



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 16th August 2021 held at the Pavilion

Present:

Karl Scott
Barbara Whitford
Diane Lloyd
Kathy Freer
Cedric Palfrey
Karen Norton

Apologies

Gill Parry
Phil Smith
Richard Mayhew

Welcome and introductions

The meeting was opened by Karl at 19:35.

Matters arising and approval of previous minutes 5th July 2021

Ongoing issues are covered in the main body of the minutes below
Minutes for 5th July 2021 approved and signed

Public written questions and correspondence for committee discussion

Nothing received

Treasurer's report

Barbara provided the following update

Closing Balances as at 5th July 2021

COIF	£	41557.39
Current Account	£	58005.89
100 Club	£	2295.00
Petty Cash	£	265.77
TOTAL		£102124.05

Costs for Austin Heating and M&TJ's have been deducted from the figures above.

Booking Secretary's report

Barbara advised that we had recently secured 2 one off bookings for the Pavilion (18th Birthday party and a booking for the hall)

Regular Hirers continue to get use of facilities free of charge for 2021

Bridge Club – unlikely to restart as no one wishes to take over the running of this event

Monday Club – again unlikely to restart due to lack of someone to run and drop off of people attending.

Repairs and Maintenance

Village Hall

Cleaning

Barbara advised that Alec will no longer be cleaning the hall due to health reasons.

Karen mentioned that the Hall needed a thorough clean – carpets need hoovering, floor to be cleaned and tape removed etc. Several people had commented on the current state of the hall.

Karl will arrange for a thorough one off clean (**AP Karl**)

Regular cleaner (once or twice a week) is required. Karl to check with Michella to see if she wanted to take this back on (although unlikely). He will also check with cleaning company to see if they could offer a service. Dianne mentioned ladies advertising in Village Magazine – He will also investigate this. (**AP Karl**)

Heating Repairs

Karl advised that the recent work carried out by Austin Heating came to £6250.

This covered

Removal and replacement of Immersion heater (front of building)

Work in Boiler room

Full overhaul of Main Heating system

Ladies' toilet issues fixed

Work on control box

One item that needs confirming is carrying out a Pressure Test on this system to establish oil usage and to ensure there was no internal leak – Karl will chase this up

Disable toilet – Door / Lighting still needs fixing – Karl will chase up with Peter King (**AP Karl**)

Lighting Karen advised that only 2 of the uplighters in the main hall were working – Karl will arrange for replacement bulbs to be fitted (**AP Karl**)

Pavilion and Playing Field

Children's Play area

Karl has spoken to some firms and hopes to have more information for discussion t next meeting (**ongoing action**)

New Trees on Playing Field to mark Queens Platinum Jubilee

General discussion took place as to what type of trees could be planted and where.

As there are already a lot of large trees around the playing field, consideration will be given to perhaps installing some ornamental or fruit trees around the Pavilion area.

No consensus reached at this time – for further discussion. (**ongoing action**)

New seating at Playing Field

Karl is keen to get some new seating installed at the playing field – He proposed that we should consider these be in durable brown plastic wood effect to make them more practical and remove the need for treatment etc. – agreed by all. Need to agree on shape and size. Karl will get full costings etc. (**ongoing action**)

Fund Raising Events

Village Quiz Saturday 16th October 2021

Karl advised that he has spoken to John Speare who is happy to take on the role of quizmaster for the Quiz Night.

Needs advertising – small posters to be put up nearer the time

Advertisement to go into Sept and October Village Magazine (**AP Karen**)

Tickets to be printed for Barbara to sell (**AP Karen**)

Committee members to contribute with Raffle Prizes (**AP All**)

Village Organisation Reports

Kathy advised that the Village Café went very well on 17th July 2021. A further “Freebie” event will be held on Saturday 21st August. Donation box will be available.

Any Other Business

_None

Dates of Future Meetings

Monday 27th September 2021 – Pavilion at 19:30

The meeting closed at 20:45

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
16-Aug-21	1	Arrange one off clean of Village Hall	Karl
16-Aug-21	2	Seek out cleaner for Village Hall	Karl
16-Aug-21	3	Chase up Peter King re disabled toilet Light / Door	Karl
16-Aug-21	4	Replace bulbs in uplighters at Village Hall	Karl
16-Aug-21	5	To arrange Quiz night advert in Village Mag. Also, tickets for Barbara to sell	Karen
16-Aug-21	6	Quiz night posters (A4) to be put up in Village in October. All committee members to contribute to Raffle	Karen / All

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
22-Jul-19	6	Karl to contact local firms to see what they could provide for us for the Children's Play area - Sovereign and Pro-Scape	Karl	Richard to also contact local firm - see action point 5/7	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	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	Ongoing
05-Jul-21	2	Possible replacement of Shed possibly with small container	Richard		Outstanding
05-Jul-21	3	To contact local firm to see what they could offer in respect of replacement play area	Richard		Outstanding
05-Jul-21	4	Add trees for Queens Platinum Jubilee to August agenda for full discussion and action required	Karen	To consider ornamental or Fruit tree - Still to agree on best place to site these. Also need to understand grants available	Ongoing