



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 4th July 2022 held at the Village Hall

Present:

Karl Scott
Barbara Whitford
Diane Lloyd
Cedric Palfrey
Karen Norton
Paul Harris
Richard Mayhew
Phil Smith

Apologies:

Kathy Freer

Welcome and introductions

The meeting was opened by Karl at 19:32

Matters arising and approval of previous minutes 23rd May 2022

Ongoing issues are covered in the main body of the minutes below
Minutes for 23rd May 2022 approved and signed.

Public written questions and correspondence for committee discussion

Email passed on from Roger Harnor, from Planet Aid UK, seeking permission to install a clothing recycling bank in the village. This was something we are currently looking into having previously been contacted by another company ASCO. Paul has investigated and his update was as follows:-

ASTCO is a profitable organisation, which would make small payment for clothing collected based on weight. Paul has also contacted St Nicholas Hospice, who were very keen to also install a recycling bin in the village. Whilst there would not be any payment for this, all profits made by them (resale of clothing) would support the local hospice.

Following discussion by the committee, it was agreed to go with St Nicholas Hospice, due to the support within the local area (only operates within our region.)

Paul will contact them to arrange recycling bin to be installed and will advise ASTCO that we will not be taking them up on their offer. **AP Paul**

Karen to reply to email from Planet Aid UK **AP Karen**

Treasurer's report

Barbara provided the following update

Closing Balances as of 23rd May 2022

COIF	£ 86633.69
Current Account	£ 13348.63
100 Club	£ 3295.00
Petty Cash	£ 444.46
TOTAL	£103721.78

Barbara advised that she had transferred £45,000 from current account to COIF. However no further transactions can be made as we need to complete forms, they have sent in relation to prevention of money laundering. Karl will get these completed and sent off **AP Karl**

Once this has been done Barbara will transfer the agreed £2000 from the 100 club to COIF **Ongoing action Barbara**

Jubilee Expenses

Total Grants received £2200.00

Total Spend £1788.48

Remaining £411.52 to be used for planting of new trees at the playing fields as part of the Queens Platinum Jubilee initiative.

Booking Secretary's report

No changes

Karl raised the issue of payment for the Village Hall in respect of village type events. The NYE event which is put on within the Village being one in question. This however is a payable event, profits of which are donated to charity. Whilst events such as this within the village and most welcome, this event is similar to the Macmillan coffee morning, and other events, all of which donate money to charity.

The Village Hall is itself a charity and therefore should not be seen as donating to other charitable organisations.

Barbara advised, that whilst standard charges have been applied for the events themselves, they have not been asked to pay for set-up time prior to the events.

Following discussion by the committee, it was agreed that standard charges should be applied.

Repairs and Maintenance

Village Hall

Repairs

Austin Heating have recently attended to outstanding issues at the village hall, including fitting the missing part to the heating, sorting out the control panel, and also replacing the tap in the disabled toilet.

The extractor in the Means toilet, is an electrical issue and therefore needs to be picked up by Peter King with the other outstanding electric issues.

Pavilion and Playing Field

Maintenance at the Pavilion

The damaged grill at the top of the main door has now been fixed.

Paul advised there has been a recent incident at the Pavilion where someone was sitting on the roof. Photo taken but no further action at this point, on the basis that it was probably a one-off action by a youngster.

Children's Play Area Project

Paul has now received a quote from a 3rd Company (HAGS), together with detailed plans / proposals of what they could offer.

Both Paul and Karl have met with representatives of HAGS, and have been impressed with that they are offering, and for their focus on children's interaction with play and equipment to meet this. There are also choices in the final equipment selection. Their proposal covers a slightly larger area than we have at present, but this would not be an issue as there is space to expand.

Paul still needs to go through all the paperwork that has been sent in respect of the quote to make sure there are no hidden costs etc. We need to now decide which of the three options we would go with. Paul and Karl will produce a recommendation and put this to the Committee at a separately held meeting in the coming weeks.

Village support and input will be essential to this project, and it was felt that plans could go on display at the village hall, and village residents could be asked to complete questionnaires both on paper and electronically.

The VAT relief issue is still being investigated by Paul and he will be speaking to Community Action Suffolk about this.

Revamped Website –

The website is now close to launch. A few tweaks needed on the calendar pages and need write ups / synopsis from Regular users.

Fund Raising Events

Flower and Product Show – this will be taking place on 23rd July.

Karen advised support needed as follows – **(AP All)**

1. Large tables to be set up on Friday afternoon / Evening . By 7.00 pm please
2. Erection of Marquee (Friday evening was suggested)
3. Help on the day with entries and Raffle in the afternoon –
4. Prizes for the Raffle

Barbara advised that to date no entries have been submitted. The event has been advertised in the Village Magazine for the past 3 months together with full schedule and entry forms.

The closing date for entries is 16th July. Karen will assess entries on that date to decide if there is sufficient to make this a viable event. If there is not enough then the event will be cancelled.

AP Karen

Village Quiz – not sure if this will go ahead in the autumn (October) – Much will depend on Quizmaster.

Richard will check with John to see if he would possibly do this again for us but would respect his decision to decline. **AP Richard**

Village Organisation Reports

No reports given at the meeting

Any Other Business

None

Dates of Future Meetings

The next meeting will be held on Monday 15th August at the Village Hall starting at 19:30

The meeting closed at 21:10

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
04-Jul-22	1	To contact St Nicholas Hospice to get Clothing Recycling Bank installed at the Playing Field	Paul
04-Jul-22	2	Respond to Planet Aid UK email re clothing bank	Karen
04-Jul-22	3	Forms re money laundering prevention to be completed and returned for COIF account	Karl
04-Jul-22	4	Meeting to be set up for agreement by the Committee on Children's Play Area	Paul / Karl
04-Jul-22	5	Support for Flower and Produce Show needed on 22nd and 23rd July	All
04-Jul-22	6	Review number of entries on 16th July to decide if FPS is a viable event to take place	Karen
04-Jul-22	7	Chat with John to see if he would do Village Quiz in October	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)	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. Phil to copy out (4/7/22)	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	Karl		Outstanding

		event and what help Andrea needs			
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
21-Feb-22	4	Paul to check out VAT implications re play area costings	Paul	Need to obtain VAT exempt certificate - ongoing	Ongoing
11-Apr-22	3	Plastic tumblers for use at Village Hall	Barbara		Outstanding
11-Apr-22	4	Dripping tap in Village Hall	Karl		Outstanding
11-Apr-22	8	Car Parking to be re-surfaced	Karl	new action item opened - previous one closed	Outstanding
23-May-22	1	Peter King to be contacted to carry out work on lights highlighted in Fire Safety report	Karl	Light issue is in respect of PO - awaiting Peter King	Ongoing
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	Ongoing
23-May-22	6	Contractor sockets to be made working again (Peter King)	Karl		Outstanding