



## Pakenham Village Hall and Playing Field Association

### Minutes of Meeting: Monday 22<sup>nd</sup> July 2019 held at The Pavilion

#### **Present:**

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

#### **Apologies:**

Lisa Parker

#### **Welcome and introductions**

The meeting was opened by Karl at 19:35.

#### **Matters arising and approval of previous minutes 10<sup>th</sup> June 2019**

Ongoing issues are covered in the main body of the minutes below  
Minutes for 10<sup>th</sup> June 2019 approved. Minutes signed.

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

Email received from VOCA Choir, thanking the Committee for the donation given following their spring concert. They hope to perform at the Village Hall again in the future.

Email received from Sovereign – Play area design company which are local to Bury St Edmunds. To be contacted (see Play Area report)

#### **Treasurers report**

Barbara provided the following update

## **Closing Balances as at 22<sup>nd</sup> July 2019**

COIF	£41322.03
Current Account	£10352.71
100 Club	£ 795.00
Petty Cash	£ 99.90
<b>TOTAL</b>	<b>£52569.64</b>

## **Booking Secretary's report**

Bookings going OK.

Barbara advised that Bury Wanderers have booked the playing field for this coming Sunday (28<sup>th</sup> July)

New team from Thetford have shown interest in having Pakenham playing field as their home ground. Barbara has advised that this is possible- nothing heard from the previous Pakenham team so this will now be a first come first serve situation.

## **Village Hall new Website**

Karen pulled together feedback from Lisa and Karen on the new feedback which was then discussed.

Karen to send electronic copy of feedback to Karl so he can forward on to the developers

Some items will need more work and commentary – Karen will try and pull together regular users' template – Barbara will try and find out email addresses for regular users.

**AP Karen / Karl / Barbara**

## **Repairs and Maintenance**

### Village Hall

#### **Flooring in Village Hall**

Nothing heard from 4Seasons so Karl will contact someone local to carry out the work to the gap in the floor. **AP Karl**.

Still no hot water in the toilets – probably an issue with the immersion heater – Karl will contact plumber to get this fixed **AP Karl**

Kathy said it would be good to investigate having a new hand dryer in the ladies loo's as the one in there was very ineffective - **AP Karl** to investigate this

Lisa advised that she does have some scaffolding that could be used to replace the lights.

Consensus was that we probably need to change out all the light bulbs and get an electrician in to do this. Richard said he would be happy to arrange a tower when electrician had been contacted and booked to do the work. **AP Karl** to contact electrician.

### Pavilion and Playing Field

## **Childrens Play area**

Karl and Karen had met with the local Rep from Kompan on 2<sup>nd</sup> July, to discuss ideas on what could be done for our play area. Whilst it is likely to be expensive, they will supply us with potential plan and changes we could make.

It was suggested we also contact some local companies to see what they could provide for us – even if we just do a small amount at a time . Karl will contact Sovereign (who have already contacted us) and also Pro-Scape which is a Bury company who may be able to help out or offer suggestions. **AP Karl**

## **Fund Raising Events**

### Flower and Produce Show – Saturday 27<sup>th</sup> July

Large Tables will be put out on Friday afternoon (Karl / Richard / Cedric)

Gill and Karen will reposition if necessary and set out Class's

Marquee to be put up at 8.00am on Saturday – (Pete / Karl / Richard / Cedric / Phil )

Dianne to help Gill and Karen on the day.

Cedric to help with Raffle

### Village Quiz

Next village Quiz is planned for 26<sup>th</sup> October

## **Village Organisation Reports**

Kathy advised that Pyps is going very well with anywhere between 12 and 18 Children attending each Friday – one week it was up to 22. Pyps has now finished for the Summer break and will start up again in September.

Kathy did mention that the Dishwasher was frequently left full. As it is a domestic machine the cycles are quite lengthy and therefore it often needs to be left overnight and cleared in the morning (Alec will do this, but he does not work at the weekend)

Kathy asked if the music system could be used by the hirers – it was confirmed it could – Still waiting for Phil to complete his user guide – however he has offered to pop to the hall to demonstrate how to use.

Kathy also wanted confirmation that the Car Park was for use of the hirers of the hall – Confirmed it was.

## **Any Other Business**

None

## **Dates of Future Meetings**

Monday 9<sup>th</sup> September 2019 – Pavilion – 19:30

Monday 21<sup>st</sup> October 2019 – **to be held in Village Hall** – 19:30

The meeting closed at 20:45

## Action Summary from this meeting

Meeting Date	Action	Action Detail	Owner
22-Jun-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
22-Jun-19	2	Contact local carpenter to fix gap in floor	Karl
22-Jun-19	3	Contact plumber to fix water / immersion problem in VH	Karl
22-Jun-19	4	Investigate getting new hand dryer in ladies loos	Karl
22-Jun-19	5	Contact electrician to get all lights changed in hall . Richard will arrange tower once electrician booked to carry out the work	Karl / Richard
22-Jun-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
22-Jun-19	7	Help with the set up for the Flower and Produce Show	All

## 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	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
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. 10 June 19 Further letter received for Abbey Fire & Security - Karl to contact	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		<b>Outstanding</b>
12-Nov-18	8	Contact suppliers of play area equipment with a view to purchase	Karl	Karl to arrange site visit with Kompan (2/7) - now awaiting quotes / proposals	<b>Ongoing</b>
12-Nov-18	10	Lead for Sale Trail 2019	All		<b>Outstanding</b>
14-Jan-19	2	Speak to Adult Football team to ask where the white line machine is	Karl	Awaiting contact	<b>Ongoing</b>
14-Jan-19	10	100 Club reminders for 2020		To be reviewed in October / November	<b>Review September 2019</b>
25-Apr-19	4	Update contact list	Karen		<b>Outstanding</b>
10-Jun-19	3	Utilisation and charging review for Village Hall	Karen		<b>Outstanding</b>
10-Jun-19	5	Electrical Fault in Village Hall storeroom	Karl		<b>Outstanding</b>
10-Jun-19	9	Container at Playing Field - Karl to discuss with Henry	Karl		<b>Outstanding</b>