



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: THURSDAY 25TH JANUARY 2024

HELD AT PAKENHAM PLAYING FIELD PAVILION

Present:

Karl Scott
Barbara Whitford
Phil Smith
Paul Harris
Trevor Clough
Karen Norton
Richard Mayhew
Lisa Gamson
Thomas Berry

Apologies:

Diane Lloyd
Kathy Freer

WELCOME AND INTRODUCTIONS

The meeting was opened by Karen at 19:40 as Karl running late due to work commitments, arrived at 19:45.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 18TH DECEMBER 2023

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

Minutes for 18th December 2023 approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

None received for this meeting.

TREASURER'S REPORT -

Barbara provided the following update.

Closing Balances as of 25th January 2024

COIF	£	48991.74
Current Account	£	11033.98
100 Club	£	3245.00
Petty Cash	£	303.86

TOTAL £ 63574.58

Funding totals (included in the above figures)

Project 1 Children's Play area

£ 792.00 - Asda

Project 2 New Pavilion

£ 37865.01 Project 2 New Pavilion ongoing

Barbara presented last year's income and expenditure figures on which we agree future income based on estimated usage.

When charges were increased in 2023, it was anticipated that we could be running at a loss but due to additional bookings we have come out about even although it is very tight, Electricity and Oil charges are still significantly higher than they have been in the past and therefore it was agreed that a reasonable increase would be appropriate. After discussion it was agreed that the regular session charge would increase to £27.00 with effect from 1st April 2024. This would still provide a competitive rate for our regular users.

Other charges would be considered for an increase considering booking numbers and current charges.

All increases (for all the various booking categories) to be agreed and communicated to the committee – **AP Barbara / Karen**

To advise regular users of increase – **AP Barbara**

To publish new rates in Village Hall and on website – **AP Karen / Paul**

BOOKING SECRETARY'S REPORT

Bookings remain steady .

REPAIRS AND MAINTENANCE

Austin Heating to look at the overall heating controls.

Recent complaints about lack of heating in the village hall – Karl found that the radiators by the stage had been set to frost protection and were not giving out any heat – Karl has corrected this.

Carol has reported that the barge boarding on the front of the Village Hall needs painting – Will investigate this in due course with full overhaul of the hall,

The bench around the tree needs some maintenance. Karl and Richard agreed that they would seek out appropriate treatment and get the work done. **AP Karl and Richard**

The uplighters in the Village Hall are not working and Karl has asked Peter King to look at these. Trevor did think that there was a separate fuse on the switch which may have blown so Karl will take a look. **AP Karl**

One of the uplighters – near to stage, has been broken. Looks like it has been hit. This will need replacing but, in the meantime, everyone will try and establish how this has occurred.

Phil has now purchased the Bluetooth connection for the village hall sound system. He will get the instructions in place by 26th January as there is an event at the weekend, and they want to use this. **AP Phil**

Free Energy Audit – Paul advised that he is applying for a free audit for both the village hall and the pavilion. If chosen and the audit identifies clear savings from capital expenditure there is a possibility of a grant to improve our energy efficiency.

To apply Paul needs copies of all energy bills (Oil and Electricity) covering October 22 – September 23

Barbara to provide Paul with copies of Bills (**AP Barbara**)

Pavilion and Playing Field

The internal changes within the pavilion have been well received and are now being used by the sports and social club. Richard will give the place a quick spruce up (paint) and will also look to source some sliding doors (to replace broken windows). Minimal spend could entice bookings during the summer period, especially for children's parties etc. with use of the new play area. Richard will see what can be done **AP Richard**

Paul has advised a chain in the new play area was broken. HAGS came and fixed this promptly as well as some divots.

The allotment holders have asked if more branches etc. could be cut out (between play area and the allotments) to let in more light. This will be flagged to the Parish Council who manages the trees. **AP Thomas**

Security - Andrew Speed has agreed to provide funding of £1495 for improved CCTV at the pavilion.

EV Charging Point - Paul has submitted an expression of interest for an EV charging point to put in at the Pavilion. Awaiting a feasibility study.

Paul advised he will be submitting a grant application for sports equipment – Had thought a replacement shed might be helpful. The consensus was that we did not want to go for another shed – however we thought the grant application would be a promising idea and to go for white liner for the football pitch and other equipment like rounders /baseball and footballs.

