



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Monday 5th July 2021 held at the Pavilion

Present:

Karl Scott
Barbara Whitford
Phil Smith
Richard Mayhew
Cedric Palfrey
Karen Norton

Apologies:

Diane Lloyd
Gill Parry
Kathy Freer

Welcome and introductions

The meeting was opened by Karl at 19:30.

Matters arising and approval of previous minutes 20th May 2021

Ongoing issues are covered in the main body of the minutes below
Minutes for 20th May 2021 approved and signed

Public written questions and correspondence for committee discussion

Karl advised that Lisa Parker has written to say that due to other commitments she no longer wishes to remain as a trustee for the Village Hall Committee.

Cedric advised that a member of the Parish council had raised an issue about the deterioration of the seats at the playing field. All agreed that these do need replacing and will form part of the refurbishments for the playing field and children's play area **(AP Karl)**

Treasurer's report

Barbara provided the following update

Closing Balances as at 5th July 2021

COIF	£	41556.18
Current Account	£	64770.26
100 Club	£	2395.00
Petty Cash	£	190.77
TOTAL		£108912.21

Booking Secretary's report

Barbara advised that regular users had started to return with plans for others soon

Christian Fellowship – started

Threads – Started

Yoga – Started

Village Café starting up 17th July

WI – commence meetings in VH from August

PAWS – Due to commence September

PYPs – September

West Suffolk College Art – September

Blind Art - September

Nothing heard from Monday Club or Bridge

Repairs and Maintenance

Village Hall

Still awaiting installation of new benches outside of the village hall – Due to the unlevel surfaces where these are to stand, there needs to be some stability of the fixings. This is being dealt with by the Parish Council

Pavilion and Playing Field

With the window replaced at the Pavilion, this is again in a usable state. Whilst it could do with a spruce up, there is little call for hire of the pavilion apart from Football, so no further spend recommended at this time.

Richard has replaced the felt on the shed roof. However, the shed itself is in a poor state of repair and does need changing out.

The only use of this is to store the pitch white line machine, used by the football team. Consideration to be given to possibly use the container for this. This would give access to other things stored in there which might not be ideal. Richard said he would keep an eye out for a deal for a shed replacement ,

possibly buying a small container which would be more robust. The area where the current shed stands could then be cleared. (**AP Richard**)

Children's Play area

No further update on this but general view is that we do need to contact local firms to see what they could offer. Richard said he would do this (**AP Richard**)

All agreed that we need some help / guidance on how to raise funds for this project. Whilst we will be able to contribute some money towards it, we will need a great deal of help in raising most of it.

New Trees on Playing Field to mark Queens Diamond Jubilee

To be agenda item at next meeting for discussion (**Karen**)

Fund Raising Events

Village Quiz Saturday 16th October 2021

Village Organisation Reports

Kathy advised that the Village Café will be held on 17th July 2021. All refreshments will be free of charge with people to donate to charities

Any Other Business

None

Dates of Future Meetings

Monday 16th August – Pavilion at 19:30

The meeting closed at 20:28

Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
05-Jul-21	1	Replacement of Seats on playing Field	Karl
05-Jul-21	2	Possible replacement of Shed possibly with small container	Richard
05-Jul-21	3	To contact local firm to see what they could offer in respect of replacement play area	Richard
05-Jul-21	4	Add trees for Queens Diamond Jubilee to August agenda for full discussion and action required	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 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
25-Apr-19	4	Update contact list	Karen	Currently being updated and will then be shared. Completed but further changes needed	Ongoing
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
09-Mar-20	2	Replacement of Free-Standing Notice Board at Village Hall	Karl		Ongoing
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		Outstanding
20-May-21	4	Resurface work to Car Park at Playing Field	Karl		Outstanding
20-May-21	6	New trees on playing field to mark Queens Diamond Jubilee - To be discussed	All	To be added as agenda item for full discussion in August meeting	Outstanding
20-May-21	7	Village Quiz 16/10 - Karl to check with John S	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