	Phil (PS) /Karen	To include new CD player - Phil has made a start - Lisa may look at this to get action completed - <b>21/10/19</b> - Phil has produced a draft which he will copy out to everyone . Kathy will get the PYP's group to test it out from an end user perspective. Phil to copy out (4/7/22) - Phil has sent this onto everyone - to be reviewed (15/8/22) - Phil to recopy out (16/1/23) - Karen to go through this	Ongoing
10-Jan-22	6	Proposal for provision and use of digital notice board for Village Hall	Kathy	Agreed in Principle - just need further information	Ongoing
16-Jan-23	6	See if grants available to replace goal posts / shed at playing field and seating	Paul		Ongoing
27-Feb-23	2	Look at caster on table trolley	Karl		Outstanding

03-Apr-23	4	Speak to Tom re cleaning	Karl		Outstanding
03-Apr-23	5	Audit on Crockery and cutlery	Karen		Outstanding
03-Apr-23	6	Check first aid items including expiry dates	Karen		Outstanding
03-Apr-23	10	Advise Tash that Village Quiz has been booked for 21st October	Richard		Outstanding