



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 14TH AUGUST 2023

HELD AT PAKENHAM VILLAGE HALL

Present:

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

Apologies:

Phil Smith
Kathy Freer
Paul Harris
Diane Lloyd
Lisa Gamson

WELCOME AND INTRODUCTIONS

The meeting was opened by Karl at 19:35.

We were joined today by Thomas Berry. Tom has been nominated as the representative from Pakenham Parish council. We welcome his input and attendance in support of the Village Hall and playing field association.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 7TH JULY 2023

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

Minutes for 7th July approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

No public questions have been raised this month.

TREASURER'S REPORT -

Barbara provided the following update.

Closing Balances as of 14th August 2023

COIF	£ 65906.38
Current Account	£ 43039.18
100 Club	£ 2160.00
Petty Cash	£ 483.40
TOTAL	£ 111588.96

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</u>
	£89,292 Project 1 Funding Completed

The first payment of £35,863.00 has been paid to HAGS and cleared our accounts.
The remaining balance of £53,429.00 is included in both current account figures and COIF.

<u>Project 2 New Pavilion</u>	£ 35000.00
	<u>£ 2000.00 - Pakenham Music Festival</u>
	£37,000 Project 2 New Pavilion ongoing

£37,000 project funds held in COIF.

Since our last meeting the following transactions have occurred.

- A cheque for the first payment to HAGS £35863.00 has now been presented.
- Cheque to Peter King £118.20 drawn from current account has been presented.

BOOKING SECRETARY'S REPORT

We have now secured a new regular user booking for the village hall. Paul Smith will be running Martial Arts on both Wednesday and Friday evenings. Friday's classes will commence after PYPs.

Bookings for Saturdays are going well, with events booked up until Xmas period.

REPAIRS AND MAINTENANCE

Village Hall

Barbara advised that her daughter Alice has agreed to become our new Village Hall cleaner and will be starting as soon as possible. Karl to let Tom know we have now secured a cleaner so no need to carry on until September. **(AP Karl)**

Alice will be carrying out cleaning early mornings (except Tuesday and Wednesday) – The committee were very pleased that she has agreed to do this work and that we are happy to be fully flexible in relation to her hours.

Karen advised that the drain issue (foul smell) had reoccurred again last week. She poured drain un-blocker down both sinks and this seemed to clear the issue.

This is an ongoing problem, and all agreed that regular cleaning of sink pipes and the dishwasher should be carried out to keep this problem at bay (monthly). Alice to action as part of her cleaning process.

Although Kathy was unable to attend the meeting, she had asked about the possibility of supplying fly zappers. She has concerns about the flies in respect of the Village Café. After discussing this, it was agreed that the fly zappers were not fit for purpose and did not reduce the number of flies. The only thing that seems to work is fly papers, but these were not felt to be suitable to be used in the Village Hall. Keeping doors and windows shut would reduce the number of flies and make the air conditioning more efficient, but users are constantly leaving both open.

Pavilion and Playing Field

Richard advised that he has carried out some general maintenance to the pavilion and that the sports and social club are hoping to use this on a more regular basis, which he is proposing will raise some funds for the new proposed pavilion.

All agreed use for the sports and social club should be a nil cost as this will be a source of much needed fund raising for our next project.

NEW PLAY AREA PROJECT

There has been a delay to the start date of the new play area project. This is now 5th October.

There are several issues still to be resolved.

- Removal of soil from site
- Use of facilities in pavilion – to ensure no equipment is stored in the pavilion and to offer up use of container.
- Notification to residents of delay to start date in village Magazine.
- Removal of concrete path within play area
- Payment arrangements in view of delayed start –Trevor to speak to Luke.

AP's to be recorded as above.

NEW PAVILION PROJECT

No further updates at this meeting

WEBSITE AND SOCIAL MEDIA

No issues raised at

FUND RAISING EVENTS

Village Quiz on Saturday 21st October 2023

Need to progress other ideas at future meetings.

VILLAGE ORGANISATION REPORTS

No reports at this mee

ANY OTHER BUSINESS

GARDENING - Barbara advised that her grandson has agreed to carry out the gardening work at the Village Hall. He has made a start with the back of the car park clearing by the fence and we all look forward to him doing other work to make the appearance around the Village Hall more presentable.

HIRE AGREEMENT - Karl asked Karen to let him have the hire agreement documents electronically so he can make a few adjustments – **AP Karen**

FUTURE MEETINGS - Paul had requested monthly meetings to be held to enable us to keep on top of the 2 main projects – Childrens play area and the new pavilion. It was felt that we did not need a full meeting each month and that Karl was keen to keep to the 6-week arrangement for our main meetings. It was agreed therefore that we would hold meetings every 3 weeks/

Main meetings to continue at 6-week intervals covering all items including projects/Additional project meetings to be slotted in between.

Dates, times, and locations have been agreed for these until the end of the year. We will then review if we need to continue into the new year or revert to our usual 6-week arrangements. Dates etc listed below.

DATES OF FUTURE MEETINGS

The next meetings will be held as follows:-

Monday 4th September – Village Hall @ 7.30pm – PROJECT MEETING

Monday 25th September – Pavilion @ 7.00pm – FULL MEETING

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 21:15.

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
14-Aug-23	1	Karl to advised Tom that we have now secured a new cleaner for the Village Hall	Karl

14-Aug-23	2	Various issues as part of play area project to be actioned including Removal of soil from area Use of container for storage of equipment notification of delay for village mag Removal of concrete path Payment arrangements in view of delay	Trevor / Paul
14-Aug-23	3	Provide Karl with electronic version of hire agreement	Karen

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 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
15-May-23	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
03-Jul-23	5	Paint Goal Posts at the playing field	Paul and Trevor	Planned for 16/17 September	Ongoing
03-Jul-23	6	To submit accounts {2022} to charity commission	Karl	Having problems accessing website	Outstanding