



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: THURSDAY 24TH JULY 2025

HELD AT THE VILLAGE HALL

Present:

Paul Harris
Barbara Whitford
Karen Norton
Trevor Clough
Diane Lloyd
Karl Scott
Thomas Berry
Phil Smith
John Speare

Apologies:

Richard Mayhew
Kathy Freer

WELCOME AND INTRODUCTIONS

The meeting was opened by Paul at 19:30

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 26TH JUNE 2025

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

Minutes for 26th June 2025 were approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

An email has been received from a resident in The Greenwoods regarding a private function which took place at the pavilion and playing field recently. The complaint covered the intrusive noise from the event and loud music going on beyond midnight. There has also been communication direct to Paul from residents in Manor Garth about the same event.

John was involved in this private function and offered up his sincere apologies. He stated that poor communication (i.e. making everyone aware of this function) had not helped the situation and also agreed that the music did go on beyond a reasonable time. He explained that this was a one-off event but agreed we did need to put in rules for any future private parties which would ensure hirers were fully aware upfront of what they could do, and to ensure residents were not disturbed at unreasonable hours.

There was a full and open discussion by the committee taking everything into consideration from all perspectives.

It was finally agreed that the following rules would be put in place for private parties at the pavilion / playing fields.

1. Any outside music must cease by 10:30pm
2. All licensing rules must be adhered to – These are displayed in the Pavilion.
3. Hirers must advise on booking of the estimated numbers expected for the event.
4. Any rubbish from private parties should be taken home as we don't have sufficient waste bins to accommodate large amounts.
5. Glass bottles to be disposed of in the bottle banks in the car park.
6. When leaving the event, all attendees should do so as quietly as possible to respect residents living close by.

TREASURERS REPORT

Our financial position at the end of June 2025

COIF	£	65584.00
Current Account	£	8664.00
100 Club	£	435.00
Petty Cash	£	287.00
TOTAL	£	74951.00

Reserves included in the above figures as of 31st May 2025.

Reserves for New Pavilion	£	44469.00
Reserves for Village Hall heating	£	10000.00
Total Reserves	£	54469.00
Unrestricted Reserves	£	20482.00

BOOKING SECRETARY'S REPORT

Bookings remain steady

NEW ONLINE BOOKING SYSTEM

Testing has started with the Hallmaster system, and it is hoped this can be up and running by October with all our bookings being made online and payments to be electronic. Paul advised that Karen would take on the Booking Secretary role once we move to the new system.

Paul and Karen met Ryan from Keyways for a second time to discuss a coded entry system for the Village Hall. This looks positive and should remove the need for keys and will give us the ability to provide different codes for our users.

We plan to go ahead with the CCTV at the village hall. Paul advised that Rebecca Hopfensperger, our District Councilor, has agreed to pay 50% of the cost (£1650) with the Village Hall picking up the remainder. Just waiting for the necessary paperwork and we will then go ahead and install. – **ongoing AP Paul**

Karen has distributed the Terms and Conditions of Hire, with all agreeing to the new terms. Karen will now work on the same for the Pavilion Hire. **AP Karen**

FIRE RISK ASSESSMENT

The fire risk assessment action points have been progressed and updates on outstanding issues are as follows.

- 4 x Black chairs with arms – need labelling to show these are fire retardant or replace – **Paul will order 4 new chairs with arms and the existing black chairs will be removed - ONGOING**
- Fire alarm system inspection document needs displaying – There have been some recommendations on this inspection which need to be actioned – **Karl is working on Actions ONGOING**
- Assembly point to be the Fox car park for safety reasons – to be agreed with Pub – **John has agreed to speak to Pub for agreement on this ONGOING**

REPAIRS AND MAINTENANCE

Village Hall

A new microwave had been purchased and installed £189

A new large No Parking sign has been purchased and installed in the Car Park – Cost £85.00

Karl advised that the Broadband at the VH was up for renewal – it was agreed to continue with the existing provider for the time being.

Heating and Air Conditioning at the Village Hall. Following investigations by Austin Heating about the Air Conditioning (or lack of) a full report has been provided which will require spending £3000 to clean and replace necessary filters to make this workable again.

