



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 6^H NOVEMBER 2023

HELD AT PAKENHAM VILLAGE HALL

Present:

Karl Scott
Barbara Whitford
Paul Harris
Richard Mayhew
Karen Norton
Diane Lloyd
Lisa Gamson

Apologies:

Phil Smith
Kathy Freer
Trevor Clough
Thomas Berry

WELCOME AND INTRODUCTIONS

The meeting was opened by Karl at 19:33.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 25TH SEPTEMBER 2023

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

Minutes for 25th September 2023 approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

Car Parking issues have improved since the latest signs installed. Users of the hall have noticed, and we received thanks from the Christian Fellowship for our efforts in this area,

There have been ongoing issues with the bills from BT since the installation of BB. There have been various charges raised incorrectly and Karl has been dealing with this and just paying the correct monthly charges. Karl will let Barbara have all the invoices to show what has been paid etc for her records. Once sorted a DD will be set up re the payments. **(AP Karl)**

TREASURER'S REPORT -

Barbara provided the following update.

Closing Balances as of 6th November 2023

| | | |
|-----------------|----------|-----------------|
| COIF | £ | 48591.74 |
| Current Account | £ | 7199.45 |
| 100 Club | £ | 2000.00 |
| Petty Cash | £ | 658.70 |
| TOTAL | £ | 58499.89 |

Funding totals (included in the above figures)

Project 1 Children's Play area

£ 792.00 - Asda

All payments for the main play area to HAGS have been made and cleared our accounts. The only remaining item from Project 1 is the £792.00 awarded by Asda for the provision of seating on the playing field. As we have sought some additional funding for more seats this is currently on hold.

Project 2 New Pavilion

£ 35000.00 – From Village Hall funds
£ 2000.00 - Pakenham Music Festival
£ 100.40 Donations
£ 40.00 – Quiz winner's prize donated back.
£ 278.00 Surplus from Quiz night
£ **37418.40** Project 2 New Pavilion ongoing

BOOKING SECRETARY'S REPORT

Bookings still steady .

We have been asked about next years charges and have agreed to review these in the new year once our annual accounts have been completed.

REPAIRS AND MAINTENANCE

Village Hall

Karen advised that she had finally completed the audit on the kitchen crockery and cutlery. Overall, the number of missing items isn't that significant. We do need to purchase in a few areas to get our numbers up to the required 100.

Richard said that he could provide the highball glasses. **(AP Richard)**

Karen will purchase other items and advise at next meeting, **(AP Karen)**

Diane mentioned that there didn't seem to be any saucepans etc available – Karen said she will investigate this and review what other items we should / could or need to provide **(AP Karen)**

Karen had also looked at the first aid equipment which overall is fine – a few of the plasters etc are showing exp dates but they are still completely useable. Will continue to keep an eye on this on a regular basis.

Pavilion and Playing Field

Goal posts have now been painted – Well done Paul and Trevor!!

As there is no actual post-code for the playing field and pavilion, What-three-words needs to be used in case of emergency on the new play area. A sign has been put up to advise on this.

We won't be replacing the small bins that used to be on the fencing around the new play areas. They were used constantly for poo bags and were also full to overflowing, which isn't ideal so close to where the children are playing. A further wheely bin will be purchased, and will be sited near to the play area, and the existing one moved to the car park. It is hoped that people will use the one in the car park mainly for poo bags, although could be used.

Andrew Speed (District Council) has agreed to pay for the security at the playing field. Paul is currently looking into a more advanced system to be installed. **(AP Paul)**

WEBSITE & SOCIAL MEDIA

The website had now been updated to show the new pavilion plans.

We do need more questionnaires completed- these are available online – Paul will get this advertised in the village magazine.

Paul advised that the hire charges were on the website but have now been made more visible

NEW PLAY AREA PROJECT REVIEW

Everyone agreed that the new play area has been a great success. The opening went very well despite the weather and a good time was had by all (especially the children) – it was also busy for the week following (half-term). All very positive comments received from village residents.

NEW PAVILION PROJECT

Paul is now focusing on grant applications for the new Pavilion.

The main issue is that to gain grants we need to provide plans and quotes.

Whilst we have an outline view of the new proposed pavilion, we do need more specific plans which we can then get quotes on for the various activities needed. We will also be looking to see what work we can get provided by local tradesmen at "mates rates" to keep costs down.

At this stage, Richard suggested we get some basic plans drawn up at minimal cost. He will speak to some of his contacts **(AP Richard)**

FUND RAISING EVENTS

The Village Quiz was very well received on Saturday 21st October.

Tash has agreed to run another quiz for us in March 2024, but is unable to do the last 2 Saturdays.

Date suggested is Saturday 16th March 2024. Richard will ask Tash if this is OK for her. **(AP Richard)**

VILLAGE ORGANISATION REPORTS

Diane advised that all is going well with the Pakenham Players. She asked about the possibility of a memorial plaque for a key member of the players who unfortunately passed away. Everyone was fine with this in principle. Diane would let up know more details if this was to go ahead.

Lisa advised that the recent Craft Fair was busy in the morning despite the rain. A further Craft Fair will be held in December.

ANY OTHER BUSINESS

XMAS DECORATIONS IN THE HALL – Karen asked if the Xmas Decorations for the VH could be put up prior to the Village Xmas Bazaar which was on 25 November. Karl will arrange to them to go up by or on 24th November **AP Karl**

DATES OF FUTURE MEETINGS

The next meetings will be held as follows:-

Monday 27th November - Village Hall @ 7.30pm – PROJECT MEETING

Monday 18th December - Village Hall @ 7.30pm – FULL MEETING

The meeting closed at 21:30.

ACTION SUMMARY FROM THIS MEETING

| Meeting Date | Action | Action Detail | Owner |
|--------------|--------|--|---------|
| 06-Nov-23 | 1 | Karl to provide BT invoices to Barbara for her records | Karl |
| 06-Nov-23 | 2 | Richard to let Karen have some highball drinking glasses for use at VH | Richard |
| 06-Nov-23 | | Karen to purchase Crockery & Cutlery for VH based on recent audit | Karen |
| 06-Nov-23 | | Karen to review other kitchen items (i.e., saucepans) and advise what the requirement is | Karen |
| 06-Nov-23 | | Updated security system at the Pavilion and play area | Paul |
| 06-Nov-23 | | Basic floor plans / dimensions for new pavilion - Seek out opportunities from contacts | Richard |
| 06-Nov-23 | | Quiz date 16th March 24. To check Tash is OK with this | Richard |
| 06-Nov-23 | | Xmas Decorations in the Village Hall by 25th November | Karl |

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 | 2 | Get Peter King to carry out electrical inspection on Village Hall and Pavilion and provide required certification | Karl | Karl to chase this up - work has been done but just now need certification | Outstanding |
| 03-Jul-23 | 4 | To obtain quote solar panels at VH | Trevor | Trevor is working on this | 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 | 7 | Dead tree near to Betty Summersby's to be removed | Karl | | Outstanding |
| 25-Sep-23 | 8 | To provide Bluetooth input to our sound system | Phil | | Outstanding |