



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 8th November 2021 held at the Pavilion

Present:

Karl Scott
Barbara Whitford
Richard Mayhew
Karen Norton
Kathy Freer
Cedric Palfrey

Apologies

Gill Parry
Phil Smith
Diane Lloyd

Also present was Beryl Sidebotham, representative from Threads

Welcome and introductions

The meeting was opened by Karl at 19:35

Matters arising and approval of previous minutes 27th September 2021

Ongoing issues are covered in the main body of the minutes below
Minutes for 27th September 2021 approved and signed

Public written questions and correspondence for committee discussion

Karl had received a note from Kathy Freer to advise she had potentially identified someone to carry out the cleaning at the Village Hall. The person is Tom Hunter, a young student who had put himself forward for this role. Tom does go to college each day so wouldn't be available in the mornings but could do the cleaning in the evenings. Whilst initially this didn't seem an ideal solution as the village hall is in use most evenings, following discussions it was realised that there was an opportunity for the cleaning to be done between the afternoon and evening sessions. Everyone was in agreement that it would be good to support someone young to take on this role.

Kathy will speak to Tom to confirm he is interested, with a view to Karl and Karen speaking to him about the role at the next Saturday Café, where he also helps out.

AP Kathy / Karl / Karen

Treasurer's report

Due to technical issues, there is no Treasurers report available today, although Barbara did advise that there had been minimal change to the figures from last time.

Booking Secretary's report

Barbara advised that we were starting to get party bookings for the village hall, especially for Children's birthday parties.

Village hall is also booked NYE for a party / dance.

Pyps had not yet taken up their usual slot on Friday evenings, as they were currently using Rougham Barns where there was an indoor football space which the young lads enjoyed using. Kathy said she would establish if the Pyps group would be coming back **AP Kathy**

Repairs and Maintenance

Village Hall

Cleaning

One off clean still to be arranged – best day identified as Mondays – **AP Karl – see August actions**

Repairs

Ongoing as per actions

Pavilion and Playing Field

Children's Play area

No further update on new play area equipment

Action ongoing

New Trees on Playing Field to mark Queens Platinum Jubilee

No further action on this – **Action ongoing**

New seating at Playing Field

No further action on this **Action ongoing**

Fund Raising Events

Village Quiz Saturday 16th October 2021

This was well attended (approx. 80 people) with a surplus of around £400.00

Murder Mystery evening had also been a great success with a surplus of £574.00 which will be split between the church and the village hall funds.

Barbara said the event was really good with brilliant food.

With the Pub Quiz starting up shortly, Richard said it might be a good idea to get a date in the diary and book John S for the next Village Quiz. Date agreed as 26th March 2022 – **AP Karl** to confirm with John

Village Organisation Reports

Beryl said Threads was going very well with increased numbers. She also thanked the committee for no session charge for this year. The Saturday crafting session recently held was also a success and will be looking to book another in the new year.

Kathy has advised that Village Café events will continue for the time being on a donation basis. These donations had been sent to Albania and India, but Kathy advised that if there were any village needs to let her know as they would be happy to support. The next café on is on 20 November and the Christmas Café on 18th December where there will be a festive theme with children's games etc.

Any Other Business

Karl had spoken to Andrea about the Seniors Xmas Lunch. Unfortunately, it is too late for this year. Andrea advised that it wasn't a case of lack of funds but more about the numbers not being there. This may be that we need to look at more proactive advertising to encourage more eligible people to attend. Perhaps something could be done for the Diamond Jubilee for the Seniors, maybe some of Andrea's cream teas.

Need to speak to Andrea in the new year to see what can be done and also what help she needs for any event. To invite Andrea to meet in the new year **AP Karl**

Microphones in Village Hall

Karen raised the issue of the microphones in the village hall and not being able to use them at the recent quiz as no one is aware of how to. This needs fixing before the next quiz.

Karen said she will contact Phil to get a copy of the user-guide he was pulling together and also ask about the microphones **AP Karen**

Barbara asked Karen if there was a possibility of supplying a quick print version of the minutes (less headers and old action points) – **AP Karen**

Dates of Future Meetings

Monday 10th January 2022 – Pavilion at 19:30

The meeting closed at 20:45

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
08-Nov-21	1	Kathy to check with Tom Hunter to see if he is still interested in doing cleaning at VH. Karen and Karl to meet up with him a village café on 20/11	Kathy / Karl / Karen
08-Nov-21	2	To check with Pyps to see if they will be returning to VH sessions on Fridays	Kathy
08-Nov-21	3	To check with John Speare to see if he can do Village quiz on 26 March 2022	Karl
08-Nov-21	4	Invite Andrea to VH meeting to see what can be done re Seniors Xmas event and what help Andrea needs	Karl
08-Nov-21	5	Get system user guide from Phil to get finalised and also ask him about microphones	Karen
08-Nov-21	6	Produce quick print version of minutes for committee	Karen

Outstanding actions from previous meetings

Meeting Date	Action	Action Detail	Owner	Action Update	Status
05-Sep-16	14	Card Table Storage Box to be painted			Outstanding
09-Jan-17	5	Produce User Guide for Stereo system	Phil (PS)	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.	Ongoing
06-Mar-18	5	Cupboard / Shelf next to Cooker needs maintenance	Karl		Outstanding
22-Jul-19	1	Feedback for new website to be actioned including pulling together regular users' list / description. Karen to send copy of feedback to Karl	Karl / Karen / Barbara	Copy of feedback passed to Karl. He will update on progress in October Meeting. 21/10/19 - no further update c/f to December meeting	Ongoing
22-Jul-19	6	Karl to contact local firms to see what they could provide for us for the Children's Play area - Sovereign and Pro-Scape	Karl	Richard to also contact local firm - see action point 5/7	Outstanding
09-Sep-19	1	Need work carried out to re-vamp the goal posts on the playing field	Karl		Outstanding
20-May-21	1	WI-FI at Village Hall - To contact service providers	Karen		Outstanding
20-May-21	2	Karl to speak to Insurers about repairs to seat at VH following damage	Karl	Karl has spoken to Insurers who have requested further information	Ongoing
20-May-21	4	Resurface work to Car Park at 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	Ongoing
05-Jul-21	2	Possible replacement of Shed possibly with small container	Richard		Outstanding
05-Jul-21	3	To contact local firm to see what they could offer in respect of replacement play area	Richard		Outstanding
05-Jul-21	4	Add trees for Queens Platinum Jubilee to August agenda for full discussion and action required	Karen	To consider ornamental or Fruit tree - Still to agree on best place to site these. Also need to understand grants available	Ongoing
16-Aug-21	1	Arrange one off clean of Village Hall	Karl		Outstanding

16-Aug-21	2	Seek out cleaner for Village Hall	Karl		Outstanding
16-Aug-21	3	Chase up Peter King re disabled toilet Light / Door	Karl		Outstanding
27-Sep-21	1	Arrange for Branches to be cut down which are overhanging Betty Summersby's oil tank	Karl	Karl has arranged for work to be completed as well as other trees on the playing field	Ongoing
27-Sep-21	3	Cracked pipe at Village Hall to be fixed / replaced	Karl		Outstanding