



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

**MINUTES OF MEETING: THURSDAY 27<sup>TH</sup> NOVEMBER 2025**

**HELD AT THE PAVILION**

### **Present:**

Paul Harris  
Barbara Whitford  
Trevor Clough  
Karen Norton  
Phil Smith  
Karl Scott  
Thomas Berry  
Richard Mayhew  
John Speare  
Jono Mawford

### **Apologies:**

Kathy Freer  
Diane Lloyd

### **WELCOME AND INTRODUCTIONS**

The meeting was opened by Paul at 19:30

Paul paid thanks to Barbara for her invaluable contribution to PVH & PFA as Treasurer and Booking Secretary. This would be Barbaras final meeting in her current capacity, as she is standing down from these roles at the end of 2025 as she advised at the AGM in April this year.

Everyone agreed her support has been considerable and she would be missed.

Flowers had been sent to Barbara earlier in the day as a thank you along with a bottle of Gin presented to her by Karl.

There are still a few things to hand over with her treasurer's role and Paul will work with Barbara in the coming weeks to ensure this is done as seamlessly as possible.

### **MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 23<sup>RD</sup> OCTOBER 2025**

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

Minutes for 23<sup>rd</sup> October 2025 were approved and signed.

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

As Paul had already communicated out, a further complaint re noise had been received following a private party held at the Pavilion earlier this month.

Following discussion over this issue, it was recognised that the booking had been made prior to the new booking system being in place and that the Conditions of Hire (especially covering music and keeping doors closed etc) may not have been explained to the hirer.

However, all agreed that it was not in the Associations interest to receive complaints of this nature and therefore for the foreseeable future no bookings would be taken for private parties in the evening at the Pavilion. Where possible, any requests could be considered for the Village Hall if available.

The Pakenham Christian Fellowship have put in a request for a large TV (100inch plus) to be installed at the Village Hall. They are happy to make a substantial contribution to the cost of this. Following discussions, it was not felt to be something we wished to support. There are facilities to use the screen for streaming events etc. However, as projectors needed for this are supplied by individual hirers, this might be an issue. Karl agreed he will speak with PCF to understand any barriers to using the screen already in place and will report back. **AP Karl**

## **TREASURERS REPORT**

### **Our financial position at the end of October 2025**

COIF	£	66484
Current Account	£	13594
100 Club	£	195
Petty Cash	£	442
<b>TOTAL</b>	<b>£</b>	<b>80715</b>

### **Reserves included in the above figures as of End of October**

Reserves for New Pavilion	£	47835
Reserves for Village Hall heating	£	10000
Reserve for various VH maintenance	£	5890
Total Reserves	£	63725
<b>Unrestricted Reserves</b>	<b>£</b>	<b>16990</b>

Unrestricted remain healthy,

Reserves for various VH maintenance items currently underway are.

Approx £3,000 for Aircon work by Austin Heating

CCTV for Village Hall £850 (50% contribution to final costs) plus £800 grant funds

Coded Entry Lock for Village Hall - £368

Key safe for Pavilion £80

Boiler Service - £792

Paul is still awaiting a breakdown of the work carried out on the Air conditioning before releasing funds for payment.

All the above expenditure has been agreed by the committee as essential maintenance for the Village hall and pavilion.

## **BOOKING SECRETARY'S REPORT**

The new Hallmaster booking system is going well. Karen has contacted all the regular users and booking now being placed for 2026.

Emma Philips who runs the yoga is continuing with her women's yoga on Monday mornings, and from January will also run an Agile and Able session each Friday morning.

WSVA Blind group are now known as Suffolk Sight, and will continue with their monthly afternoon sessions (2<sup>nd</sup> Thursday) in 2026

Ixworth Ladies Choir are now known as Song Circle and will continue with their weekly Tuesday morning sessions during term time in 2026.

The new coded entry system at the village hall and the key safe at the Pavilion are working well and no issues received from hirers.

## **REPAIRS AND MAINTENANCE**

### **Village Hall**

The dishwasher is now in place and working well – helpful feedback from hirers in respect of short cycles and a good clean.

The sleepers for the Car Park and now being supplied by Cherry Tree at no cost – they might be slightly imperfect but will be fine for our use.

Ladies Loo – work is due to be carried out to replace on Saturday 29<sup>th</sup> November.

Range Oven – Karen asked if the Range Oven could be cleaned as it was well overdue. Paul will arrange – **AP Paul**

### **Pavilion and Playing Field**

No current issues raised.

## **NEW PAVILION PROJECT**

Paul continues to work on other grant applications which includes a recent submission to West Suffolk Council for a grant up to £20000.

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Jono has received conditions on our planning application which need to be addressed. Most are standard requirements. There are a few in respect of parking facilities and charging for two wheeled vehicles plus a couple relating to biodiversity.

Paul, Jono, and Trevor will be working on these items as part of the overall Pavilion project.

## **FUND RAISING EVENTS**

Village Quiz – Karl advised that Tasha is OK for the Quiz night on 21<sup>st</sup> March 2026.

## **VILLAGE ORGANISATION REPORTS**

No reports this month

## ANY OTHER BUSINESS

Barbara reminded Paul that the 100-club needed to be managed next year. **AP Paul**

## DATES OF FUTURE MEETINGS

Meetings held on the 4<sup>th</sup> Thursday of the month starting at 7.30pm. Dates for the diary are as follows.

December – No meeting

22<sup>nd</sup> January 2026 - Pavilion

26<sup>th</sup> February 2026 - Village Hall

26<sup>th</sup> March 2026 - Village Hall

23<sup>rd</sup> April 2026 - AGM Village Hall 7.00pm followed by committee meeting.

The meeting closed at 21.10

## ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
27-Nov-25	1	Karl to talk to Pakenham Christian Fellowship to understand issues with using screen / projector at VH	Karl
27-Nov-25	2	Arrange clean to Range Cooker in VH	Paul
27-Nov-25	3	New arrangements required for 100 club in 2026	Paul

## OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
04-Mar-24	4	Replace broken uplighter cover	Richard		Outstanding
30-Sep-24	1	NEW ACTION AMAGAMATING OUTSTANDING ACTION POINTS RE HEATING ISSUES	Karl	Items to be resolved. 1. Air conditioning cupboard to be jet washed and then system re-assessed - <b>should be done end of June - now completed - work to be carried out to get working again</b> 2. Heating controls to be reviewed by Austin Heating 3. Replace Fan in Kitchen - only one working	Ongoing
11-Nov-24	3	Check doorframe on cupboard in storeroom used by Threads	Paul	Paul to take a look and see if he can fix. Paul hopes to complete on 29/11	Ongoing
27-Jan-25	3	Sort out Jubilee Mugs at village hall	Karen		Outstanding
01-May-25	3	Ladies loo leak needs fixing	Paul	Karl has advised this is going to take more work and might need replacement cistern. Paul has agreed to take this action over as has contact who can do work at fair price. Work planned for 29/11	Ongoing
26-Jun-25	2	Cutting back overhanging trees - 3 Manor Garth	Paul		Outstanding

25-Sep-25	1	Purchase and install sleepers to car park at VH	Paul	To be supplied by Cherry Tree - awaiting date	Ongoing
25-Sep-25	4	Safeguarding Policies to be displayed on notice board at Pavilion	Paul		Outstanding
25-Sep-25	6	Seek out potential training CBT for use of fire equipment	Trevor	CBT identified - Paul to speak to Alys	Ongoing
23-Oct-25	7	Report rust issues on play equipment to HAGs	Paul		Outstanding