



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 25TH SEPTEMBER 2023

HELD AT PAKENHAM VILLAGE HALL

Present:

Karl Scott
Barbara Whitford
Richard Mayhew
Karen Norton
Trevor Clough
Thomas Berry
Lisa Gamson

Apologies:

Phil Smith
Kathy Freer
Diane Lloyd
Paul Harris

WELCOME AND INTRODUCTIONS

The meeting was opened by Karl at 19:30.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 14TH AUGUST 2023

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

Amendment to spelling of Alys' name in the minutes noted. Minutes for 14th August 2023 approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

Car Parking issues have been raised, specifically by the Christian Fellowship who use the Village Hall each Sunday and have recently had significant issues with very little parking available.

It was felt that the majority (although not all) of people using the car park inappropriately, are patrons of the Fox. Everyone agreed that putting a sign up in the pub wouldn't do any good, as these people just chose not to read them (there are plenty of signs up in the Car Park).

It was finally agreed that we would put new signage up and attach these posters to traffic cones which could be moved to block the entrance as required. The A-frame notice board could also be used if hirers chose to do so.

Karen to provide Karl with new signs and Karl will get them set up on bollards provided by Richard (**AP Karen / Karl / Richard**)

TREASURER'S REPORT -

Barbara provided the following update.

Closing Balances as of 25th September 2023

COIF	£ 65906.38
Current Account	£ 5934.14
100 Club	£ 2060.00
Petty Cash	£ 490.80
TOTAL	£ 74391.32

Funding totals

<u>Project 1 Children's Play area</u>	£ 50000.00
	£ 3500.00 - Levelling Up Fund
	£ 25000.00 - Postcode Places Trust
	£ 10000.00 - Pakenham Parish Council
	<u>£ 792.00 - Asda - Picnic Bench</u>
	£89,292 Project 1 Funding Completed

The first 2 payments totaling £71673.87 have been paid to HAGS and cleared our accounts. The final balance of £17412.15 is included in COIF balance. This will be paid within 30 days of completion.

<u>Project 2 New Pavilion</u>	£ 35000.00
	<u>£ 2000.00 - Pakenham Music Festival</u>
	37000.00 Project 2 New Pavilion ongoing

£37,000.00 project funds held in COIF.

BOOKING SECRETARY'S REPORT

Paul Smith who is running the Martial Arts on both Wednesday and Friday evenings has also now booked Tuesday evenings.

REPAIRS AND MAINTENANCE

Village Hall

Alys has started as the Village Hall cleaner and is doing a brilliant job. Everyone agreed it is lovely to see the hall so clean once again especially in the entrances, carpets, kitchen, and loos. Positive comments have been made by users of the hall.

Karl to provide the drain cleaning products for Alys to use monthly which will hopefully keep the drain issue (foul smell) in the kitchen at bay. **AP Karl**

Alys has reported that the urinals are smelling, and the flush doesn't seem to be working on this. **AP Karl** to investigate.

A request was made for Alys to clean the Pavilion once the contractors have finished. Barbara will speak to Alys – **AP Barbara**

The ditch at the back of the Village Hall needs clearing out. This used to be done by volunteers annually but hasn't been completed for some time. One of the main issues is disposal of the green waste. Karl to contact M&TJs to see if they could take this work on. **AP Karl**

Pavilion and Playing Field

Lights and cameras have now been installed at the Pavilion, following our recent vandalism issues.

The police are fully aware of the incidents and damage to the Pavilion and surrounding area.

NEW PLAY AREA PROJECT

The play area project is now underway, and the contractors are doing a great job. This should be completed by Wednesday 27/9/23.

Other points to note.

