



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 10th June 2019 held at The Pavilion

Present:

Karl Scott
Barbara Whifford
Richard Mayhew
Gill Parry
Diane Lloyd
Lisa Parker
Kathy Freer
Cedric Palfrey
Karen Norton

Apologies:

Phil Smith

Welcome and introductions

The meeting was opened by Karl at 19:30.

Matters arising and approval of previous minutes 25th April 2019

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

Minutes for 25th April 2019 approved. Minutes signed.

Lisa advised that she had not received a copy of the minutes or an agenda. Karen to check she has Lisa's correct email, **AP Karen**

Public written questions and correspondence for committee discussion

Abbey Fire and Security have written to the committee association again about their previous report Letter passed to Karl to deal **Outstanding AP Karl**

E.on have written to the Association to advise a new Electricity meter needs to be installed at the Pavilion. As someone needs to be on site whilst work carried out Barbara asked Karen to if she could deal with this. Appointment made and work carried out 10th June 2019. No further action required.

Treasurers report

Barbara provided the following update

Closing Balances as at 10th June 2019

COIF	£41277.67
Current Account	£10338.00
100 Club	£ 900.00
Petty Cash	£ 118.81
TOTAL	£52634.48

- £1000 moved from 100 Club to COIF

Barbara advised that the VOCA concert provided a surplus of £470.00. After discussion it was agreed that we would give £100 to the Choir and suggest possibly hosting the event again later in the year if they would like this.

Karen will email Julian – [AP Karen](#)

Booking Secretary's report

Bookings going OK.

The 2 x Bridge clubs have now amalgamated.

Barbara has been asked by one of the users whether the prices for hire will be going up next year.

Karen to carry out review on utilisation and charging at village hall [AP Karen](#)

Village Hall new Website

Not everyone had had the opportunity to view the new website – Karl has asked that everyone looks and sends feedback and suggesting to Karen to collate for discussion at the next meeting

[AP All / Karen](#)

Repairs and Maintenance

Village Hall

Flooring in Village Hall

Karl has spoken to 4 Seasons about the gap in the floor and what can be done to sort this out. It appears this might be costly, and 4 Seasons have also indicated it may be better to do this work at the same time as a full re-varnish. Everyone agreed to get the quotes and then consider what action to take. Lisa said it might be just as well to get a local carpenter to carry out the work as this might be a cheaper option.

New Seat

The new seat has been fixed (temporarily) by Richard. Peter Whitfield and Paul will be making some metal brackets to ensure the seating is permanently secure.

Electrical Fault?

There is a red light indicating a fault in the box next to the light switch in the storeroom. Karl will look at this. [AP Karl](#)

Pavilion and Playing Field

Taps in Ladies Loo's

Karl is currently working on fixing the problem (water is currently switched off) – As there is a birthday party on Saturday 15/6) and the Pavilion has been hired, Karl will ensure the problem has been fixed or that a plumber is called to resolve. **AP Karl**

Childrens Play area

Karl has been seeking out companies who can not only supply play equipment but also take on responsibility to maintain it plus existing equipment. The company being used in some of the play areas locally is Kompan. Karl will be arranging a Local Rep to visit and see what they can do / suggest given our limited space . **Existing AP Karl**

Fund Raising Events

Flower and Produce Show

Gill is getting Posters done for the FPS but there seems to be a problem with the boards – no-one is too sure where they are – Karen will get Terry to make up half a dozen new boards which we will mark up at VH property. Gill said she has some materials to make the boards which she will pass on to Karen – **AP Karen / Gill**

Help will be needed the night before the get the tables out

Help needed to put up and take down the marquee – Barbara to ask Pete if he can help with this –

AP Barbara

Cedric will help with the Raffle

Any other help on the day is most welcome

Raffle Prizes welcome

Village Quiz

Next village Quiz is planned for 26th October

Village Organisation Reports

Nothing to report

Any Other Business

Cedric advised that the Parish Council had raised the issue of the Container and getting this removed from site – Karl will speak to Henry / Christopher Spicer to advise that storage is needed etc and that we did not propose to move it **AP Karl**

Dates of Future Meetings

Monday 22nd July 2019 – **to be held in Village Hall** – 19:30

Monday 9th September 2019 – Pavilion – 19:30

The meeting closed at 20:45

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
10-Jun-19	1	Karen to check she has correct email contact for Lisa	Karen
10-Jun-19	2	Contact Julian from VOCA Choir to advise of £100 donation and to offer to host another concert later in the year	Karen
10-Jun-19	3	Utilisation and charging review for Village Hall	Karen
10-Jun-19	4	Feedback from everyone about new website - Karen to collate	All / Karen
10-Jun-19	5	Electrical Fault in Village Hall storeroom	Karl
10-Jun-19	6	Taps in Ladies Loos at the Pavilion need urgent fix	Karl
10-Jun-19	7	New Poster boards needed - Gill to provide materials and Karen will get Terry to build them	Gill / Karen
10-Jun-19	8	Help from Pete to put up marquees for FPS - Barbara to ask him	Barbara
10-Jun-19	9	Container at Playing Field - Karl to discuss with Henry and Christopher Spicer	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	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	10/6/19 Contact made - awaiting quotes and will then discuss what action needed	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. 10 June 19 Further letter received for Abbey Fire & Security - Karl to contact	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	8	Contact suppliers of play area equipment with a view to purchase	Karl	Karl to arrange site visit with Kompan (10/6/19)	Ongoing
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	7	Replace 2 x strip lights in VH	Karl		Outstanding
25-Apr-19	2	To see if anyone she knows has a tower, we could borrow to enable lights to be changed	Lisa	Lisa asked how tall the tower would need to be - It was suggested 4m - Lisa will check this out	Ongoing
25-Apr-19	4	Update contact list	Karen		Outstanding