



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 10th January 2022 held at the Pavilion

Present:

Karl Scott
Barbara Whitford
Cedric Palfrey
Karen Norton
Kathy Freer

Apologies

Gill Parry
Phil Smith
Diane Lloyd
Richard Mayhew

Also present was Beryl Sidebotham, representative from Threads and Parish Council

Welcome and introductions

The meeting was opened by Karl at 19:35

Matters arising and approval of previous minutes 8th November 2021

Ongoing issues are covered in the main body of the minutes below
Minutes for 8th November 2021 approved and signed

Public written questions and correspondence for committee discussion

None received

Treasurer's report

Barbara provided the following update

Closing Balances as at 10th January 2022

COIF	£	41559.15
Current Account	£	59334.12
100 Club	£	1985.00
Petty Cash	£	85.67
TOTAL		£102963.94

Booking Secretary's report

Bookings going well

Charges will again be applied from January 22 onwards, following the agreement for 2021 whereby no charges applied to regular users following the Covid-19 lockdowns etc.

Charges to remain the same at present but to review later in the year to ensure these will cover the running costs of the hall.

Barbara advised a thank you letter had been received from the ballet classes for the support given re charging during 2021

Repairs and Maintenance

Village Hall

Cleaning

One off clean has been carried out at the hall – Barbara did advise that whilst this was done, there was a failure to Hoover in the back room. Karen also advised that the fridge had not been cleaned, although Karl felt that as this wasn't part of the building it wouldn't have been included in this exercise. No bill has been received yet. Karl explained that the company were going to return to change out many of the products used (remove domestic products and replace with industrial items) and will also give Tom our new cleaner some guidance on cleaning requirements

Tom has started his new role as cleaner for the village hall and is fitting this in well around hirers and his college work. The hall cleaning is looking good.

Repairs

Karen raised the issue of the heating which has been mentioned to her that there was a lack of this the previous Friday during Yoga.

Karl explained that there had been some heating problems, which is suspected to be because of power cuts over Xmas and New Year. A box replacement is required to be fitted by Austin Heating who have attended the site and now ordered the part. However, the heating is working again now without this part so hirers should not be affected.

Karl to ensure part is fitted by Austin Heating once received **(AP Karl)**

Pavilion and Playing Field

Children's Play area

Karl wanted to discuss the funding issue for the Children's play area whilst funds are needed, and we will be looking for some assistance on this he felt that the PVH funds could be used as part of the cost. Karl will take this proposal to Simon Brown to see where we could source the remainder of the funds.

Action Karl

Queens Platinum Jubilee

We were pleased to welcome Beryl to the meeting to discuss the PVH plans to contribute to the Queens Platinum Jubilee.

Following discussion, it was agreed that the PVH proposal was

1. To plant some trees on the playing field (site still to be agreed) – As per previous discussion on this it was thought that some fruit trees would be a good idea as once matured the fruit could be enjoyed by all village people
2. New seating for the playing field is being looked into already, but perhaps this could be extended to include a couple of benches onto which we could arrange for commemorative plaques to celebrate this Jubilee. Everyone thought this would be a good idea.

Beryl asked if the PVH committee had any plans for the Jubilee weekend (2nd – 5th June). It was felt that as a committee we were not in a position to arrange anything specifically ourselves but would be happy to support any arrangements from the wider community. Karl and Kathy raised the issue of a street party whereby tables and chairs were erected in the main street, and everyone came with their own food and drink. Karl will try and get to the next Parish Council meeting to see what the views are on this (**AP Karl**). Everyone did appreciate that it would need the support of the Village as a whole and there needs to be some feedback on whether or not people would want this. Road closure would also need to be arranged.

