



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: THURSDAY 26TH JUNE 2025

HELD AT THE VILLAGE HALL

Present:

Paul Harris
Barbara Whitford
Karen Norton
Trevor Clough
Diane Lloyd
Thomas Berry
Kathy Freer

Apologies:

Richard Mayhew
Phil Smith
Karl Scott
John Spear

WELCOME AND INTRODUCTIONS

The meeting was opened by Paul at 19:29.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 1ST MAY 2025

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

Minutes for 1st May 2025 were approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

Fence next to Village Hall carpark. – Paul has spoken to Lisa Atkinson who lives in the Old Brick House adjacent to the village hall car park in respect of the fence. She has complained that cars had damaged the fence over the years and recently a car came close to injuring a worker while on scaffolding for the repair of her out buildings which borders our car park.

It has been established that the fence is her property and whilst the fence is in poor repair it has been like this for some time now. Paul has agreed that we will investigate options to see if anything can be done to prevent cars hitting the fence in future.

Various options are available – in the first instance it was agreed to trial out putting sleepers down. Trevor can get hold of one and he and Paul will test out to see if this would resolve the issue AP
Paul / Trevor

The 2 sycamore trees which overhung the Greenwoods property have been removed at their cost.

Diane advised that the trees over hanging at 3 Manor Garth need cutting back again. At the moment there are nesting birds, so it needs to be done at a later date. **AP Paul**

Andrea had raised with Paul the lack of teaspoons at the village hall. Karen has carried out a count on these which shows we have approx. 90 teaspoons available so there is no further action at this time.

TREASURERS REPORT

Our financial position at the end of May 2025

COIF	£	65354.00
Current Account	£	3681.00
100 Club	£	570.00
Petty Cash	£	731.00
TOTAL	£	70337.00

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

Reserves for New Pavilion	£	40469.00
Reserves for New Boiler	£	10000.00
Total Reserves	£	50469.00
Unrestricted Reserves	£	19868.00

The management accounts for May showed a surplus of £734 against a budget of £500. We had 2 large amounts paid in May i.e., Insurance £2465 and Oil £1240. Neither of these amounts affected our management accounts as they were budgeted for.

We have also received a generous donation of £4000.00 from the Pakenham Social Club for our new Pavilion fund. This donation is purely from funds generated by the Social Club BEFORE The Beer and Music Festival and has therefore NOT affected the donation to The Hospice.

BOOKING SECRETARY'S REPORT

Bookings remain steady

NEW ONLINE BOOKING SYSTEM

With Barbara standing down at the end of the year Paul and Karen have been investigating online booking systems. We have a demo version of Hallmaster, which is the market leader for Village Hall bookings and whilst it is too early to recommend the program, early indications are positive especially with back up support they offer.

The cost is approx. £300 per year and with online calendars on our website users can see what is available and make provisional bookings whether one off or regular, with double bookings not possible. We can also pre decide how far ahead bookings can be made. Once the provisional booking is made, we can either accept or refuse the booking and each user will receive our terms and conditions and will be required to accept before the booking is confirmed. The system will issue email confirmations & invoice for payment – again we can set up parameters for this. The Hallmaster system allows online payments by BACS / Credit Card/ PayPal and the client account is updated and client statements issued.

We do not propose to accept cash or cheques in the future.

It is difficult to estimate yet how long the monthly admin routine will take but it should be no more than 2 hrs. per month once the system is bedded in. We would like to go live in October at the latest.

Regarding entry to the Village Hall, we are looking to move to a keyless entry system. Paul and Karen met Ryan from Keyways. He explained about keyless entry which meant we could issue entry codes which were time sensitive, key fobs, smart cards, smart wephone app all to control door entry. The downside was the cost of £2,700 – Whilst the system is very impressive the cost is too much at this time unless we can get funding. We are therefore now looking at cheaper keypad entry options.

One thing that was discussed with Keyways was CCTV for the Village Hall. Paul is recommending that as a committee we seriously consider getting this installed ASAP especially as bookings are going online and we will not have the benefit of Barbara's involvement. Another benefit would be to monitor the carpark as we have been having ongoing inappropriate parking issues. The cost for 5 cameras covering all the village hall is £1600 with Wi-Fi control with Keyways. Paul's proposal is for us to pay 50% providing he can find a grant for the remaining 50%. The spend for the CCTV was agreed by the Committee and Paul with therefore progress this item – **AP Paul**

Karen advised that she was in the process of updating the terms of hire for the Village Hall. She will make a few minor tweaks and then copy out to everyone for comment- **AP Karen**

