



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 14th January 2019 held at The Pavilion

Present:

Karl Scott
Barbara Whitford
Chris Burn-Murdoch
Caroline Dawkins
Richard Mayhew
Paul Shackleton
Cedric Palfrey
Karen Norton

Apologies:

Paul Hunter
Gill Parry
Diane Lloyd
Phil Smith

Welcome and introductions

The meeting was opened by Karl at 19:40.

Matters arising and approval of previous minutes 12th November 2018

Ongoing issues are covered in the main body of the minutes below
Minutes for 12th November 2018 approved. Minutes signed.

Public written questions and correspondence for committee discussion

None received

Treasurers report

Barbara provided the following update

Closing Balances as at 14th January 2019

COIF	£40213.86
Current Account	£ 9382.39
100 Club	£ 825.00
Petty Cash	£ 95.50
TOTAL	£50543.75

Booking Secretary's report

Barbara advised that the Youth Football team have bookings to play on 2nd February and 9th February. There has been no contact from the Adult Football team.

Karl will contact the Manager of the Adult football team to see if they will be using the pitch now that the work around the goal mouths has been completed and should be bedded in now. There will be a need for the pitch to be cut before it is played on. Karl will contact M&TJ's to arrange. **AP Karl**

Barbara advised that she has replaced the padlock with one with a combination lock which will eliminate any future key issues – On opening the shed it was discovered that there was no white lining machine being stored there. Karl will ask the Adult team Manager what has happened to this

AP Karl

Repairs and Maintenance

Village Hall

New Seat and Tree

We are all ready to go with the replacement seat and tree but there needs to be co-ordination of all required actions to get the work completed.

Richard will speak to Lee Ashford to ascertain his lead times for the new paving . There also needs to be steel rods to secure the seat – All actions required are

1. Removal of Tree (David Davidson)
2. New Paving (Lee Ashford)
3. New Seat installed and secured
4. New tree installed (David Davidson)

Karl and Richard to liaise with there contacts to arrange installation etc

Toys stored at Village Hall

Caroline and Karen have sorted all the toys and marked up those which need to be kept. Whilst a few of the remaining toys were sold at the Christmas Bazaar, there is still a large quantity bedding stored both I the room near the kitchen and in the Black Shed.

Diane has advised that a couple of the Pakenham Players work at Riverwalk School in Bury, which works with Children who have disabilities – They are interested in the toys

The Committee agreed this would be an excellent and worthwhile solution. Di to speak to the Players to arrange toys to be taken. **AP Diane**

Sink not Draining in the Kitchen

Karl will arrange to put down some clearing agent (crystals) to see if this will improve the situation –
AP Karl

Main water heater

The main water heater in the VH doesn't appear to be working – no hot water coming through. Karl needs to check out the immersions to see if there is any indication as to what is happening so we can then consider getting someone in to fix- **AP Karl**

Water Boiler

Filter needs replacing – Karl will buy one **AP Karl**

Pavilion and Playing Field

Children's play area - No further action at this stage – will wait for better weather to progress.

Dog fouling on Playing Field – Draft notice has been completed – However no action at this point in time as fouling on the playing field is not an issue (Fouling of The Street is more of an issue)

Fund Raising Events

Paul confirmed that whilst he was happy to support, he did not wish to be quizmaster moving forward.

Karl is keen to keep the 2 x Village Quiz nights going – He will approach John (The Fox quizmaster) to see if he would be willing to take on this event. **AP Karl**

All agreed that this event needed as much advertising as possible to increase participation. **AP Karl** to advise what advertising is needed and support for arranging this.

Prize funds discussed – All agreed that this would be a good idea – We will not advertise how much as this will be dependant on numbers attending - £25.00 was considered a fair amount.

Dates agreed for the Quiz nights in 2019 are

Saturday 23rd March

Saturday 26th October

Sale Trail

Sale Trail was discussed and how we would increase income.

Tea's / Coffee's and bacon rolls was one option. To get people into the Village Hall it was also suggested to have items for sale in the hall as well – the possibility of people having a pitch in the hall instead of at their properties was thought to be a good idea.

Still need someone to lead on this. **AP All (ongoing action)**

100 Club

Barbara advised that she currently has just 32 people signed up for this years 100 club.

Karl requested that a renewal form and note is sent out to the remaining people to encourage them to join – Barbara to pull this together and Karl to hand deliver letters – **AP Karl and Barbara**

Village Organisation Reports

Nothing to report

Any Other Business

Di has put in a request for the Players to use the Village Hall Alcohol Licence for the Panto on 27th and 28th Feb and 1st and 2nd of March. Di will be in attendance on all dates – **Agreed by the Committee.**

It was advised that the new Church and Village Magazine editor is Martin Harrison

Dates of Future Meetings

Monday 4th March 2019 – Pavilion – 19:30

Thursday 25th April 2019 – Village Hall – AGM @ 19:00 and Committee Meeting @ 19:30

The meeting closed at 20:55

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
14-Jan-19	1	Speak to Adult Football team to see if they will be using pitch in the coming months	Karl
14-Jan-19	2	Speak to Adult Football team to ask where the white line machine is	Karl
14-Jan-19	3	Actions required for installation of new seat / Tree 1. Removal of Tree (David Davidson) 2. New Paving (Lee Ashford) 3. New Seat installed and secured 4. New tree installed (David Davidson)	Karl / Richard
14-Jan-19	4	Surplus Toys in VH to be used at Riverwalk School in Bury to assist disabled children	Diane
14-Jan-19	5	Cleaning agent / crystals to be put down sink in Kitchen to assist with drainage	Karl
14-Jan-19	6	Main water heater / immersions need to be looked at as no hot water being provided	Karl
14-Jan-19	7	New filter required for water boiler	Karl
14-Jan-19	8	Karl to speak to John (Fox Quizmaster) to see if he can help with the Village quiz in March. Karl to also advertised in Village Mag and advise of any other help required.	Karl
14-Jan-19	9	application forms and note to go out to all 100 club members who have not signed up in 2019 - Karl to deliver	Barbara / Karl

Outstanding actions from previous meetings

Meeting Date	Action	Action Detail	Owner	Action Update	Status
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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	Ongoing
18-Sep-17	6	Get quotes for fixes needed to children's play area with additional requirement to do a full clean / power wash to rejuvenate the whole area. Also, to include getting fine grit replaced (previous outstanding action)	Karl	Quotes being sought - Review April 2018 - AGENDA ITEM 21/5 - still seeking quotes for work to be carried out	Ongoing
18-Sep-17	10	Design of new Website	Karl	Being worked on	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
19-Apr-18	8	Contact 4 Seasons to see if they can offer help with gap in flooring	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	Ongoing
21-May-18	7	Re-sight Village Hall Noticeboard	Karl		Outstanding
24-Sep-18	12	Wording proposal for Sign re parking at Village Hall	Karen		Outstanding
12-Nov-18	1	Increase to Grant from Parish Council	Karl		Outstanding
12-Nov-18	6	Karl to contact Rebecca H to request some funds for the seat as promised	Karl		Outstanding
12-Nov-18	8	Contact suppliers of play area equipment with a view to purchase	Karl		Outstanding
12-Nov-18	10	Lead for Sale Trail 2019	All		Outstanding
14-Jan-19	10	100 Club reminder for 2020		To be reviewed in October / November	Review October 2019