



## Pakenham Village Hall and Playing Field Association

### Minutes of Meeting: Monday 4<sup>th</sup> March 2019 held at The Pavilion

#### **Present:**

Karl Scott  
Barbara Whitford  
Chris Burn-Murdoch  
Richard Mayhew  
Paul Shackleton  
Cedric Palfrey  
Paul Hunter  
Gill Parry  
Diane Lloyd  
Karen Norton

#### **Apologies:**

Phil Smith

#### **Welcome and introductions**

The meeting was opened by Karl at 19:30

#### **Matters arising and approval of previous minutes 14<sup>th</sup> January 2019**

Ongoing issues are covered in the main body of the minutes below  
Minutes for 14<sup>th</sup> January 2019 approved. Minutes signed.

#### **Public written questions and correspondence for committee discussion**

**VOCA CHOIR** – Email sent to Karl from Rosemary Lock and Julian Keeble (on behalf of VOCA Choir) to ask if the Committee would like to undertake a fund-raising opportunity. The idea being that the Choir would perform at the Village Hall by way of a planned / advertised concert. There would be no charge for the Choir, and all funds would be for the Village Hall.

Discussion took place amongst the VH committee and it was felt this would be well worth consideration to raise funds. We would run a raffle and it was also suggested running a bar at the event to bring in more funds.

**AP Karl** will speak to Julian to progress – **AP Karen** will pick up with Rosemary at Threads if she is about on 6<sup>th</sup> March.

Proposed dates are 26<sup>th</sup> April and 17<sup>th</sup> May – PYPs usually have hall on Friday evenings but Paul said that 26<sup>th</sup> April should be OK as Easter holidays was at beginning of that week so unlikely PYPs would run that week.

All agreed to 26<sup>th</sup> April.

**SENIORS CHRISTMAS LUNCHEON** – Letter received from Andrea Davey, to thank the committee for free use of the hall for this event. – Letter circulated.

Request to consider same for next year – Agreed by All – Karen will let Andrea know and she can liaise with Barbara re date – **AP Karen**

**GRASS CUTTING** - Letter received from M&TJ's to advise that the cost for cutting of the play area has increased to £40.00 plus VAT per cut.

## Treasurers report

Barbara provided the following update

### Closing Balances as at 4<sup>th</sup> March 2019

COIF	£40213.86
Current Account	£ 10521.41
100 Club	£ 2250.00
Petty Cash	£ 115.50
<b>TOTAL</b>	<b>£53100.77</b>

- Barbara asked if we should move £1000.00 from the 100 club to COIF – Agreed – **AP Barbara**
- Christopher Spicer has last years accounts to audit ready for the AGM in April

## Booking Secretary's report

Barbara advised that the Youth Football team will be playing matches in March – The pitch has been cut and white lined. As this has been done at the team's expense Barbara asked that we don't charge them for use at this time until we have resolved situation with the Senior team. – **Committee Agreed**

Karl is still trying to contact the Manager of the Adult football team to resolve issues outstanding.

## Repairs and Maintenance

### Village Hall

#### **New Seat and Tree**

The new seat and paving are all in place – Excellent feedback being received.

Need to get tree bought and installed – Proposal of Japanese Maple or something similar. Richard will speak to Josh Flowitt to source tree and plant. **AP Richard**

Barbara advised that Stephen Walton (From Plummer's Cottage in The Street) had pledged £25.00 towards cost of replacement tree.

### **Toys stored at Village Hall**

Diane advised that a couple of the Pakenham Players have taken a lot of the toys which will be used by Riverwalk School in Bury.

Remaining toys need reviewing – Proposal that anything not being kept could be sold at the upcoming church jumble sale. Karen to go to hall to sort out what is left – **AP Karen**

### **Water Boiler**

Dianne Farthing reported that the water boiler was not working. Karl has cleared out a substantial amount of limescale. However there now appears to be a leak which needs fixing **AP Karl**

### **Strip lights**

We now have 2 strip lights in the ceiling which need replacing – Karl will arrange to get these replaced as need a tower – **AP Karl**

## **Pavilion and Playing Field**

**Children's play area** - No further action at this stage – will wait for better weather to progress.

## **Fund Raising Events**

John the Quizmaster who also runs the quiz at the Fox has agreed to run our Village Quiz on Saturday 23<sup>rd</sup> March. Advert has gone into March Village Magazine.

