



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 9th September 2019 held at The Pavilion

Present:

Karl Scott
Barbara Whitford
Richard Mayhew
Lisa Parker
Phil Smith
Cedric Palfrey
Karen Norton

Apologies:

Lisa Parker
Gill Parry
Diane Lloyd
Kathy Freer

Welcome and introductions

The meeting was opened by Karl at 19:40.

Matters arising and approval of previous minutes 22nd July 2019

Ongoing issues are covered in the main body of the minutes below
Minutes for 22nd July 2019 approved. Minutes signed.

Public written questions and correspondence for committee discussion

Call from JLW Sounds to advise that the light indicator for the sound level cannot be seen from the stage. This has been mentioned before but as the sound has to be extreme for it to reach the limit before cut-out, no action to be taken.

Treasurers report

Barbara provided the following update

Closing Balances as at 8th September 2019

COIF	£41322.03
Current Account	£11305.33
100 Club	£ 635.00
Petty Cash	£ 77.88
TOTAL	£53400.24

Proceeds from the recent Flower and Produce show were good again this year with a surplus of £318.40 going into the Village Hall funds

Booking Secretary's report

Barbara advised that the debit cards for the main current account have now been received. Debit card for the 100 club is still outstanding.

Barbara advised that a new adult Football team have started using our playing field and have made several bookings (Baltic United from Thetford area) – They use the field on Sundays and have purchased their own white lining machine and are storing this in the shed.

The Junior team are using the field on Saturdays.

Village Hall new Website

Karl to update on amendments to the new website at next meeting.

AP (ongoing) Karl

Repairs and Maintenance

Village Hall

Flooring in Village Hall

Max Weaver has completed the work at the Village Hall to fill the gap in the floor.

Karl has met with some Plumbers from Stowmarket to discuss the water issues in the Village Hall toilets. The feed is from a large immersion heater located in the loft above the front hall. There is another immersion heater at the rear of the hall which feeds through to the kitchen. There are 2 elements in each which can be switched on and off. The one feeding the toilets has been switched over and there is now hot water in the toilets. However, to replace the other element may prove difficult due to the heavy limescale. It is thought that due to their age, we should consider changing them out. We may need to either get smaller replacements or extend the hatch space as they are too big to go through. Karl will arrange for the necessary work to be carried out. **AP (ongoing) Karl**

Karl has spoken to M Wakeman about the light situation, but he advised he is cutting back on work and therefore cannot help us out. It was suggested to contact Peter King from Rougham, who has done work for us before and whilst he may be more expensive, he could carry out a complete job including providing scaffolding etc.

Need to also check out the ticking noise of the outside of the building as reported by Carol Hurrell.

AP (ongoing)

Karl

Pavilion and Playing Field

Childrens Play area

Karl has had a follow-up meeting with Kompan who have now provided a full report and plan of what could be provided in line with our requirements. Total cost including all installation was £42K. Karl will contact other companies for quotes including Pro-Scape in Bury. **AP (ongoing) Karl**

Karl asked for views on getting someone in to provide a more comprehensive maintenance of the Pitch. General consensus was that the pitch was looking quite good and that we would be better to spend on fixing the Goal Posts. **AP Karl**

Fund Raising Events

Village Quiz – Saturday 26th October

The following actions are required

Karl to remind John of date – **AP Karl**

Posters to be updated and put out (Karl to run off A3) – **AP Karen & Karl**

Advert to go in Village Mag in October – **AP Karen**

Tickets – Karen to produce and Barbara to sell – **AP Karen & Barbara**

Raffle – Barbara to put out Box in PO – **AP Barbara**

Buffet on the night – **AP Karl**

Village Organisation Reports

No reports this month

Any Other Business

Car Parking sign – Karen shared the wording for the Car Parking sign which everyone agreed to. It was thought that these are put along the wall / fence (between every other bay) – Use size A4. One larger one to be put in the flower bed (size A3) – Colour to be Blue with white writing (no shadow on text) or if not clear then Black on White.

Karen will do a few examples and take to the PO to check if they look OK and also check colour and ease to read.

Karen to speak to Gill about getting her contact to make the signs

AP Karen

100 Club 2020 Need to put notice into the Village Mag for November (possibly October as well) to remind people to join or renew. **AP Karen**. Barbara will search out previous advert / reminder – **AP Barbara**

Dates of Future Meetings

Monday 21st October 2019 – **to be held in Village Hall** – 19:30

Monday 9th December 2019 – Pavilion – 19:30

The meeting closed at 20:50

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
09-Sep-19	1	Need work carried out to re-vamp the goal posts on the playing field	Karl
09-Sep-19	2	Village Quiz - 26th October Karl to remind John of date – AP Karl Posters to be updated and put out (Karl to run off A3) – AP Karen & Karl Advert to go in Village Mag in October – AP Karen Tickets – Karen to produce and Barbara to sell – AP Karen & Barbara Raffle – Barbara to put out Box in PO – AP Barbara Buffet on the night – AP Karl	Karen / Karl / Barbara
09-Sep-19	3	Sign examples to be taken to the PO to check if they look OK and also check colour and ease to read. Karen to speak to Gill about getting her contact to make the signs	Karen
09-Sep-19	4	Reminder for 100 club to be put in Village Mag (Oct / Nov)	Karen / Barbara

Outstanding actions from previous meetings

Meeting Date	Action	Action Detail	Owner	Action Update	Status
05-Sep-16	14	Card Table Storage Box to be painted			Outstanding
09-Jan-17	5	Produce User Guide for Stereo system	Phil (PS)	To include new CD player - Phil has made a start - Lisa may take a look at this to get action completed	Ongoing
06-Mar-18	5	Cupboard / Shelf next to Cooker needs maintenance	Karl		Outstanding
19-Apr-18	1	Karl to write to regular hall users to encourage attendance at PVH committee meetings	Karl		Outstanding
21-May-18	1	Contact Abbey Fire & Security regarding report and quotation for rectifying lighting issues found	Karl	Karl has spoken to Abbey Fire and Security about findings. Will now speak to local electrician Mike Wakeman to see if work can be carried out. 10 June 19 Further letter received for Abbey Fire & Security - Karl to contact	Ongoing
21-May-18	7	Re-sight Village Hall Noticeboard	Karl		Outstanding
12-Nov-18	10	Lead for Sale Trail 2019	All		Outstanding

14-Jan-19	2	Speak to Adult Football team to ask where the white line machine is	Karl	Awaiting contact	Ongoing
25-Apr-19	4	Update contact list	Karen		Outstanding
10-Jun-19	3	Utilisation and charging review for Village Hall	Karen		Outstanding
10-Jun-19	5	Electrical Fault in Village Hall storeroom	Karl		Outstanding
22-Jul-19	1	Feedback for new website to be actioned including pulling together regular users' list / description. Karen to send copy of feedback to Karl	Karl / Karen / Barbara	Copy of feedback passed to Karl. He will update on progress in October Meeting	Ongoing
22-Jul-19	3	Contact plumber to fix water / immersion problem in VH	Karl	Fix put in place, but new immersion heaters required - Karl to liaise with the plumbing firm to get work completed	Ongoing
22-Jul-19	4	Investigate getting new hand dryer in ladies loos	Karl		Outstanding
22-Jul-19	5	Contact electrician to get all lights changed in hall . Richard will arrange tower once electrician booked to carry out the work	Karl / Richard	Mike Wakeman not taking on any more work - Karl to contact Peter King from Rougham	Ongoing
22-Jul-19	6	Karl to contact local firms to see what they could provide for us for the Children's Play area - Sovereign and Pro-Scape	Karl		Outstanding