



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 20th January 2020 held at The Pavilion

Present:

Karl Scott
Barbara Whitford
Lisa Parker
Richard Mayhew
Gill Parry
Kathy Freer
Cedric Palfrey
Karen Norton

Apologies:

Diane Lloyd
Phil Smith

Welcome and introductions

The meeting was opened by Karl at 19:35.

Matters arising and approval of previous minutes 21st October 2019

Ongoing issues are covered in the main body of the minutes below
Minutes for 21st October 2019 approved and signed

Public written questions and correspondence for committee discussion

Letter received from Andrea Davey to thank the Committee for use of the Village Hall for the Annual Xmas Lunch for Pakenham Seniors. Andrea asked if the hall could be provided again for 2020. All agreed for this to be supported. Barbara will speak with Andrea to advise what days are available in December. **AP Barbara**

Treasurers report

Barbara provided the following update

Closing Balances as at 31st December 2019 (end of year account period)

COIF	£ 41446.08
Current Account	£ 15517.01
100 Club	£ 470.00
Petty Cash	£ 185.47
TOTAL	£ 57618.56

£8220.81 surplus for the year – Accounts to be reviewed at AGM in April

Closing Balances as at 20th January 2020

COIF	£ 41446.08
Current Account	£ 16752.87
100 Club	£ 1795.00
Petty Cash	£ 81.20
TOTAL	£ 60075.15

Accounting details from Village Quiz held 26th October 2019

Income	£480.00
Expenses	£112.77
Surplus	£367.23

Booking Secretary's report

Barbara advised that the Monthly Village Café will now be run by Kathy and the Christian Fellowship. Kathy explained that this would also be supported by other village people. This is great news for the Village as it has proved a great meeting place. Also, good news for regular booking for the hall.

Village Hall new Website

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

AP (ongoing) Karl

Repairs and Maintenance

Village Hall

The plumbing situation is ongoing. **AP (ongoing) Karl**

Electrical work has been carried out by Peter King – Great new lighting in the Hall. There are a few outstanding items that Karl will take up with Peter – **AP Karl**

- Light on outside by Kitchen Window not working
- Disabled Toilet light on permanently (this may be due to the special hinges / fixings on the door not working correctly)

- Replacement of hand-dryers

Karen reported couple of issues flagged to her by Andrea over the Xmas Period

1. Light outside back door is not working, and it is very dark out there when loading etc – This light has now been fixed
2. We apparently appear to be light on highball drinking glasses – Karen to carry out a check on this and purchase some to replace breakages – **AP Karen**

Barbara advised that the toilet seats in the lady's loos had been replaced at a cost of £104.00. Several issues wrong with them and well over-due for change out. New seats are soft close.

Pavilion and Playing Field

Childrens Play area

No further updates this month

Fund Raising Events

Village Quiz - Next quiz to be held in March 2020 either 21st or 28th – Karl will check with John on best date for him – **AP Karl**

Once date known Karen to arrange posters and put advert in March Village Magazine – **AP Karen**

Village Sale Trail – discussion on what could be done but no volunteers to organise this at the moment

Village Organisation Reports

No reports this month

Any Other Business

Cedric advised that Simon Brown had some money in his Locality Budget that may be available to the Village Hall committee if we could advise items required. It was felt a good idea to request money for new hand drying in the toilets (or some money towards replacements) – Karl will write and request support for this – **AP Karl**

Car Parking sign – New signs have advised and everyone very pleased with them. Karl to arrange to put up one sign by the entrance (in the small garden area) – the other signs to be held onto at the moment until we are aware of when the building work will be going ahead at the house adjacent to the VH carpark as this will involve removal of the fence. **AP Karl**

Dates of Future Meetings

Monday 9th March 2020 – Pavilion – 19:30

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

The meeting closed at 20:35

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
20-Jan-20	1	Offer up available dates to Andrea for Seniors Xmas Meal 2020	Barbara
20-Jan-20	2	Karl to follow up on few items outstanding on Electricals with Peter King	Karl
20-Jan-20	3	Karen to complete count on highball glasses and obtain replacements as required	Karen
20-Jan-20	4	Karl to check with John re date for March village quiz	Karl
20-Jan-20	5	Once Village quiz date agreed Karen to arrange update of posters and place notice in Village Magazine	Karen
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
20-Jan-20	7	New sign re car parking to be put up at entrance to VH car park	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
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. 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	4	Investigate getting new hand dryer in ladies loos	Karl	21/10/19 Karl to add to electrical work requirements	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