



## Pakenham Village Hall and Playing Field Association

### Minutes of Meeting: Monday 15<sup>th</sup> August 2022 held at the Village Hall

#### **Present:**

Karl Scott  
Barbara Whitford  
Cedric Palfrey  
Karen Norton  
Paul Harris

#### **Apologies:**

Kathy Freer  
Diane Lloyd  
Richard Mayhew  
Phil Smith

### **Welcome and introductions**

The meeting was opened by Paul at 19:45

### **Matters arising and approval of previous minutes 4<sup>th</sup> July 2022**

Ongoing issues are covered in the main body of the minutes below  
Minutes for 4<sup>th</sup> July 2022 approved and signed.

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

None received on this occasion.

### **Treasurer's report**

Barbara provided the following update

#### **Closing Balances as of 15<sup>th</sup> August 2022**

COIF	£ 86683.92
Current Account	£ 13430.13
100 Club	£ 3215.00

Petty Cash	£ 121.18
<b>TOTAL</b>	<b>£103450.23</b>

A cheque for Austin Heating £2655.82, has been drawn but not yet presented. There are also a couple of 100 club cheques that have also not been presented.

The forms requested by the COIF account have been completed by Karl and Barbara has sent these off but is awaiting confirmation of receipt. The agreed £2000.00 from the 100 club will then be transferred to COIF. **Ongoing action Barbara**

## **Booking Secretary's report**

Bookings remain steady.

As Kathy advised via email – PYP's is currently on summer holidays but decision will be made in September as to whether they will resume Friday evenings.

## **Repairs and Maintenance**

### Village Hall

#### Repairs

All heating and electrical issues have been completed in the Village Hall.

### Pavilion and Playing Field

#### Maintenance at the Pavilion

The provision of a clothes bank is still planned. St Nicolas Hospice will be providing. Unfortunately, the unit they had available was rather worn etc and needs attention before installing. Paul is hoping this will be in place in the next couple of weeks.

Paul mentioned that some of the items outside of the actual children's play area, needed some attention i.e., the corner seat and the table tennis table. As this area is not included in the main project, we need to source someone to carry this work out. Paul has heard that Paul Gamson may be able to help with this. He will contact and get a quote. **AP Paul**

#### Children's Play Area Project

Following our sub meeting on 28<sup>th</sup> July, to discuss the 3 quotes for the children's play area, it has been agreed by the committee that our preferred option is with HAGS. This is down to the quality of what they can offer and their focus on children's interaction with the equipment proposed/  
Paul advised he visited the site in Brentwood, which has been delivered by HAGS, and whilst much bigger than our proposed project, it gave him the opportunity to see the finished product from this company which he was most impressed with.

Paul will let HAGS know that they are our preferred provider and will advise the other 2 companies that we will not be pursuing with them on this occasion. **AP Paul**

Paul to produce questionnaire for Village residents to complete and will see if this can be circulated via the Village Magazine. He will also arrange for plans to be on display at the village hall and also be present at one of the Saturday village cafes so people can come and ask questions.  
This project also needs to be presented to the Parish Council. **AP Paul & Karl**

The VAT issue has been quite a challenge/  
Paul advises that we have 3 options

1. Pay the VAT as necessary on the playground equipment
2. Ask the Parish Council to make a grant application for this project
3. For the VH association to apply for VAT registration.

Following discussion, it was agreed that we should go with option 3 and seek VAT registration, as it would enable us to claim back not only VAT for this project but for other substantial maintenance bills we frequently incur. Paul to investigate VAT registration. **AP Paul**

This would result in hall charges to include VAT.

As charging costs have not been reviewed for several years and with the increased running cost on oil and electric, this now need to be carried out. **AP Karen**

### **Revamped Website –**

The website is now ready for launch and will be advertised in the Village Magazine. Paul will contact Martin Harrison to arrange **AP Paul**

New website is [www.pakenhamvillage.co.uk](http://www.pakenhamvillage.co.uk)

Facebook to be updated with new details – **AP Karl**

## **Fund Raising Events**

Unfortunately, the Village Flower and Produce show that was planned for 23<sup>rd</sup> July 2022, had to be cancelled.