Fund Raising Events

Village Quiz Saturday 26th March – Karl to confirm this date with John (**ongoing action**)

Flower and Product Show – Everyone present felt that this would be a real boost to the village and that as a summer event, the covid issues etc are likely to be very minimal at this time. Date booked in for 23rd July. Karen will pick up with Gill (**AP Karen**)

Village Organisation Reports

- Kathy has advised that Village Café events will continue in 2022 on a donation basis.
- Pantomime tickets are now on sale

Any Other Business

Decoration at the Pavilion

Kathy asked if there the VHC would be open to some redecoration at the Pavilion to make it a bit more appealing. This would be carried out by the Christian Fellowship / Pyps – No objections to consider this – Kathy to come back with a proposal if it is felt this could be done. (**AP Kathy**)

Installation of digital notice board at Village Hall. Kathy raised the possibility of the Christina Fellowship providing a digital notice board at the VH, which could be used by them to "advertise" meeting content. This could also be used by other Hall users.

It was felt that we would need to see a proposal to fully understand what this would involve etc. Kathy will feed this back to see if we can take this forward. **(AP Kathy)**

Dates of Future Meetings

Monday 21st February 2022 – Pavilion at 19:30

The meeting closed at 21:10

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
10-Jan-22	1	Austin Heating to fit replacement box into heating system	Karl
10-Jan-22	2	Play area funding - Karl to speak to Simon Brown re funding proposal	Karl
10-Jan-22	3	Karl to speak to Parish Council re support for Platinum Jubilee	Karl
10-Jan-22	4	To run Flower and Product show in 2022 - Karen to speak to Gill to get this on track	Karen
10-Jan-22	5	Potential redecoration at the Pavilion - proposal	Kathy
10-Jan-22	6	Proposal for provision and use of digital notice board for Village Hall	Kathy

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 - 21/10/19 - Phil has produced a draft which he will copy out to everyone . Kathy will get the PYP's group to test it out from an end user perspective.	Ongoing
06-Mar-18	5	Cupboard / Shelf next to Cooker needs maintenance	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. 21/10/19 - no further update c/f to December meeting	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	Richard to also contact local firm - see action point 5/7	Outstanding
09-Sep-19	1	Need work carried out to re-vamp the goal posts on the playing field	Karl		Outstanding
20-May-21	1	WI-FI at Village Hall - To contact service providers	Karen		Outstanding
20-May-21	2	Karl to speak to Insurers about repairs to seat at VH following damage	Karl	Karl has spoken to Insurers who have requested further information	Ongoing
20-May-21	4	Resurface work to Car Park at Playing Field	Karl		Outstanding
20-May-21	8	VOCA Choir - Karen to check with Rosemary to see if they would like to run another event	Karen		Outstanding
05-Jul-21	1	Replacement of Seats on playing Field	Karl	Agreement for non-wood seating reached. Karl will establish costings etc. Following meeting on 10 Jan 22, it was agreed to arrange from plaques to be arranged to commemorate the Queens Platinum Jubilee	Ongoing
05-Jul-21	2	Possible replacement of Shed possibly with small container	Richard		Outstanding
05-Jul-21	3	To contact local firm to see what they could offer in respect of replacement play area	Richard		Outstanding
05-Jul-21	4	Add trees for Queens Platinum Jubilee to August agenda for full discussion and action required	Karen	To consider ornamental or Fruit tree - Still to agree on best place to site these. Also need to understand grants available	Ongoing
16-Aug-21	1	Arrange one off clean of Village Hall	Karl	Completed - further visit to be sorted to change out cleaning products etc	Ongoing
16-Aug-21	3	Chase up Peter King re disabled toilet Light / Door	Karl		Outstanding
27-Sep-21	1	Arrange for Branches to be cut down which are overhanging Betty Summersby's oil tank	Karl	Karl has arranged for work to be completed as well as other trees on the playing field	Ongoing

27-Sep-21	3	Cracked pipe at Village Hall to be fixed / replaced	Karl		Outstanding
08-Nov-21	3	To check with John Speare to see if he can do Village quiz on 26 March 2022	Karl		Outstanding
08-Nov-21	4	Invite Andrea to VH meeting to see what can be done re Seniors Xmas event and what help Andrea needs	Karl		Outstanding