



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

### **MINUTES OF MEETING: MONDAY 16<sup>TH</sup> DECEMBER 2024**

**HELD AT PLAYING FIELD PAVILION**

#### **Present:**

Karl Scott  
Barbara Whitford  
Karen Norton

Paul Harris  
John Spear

Thomas Berry  
Diane Lloyd  
Jono Mawford

#### **Apologies:**

Lisa Gamson  
Trevor Clough  
Phil Smith

Richard Mayhew  
Kathy Freer

#### **WELCOME AND INTRODUCTIONS**

The meeting was opened by Karl at 19:35

#### **MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 11<sup>TH</sup> NOVEMBER 2024**

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

Minutes for 11<sup>th</sup> November 2024 approved and signed,

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

None raised at this meeting.

#### **TREASURERS REPORT**

Barbara had provided the monthly account figures for November and Paul had provided the monthly management report. Discussion took place on income and expenditure.

No issues raised

The current balances are as follows

### Closing Balances as of 13<sup>th</sup> November

COIF	£ 64188.98
Current Account	£ 2608.75
100 Club	£ 190.00
Petty Cash	£ 748.70

**TOTAL £ 67736.43**

The cheques outstanding at the last meeting have now been presented except for 1 x £15.00 cheque from the 100 club. The recipient has been reminded this is still uncashed.

Barbara confirmed that she had moved £5K from current account to COIF. She also moved £500 from Petty Cash to Current account. She will move a further £500.00 from petty cash to the current account this month.

### Reserves included in the above figures as of 30<sup>th</sup> October.

Reserves for New Pavilion                      **£ 39771.70** Breakdown as follows.

New Pavilion Fund				
	COIF Acc	35000.00		35000.00
		Income	Expenditure	Balance
<b>2023</b>				
05-Jun-23	Social Club	2000.00		
04-Sep-23	C Spicer	50.00		
21-Oct-23	Play Area Opening	30.40		
21-Oct-23	Quiz Surplus	278.00		
21-Oct-23	Quiz Winners	40.00		
21-Oct-23	P Freeman	20.00		
14-Nov-23	Easy Fundraising	36.61		
27-Nov-23	St Marys Church (Xmas Bazaar)	100.00		
07-Dec-23	A Peacock	50.00		
13-Dec-23	Fox Pub Quiz	220.00		
13-Dec-23	Quiz Winners (Fox Pub Quiz)	40.00		
	<b>Total 31st December 23</b>			<b>37865.01</b>
<b>2024</b>				
18-Mar-24	Café - Christian Fellowship	182.90		
09-Apr-24	Balance from Benches	84.00		
26-Apr-24	Café - Christian Fellowship	161.00		
14-May-24	Easy Fundraising	45.60		
01-Jul-24	Donation from Social Club	1000.00		
01-Jul-24	Payment to Passmores - Plans		192.00	
	<b>Total 31 July 24</b>			<b>39146.51</b>
02-Aug-24	Easy Fundraising	90.87		

19-Aug-24	Café	196.22		
01-Aug-24	Planning Permission Fees		648.00	
01-Aug-24	CGI (Artist's impression)		575.00	
01-Aug-24	Biodiversity Survey for Planning		840.00	
01-Sep-24	Sale Trail	227.10		
31-Oct-24	Quiz Night	174.00		
31-Oct-24	Grant from Parish Council	2000.00		
30-Nov-24	Easy Fundraising	35.31		
30-Nov-24	New pavilion posters		32.66	
30-Nov-24	Bat Survey		576.00	
	<b>Total 30 November 24</b>			<b>39198.35</b>

## BOOKING SECRETARY'S REPORT

Village Hall bookings remain steady.

A children's party has been booked at the Pavilion for 30<sup>th</sup> December. John will ensure that the heating is put on in advance. **AP John.**

## REPAIRS AND MAINTENANCE

### Village Hall

Karen reported that since the clear out of the black shed to enable more space for Minotaur storage, there seems to be a lot of items placed in the back room in the hall (mainly Christmas tree and decorations. Some of this needs sorting to see what can be disposed of and the remaining items returned to the black shed. Karen will look and see what other items can be cleared out from that room. **AP Karen**

Karen also said that the wiring for the audio equipment is a nightmare and some of the sockets are not working – This needs a major tidy up etc. Paul knows who will be able to do this – **AP Paul**

### Pavilion and Playing Field

Paul advised that the top entry gate into the children's play area had been damaged (someone swinging on the gate itself had damaged the spring) Haggs advised how this can be repaired, and Paul will get this sorted. **AP Paul**

As for the culprits re the damage – no action to be taken this time, but Paul has put up 2 CCTV notices in that area and any future damage to be tracked on CCTV and reported to the Police.

## NEW PAVILION PROJECT

Planning permission could not proceed until we had an official Bat report completed. This came in at a cost of £576.00. This survey has now been completed.

