



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: MONDAY 3RD APRIL 2023

HELD AT THE VILLAGE HALL

Present:

Karl Scott
Barbara Whitford
Richard Mayhew
Karen Norton
Paul Harris
Cedric Palfrey
Diane Lloyd
Kathy Freer
Phil Smith

Apologies:

Members of the public present

Trevor Clough
Christopher Spicer

WELCOME AND INTRODUCTIONS

The meeting was opened by Karl at 19:35. This being the first meeting following the 2023 AGM.

ELECTION OF ADDITIONAL TRUSTEES AND COMMITTEE ROLES

The following Committee Trustees and Roles were agreed for the 2023/24 year for the Pakenham Village Hall Association – All were agreed and seconded.

Karl Scott	Trustee Elected	Chairman
Paul Harris	Trustee Elected	Vice Chairman
Karen Norton	Trustee Elected	Secretary
Richard Mayhew	Trustee Elected	Sports and Social Rep
Phil Smith	Trustee Elected	
Diane Lloyd	Trustee Elected	Players Rep
Cedrick Palfrey	Member	Parish Council Rep
Barbara Whitford	Trustee Co-opted	Treasurer & Booking Secretary
Kathy Freer	Member Co-opted	Christian Fellowship Rep

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 27TH FEBRUARY 2023

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

Minutes for 27th February 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 3rd April 2023

COIF*	£ 1557.45
*Project 1 Children's Play area	£ 53500.00
*Project 2 New Pavilion	£ 35000.00
Current Account	£ 7408.84
100 Club	£ 2460.00
Petty Cash	£ 222.26

TOTAL **£ 110148.55**

£10,000 has been moved from current account into COIF of which £3500 has been allocated to the play area project as this is grant money we have received.

New charges have come into effect from 1st April 2023. New prices are displayed in the hall, in the PO and on our website.

Barbara advised that she is still needing to provide additional information to the bank (Barclays) about the PVH Organisation. A lot of regulations have changed, and they need specific information on all Trustees not just signatories. Everyone OK about Name / Address / Email being provided to the bank. Karen to let Barbara to have up to date contact list – **AP Karen**

BOOKING SECRETARY'S REPORT

Bookings remain constant.

Ixworth Ladies Choir enjoy the Village Hall for their weekly sessions.

Some interest now coming through our media site re bookings which Paul is passing on to Barbara.

REPAIRS AND MAINTENANCE

Village Hall

Broadband has now been installed in the Village Hall. The password needs changing to make this more user friendly and we can then put a note up to advise users. Karl to change password
.AP Karl

Karen mentioned that there had been some feedback in the Village Hall daybook. As there was no actual process to deal with items, Karen agreed to be responsible to check this on a weekly basis. Anything urgent she would flag up to Karl, if non urgent to raise at next committee meeting. **AP Karen**

Items listed in the daybook that need to be dealt with.

a) Concerns re cleaning of some areas of the hall – Kitchen and Toilets – not being cleaned sufficiently – Karl will speak to Tom – **AP Karl**

b) Mention that crockery and teaspoons fell short of expected numbers – Karen to check this out – **AP Karen**

c) Also noted in the daybook was that someone had burnt themselves and had used some of the first aid equipment we provide. This raised the question of whether or not the first aid boxes and contents were within date. Karen will do a review on this – **AP Karen**

Pavilion and Playing Field

The poo bin at the playing field has apparently been stolen. It appears that the Parish Council don't pay for the replacement of the bins and feel that as it is at the Playing Field it is our responsibility to replace. General consensus was that it should be WS council who provide these. Karl to check this out. – **AP Karl**

Once again there is increasing occurrences of Dog Poo being left on the playing field. Paul will get some new signs put up. **AP Paul**

NEW PLAY AREA PROJECT

- We are still £26.5K short of our target of £90K but remain optimistic as we have a couple of grant applications pending.
- One for £26.5K has been applied for to the Mick George Foundation - A decision will be made in Mid-April 2023
- Another application for £25K (max amount we can apply for) has been submitted to Postcode Lottery.
- Paul has contacted other firms re funding but has not had much response.
- Paul asked about the Local Giving platform which monitors grants (usually smaller amounts) but could be very useful to us. There is an initial charge to register of £180.00 for the year, which Paul feels sure we can cover with grants received. Everyone agreed to support Paul in this and the spend of £180.00 was agreed – **AP Paul**
- Paul advised that the play area could be installed in about 6 weeks, but we need to give HAGS 8 weeks' notice.
- Paul shared some pictures of possible new Pavilion (from Passmores) looking at 12m x 6m which would stand on our existing base.

FUND RAISING EVENTS

Tash has agreed to do the Village Quiz in October. Unfortunately, she was unable to commit to the ones proposed in April.

Date set for Saturday 21st October 2023. Richard will advise Tash – **AP Richard**

VILLAGE ORGANISATION REPORTS

Kathy advised that the Village Café was doing well - donations over the year at the cafe amounted to £1600 and have been given to-

Boys home personally known to PCF in Albania, Medicine sans frontier Ukraine, Bury Hospice, Pakenham Play area and a Local food bank.

ANY OTHER BUSINESS

It as mentioned that our Constitution was only available in paper form which then needed photographing to send electronically. Karen agreed to type this document up. Karl will drop a copy in to her – **AP Karen**

Paul mentioned Easy Fundraising – which enables donations to be made from our existing on-line spend – Paul to send a link – **AP Paul**

DATES OF FUTURE MEETINGS

The next meeting will be held on Monday 15th May 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
03-Apr-23	1	Provide Barbara with up to date committee contact list	Karen
03-Apr-23	2	Update password for VH's WIFI to make this more user friendly	Karl
03-Apr-23	3	To check VH daybooks on a weekly basis and take appropriate action	Karen
03-Apr-23	4	Speak to Tom re cleaning	Karl
03-Apr-23	5	Audit on Crockery and cutlery	Karen
03-Apr-23	6	Check first aid items including expiry dates	Karen
03-Apr-23	7	Karl to check with West Suffolk council to see who needs to pay for new doggy poo bin	Karl
03-Apr-23	8	New signs to be put up to encourage owners to pick up their dogs poo	Paul

03-Apr-23	9	Paul to register for Local Giving platform to see if further grants can be achieved	Paul
03-Apr-23	10	Advise Tash that Village Quiz has been booked for 21st October	Richard
03-Apr-23	11	Karen to type up Constitution	Karen
03-Apr-23	12	Paul to send out link for Easy Fundraising	Paul

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 take a 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
07-Nov-22	2	To complete information on VH association for Barclays bank	Karl	Started but needed for all accounts	Ongoing
16-Jan-23	6	See if grants available to replace goal posts / shed at playing field and seating	Paul		Ongoing
27-Feb-23	2	Look at caster on table trolley	Karl		Outstanding