



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 11th April 2022 held at the Village Hall

Present:

Karl Scott
Barbara Whitford
Diane Lloyd
Kathy Freer
Cedric Palfrey
Karen Norton
Paul Harris

Apologies:

Richard Mayhew
Phil Smith
Gill Parry

Also present was Christopher Spicer and Beryl Sidebotham

Welcome and introductions

The meeting was opened by Karl at 19:40 This being the first meeting following the 2022 AGM.

Election of additional Trustees and Committee roles

The following Committee Trustees and Roles were agreed for the 2022/23 year for the Pakenham Village Hall Association – All were agreed and seconded

Karl Scott	Trustee Elected	Chairman
Paul Harris	Trustee Elected	Vice Chairman
Karen Norton	Trustee Elected	Secretary
Richard Mayhew	Trustee Elected	Sports and Social Rep
Cedrick Palfrey	Trustee Elected	Parish Council Rep

Diane Lloyd
Barbara Whitford
Kathy Freer

Trustee Elected
Trustee Co-opted
Trustee Co-opted

Players Rep
Treasurer & Booking Secretary
Christian Fellowship Rep

To establish if Phil Smith and Gill Parry wish to continue as Trustees moving forward **(AP Karen)**

Matters arising and approval of previous minutes 21st February 2022

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

Minutes for 21st February 2022 approved and signed

Public written questions and correspondence for committee discussion

A very kind thank you letter received from Paul Edwards (3 Manor Garth) for the work carried out on trees on the playing field which back onto his property.

Donation received from the late Ernie (Keith) Addington, to support the Village Hall and Playing Fields. Note of thanks to be sent to Pat from Karl and the committee **(AP Karen)**

Request from a recent user of the VH, to consider providing a Baby Changing station in the disabled toilets and also some plastic beakers for use by toddlers. Discussed by the committee, and in view that this was the first time this had been requested, the changing mats already provided should suffice for the time being. If further requests were received, we would revisit this. It was agreed that plastic tumblers should be made available. Barbara will look into this. **(AP Barbara)**

Treasurer's report

Barbara provided the following update

Closing Balances as of 11th April 2022

COIF	£	41561.53
Current Account	£	62358.34
100 Club	£	3490.00
Petty Cash	£	378.99
TOTAL		£107788.86

Booking Secretary's report

Bookings going well

Barbara advised that the Monday evening ballet sessions would be moved to a morning session (day not yet agreed)

Repairs and Maintenance

Village Hall

Repairs

The ladies toilet is still an issue. Karl had checked on the list of work for Austin Heating but confirmed that this had not been included so he will arrange for the work to be done. (**Ongoing action Karl**)
Beryl mentioned that a tap in the kitchen was dripping. Karl will investigate and fix (**AP Karl**)

Contractor Sockets

Within the village hall and the room at the side of the stage, there are sockets marked up as Contractor Sockets. This has been the case for many a year, and up to now they have worked fine (as per all other sockets)

However, as discovered during the Village Quiz night, these sockets no longer work – they appear to have been switched off. Some of these are essential to be able to connect our music equipment etc. The change seems to have occurred since the pantomime and knowing that there is dedicated lighting in the hall for this purpose that it might be connected to this. Diane said she would check this out (**AP Diane**)

Pavilion and Playing Field

Children's Play Area Project

Paul presented a timeline for all the activities needed to implement this project. It was clear that this was not going to be a quick project and it was unlikely given the amounts involved that we would get this signed off and works started until the beginning of 2023.

New Website – Paul proposed the implementation of a new website which could contain all the relevant information and pictures etc that will be required as part of our grant applications and fund-raising. Karl to speak to Paul about this (**AP Karl / Paul**)

Questionnaire – This will need to be completed by village residents, and outcome / views can be presented as part of the grant applications. Possibly provide web-based questionnaires but to also some manual paper ones as well as we need to maximise the number of responses completed.

Grants – These need to be submitted and agreed prior to putting in any orders with potential suppliers (albeit that the VH association will be providing some of the funds) . It is important to ensure that we follow the accepted process.

Fund Raising- This may only be minimal, but we do need to demonstrate what has been done to raise funds towards this. Any fund-raising activities we do from now on should reflect the Play Area Project for potential profits.

Paul and Karl are looking into the possibility of gaining a VAT exemption for the work being proposed. (**Ongoing AP Paul**)

Maintenance at the Pavilion

Karl advised that the grill at the top of the main door has come off (possibly knocked off) and needs to be replaced / refixed (**AP Karl**)

Queens Platinum Jubilee

No further updates at this meeting.

Fund Raising Events

The Village Quiz held on Saturday 26th March provided a £249.00 surplus. Karl confirmed that John will no longer be running quizzes so for the future we would need to find an alternative quizmaster.

Flower and Product Show – this will be taking place on 23rd July. Full schedule will be printed and distributed for the May magazine.

Village Organisation Reports

Threads – Beryl advised that this is going very well now will excellent weekly attendance and the use of cupboard space has been much appreciated.

Pakenham Players – Diane advised this went well and a new pantomime is being planned for 2023. Diane mentioned that the Brown Shed (used by the players) had a leaky roof and asked if it would be OK for them to fix it. All agreed this would be fine,

Village Café - continues monthly and doing very well – still being run on a donation basis.

Any Other Business

Poo bins were raised again. Karl proposed to fix the poo bin at the playing field back onto the wooden stand which it has become detached from. It was felt that a larger bin would be appropriate at the playing field as it is constantly full.

Christopher raised the issue of the car-park surface at the Pavilion and felt this should be re-done. Karl advised this is an action which needs to be picked up and pursued (**ongoing action Karl**)

Dates of Future Meetings

The next meeting will be held on Monday 23rd May at the Village Hall starting at 19:30

The meeting closed at 21:40

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
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11-Apr-22	1	To check with Phil S and Gill P to see if they wish to remain trustees of VH association	Karen
11-Apr-22	2	Draft thank you letter for Pat Addington	Karen
11-Apr-22	3	Plastic tumblers for use at Village Hall	Barbara
11-Apr-22	4	Dripping tap in Village Hall	Karl
11-Apr-22	5	Check on contractor Sockets to see if these have been disabled	Diane
11-Apr-22	6	Proposed new website	Paul / Karl
11-Apr-22	7	Repair grill on top of door at Pavilion	Karl
11-Apr-22	8	Car Parking to be re-surfaced	Karl

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 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
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	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	Replacement of Shed with small container	Richard		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
10-Jan-22	1	Austin Heating to fit replacement box into heating system	Karl		Outstanding
10-Jan-22	2	Play area funding - Karl to speak to Simon Brown re-funding proposal	Karl	Paul will be assisting with this moving forward	Outstanding
10-Jan-22	3	Karl to speak to Parish Council re support for Platinum Jubilee	Karl	Karl to submit funding requirements by end of Feb for Seating and Trees	Ongoing
10-Jan-22	5	Potential redecoration at the Pavilion - proposal	Kathy		Outstanding
10-Jan-22	6	Proposal for provision and use of digital notice board for Village Hall	Kathy		Outstanding
21-Feb-22	2	Karl to check job list for Austin Heating in respect of getting ladies look fixed which his OOO	Karl	Not included in original list so Karl will ask for this work to be carried out	Ongoing
21-Feb-22	3	Karl to get another quote re the new play area	Karl	Quotes being sought	Ongoing
21-Feb-22	4	Paul to check out VAT implications re play area costings	Paul	Need to obtain VAT exempt certificate - ongoing	Ongoing