FIRE RISK ASSESSMENT

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

- Black stage curtains – need labelling to show these are fire retardant – **Diane has produced receipts for the stage curtains which shows that they are Fire Retardant treated. Karen will take a copy. COMPLETE**
- 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**
- Floor Plan – need an electronic copy which Trevor will provide – however he needs to mark up with the various fire equipment /exits etc – **Trevor has now provided a full floor plan with all necessary equipment marked up. This is now included in the Fire Risk Assessment document and will be displayed in Village Hall - COMPLETE**
- Assembly point to be the Fox car park for safety reasons – to be agreed with Pub – **Paul to get Richard to speak to Pub for agreement on this ONGOING**
- Need list of key holders to be drawn up – **Barbara as Booking Secretary, has a full list of Key Holders. COMPLETE**

REPAIRS AND MAINTENANCE

Village Hall

The main hall was re-decorated on Monday 23rd June and the decorators have made a great job of this.

Paul advised that as part of the PAT testing for the village hall, the Dishwasher has failed. Trevor advised that this is not just the plug but other components. Given the age of the equipment, it is

proposed to replace. All agreed. Paul to source out replacement, purchase and get installed. **AP Paul**

Kathy raised the issue of the microwave as this appears not to be working. Karen went and tested it out. Whilst Power is getting to the equipment, the machine is just not functioning – The timer doesn't count down, and nothing at all happens. This needs replacing – All agreed – Paul to source replacement and purchase **AP Paul**. Thomas has kindly removed the old machine and will take it to the dump.

The middle toilet in the ladies is still out of order and leaking. Karl advised that the issue is more serious than originally thought and may need a probably a whole cistern replacement, Karl will investigate costs / work involved – **AP Karl (ongoing)**

3 uplighters need bulbs replacing – Trevor changed one but no more spare bulbs – He will purchase some more plus a few spares – **AP Trevor**

To deter non-user parking at the Village Hall we need a larger sign, so the proposal is to enlarge the current sign to 90cm x 60cm using the same blue and fix to our picket fence in the car park. I have a quote for £85 for the sign. All agreed. **AP Paul**

Pavilion and Playing Field

The new goal posts are already showing signs of rust – Paul is taking this up with the manufacturer as they are not fit for purpose if they are deteriorating that quickly – **AP Paul**

Graffiti has appeared on the reverse of the netball wall, We need to agree a date set for a clean up of the play area – **To raise at the next meeting in July.**

The access gate post for the play area by the teenage area is loose. Looks like somebody has been standing on the gate while opening / closing.

A No Dogs sign has disappeared from the play area and has been replaced.

The Pakenham Pavilion now has a registered address (and a postbox) – Post code is IP31 2LE. This will now allow application for Wi-Fi but will be put on hold until the new Pavilion is in place.

Paul has ordered the new Paccas Close road sign and is awaiting delivery. The cost is £188.00 which will be paid by the parish council. The social club will install once received.

The pavilion electric supply with EON runs out on 8th August and early indications are a reduction in price of 5 to 10%. Trevor will investigate new contract options – **AP Trevor.**

NEW PAVILION PROJECT

Paul has provided full costings and details of grant applications to date in his Chairman;s report to the committee.

FUND RAISING EVENTS

Sale Trail – after discussion it has been agreed to shelve this event this year. Not a great deal of interest last year and organising this takes a lot of time with minimal rewards.

Village Quiz – Now agreed for Saturday 18th October 2025 –

VILLAGE ORGANISATION REPORTS

The Social Club VE Day 80th Anniversary on May 8th was a great success and well attended.

The Beer and Music Festival will be held on Saturday 24th May 2025 a made a staggering £17K donation to St Nicholas Hospice. Well done all involved.

The café remains popular and is providing welcome donations to various causes.

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

24th July 2025 - Village Hall

August – No meeting

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 21.20

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
26-Jun-25	1	Trial of using railway sleepers in VH car park	Paul / Trevor
26-Jun-25	2	Cutting back overhanging trees - 3 Manor Garth	Paul
26-Jun-25	3	Progress installation of CCTV at Village Hall	Paul
26-Jun-25	4	Share revised Terms of Hire to committee	Karen
26-Jun-25	5	Purchase replacement dishwasher and microwave for Village Hall	Paul
26-Jun-25	6	Purchase and replace bulbs in uplighters	Trevor
26-Jun-25	7	Purchase large No parking sign for VH car park	Paul
26-Jun-25	8	Check out new deals for Electric supply at pavilion	Trevor

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	Outstanding
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 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
11-Nov-24	5	Arrange clean up event for Children's Play area	Paul	Need to agree date - Raise at July 25 meeting	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