



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 21st February 2022 held at the Pavilion

Present:

Karl Scott
Barbara Whitford
Cedric Palfrey
Karen Norton
Richard Mayhew
Paul Harris

Apologies

Gill Parry
Phil Smith
Diane Lloyd
Kathy Freer

Also present was Beryl Sidebotham, representative from Threads and Parish Council

Welcome and introductions

The meeting was opened by Karl at 19:40

Karl welcomed Paul to the meeting. Paul has agreed to re-join the PVH Association Committee with a view to taking a lead on funding and implementation of the Children's Play area. Full voting for a new committee member will take place at the AGM in April but for now Paul was nominated to be co-opted onto the committee. Agreed by all.

A very welcome addition.

Matters arising and approval of previous minutes 10th January 2022

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

Minutes for 20th January 2022 approved and signed

Public written questions and correspondence for committee discussion

Whilst Diane was not at the meeting, she had asked for a query to be raised concerning an overhanging tree at 3 Manor Garth (Paul Edwards) This had been raised previously as he is concerned that this may fall onto his greenhouse.

Karl said this work was scheduled to be done and he would chase it up. **AP Karl**

Treasurer's report

Barbara provided the following update

Closing Balances as at 21st February 2022

COIF	£	41561.53
Current Account	£	58863.83
100 Club	£	3465.00
Petty Cash	£	595.67
TOTAL		£104486.03

Booking Secretary's report

Bookings going well

We have had several private party bookings.

Also, Craft Fair on 5th March (which is to become a regular Saturday booking)

Football has also started up on the Playing Field

Repairs and Maintenance

Village Hall

Cleaning

Tom is getting on well with his cleaning role at the Village Hall, He will also be taking on the Pavilion and will clear up after football bookings.

Storage

Karen advised that she had cleared up the cupboard previously used by the Monday Club (which hasn't started up again) . Some items in the cupboard were the property of the Village Hall – Wine glasses and these have been moved into the Kitchen for use.

Games used by the Monday club have been sorted and are still stored in the cupboard, but the remaining space as now been allocated to Threads for their use. Beryl advised she was very appreciative of this space.

Repairs

Barbara advised that the Middle ladies' toilet was still out of order and needed fixing – The flush didn't work. Karl thought this should have been done by Austin Heating and will check out the job list to ensure this is picked up (**AP Karl**)

The box replacement for the boiler has still not been fitted.

The light in this disabled toilet is now fixed.

Pavilion and Playing Field

Children's Play area

Karl presented the up-to-date quote from Sovereign regarding the proposed new play area – costs have risen since our first approach. Karl is still waiting to hear back from Pro-scape who despite chasing have not come back with a proposal.

Richard provided Karl with some details and costs from another local firm and felt that given the amount being spent we needed to get another quote. This would also be relevant when seeking out additional funding as we needed to show we had considered various options. Karl will look to get another quote **(AP Karl)**

Due to timescales if we wish to have this delivered in the Summer, Karl will pull together a quick meeting with the committee to gain approval in the coming weeks if appropriate.

Paul asked if the costs included VAT, which they don't, so that could potentially mean a significant increase to money needed. Paul will investigate if VAT was appropriate for the Committee to pay as we are non-VAT registered. **(AP Paul)**

Paul also asked if there were any papers relating to the last time the play area was changed / purchased. Karl said he had a lot of papers handed over from Roger so likely there was something in these – Karl will get these over to Paul **(AP Karl)**

Maintenance at the Pavilion

Karl advised that a new heater had been installed in the main room at the Pavilion and a new timed light on the Front

Queens Platinum Jubilee

We were again pleased to have Beryl at the meeting to discuss plans for the Queens Platinum Jubilee.

As agreed at the previous meeting the PVH Association was planning on new seating at the playing field and planting of trees. Beryl advised if funding was required this needed to be submitted to the PC by the end of February. Karl will look into this **(Ongoing action Karl)**

Karl had also agreed at the last meeting to look into the idea of a Street Party which would need a road closure.

Beryl had provided some information on this, in that the Councils (throughout the country) were going to waive street closure costs on the Sunday 5th June, to allow street parties to take place. However, there were some restrictions on this in respect of what roads could be closed. Karl thought that there was scope to look at The Street, for closure.

The WI have booked and organised a 1950's Tea at the Village Hall on the Saturday. Whilst Karl had asked if the WI would change this to the Sunday. As Karen explained, as no other activities had been formally agreed (i.e., the Pub or a Street Party or anything else) then there was no incentive etc to move the WI event. Karen did point out that it wouldn't be a good idea to have everything happening at the same time especially if food was involved as people can only eat so much. It was also raised that a potential event at the Pub (BBQ and Music were being looked at) might not get as much attendance on a Sunday as it would on a Saturday evening (There is no BH on the Monday so Sunday events might not be as well supported.

Andrea had recently put out an ask on Facebook about help from the Village for organising a Party on 5th June but no further details available on this to comment.

Fund Raising Events

Village Quiz Saturday 26th March – Karl had confirmed John was OK to be Quizmaster and Karen had arranged notice to go into the Village Magazine in March. John had sent a message via Richard that he was now unable to do 26th March but would be happy to pull quiz together for someone else to present. After discussion it was felt that it would be better to seek alternative date – 19th March proposed. **Since the Meeting** it has been confirmed that John can now do the 26th March so back to original plan.

Karen to get tickets to Barbara for Sale. **(AP Karen)**

Flower and Product Show – this will be taking place on 23rd July and has been announced in Februarys Village Magazine, more details to follow in coming months.

Village Organisation Reports

None to report at this meeting

Any Other Business

No items raised

Dates of Future Meetings

The AGM will take place on Monday 11th April at the Village Hall at 19:00 and will be followed by the next Committee Meeting

The meeting closed at 21:30

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
21-Feb-22	1	Karl to chase up schedule for Tree Cutting at Playing field to find out what has happened re NO 3 Manor Garth	Karl
21-Feb-22	2	Karl to check job list for Austin Heating in respect of getting ladies look fixed which his OOO	Karl
21-Feb-22	3	Karl to get another quote re the new play area	Karl

21-Feb-22	4	Paul to check out VAT implications re play area costings	Paul
21-Feb-22	5	Karl to get "old" play area papers to Paul	Karl
21-Feb-22	6	Tickets for Sale for Village Quiz to Barbara	Karen

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
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
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	2	Karl to speak to Insurers about repairs to seat at VH following damage	Karl	Karl has spoken to Insurers who have requested further information	Ongoing
20-May-21	4	Resurface work to Car Park at Playing Field	Karl		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
27-Sep-21	1	Arrange for Branches to be cut down which are overhanging Betty Summersby's oil tank	Karl	Karl has arranged for work to be completed as well as other trees on the playing field	Ongoing

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	1	Austin Heating to fit replacement box into heating system	Karl		Outstanding
10-Jan-22	2	Play area funding - Karl to speak to Simon Brown re funding proposal	Karl	Paul will be assisting with this moving forward	Outstanding
10-Jan-22	3	Karl to speak to Parish Council re support for Platinum Jubilee	Karl	Karl to submit funding requirements by end of Feb for Seating and Trees	Ongoing
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		Outstanding