SOLAR PANELS

No details for this meeting – Trevor will present findings at next meeting 4th March 2024

WEBSITE & SOCIAL MEDIA

Nothing to report currently.

NEW PAVILION PROJECT

VAT – Paul has done some excellent investigations into the VAT position with the proposed new pavilion which he has detailed separately. – see email dated 20/12/23.

The conclusion seems to be that we should apply to HMRC for a non-statutory clearance application once we have planning permission for the new pavilion.

Plans– Richard has managed to get some costings, but they are only approximations as we do need some outline plans for people to make a realistic assessment.

Trevor said he will try to get some plans together if everyone could feed him any requirements.

AP Trevor

Focus Groups - Paul has started running focus groups to establish needs from the community and potential pavilion users. He spoke to Andrea Davy who was helpful providing feedback as to what kitchen equipment etc. is needed in the new pavilion.

FUND RAISING EVENTS

The next Village Quiz is on Saturday 16th March.

- Karen has provided a poster to Martin Harrison to publish in Village Magazine in February and March.
- Karen will provide Barbara with tickets – **AP Karen**
- Karl will print A3 posters – **AP Karl**

Suggestion of running a couple of Car Boot Sales on the playing field was raised. Potential to also sell teas and coffees. Everyone thought this was a good idea – To discuss at the next meeting to agree dates / advertising etc.

VILLAGE ORGANISATION REPORTS

Lisa advised all going well with the Craft Fairs

ANY OTHER BUSINESS

The signs to reduce inappropriate parking at the Village Hall seem to be working in most instances. However, the signs look very tatty now and we could do with getting some proper signs made up – All agreed – Karl will investigate this **AP Karl**

DATES OF FUTURE MEETINGS

The next meetings will be held as follows:-

Monday 4th March - Pavilion @ 7.30pm

Monday 8th April – Village Hall @ 7.00pm AGM followed by Committee meeting.

The meeting closed at 21:30.

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
25-Jan-24	1	Review all booking categories for price increases and advise committee	Barbara / Karen
25-Jan-24	2	Advise regular users of session increase	Barbara / Karen
25-Jan-24	3	Notification of price increase to be displayed in Village Hall and website	Karen / Paul
25-Jan-24	4	Maintenance for seat around tree at Village Hall	Karl / Richard
25-Jan-24	5	Check fuse for uplighters in VH	Karl
25-Jan-24	6	Instructions for use of Bluetooth connection on sound system	Phil
25-Jan-24	7	Provide Paul with copies of electricity and oil bills to enable submission of Energy Audit	Barbara / Karen
25-Jan-24	8	Spruce up Pavilion internally and source sliding doors	Richard
25-Jan-24	9	Cut back trees in vicinity of allotments - to be flagged to parish council	Thomas
25-Jan-24	10	Outline plans for new pavilion	Trevor
25-Jan-24	11	Village Quiz 16th March - Tickets for Barbara. Print A3 posters	Karen / Karl
25-Jan-24	12	New parking signs for VH	Karl

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
27-Feb-23	2	Look at caster on table trolley	Karl		Outstanding
03-Jul-23	4	To obtain quote solar panels at VH	Trevor	Trevor is working on this - Now has the quotes - to be discussed at meeting 25 January -Now 4 March	Ongoing
25-Sep-23	2	Provide Alys with drain cleaning products	Karl	Karl has put product down sink but will provide Alys with some so she can do this regularly	Ongoing
25-Sep-23	5	Contact M&TJ's to see if they can clear ditch at back of Village Hall	Karl	M&TJ no longer in operation - Await to see who parish council appoint to replace for their requirements and then contact them	Outstanding
06-Nov-23	1	Karl to provide BT invoices to Barbara for her records	Karl		Outstanding
06-Nov-23	2	Richard to let Karen have some highball drinking glasses for use at VH	Richard		Outstanding

06-Nov-23		Updated security system at the Pavilion and play area	Paul	Paul has submitted requirements and costs to Andrew Speed - All agreed - await funds	Ongoing
06-Nov-23		Basic floor plans / dimensions for new pavilion - Seek out opportunities from contacts	Richard		Outstanding
18-Dec-23	5	Update safeguarding policy for VH	Paul		Outstanding