It has been discovered that the AC system has not been part of the heating maintenance work we have carried out in the past.

Karl explained that one of the main issues some of this has been overlooked is our lack of understanding of how the system works. It is quite involved and complex in its set up and we need to ensure that we have several members of the committee who are fully up to speed with this to ensure we are in a position to question in the future – **Karl, Trevor and John have agreed to take on this role.**

As for now and following a long discussion, it was agreed that we would go ahead and spend the money to get the AC fixed. – **ongoing AP Karl**

Pavilion and Playing Field

Paul will put forward a date (a Saturday morning) for volunteers to help to clean the play area. – **AP Paul.**

The swinging gate for the play area has been fixed.

The new Paccas Close sign has been installed.

The pavilion electric supply with EON runs out on 8th August and it has been agreed that we will move to Octopus as we will get a 13% reduction on current rates.

Bins – This was again a subject for discussion. The Poo / Litter bins are being filled with black bags which results in the council not emptying them. It was felt that the word Litter was being misconstrued and that it would be best to label them as Poo bins only. (These are emptied FOC)

The Social Club has agreed to pay for an additional rubbish bin which will give us 2 and these should be labelled as Litter/Rubbish.

Paul to organise additional bin and new labelling – **AP Paul**

EV Charging points – Whilst this item has been put on hold for the time being, Phil is still looking into options. He updated us on what is happening in Ixworth as they have sought a company which will result in them making up to £1500 per year after costs. Paul to get further details and keep the committee informed.

NEW PAVILION PROJECT

Paul has provided details of current grant applications to date in his chairman's report to the committee.

FUND RAISING EVENTS

Village Quiz – Now agreed for Saturday 18th October 2025 – Karl will be running the event as usual – Karen will get posters / tickets done – To be advertised in Village Magazine Sept / October – **AP Karen**

VILLAGE ORGANISATION REPORTS

The Social Club will be running another virtual Race Night again in the Autumn – Date to be advised.

Nothing else to report at this stage

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

25th September 2025 - Pavilion

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

2nd April 2026 – AGM – Village Hall

23rd April 2026 - Village Hall

The meeting closed at 21.35

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
24-Jul-25	1	Conditions of Hire for the Pavilion	Karen
24-Jul-25	2	Put forward date for clean of play area by volunteers	Paul
24-Jul-25	3	Organise additional rubbish bin and relabel existing bins	Paul
24-Jul-25	4	Posters / Adverts for Village Quiz	Karen

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
25-Jan-24	4	Maintenance for seat around tree at Village Hall	Karl / Richard	12/8/24 Barbara will speak to Peter to see if this is something he could take on , see minutes of 30/9/24 - option for Ice blasting to be considered. To review again in Spring 2025 - options being looked into including cost	Ongoing
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
27-Jan-25	11	Splitting of electricity supply for VH and PO. Plus, review contract coming to end in March	Trevor	New contract sorted and being actioned by Paul. Splitting of supply still ongoing .	Ongoing
01-May-25	1	Various issues from fire risk assessment - see minutes of 1st May 2025	Karen / ALL	See main body of minutes for updates and items outstanding	Ongoing
01-May-25	3	Ladies loo leak needs fixing	Karl	Karl has advised this is going to take more work and might need replacement cistern	Ongoing
01-May-25	5	Advise Alys of fire alarm testing requirements	Karl / Paul		Outstanding
26-Jun-25	1	Trial of using railway sleepers in VH car park	Paul / Trevor	Sleeper in place - To review how this goes	Ongoing

26-Jun-25	2	Cutting back overhanging trees - 3 Manor Garth	Paul		Outstanding
26-Jun-25	3	Progress installation of CCTV at Village Hall	Paul	Paul has secured 50% cost from District Council- awaiting paperwork	Ongoing
26-Jun-25	5	Purchase replacement dishwasher and microwave for Village Hall	Paul	Microwave purchased and installed	Ongoing
26-Jun-25	6	Purchase and replace bulbs in uplighters	Trevor	Trevor has purchased them and will get installed ASAP	Ongoing