We are expecting to hear planning permission outcome in the next couple of days – by 18<sup>th</sup> December.

Paul is still getting advice on the VAT exemption position.

Paul has started to get quotes for the building work which he will need for the grant applications.

## **FUND RAISING EVENTS**

Next quiz date to be 22<sup>nd</sup> March 2025. **Ongoing action Karl / Barbara** to check date with Tasha.

Sale Trail – provisional date 13<sup>th</sup> September 2025

## **VILLAGE ORGANISATION REPORTS**

Kathy has advised that the Christmas Village Café will be on 21<sup>st</sup> December and the Players will be singing. The PCF Christmas service will be on 22<sup>nd</sup> and it will be a café style, and all are welcome.

The Pantomime is all on track – This will be held on 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> February.

The Sports and Social club will be holding a Race Night at the Village Hall on 7<sup>th</sup> February 2025.

The drawer at the Christmas Craft fair on 30<sup>th</sup> November raised £133.00 for the East Anglian Air Ambulance charity.

## **ANY OTHER BUSINESS**

John advised that the Alcohol Premise Licence notices were being updated and would be available shortly – This will then be displayed at the Village Hall and at the Pavilion. **AP John**

## **DATES OF FUTURE MEETINGS**

The next meetings will be held as follows:-

Monday 27<sup>th</sup> January 2025 – Playing Field Pavilion @ 7.30pm

Monday 10<sup>th</sup> March 2025 - Playing Field Pavilion @ 7.30pm

Thursday 3<sup>rd</sup> April 2025 – AGM at the Village Hall starting at 7.00pm followed on by the committee me.

The meeting closed at 21.20

## ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
16-Dec-24	1	Turn heating on a Pavilion for Children's party on 30/12	John
16-Dec-24	2	Tidy up back room at Village Hall	Karen
16-Dec-24	3	Arrange for cables / electrics in relation to audio equipment at village hall to be sorted out	Paul
16-Dec-24	4	Mend spring on gate at children's play area	Paul
16-Dec-24	5	Display new alcohol licence notices once received	John

## 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	Karl has identified that a new caster is required	Ongoing
25-Sep-23	5	Contact M&TJ's to see if they can clear ditch at back of Village Hall	Karl	M&TJ no longer in operation - To contact Countryside Landscaping to see if they can carry out this work	Outstanding
18-Dec-23	5	Update safeguarding policy for VH	Paul	Awaiting advice from community Action Suffolk	Ongoing
25-Jan-24	4	Maintenance for seat around tree at Village Hall	Karl / Richard	12/8/24 Barbara will speak to Peter to see if this is something he could take on , see minutes of 30/9/24 - option for Ice blasting to be considered. <b>To review again in Spring 2025</b>	Outstanding
25-Jan-24	12	New parking signs for VH	Karl	Karl has contact details of person who did our other parking signs and will action. Has contact details	Ongoing
04-Mar-24	4	Replace broken uplighter cover	Richard		Outstanding
04-Mar-24	11	Find out costs for phone line for Broadband to Pavilion	Karl	BT unable to identify building without official address	Ongoing
04-Mar-24	14	Formal Booking form / terms and conditions process to be set up	Karen	Awaiting advice from community Action Suffolk and can then set up process	Outstanding
08-Apr-24	1	Woodwork at front of village hall needs attention	Karl		Outstanding
08-Apr-24	8	Present new hire documentation and policy documentation at next meeting	Paul	Awaiting advice from community Action Suffolk	Ongoing
01-Jul-24	2	Source new microphone and storage for Village Hall	Phil	Phil to purchase as per discussion at meeting 11/11/24	Ongoing

12-Aug-24		Speak to Peter to see if he can assess work required on VH damaged floor	Barbara	Floor has been repaired by Peter. Barbara to get bill from Peter for materials and his time	Ongoing
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 2. Heating controls to be reviewed by Austin Heating 3. Replace Fan in Kitchen - only one working	Ongoing
30-Sep-24	3	Label shelves in storeroom for village café	Kathy		Outstanding
11-Nov-24	2	Check workings of Men's urinals at Village Hall and at the Pavilion	Karl / Richard		Outstanding
11-Nov-24	3	Check doorframe on cupboard in storeroom used by Threads	Karl		Outstanding
11-Nov-24	4	Check out new hot water boilers for both Ladies and Gents at the Pavilion	Richard		Outstanding
11-Nov-24	5	Arrange clean up event for Children's Play area	Paul		Outstanding
11-Nov-24	6	VAT exemption certificate for Pavilion build- Richard to speak to contacts	Richard / Paul	Paul seeking professional advice	Ongoing
11-Nov-24	7	Next quiz date - 22/3/25 - check out date with Tasha	Karl / Barbara		Outstanding