The decision was not taken lightly but given the poor entry submissions (from 5 people only) we had no choice as the show was not viable.

It is very disappointing as previous years have proved to be so successful and a great community spirit has been felt. Why there was such a lack of entries is not known.

At this point in time there is no plan to run further shows.

## Village Organisation Reports

No reports given at the meeting

## Any Other Business

Cedric advised that at the last Parish Council meeting held at the village hall, there was a significant lack of car parking spaces. People who had parked there were approached and said they were going to the Fox PH. There were also some vehicles being parked overnight on a regular basis from nearby residents.

All agreed that it was difficult to manage but felt that putting up more signs (which we already have) may deter people. Paul agreed to get these fixed / in place **AP Paul**. If the problem continues, we may need to consider other actions as people using the Village Hall in the evening expect parking to be available.

Paul advised he has now purchased an A3 laminator and pouches for the Village Hall use. Paul will keep this at his home until needed.

## Dates of Future Meetings

The next meeting will be held on Monday 26<sup>th</sup> September at the Village Hall starting at 19:30

The meeting closed at 20:55

## Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
15-Aug-22	1	Get quote for maintenance work on equipment at playing field (outside of main play area)	Paul
15-Aug-22	2	Advise HAGS that they are our preferred provider (and advise others they are not)	Paul
15-Aug-22	3	Present play area proposal to Parish Council	Paul / Karl

15-Aug-22	4	VAT registration	Paul
15-Aug-22	5	Hire charges review	Karen
15-Aug-22	6	Advertise new website address in Village Magazine	Paul
15-Aug-22	7	Update Facebook with new website address	Karl
15-Aug-22	8	Put up additional signs at Village Hall re parking	Paul

## Outstanding actions from previous meetings

Meeting Date	Action	Action Detail	Owner	Action Update	Status
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. Phil to copy out (4/7/22) - Phil has sent this onto everyone - to be reviewed (15/8/22)	Ongoing
06-Mar-18	5	Cupboard / Shelf next to Cooker needs maintenance	Karl		Outstanding
09-Sep-19	1	Need work carried out to re-vamp the goal posts on the playing field	Karl		Outstanding
20-May-21	1	WI-FI at Village Hall - To contact service providers	Karen		Outstanding
20-May-21	8	VOCA Choir - Karen to check with Rosemary to see if they would like to run another event	Karen		Outstanding
05-Jul-21	1	Replacement of Seats on playing Field	Karl	Agreement for non-wood seating reached. Karl will establish costings etc. Following meeting on 10 Jan 22, it was agreed to arrange from plaques to be arranged to commemorate the Queens Platinum Jubilee	Ongoing
05-Jul-21	2	Possible replacement of Shed possibly with small container	Richard		Outstanding
08-Nov-21	4	Invite Andrea to VH meeting to see what can be done re Seniors Xmas event and what help Andrea needs	Karl		Outstanding
10-Jan-22	5	Potential redecoration at the Pavilion - proposal	Kathy		Outstanding

10-Jan-22	6	Proposal for provision and use of digital notice board for Village Hall	Kathy		<b>Outstanding</b>
11-Apr-22	3	Plastic tumblers for use at Village Hall	Barbara		<b>Outstanding</b>
11-Apr-22	8	Car Parking to be re-surfaced	Karl	new action item opened - previous one closed	<b>Outstanding</b>
23-May-22	4	Move money from C/A and 100 Club into COIF	Barbara	Money moved from current account - now awaiting papers to be completed by Karl (see actions 4/7/22) and then will move money from 100 club	<b>Ongoing</b>
04-Jul-22	1	To contact St Nicholas Hospice to get Clothing Recycling Bank installed at the Playing Field	Paul	To be installed. Just awaiting revamp on clothing bank	<b>Ongoing</b>
04-Jul-22	7	Chat with John to see if he would do Village Quiz in October	Richard		<b>Outstanding</b>