- Barbara requires tickets to sell – **AP Karen**
- Karen to run off and put up posters – **AP Karen**
- Karl to run off A3 Posters for Karen – **AP Karl**
- Ask Pam to run Raffle – **AP Karen**
- Buffet Supper – **AP Karl**
- Raffle Prizes welcome from All

### **Sale Trail**

Still need someone to lead on this. **AP All (ongoing action)**

### **100 Club**

Barbara advised we now have 104 members for this year in the 100 club.

## Village Organisation Reports

Diane advised that the Pantomime all went off well.

### Any Other Business

None

### Dates of Future Meetings

Thursday 25<sup>th</sup> April 2019 – Village Hall – AGM @ 19:00 and Committee Meeting @ 19:30

Monday 10<sup>th</sup> June 2019 – Pavilion – 19:30

The meeting closed at 20:50

### Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
04-Mar-19	1	To progress idea of Choir Spring Concert as Fund raising Opportunity - 26th March	Karl and Karen
04-Mar-19	2	To let Andrea Davey know Committee is OK for providing hall FOC for Seniors meal in 2019	Karen
04-Mar-19	3	Move £1K of funds from 100 Club to COIF	Barbara
04-Mar-19	4	Contact Josh Flowitt to arrange purchase and installation of tree at Village Hall	Richard
04-Mar-19	5	Review remaining Toys and sort out what can be sold at Jumble Sale	Karen
04-Mar-19	6	Fix Water Boiler Leak	Karl
04-Mar-19	7	Replace 2 x strip lights in VH	Karl
04-Mar-19	8	Actions for Quiz on 23rd March as follows Barbara requires tickets to sell – AP Karen Karen to run off and put up posters – AP Karen Karl to run off A3 Posters for Karen – AP Karl Ask Pam to run Raffle – AP Karen Buffet Supper – AP Karl Raffle Prizes welcome from All	Various

### Outstanding actions from previous meetings

Meeting Date	Action	Action Detail	Owner	Action Update	Status
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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	Ongoing
18-Sep-17	6	Get quotes for fixes needed to children's play area with additional requirement to do a full clean / power wash to rejuvenate the whole area. Also, to include getting fine grit replaced (previous outstanding action)	Karl	Quotes being sought - Review April 2018 - <b>AGENDA ITEM 21/5</b> - still seeking quotes for work to be carried out	Ongoing
18-Sep-17	10	Design of new Website	Karl	Being worked on	Ongoing
06-Mar-18	5	Cupboard / Shelf next to Cooker needs maintenance	Karl		Outstanding
19-Apr-18	1	Karl to write to regular hall users to encourage attendance at PVH committee meetings	Karl		Outstanding
19-Apr-18	8	Contact 4 Seasons to see if they can offer help with gap in flooring	Karl	Waiting contact	Ongoing
21-May-18	1	Contact Abbey Fire & Security regarding report and quotation for rectifying lighting issues found	Karl	Karl has spoken to Abbey Fire and Security about findings. Will now speak to local electrician Mike Wakeman to see if work can be carried out	Ongoing
21-May-18	7	Re-sight Village Hall Noticeboard	Karl		Outstanding
24-Sep-18	12	Wording proposal for Sign re parking at Village Hall	Karen		Outstanding
12-Nov-18	1	Increase to Grant from Parish Council	Karl		Outstanding
12-Nov-18	6	Karl to contact Rebecca H to request some funds for the seat as promised	Karl	Rebecca has pledged £1K - all forms completed but awaiting funds - Karl will chase	Ongoing
12-Nov-18	8	Contact suppliers of play area equipment with a view to purchase	Karl		Outstanding
12-Nov-18	10	Lead for Sale Trail 2019	All		Outstanding
14-Jan-19	1	Speak to Adult Football team to see if they will be using pitch in the coming months	Karl	Awaiting contact	Ongoing
14-Jan-19	2	Speak to Adult Football team to ask where the white line machine is	Karl	Awaiting contact	Ongoing
14-Jan-19	6	Main water heater / immersions need to be looked at as no hot water being provided	Karl		Outstanding
14-Jan-19	7	New filter required for water boiler	Karl	See additional action re water boiler (4/3)	Outstanding