



## Pakenham Village Hall and Playing Field Association

### Minutes of Meeting: Monday 21<sup>st</sup> October 2019 held at The Village Hall

#### **Present:**

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

#### **Apologies:**

Lisa Parker  
Richard Mayhew  
Diane Lloyd

#### **Welcome and introductions**

The meeting was opened by Karl at 19:35.

#### **Matters arising and approval of previous minutes 9<sup>th</sup> September 2019**

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

Minutes for 9<sup>th</sup> September 2019 approved with amendment to absentee names. Minutes signed.

#### **Public written questions and correspondence for committee discussion**

Sandra from the Parish Council had contacted Karl to ask if the Village Hall Association was happy with their current grant from the PC or if an increase was required. After discussion it was agreed that we should ask for an increase to £2000 (currently £1865) to cover increased costs and also known expenditure in the coming months.

Karl will write to the PC to request this **(AP Karl)**

## Treasurers report

Barbara provided the following update

### Closing Balances as at 21<sup>st</sup> October 2019

COIF	£	41385.98
Current Account	£	12553.91
100 Club	£	615.00
Petty Cash	£	59.47
<b>TOTAL</b>	<b>£</b>	<b>54614.36</b>

## Booking Secretary's report

Barbara advised that we may be losing a regular hirer, as the Monthly Village Café could be ceasing. Dianne is moving out of the Village and will no longer be able to support this. She is looking for someone to take it over but so far, no takers. Everyone felt it would be a real shame if this closed as it provided a great place for meeting and chatting, especially for elder members of the village. Kathy advised that the Christian Fellowship are looking into this, but no commitment can be made at this stage.

## Village Hall new Website

No update at the moment – To carry over to the next meeting.

**AP (ongoing) Karl**

## Repairs and Maintenance

### Village Hall

The plumbing situation is ongoing. Henry Painter has looked at the hatch where a new immersion heater would need to go through and the old one taken out. We have been advised that this would involve significant work to increase the size of the hatch due to main joists being located close-by. The general consensus was to install a new "smaller" immersion that would go through the hatch and to leave the old one in the loft space.

An alternative of individual sink boilers / water supplies was suggested but dismissed as not ascetically pleasing **AP (ongoing) Karl**

Karl has also been in contact with Peter King electrics who have given an estimate to change out all of the lighting at the VH (internally and externally) at a cost of approx. £3.5K. This would provide LED lighting throughout and save on future costs. Discussion as to whether the storeroom and kitchen needed as much light took place. The general view was yes it needed that much lighting but may be achieved with less units if the LED is brighter. Karl will contact Peter King to arrange for the work to be carried out.

**AP (ongoing) Karl**

### Pavilion and Playing Field

### Childrens Play area

No further updates this month

## Fund Raising Events

Village Quiz – Saturday 26<sup>th</sup> October

Approx. 50 tickets sold to date. Set up at 6.30pm with the Quiz starting at 7.30

## Village Organisation Reports

No reports this month

## Any Other Business

**Music Centre user guide** – Phil has produced a draft user guide for the music system at the village hall. He will email this out to everyone to review. Kathy will get the PYP's group to see if this meets the end users' needs. **AP ongoing - Phil**

**Car Parking sign** – Gill advised that the signs are in progress and should be with us in the near future. Due to the impending building work at the house adjacent to the VH car park, we will not put all the signs up initially.

**Bottle Bank** – Cedric advised the complaint from a resident in the Greenwoods about the noise from the Bottle Bank is still ongoing with the Parish Council.

**Pumpkin competing** – Gill suggested running a pumpkin growing competing next year. To be discussed again in 2020 to consider if this would be viable for a fund-raiser

## Dates of Future Meetings

Monday 9<sup>th</sup> December 2019 – Pavilion – 19:30

Monday 20<sup>th</sup> January 2020 – Pavilion – 19:30

The meeting closed at 20:50

## Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
21-Oct-19	1	To contact Parish Council to take up offer of increased Grant for the coming year	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 take a look at this to get action completed - <b>21/10/19</b> - 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	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
12-Nov-18	10	Lead for Sale Trail 2019	All		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		Outstanding
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. <b>21/10/19</b> - 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	4	Investigate getting new hand dryer in ladies loos	Karl	<b>21/10/19</b> Karl to add to electrical work requirements	Ongoing

22-Jul-19	5	Contact electrician to get all lights changed in hall . Richard will arrange tower once electrician booked to carry out the work	Karl	Mike Wakeman not taking on any more work - Karl to contact Peter King from Rougham. <b>21/10/19</b> Quote received and agreed by committee. Karl to contact Peter King to get work carried out.	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
09-Sep-19	3	Sign examples to be taken to the PO to check if they look OK and also check colour and ease to read. Karen to speak to Gill about getting her contact to make the signs	Karen / Gill	<b>21/10/19</b> Car Park signs currently being produced - await delivery	Ongoing