



## Pakenham Village Hall and Playing Field Association

### Minutes of Meeting: Monday 27<sup>th</sup> September 2021 held at the Pavilion

#### **Present:**

Karl Scott  
Barbara Whitford  
Diane Lloyd  
Karen Norton

#### **Apologies**

Gill Parry  
Phil Smith  
Richard Mayhew  
Kathy Freer  
Cedric Palfrey

#### **Welcome and introductions**

The meeting was opened by Karl at 19:40

#### **Matters arising and approval of previous minutes 16<sup>th</sup> August 2021**

Ongoing issues are covered in the main body of the minutes below  
Minutes for 16<sup>th</sup> August 2021 approved and signed

#### **Public written questions and correspondence for committee discussion**

Karl has been contacted by Betty Summersby (corner of Manor Garth) regarding an overhanging tree which she is concerned may fall and do damage to her oil tank. Karl has reviewed this but doesn't think it will be an issue but will arrange to get the branch cut down. **AP Karl.**

Karl will also contact Derek Dorling from the parish council to find out who on the Council is responsible to assess the trees etc **AP Karl**

#### **Treasurer's report**

Barbara provided the following update

## Closing Balances as at 27<sup>th</sup> September 2021

COIF	£ 41557.39
Current Account	£ 57125.50
100 Club	£ 2255.00
Petty Cash	£ 285.77
<b>TOTAL</b>	<b>£101223.66</b>

## Booking Secretary's report

Barbara advised that bookings were starting to pick up.

Ballet on Mondays

U3A Art and WSC Art on Tuesdays

OTAGO and Threads on Wednesday

Pop up Dance group and WI (monthly) on Thursdays

Yoga and Pyps on Friday

Village Café on Saturdays each month

Christian Fellowship on Sundays

Pakenham Players will also be commencing from Thursday 30/9 with all bookings made for rehearsals

## Repairs and Maintenance

### Village Hall

#### **Cleaning**

The hall is looking much better since Barbara removed the tape from the floor and gave the hall a sweep (Thanks Barbara)

However ongoing cleaning is an issue – Karl will arrange to get a one off clean and to see if he can get a regular clean arranged – **Karl – see August actions**

#### **Repairs**

Previous actions still outstanding – **Karl will pick these up**

Barbara advised that the waste pipe outside the kitchen is cracked / broken – Karl will look at this **AP Karl**

### Pavilion and Playing Field

#### **Children's Play area**

Karl has had a meeting with Sovereign Playground Equipment (Tony Robinson) who have provided a comprehensive plan and costings on what they could provide and install. This is to replace all the current equipment. Cost is circa £70K - £80K. Everyone present felt the plan looked very good and seemed reasonable cost considering the previous quote we had been given from Kompan to replace just a few items.

Karl will look to contact a local firm for a quote and then we can look to see how this can be funded, what help is needed and try to get this organised for spring 2022.

#### **Action ongoing**

#### **New Trees on Playing Field to mark Queens Platinum Jubilee**

No further action on this at the moment (**ongoing action**)

## **New seating at Playing Field**

No further action on this (**ongoing action**)

## **Installation of Defibrillator**

Karl advised that the Parish Council will be arranging for a defibrillator to be installed on the Pavilion

## **Fund Raising Events**

Village Quiz Saturday 16<sup>th</sup> October 2021

Barbara advised that 34 tickets have been sold to date.

Posters to be kept to a minimum – Karen will check with Barbara on ticket sales a week before event and put-up posters if necessary.

John Speare asked if Karen could assist him at the Quiz – agreed

Committee members to contribute with Raffle Prizes (**AP ongoing from August**)

## **Village Organisation Reports**

Kathy has advised that Village Café events will continue for the time being on a donation basis.

Diane advised that pantomime Rehearsals would commence from 30<sup>th</sup> September in the Village Hall. She also said that there had been good take up on volunteers to help.

## **Any Other Business**

Karl asked if Andrea had made a booking for use of the Village Hall for the Seniors Xmas Lunch this year. Nothing heard. Due to the pandemic, it might be that there were not the funds to run the event this year. Karl will speak to Andrea to see if the VH Association paid for the cost of the food if this would make the event a viable option for Andrea. **AP Karl**

## **Dates of Future Meetings**

**Monday 8<sup>th</sup> November 2021 – Pavilion at 19:30**

The meeting closed at 20:40

## **Action Summary from this meeting**

<b>Meeting Date</b>	<b>Action</b>	<b>Action Detail</b>	<b>Owner</b>
27-Sep-21	1	Arrange for Branches to be cut down which are overhanging Betty Summersby's oil tank	Karl
27-Sep-21	2	Speak to Derek Dorling to find out who on the council is responsible to assess trees on playing field	Karl
27-Sep-21	3	Cracked pipe at Village Hall to be fixed / replaced	Karl
27-Sep-21	4	Contact Andrea regard PVH committee funding cost of food for Seniors Xmas Lunch	Karl

## 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 - <b>21/10/19</b> - 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
16-Aug-21	1	Arrange one off clean of Village Hall	Karl		Outstanding

16-Aug-21	2	Seek out cleaner for Village Hall	Karl		<b>Outstanding</b>
16-Aug-21	3	Chase up Peter King re disabled toilet Light / Door	Karl		<b>Outstanding</b>
16-Aug-21	4	Replace bulbs in uplighters at Village Hall	Karl		<b>Outstanding</b>
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		<b>Ongoing</b>