- Inspection of site with HAGS on completion is to be carried out on Wednesday 27/9/23 – Karl and Richard will attend at 8am on that day.
- Discussion and agreement on official opening date of site. Groundwork needs to stabilize before being used. Potentially 21 October date if feasible.
- Fencing needs to be kept in place until official opening. Discussion as to whether it is fencing in place, or we hire some in. Costs to be reviewed on this.
- Discussion on discount from HAGS as old play equipment was removed prior to them starting work, hence less groundwork for them.
- Payment of final installment with 30 days of agreed completion.

NEW PAVILION PROJECT

Further plans are being sought by Trevor.

WEBSITE AND SOCIAL MEDIA

Karen mentioned that no hire charges shown on the website. Following discussion all agreed we should publish our prices. **AP Paul**

FUND RAISING EVENTS

Village Quiz on Saturday 21st October 2023

Karen advised advert will be in the October Village magazine, Posters have been done and will be put up 1st October, Tickets printed and passed to Barbara.

VILLAGE ORGANISATION REPORTS

No reports at this meeting

ANY OTHER BUSINESS

DEAD TREE ON PLAYING FIELD – It has been reported that a tree on the playing field, to the side of Betty Summersby's property has died and needs removal. Karl will arrange. **AP Karl**

CD PLAYER – Karen wanted to thank Phil for sorting out the recent issues with the CD player at the village hall. All now working OK. Phil had mentioned that we may wish to think about providing Bluetooth input to the system so people can stream music from their phones. This should cost less than £50.00. This was discussed and all agreed we should do this. Karen to contact Phil to get him to purchase this. **AP Karen / Phil**

WHITE LINES FOR FOOTBALL PITCH.- Trevor said it would be good to have white lines on the playing field for the football pitch, as this would look much better in when we do the grand opening of the play area (possibly 21/10). Richard said he will try and find out if anyone has a machine we can borrow, **AP Richard**

DATES OF FUTURE MEETINGS

The next meetings will be held as follows:-

Monday 16th October - Pavilion @ 7.00pm – PROJECT MEETING

Monday 6th November – Village Hall @ 7.30pm – FULL MEETING

Monday 27th November - Village Hall @ 7.30pm – PROJECT MEETING

Monday 18th December - Village Hall @ 7.30pm – FULL MEETING

The meeting closed at 21:00.

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
25-Sep-23	1	NO PARKING signs for Village Hall. Karen to provide new signs, Richard to provide Bollards, Karl to set them up	Karen / Karl / Richard
25-Sep-23	2	Provide Alys with drain cleaning products	Karl
25-Sep-23	3	Review flush on urinals	Karl
25-Sep-23	4	Ask if Alys can clean pavilion following completion of play area	Barbara
25-Sep-23	5	Contact M&TJs to see if they can clear ditch at back of Village Hall	Karl
25-Sep-23	6	Publish hire charges on our website	Paul
25-Sep-23	7	Dead tree near to Betty Summersby's to be removed	Karl
25-Sep-23	8	To provide Bluetooth input to our sound system	Phil
25-Sep-23	9	Loan of a white liner for football pitch	Richard

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) /Karen	To include new CD player - Phil has made a start - Lisa may take a 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. 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) - Karen to go through this	Ongoing
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
27-Feb-23	2	Look at caster on table trolley	Karl		Outstanding
03-Apr-23	5	Audit on Crockery and cutlery	Karen		Outstanding
03-Apr-23	6	Check first aid items including expiry dates	Karen		Outstanding
#####	11	Review and sign off on Hall Hire Rules	Karl	Karl to amend once he gets electronic version - see additional action 14/8	Ongoing
03-Jul-23	2	Get Peter King to carry out electrical inspection on Village Hall and Pavilion and provide required certification	Karl	Karl to chase this up	Outstanding
03-Jul-23	3	Karen to ensure there is an agenda item for August meeting to discuss electrical use at VH and where savings can be made	Karen	To include in future meeting when we have full attendance to maximise ideas	Outstanding
03-Jul-23	4	To obtain quote solar panels at VH	Trevor	Trevor is working on this	Ongoing