



## **PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION**

**MINUTES OF MEETING: MONDAY 7<sup>TH</sup> NOVEMBER 2022**

**HELD AT THE VILLAGE HALL**

### **Present:**

Karl Scott  
Barbara Whitford  
Kathy Freer  
Karen Norton  
Paul Harris  
Phil Smith  
Richard Mayhew

### **Apologies:**

Diane Lloyd  
Cedric Palfrey

### **WELCOME AND INTRODUCTIONS**

The meeting was opened by Karl at 19:30

### **MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 26<sup>TH</sup> SEPTEMBER 2022**

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

Minutes for 26<sup>th</sup> September approved and signed.

### **PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION**

Karl had received correspondence from a hall hirer requesting that the hall be decorated for the Christmas period. Following discussion, it was agreed that this would be done. The existing decorations which have not been used for a considerable time were not felt to be suitable. The Village Hall Association will therefore fund the purchase of new decorations and indoor tree which can be used again in future years, plus an outdoor (real tree) – Karl to organise ah **(AP Karl)**

Barbara advised she had received a request from Barclays Bank to provide information regarding the Village Hall and Playing Field Association. She will pass to Karl to deal. **(AP Karl)**

## TREASURER'S REPORT

Barbara provided the following update

### Closing Balances as of 7<sup>th</sup> November 2022

COIF*	£ 3981.17
*Project 1 Children's Play area	£ 50000.00
*Project 2 New Pavilion	£ 35000.00
Current Account	£ 11254.55
100 Club	£ 1135.00
Petty Cash	£ 276.68
<b>TOTAL</b>	<b>£ 101567.40</b>

## BOOKING SECRETARY'S REPORT

Bookings remain steady.

## REPAIRS AND MAINTENANCE

### Village Hall

Barbara advised that Peter (Whitford) has carried out some repairs to the kitchen which have been outstanding for some time. These include, putting new runners on all 3 drawers and mending the cutlery cupboard. £130 paid for materials and labour. Karl asked Barbara to pass on his thanks to Peter on behalf of the committee for carrying out this work.

### Pavilion and Playing Field

Nothing to report at this meeting

## NEW PLAY AREA PROJECT

- Paul advised this has now been presented to the Parish Council who were very receptive. They have pledged £10K in support.
- The questionnaires have been circulated and are being returned albeit that we could do with some additional responses.
- Paul is now looking into grants and will be talking to Community Action Suffolk to seek advice on where best to approach or apply for grants. He will also establish what information we need to pull together grant applications (i.e., testimonials)
- VAT – Paul applied to Suffolk ProHelp for pro bono VAT advice. The application was successful and the advice from Constable VAT Consultancy was that as the proposed children's play area was free access, we would not be able to recover the VAT for the play equipment. The budget for the new play area now needs to include the VAT element, with final costs subject to the final mix of play items. Our VAT application is on hold. A donation of £50.00 has been paid for the advice which has proved invaluable.

## FUND RAISING EVENTS

Suggestion that the Wine Tasting events previously held were quite successful and this would be worth consideration. Not sure if these are still being carried out but Phil agreed to contact the people who ran these to see what the current position is (**AP Phil**)

## VILLAGE ORGANISATION REPORTS

Kathy advised that the Monthly Saturday café is going well, with donations given to various organisations. Kathy to liaise with Barbara to get bookings agreed for 2023

### ANY OTHER BUSINESS

Following further discussion on the wi-fi issue for the Village Hall, it was agreed that this would be costed into hall hire costs to see if viable / acceptable. The general principle of having Wi-fi installed was agreed.

### DATES OF FUTURE MEETINGS

The next meeting will be held on Monday 19<sup>th</sup> December at the Village Hall starting at 19:30

The meeting closed at 21:00

### ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
07-Nov-22	1	Purchase new Xmas decorations for the Village Hall	Karl
07-Nov-22	2	To complete information on VH association for Barclays bank	Karl
07-Nov-22	3	Check out Wine Tasting events - possible fund raiser	Phil

### 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)	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. Phil to copy out (4/7/22) - Phil has sent this onto everyone - to be reviewed (15/8/22)	Ongoing
09-Sep-19	1	Need work carried out to re-vamp the goal posts on the 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. Following meeting on 10 Jan 22, it was agreed to arrange from plaques to be arranged to commemorate the Queens Platinum Jubilee	Ongoing
05-Jul-21	2	Replacement of Shed with small container	Richard		Outstanding

10-Jan-2 2	6	Proposal for provision and use of digital notice board for Village Hall	Kathy	Agreed in Principle - just need further information	Ongoing
11-Apr-2 2	3	Plastic tumblers for use at Village Hall	Barbara		Outstanding
11-Apr-2 2	8	Car Parking to be re-surfaced	Karl	new action item opened - previous one closed	Outstanding
15-Aug-2 2	5	Hire charges review	Karen		Outstanding
26-Sep-2 2	3	Organise Free Energy Audit on Village Hall by Green Energy	Paul	Awaiting contact	Ongoing