



## **PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION**

**MINUTES OF MEETING: MONDAY 16<sup>TH</sup> JANUARY 2023**

**HELD AT THE PAVILLION**

### **Present:**

Karl Scott  
Barbara Whitford  
Kathy Freer  
Karen Norton  
Paul Harris  
Phil Smith  
Cedric Palfrey

### **Apologies:**

Diane Lloyd  
Richard Mayhew

### **WELCOME AND INTRODUCTIONS**

The meeting was opened by Karl at 19:35

This was a rescheduled meeting as the one planned for 19<sup>th</sup> December did not take place due unforeseen circumstances.

### **MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 7<sup>TH</sup> NOVEMBER 2022**

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

Minutes for 7<sup>th</sup> November approved and signed.

### **PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION**

Paul had received question from Lisa who organises the Craft Fairs, as to whether a decision had been made in respect of installing broadband to the village hall.

This is covered further down in these minutes in connection to Hire Rate charges.

### **TREASURER'S REPORT**

Barbara provided the following update.

**Closing Balances as of 16<sup>th</sup> January 2023**

COIF*	£ 3981.17
*Project 1 Children's Play area	£ 50000.00
*Project 2 New Pavilion	£ 35000.00
Current Account	£ 11490.16
100 Club	£ 905.00
Petty Cash	£ 344.03
<b>TOTAL</b>	<b>£ 101720.36</b>

Barbara had pulled together details on Income and expenditure to enable us to complete a Hire Charge review. This has had to be done over several years, as the last couple of years had been impacted by Covid situation. Consideration of rising energy / heating charges also needed to be built in.

As a review had not been carried out since 2017, utilisation / bookings were down on previous years, and costs had risen, it was no great surprise that the calculations for session hire (regular users) required an increase from £22.00 to £39.00.

Everyone agreed that we couldn't pass this level of increase onto our users, and would therefore need to subsidise / cover some of these charges in other ways – i.e. try and increase utilisation through more advertising and potentially some fund raising events.

We did however all agree that charges needed to be increased and therefore the following was agreed

Regular Users (minimum of 12 bookings a year) increase from £22.00 to £25.00  
Occasional Booking increase from £45.00 to £60.00  
Out of Village Occasional Booking from £60.00 to £80.00

The new charges are still very favourable compared to other establishments / halls in the area and continue to support our village activity as much as possible.

Notice to be given to all users of new charges – These will be effective from 1<sup>st</sup> April 2023

Karen to produce notice to be published on Facebook, at Village Hall and at the PO. (**AP Karen**)

It was agreed by everyone, following the discussions around new Hire charges, that we would go ahead with getting Broadband installed at the Village Hall for use by the hirers. Although this would incur further expenditure, there would be no further increase to the proposed new Hire Charges to cover this. Karl to arranged with service provider (**AP Karl**)

#### **BOOKING SECRETARY'S REPORT**

Barbara was pleased to announce that we have a new regular user for the Hall on Tuesday mornings – Ixworth Ladies Choir.

Kathy advised that Pyps were again booking Friday evenings during term time. This is the little Pyps (Primary School age) . Karen mentioned that there was toys and equipment in the Black shed that may be useful for this group in they wanted to use it. Equipment just needs to be returned to the shed after use as nowhere available to store in the hall.

## REPAIRS AND MAINTENANCE

### Village Hall

Karen advised that the hot water boiler used for making Tea / Coffee was dripping around the area of the filter – Karl will look at this – **AP Karl**

Barbara advised that the Gutter Bracket on the corner of the Village Hall needed replacing – Karl will deal – **AP Karl**

The used Shoe container at the Village Hall, continues to fill up. Shoes can go into the St Nicholas Hospice clothes bank (need to be put into bags) so the container at the village Hall is really not required any more. Karl will get this removed – **AP Karl**

### Pavilion and Playing Field

Paul said that he may be able to get funding / grants to replace our Goal Posts and Small shed up at the Playing Field.

Everyone agreed that this would be worth looking into – **AP Paul**

## NEW PLAY AREA PROJECT

- We received 44 responses to our questionnaire regarding the proposed new play area.
- The Trampoline option was favoured by many and this can be provided if we replace a couple of the springers.
- A zip wire was also asked for. Whilst this could be provided at a cost, the main issue is the space it would require. This should perhaps be considered later if appropriate.
- HAAG advised that they require an 8 week lead time.
- Community Action Suffolk have been very helpful and pointed Paul quite a few directions to get funding for this project
- We applied for a grant with the UK Shared prosperity fund. Maximum grant available being £5K. and we managed to secure £3.5K for the new Children's play Area with the condition the project starts in 2023 financial year.
- Paul has been invited to talk on-line with BIFFA (waste disposal people) with a view to getting some funding
- Paul will also be following up on Grants from SCC with Simon Brown and Rebecca H

## FUND RAISING EVENTS

Phil has spoken to Sandra Boggis who ran the Wine Tasting events previously. Unfortunately, she has just retired. Phil will look at other possible options, although these may be too expensive to be viable options (**ongoing AP Phil**)

## VILLAGE ORGANISATION REPORTS

Kathy advised that the Monthly Saturday café for January and February will give donation towards the Children's new play area.

## ANY OTHER BUSINESS

Paul requested purchase of “collection thermometer” which would show how much we had secured for new play area – Agreed – Paul to arrange **(AP Paul)**

The King’s Coronation was mentioned but there are no firmed-up plans in the Village at the moment

“Warm Space is being looked into – Church a possibility. Karl asked if everyone was OK for the Hall to be used for this purpose when not being hired. No objections raised.

Paul advised that the Tree at the village hall had been trimmed by himself, with advice from Christopher Spicer.

## DATES OF FUTURE MEETINGS

The next meeting will be held on Monday 28<sup>th</sup> February at the Village Hall starting at 19:30

The meeting closed at 21:15

## ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
16-Jan-23	1	Produce Notice of changes to Hire Charges wef 1st April 2023	Karen
16-Jan-23	2	Contact Service Provider to get Broadband installed	Karl
16-Jan-23	3	Look into leak on Hot Water Boiler - possibly new filter required?	Karl
16-Jan-23	4	New Bracket on Guttering at Village Hall	Karl
16-Jan-23	5	Get used shoe container removed from outside Village Hall	Karl
16-Jan-23	6	See if grants available to replace goal posts / shed at playing field and seating	Paul
16-Jan-23	7	Purchase a collection thermometer	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 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) - Phil to recopy out (16/1/23)	Ongoing
20-May-21	8	VOCA Choir - Karen to check with Rosemary to see if they would like to run another event	Karen	Possibly look at new hirers - Ixworth Ladies choir?	Outstanding
10-Jan-22	6	Proposal for provision and use of digital notice board for Village Hall	Kathy	Agreed in Principle - just need further information	Ongoing
11-Apr-22	3	Plastic tumblers for use at Village Hall	Barbara		Outstanding
11-Apr-22	8	Car Parking to be re-surfaced	Karl	new action item opened - previous one closed	Outstanding
26-Sep-22	3	Organise Free Energy Audit on Village Hall by Green Energy	Paul	Awaiting contact . Paul needs 12 months' worth of electricity bills - Barbara to provide	Ongoing
07-Nov-22	2	To complete information on VH association for Barclays bank	Karl	Started but needed for all accounts	Ongoing
07-Nov-22	3	Check out Wine Tasting events - possible fund raiser	Phil	Person who ran these previously has now retired - Phil will look to see if there are any other viable options	Ongoing