



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 9th March 2020 held at The Pavilion

Present:

Karl Scott
Barbara Whitford
Diane Lloyd
Phil Smith
Gill Parry
Kathy Freer
Cedric Palfrey
Karen Norton

Apologies:

Lisa Parker
Richard Mayhew

Welcome and introductions

The meeting was opened by Karl at 19:40.

Matters arising and approval of previous minutes 20th January 2020

Ongoing issues are covered in the main body of the minutes below
Minutes for 20th January 2020 approved and signed

Public written questions and correspondence for committee discussion

Barbara advised she had received this year quote from M&TJ's for grass cutting the children's playground area - £40.00 per month.

Karen advised that it had been brought to her attention that a tree on the edge of the playing field adjacent to Betty Summersby's house (20 Manor Garth) had been blown over during recent storms and was now impacting on her fencing. Karl will investigate this **AP Karl**

Treasurers report

Barbara provided the following update

Closing Balances as at 9th March 2020

COIF	£	41446.08
Current Account	£	14526.36
100 Club	£	1840.00
Petty Cash	£	145.30
TOTAL	£	57958.34

Booking Secretary's report

Barbara advised that bookings going well. A new regular booking has been made – "Moo Music" – music for young children. This is being held on Monday's each week.

Village Hall new Website

No update now – To carry over to the next meeting.

AP (ongoing) Karl

Repairs and Maintenance

Village Hall

The external notice board used for advertising was damaged in the recent storms and now needs replacing – Karl will investigate and possibly contact Max Weaver to see if he can provide this. **AP Karl**

The new seat at the Village Hall needs treating – Karl will follow this up **AP Karl**

The disabled Toilet light needs some urgent attention as it is on permanently – Barbara has tried to fix the door closure mechanism but hasn't been able to – Karl will take a look to resolve – **AP Karl**

Pavilion and Playing Field

Childrens Play area

No further updates this month

Fund Raising Events

Village Quiz - Next quiz to be held 28th March 2020. Karl will produce A3 posters and get to Karen who will put up around the village. Everything else in place – Agreed that the First Prize would be £40.00. Karl and Sue will manage the buffet. Looking for donations for the Raffle to maximise surplus.

Village Organisation Reports

No reports this month

Pakenham Players - Dianne reported that the Panto went very well and was reviews were good.

PYPS – Going well – On Easter Saturday there is a planned Easter Egg Hunt for the Children at the Playing Field. As a back up Kathy would like to use the Village Hall but didn't want to incur the expense if it isn't needed. It was agreed that it would remain a tentative booking unless someone else wanted to book it at which time Kathy would need to make a firm booking or risk it not being available.

Any Other Business

Cedric advised that this will be his final meeting – He will advise the Parish Council that they need to provide an alternative representative moving forward

The Village Café will provide some “free” refreshments to the volunteers of the Litter Pick which is being held on 28th March. Karl will write to Henry Painter to ask for a donation to support the Café so as the Litter Pick is to support the whole community. **AP Karl**

Kathy mentioned that the Microwave seemed very slow and questioned if it needed replacements. Kathy will do some timings on how long to boil a cup of water to see if this is too slow – Consideration will be given to replace if not working efficiently. **AP Kathy**

Dates of Future Meetings

Thursday 23th April 2020 – Village Hall – **AGM** at **19:00** followed by Committee Meeting
Monday 8th April 2020 – Pavilion at 19:30

The meeting closed at 20:50

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
09-Mar-20	1	Investigate Damaged Tree and Fence adjacent to 20 Manor Garth	Karl
09-Mar-20	2	Replacement of Free-Standing Notice Board at Village Hall	Karl
09-Mar-20	3	Treating of External Seat at Village Hall	Karl
09-Mar-20	4	Fix closure Mechanism on Disabled Toilet Door at Village Hall	Karl
09-Mar-20	5	Write the Henry Painter to ask for donation to provide refreshments at Litter Pick	Karl
09-Mar-20	6	Timing Tests on Microwave at 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
19-Apr-18	1	Karl to write to regular hall users to encourage attendance at PVH committee meetings	Karl		Outstanding
21-May-18	7	Re-sight Village Hall Noticeboard	Karl		Outstanding
14-Jan-19	2	Speak to Adult Football team to ask where the white line machine is	Karl	Awaiting contact	Ongoing
25-Apr-19	4	Update contact list	Karen	Currently being updated and will then be shared	Ongoing

10-Jun-19	3	Utilisation and charging review for Village Hall	Karen		Outstanding
10-Jun-19	5	Electrical Fault in Village Hall storeroom	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	3	Contact plumber to fix water / immersion problem in VH	Karl	Fix put in place, but new immersion heaters required - Karl to liaise with the plumbing firm to get work completed. 21/10/19 - further update about hatch and the need to consider smaller tank and to leave the old one in the loft space. Karl to progress	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		Outstanding
09-Sep-19	1	Need work carried out to re-vamp the goal posts on the playing field	Karl		Outstanding
20-Jan-20	3	Karen to complete count on highball glasses and obtain replacements as required	Karen		Outstanding
20-Jan-20	5	Once Village quiz date agreed Karen to arrange update of posters and place notice in Village Magazine	Karen	Advertised in Village Magazine - Karl to let Karen have A3 posters	Ongoing
20-Jan-20	6	Karl to contact Simon Brown to see if the VH can get some of his Locality Budget towards replacement hand dryers in the hall	Karl	Awaiting response	Ongoing