



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: THURSDAY 23RD OCTOBER 2025

HELD AT THE PAVILION

Present:

Paul Harris
Barbara Whitford
Trevor Clough
Karen Norton
Phil Smith
Karl Scott
Thomas Berry
Jono Mawford

Apologies:

Richard Mayhew
John Spear
Kathy Freer
Diane Lloyd

WELCOME AND INTRODUCTIONS

The meeting was opened by Paul at 19:30

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 25TH SEPTEMBER 2025

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

Minutes for 25th September 2025 were approved and signed.

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

The Village Hall committee wished to recognise the recent sad passing of Chris Burns-Murdoch. Chris was a valued member of the Village Hall committee and represented the Church for many years. Always willing to help in any way he could. A unassuming man with a big presence. Chris's funeral will be held at St Mary's Church on 4th November at 2.00pm.

No other correspondence has been received.

TREASURERS REPORT

Our financial position at the end of September 2025

COIF	£	66290
Current Account	£	8850
100 Club	£	255
Petty Cash	£	245
TOTAL	£	75640

Reserves included in the above figures as of End of September

Reserves for New Pavilion	£	43488
Reserves for Village Hall heating	£	10000.
Reserve for various VH maintenance	£	7049
Total Reserves	£	60537
Unrestricted Reserves	£	15103

Unrestricted reserves are still healthy,
Reserves for various VH maintenance items currently underway are.
Approx £3,000 for Aircon work by Austin Heating
CCTV for Village Hall £850 (50% contribution to final costs) plus £800 grant funds
Coded Entry Lock for Village Hall - £368
Key safe for Pavilion £80
New dishwasher £450
Boiler Service - £1200
Sleepers for car park circa £300

All of the above expenditure has been agreed by the committee as essential maintenance for the Village hall and pavilion.

Paul presented an invoice fee proposal received from Rowleys Commercial Energy Assessment Ltd, This is to gain an Energy Performance Certificate which is required by Building Control in respect of the new plans for the Pavilion. – All agreed for this invoice to be paid £700.

Barbara advised that the village quiz held on Saturday 18th October, gave a surplus of £147.00 for the New Pavilion fund.

Trevor asked for it to be noted, Thanks to all those who organised the event.

Also, thanks to Chris Carroll-Davis and family who kindly donated their quiz winnings back to the Pavilion fund.

BOOKING SECRETARY'S REPORT

The new Hallmaster booking system is going well. New users seem to have got to grips with how it works. A few regular users still haven't verified their details – Karen will chase up on this. **AP Karen**

Invoicing for October will be carried out at the end of the month, and Karen will check with Barbara to ensure she has captured who has pre-paid so as not to invoice twice.

Karen will ensure a copy of all invoices raised are passed to Barbara / Treasurer.

We need to add a note onto the invoice to ask payees to quote their invoice number on electronic payments sent. – **AP Paul**

PayPal now set up and will be communicated out to users in due course – AP Paul

The new coded entry system for the village hall and a key safe for the Pavilion are due to be fitted on 24th October. It will be a single 4-digit code which we will change every 3 months.

Karen will write out to all users **AP Karen**

The key safe at the pavilion will need to be checked after hire by non-committee members to ensure the key has been returned after use. It is not proposed to change the existing key locks.

Key safe to be fitted **AP Richard**

The CCTV with 6 cameras at the village hall was installed on 10th October.

FIRE RISK ASSESSMENT

The fire inspection at the Village Hall was a pass – Karen to put up certificates on the notice board
AP Karen

REPAIRS AND MAINTENANCE

Village Hall

Paul is still waiting for a breakdown of work on the air conditioning system that was carried out by Austin Heating, plus the warmer and cooler switch not working. **Ongoing AP**

There are several filters in a large box in the storeroom. These will be put in the loft space to avoid damage – **AP Karl**

Paul has arranged for full boiler service to be carried out on 31st October 2025

Ladies Loo – Paul is awaiting the date of when this can be fixed - Barbara advised there is a smell from this loo so needs fixing asap. **Ongoing AP Paul**

Special thanks to Karl for spending a whole evening cleaning limescale from the Hot water boiler. All agreed this to be carried out every 6 months.

Pavilion and Playing Field

The annual clean and inspection of the play area was carried out on Saturday 28th September – A few areas of rust identified which Paul will flag to HAGs **-AP Paul.**

NEW PAVILION PROJECT

We were successful with our grant application with Havebury for £5000 which has now been received. Thanks to Trevor who made our case to Pakenham Parish Council which resulted in a donation of £2000. Paul continues to work on other grant applications which includes a recent submission to West Suffolk Council for a grant up to £20000. Our total fund to date is £57000

FUND RAISING EVENTS

Village Quiz – Proposed Quiz for the Spring – 21st March – Karl will check with Tasha to see if she is free to take on the quizmaster role. **AP Karl**

VILLAGE ORGANISATION REPORTS

No reports this month

ANY OTHER BUSINESS

None raised

DATES OF FUTURE MEETINGS

Meetings held on the 4th Thursday of the month starting at 7.30pm. Dates for the diary are as follows.

23rd October 2025 - Pavilion

27th November 2025 - Pavilion

December – No meeting

22nd January 2026 - Pavilion

26th February 2026 - Village Hall

26th March 2026 - Village Hall

23rd April 2026 - AGM Village Hall 7.00pm followed by committee meeting.

The meeting closed at 21.10

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
23-Oct-25	1	Chase up couple of regular users to get email verification on hallmster	Karen
23-Oct-25	2	Note on invoices to ask them to quote invoice number on electronic payment	Paul
23-Oct-25	3	Write to users re new keycode entry system	Karen
23-Oct-25	4	Put up key safe at Pavilion	Richard
23-Oct-25	5	Display fire certificates at village hall	Karen
23-Oct-25	6	Aircon filters to be put in loft space	Karl
23-Oct-25	7	Report rust issues on play equipment to HAGs	Paul
23-Oct-25	8	Check with Tash to see if she can do quiz 21 March 26	Karl

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meetin	Actio	Action Detail	Owner	Action Update	Status

g Date	n				
04-Mar-24	4	Replace broken uplighter cover	Richard		Outstanding
30-Sep-24	1	NEW ACTION AMAGAMATING OUTSTANDING ACTION POINTS RE HEATING ISSUES	Karl	Items to be resolved. 1. Air conditioning cupboard to be jet washed and then system re-assessed - should be done end of June - now completed - work to be carried out to get working again 2. Heating controls to be reviewed by Austin Heating 3. Replace Fan in Kitchen - only one working	Ongoing
11-Nov-24	3	Check doorframe on cupboard in storeroom used by Threads	Paul	Paul to take a look and see if he can fix	Outstanding
27-Jan-25	3	Sort out Jubilee Mugs at village hall	Karen		Outstanding
01-May-25	3	Ladies loo leak needs fixing	Paul	Karl has advised this is going to take more work and might need replacement cistern. Paul has agreed to take this action over as has contact who can do work at fair price	Ongoing
26-Jun-25	2	Cutting back overhanging trees - 3 Manor Garth	Paul		Outstanding
25-Sep-25	1	Purchase and install sleepers to car park at VH	Paul		Outstanding
25-Sep-25	4	Safeguarding Policies to be displayed on notice board at Pavilion	Paul		Outstanding
25-Sep-25	6	Seek out potential training CBT for use of fire equipment	Trevor	CBT identified - Paul to speak to Alys	Ongoing