



## Pakenham Village Hall and Playing Field Association

### Minutes of Meeting: Thursday 25<sup>th</sup> April 2019 held at The Village Hall

#### **Present:**

Karl Scott  
Barbara Whitford  
Richard Mayhew  
Gill Parry  
Diane Lloyd  
Lisa Parker  
Cedric Palfrey  
Karen Norton

#### **Apologies:**

Paul Hunter  
Chris Burn-Murdoch  
Phil Smith  
Paul Shackleton

Also present was Christopher Spicer

#### **Welcome and introductions**

The meeting was opened by Karl at 20:00. This being the first meeting following the 2019 AGM.

#### **Election of additional Trustees and Committee roles**

This year we have had some resignations from 2018 Trustee's

**Caroline Dawkins** – now living in the New Forest Area – Previously Elected Trustee – This position has been filled by Lisa Parker who was elected at the AGM.

**Chris Burn- Murdoch** – previously Trustee and Church Rep. Chis advises that his term of office with his Church Duties finishes Easter Sunday and therefore there will be a new Church Rep on this committee, but no one yet appointed.

**Paul Hunter** – previously Trustee and rep for Christian Fellowship – Paul advises that due to other commitments he can no longer be part of this committee. He has arranged for a replacement rep to join the committee but unfortunately unable to make this one. Her name is Kathy Freer. Hopefully Kathy will be at the next meeting

**Paul Shackleton** – Paul has been a co-opted member of the committee for many years and his contribution has been invaluable. This year he has been invited to participate in the Moreton Hall Residents Association and will be taking this offer up.

The following Committee Trustees and Roles were agreed for the 2018/19 year for the Pakenham Village Hall Association – All were agreed and seconded

Karl Scott	Trustee Elected	Chairman
Karen Norton	Trustee Elected	Secretary
Gill Parry	Trustee Elected	Flower and Produce Show Rep
Phil Smith	Trustee Elected	
Richard Mayhew	Trustee Elected	Sports and Social Rep
Cedrick Palfrey	Trustee Elected	Parish Council Rep
Diane Lloyd	Trustee Elected	Players Rep
Lisa Parker	Trustee Elected	
Barbara Whitford	Trustee Co-opted	Treasurer & Booking Secretary

Trustees / Rep for Church and Christian Fellowship will be raised at future meetings with attendance by new representatives

## **Matters arising and approval of previous minutes 4<sup>th</sup> March 2019**

Ongoing issues are covered in the main body of the minutes below  
Minutes for 4<sup>th</sup> March 2019 approved. Minutes signed.

## **Public written questions and correspondence for committee discussion**

Barclays Bank have written to the committee to ask for some additional information for their records. Barbara asked Karen if she would investigate this and respond. **AP Karen**

## **Treasurers report**

Barbara provided the following update

### **Closing Balances as at 25<sup>th</sup> April 2019**

COIF	£40277.67
Current Account	£10038.94
100 Club	£ 2055.00
Petty Cash	£ 73.50
<b>TOTAL</b>	<b>£52445.11</b>

- o COIF 3-month interest = £63.00
- o £236 paid in but not reflected in accounts
- o 2 x £15.00 cheques for 100 club not presented

## **Booking Secretary's report**

Bookings going OK but we still don't seem to attract many Saturday night events.

## Repairs and Maintenance

### Village Hall

#### **New Seat and Tree**

Tree has been planted and everyone agreed it looked very good. Josh Flowitt has agreed to maintain the tree for us (i.e. pruning etc)

#### **Strip lights still need fitting**

Lisa said that she may know someone who could possibly help with a tower to enable the replacement lights to be fitted. **AP Lisa**

#### **Untidy state of car park at Village Hall**

Gill pointed out that the car park was looking very tatty due to the growth of long grass and brambles and suggested we should get someone in to maintain this on a regular basis. Everyone agreed this would be a good idea. Gill will approach someone she knows to see if they would be able to take this on **AP Gill**

### Pavilion and Playing Field

**Children's play area** – This is to be our focus for the coming year.

## Fund Raising Events

### Village Quiz

Village Quiz took place on Saturday 23<sup>rd</sup> March with increased attendance.

Surplus for the event was £212.50

Karl has asked John to be the Quizmaster again in October.

### VOCA Choir – Spring Concert

Concert will be taking place on Friday 26<sup>th</sup> April

Stage and Chairs – to be sorted after this meeting

Gill and Diane to cover the door and raffle

Lisa to help Karen with the bar – Richard has provided the drink

Raffle prizes / donations welcome

### Sale Trail

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

## Village Organisation Reports

Richard advised that there will be a beer festival and music event on the playing field on Saturday 20<sup>th</sup> July 2pm to 11pm

## Any Other Business

Karl asked Karen to update contact list and circulate [AP Karen](#)

## Dates of Future Meetings

Monday 10<sup>th</sup> June 2019 – Pavilion – 19:30

Monday 22<sup>nd</sup> July 2019 – Pavilion – 19:30

The meeting closed at 20:50

## Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
25-Apr-19	1	To review forms sent by Barclays Bank re our organisation	Karen
25-Apr-19	2	To see if anyone she knows has a tower, we could borrow to enable lights to be changed	Lisa
25-Apr-19	3	Maintenance of Village Hall Car Park area - Gill to approach someone she knows to see if they can help	Gill
25-Apr-19	4	Update contact list	Karen

## 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	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 - <b>AGENDA ITEM 21/5</b> - 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	Waiting contact	Ongoing

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	Rebecca has pledged £1K - all forms completed but awaiting funds - Karl will chase	Ongoing
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	1	Speak to Adult Football team to see if they will be using pitch in the coming months	Karl	Awaiting contact	Ongoing
14-Jan-19	2	Speak to Adult Football team to ask where the white line machine is	Karl	Awaiting contact	Ongoing
14-Jan-19	6	Main water heater / immersions need to be looked at as no hot water being provided	Karl		Outstanding
14-Jan-19	7	New filter required for water boiler	Karl	See additional action re water boiler (4/3)	Outstanding
04-Mar-19	1	To progress idea of Choir Spring Concert as Fund raising Opportunity - 26th April	Karen	All set to take place Friday 26th April	Ongoing
04-Mar-19	3	Move £1K of funds from 100 Club to COIF	Barbara		Outstanding
04-Mar-19	7	Replace 2 x strip lights in VH	Karl		Outstanding