



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

MINUTES OF MEETING: THURSDAY 26TH MARCH 2026 HELD AT PAKENHAM VILLAGE HALL

Present:

Paul Harris
Karen Norton
John Speare
Richard Mayhew
Thomas Berry
Karl Scott

Apologies:

Kathy Freer
Phil Smith
Barbara Whitford
Trevor Clough
Jono Mawford
Diane Lloyd

WELCOME AND INTRODUCTIONS

The meeting was opened by Paul at 19:35.

MATTERS ARISING AND APPROVAL OF PREVIOUS MINUTES 26TH FEBRUARY 2026

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

Minutes for 26th March 2026 approved and signed,

PUBLIC WRITTEN QUESTIONS AND CORRESPONDENCE FOR COMMITTEE DISCUSSION

Letter received from Rob Lang regarding damage to his car. Rob is suggesting that this occurred in the VH car park on Saturday evening 21st March (Village Quiz night) . He has requested a copy of the CCTV to identify who he thinks was responsible for this. Paul has already written to him to advise that under data protection rules it would not be appropriate to hand out information of this sort to anyone who asked for it but we would comply if a formal request was made from Insurance company or the Police, Rob was keen to speak to the person he thought was responsible rather than involve either insurance or police. The committee members all agreed that we needed to keep this formal and would only consider supplying this for a formal request as previously advised. Paul will write to Rob again to state our position. **AP Paul**

Karen suggested that we need to change the code for access to the hall as this is now widely known. Karen will liaise with Paul to get this arranged – **AP Karen / Paul**

Paul has identified an opportunity of having FREE solar panels at the VH with potential fixed rate electric costs for up to 25 years. Following discussion all agreed that this opportunity was well worth looking into. Paul to liaise with WSC and present final proposal for agreement. – **AP Paul**

Pavilion and Playing Field

New metal fitting received from HAGS under warranty – Richard will arrange fitting this **AP Richard**

Car Park sign purchased for the Pavilion to state owners parking at their own risk – Paul to fit – **AP Paul**

Richard advised that there may be a need to cut back some of the trees, especially near to the main metal gate, to enable the truck to access for the Beer and Music Festival in May. He is getting someone to look at this and advise what is needed and costs – **AP Richard**

NEW PAVILION PROJECT

Further grants are awaiting results of grants applied for.

Paul is also looking at separate grant applications for the new containers.

FUND RAISING EVENTS

The village quiz was held on 21st March – Well attended and we achieved a surplus of £273.

Also received additional pavilion funds from

- Easy Fundraising £38
- Café donation - £169

VILLAGE ORGANISATION REPORTS

The social club have cancelled the proposed comedian evening as this would have clashed with the Fox's Spring Bash.

Full focus is now on the Beer and Music Festival in May.

ANY OTHER BUSINESS

No other items raised.

DATES OF FUTURE MEETINGS

Meetings are held on the 4th Thursday of the month starting at 7.30pm. Dates for the diary are as follows.

23rd April 2026 - AGM Village Hall 7.00pm followed by a committee meeting.

28th May 2026 - Village Hall

25th June 2026 - Village Hall

23rd July 2026 - Village Hall

24th September 2026 - Village Hall

22nd October 2026 - Village Hall

26th November 2026 - Village Hall

The meeting closed at 20.40

ACTION SUMMARY FROM THIS MEETING

Meeting Date	Action	Action Detail	Owner
26th Mar 26	1	Paul to write again to Rob Lang to state our position re CCTV	Paul
26th Mar 26	2	Installation of Sleepers in Car Park once received	Richard
26th Mar 26	3	Purchase and install security posts in VH car park	Paul / Richard
26th Mar 26	4	Change door code at VH	Karen / Paul
26th Mar 26	5	Richard to fit replacement item in play area which has been received from Hags	Richard
26th Mar 26	6	Install car park notice at Pavilion	Paul
26th Mar 26	7	Tree cutting needed at playing field - Richard to advise requirements and costs	Richard
26th Mar 26	8	Potential opportunity for free solar panels at VH	Paul

OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Meeting Date	Action	Action Detail	Owner	Action Update	Status
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 - now completed - work to be carried out to get working again 2. Heating controls to be reviewed by Austin Heating 3. Replace Fan in Kitchen - only one working	Ongoing
27-Jan-25	3	Sort out Jubilee Mugs at village hall	Karen		Outstanding
26-Jun-25	2	Cutting back overhanging trees - 3 Manor Garth	Paul		Outstanding
25-Sep-25	1	Purchase and install sleepers to car park at VH	Paul	To be supplied by Cherry Tree - awaiting date	Ongoing
25-Sep-25	6	Seek out potential training CBT for use of fire equipment	Trevor	CBT identified - Paul to speak to Alys	Ongoing

#####	3	New arrangements required for 100 club in 2026	Paul	Also need to consider ticket sales for Quiz etc	Outstanding
22-Jan-26	2	Source / Price up for overhead projector	Phil	Phil advised this would be circa £1K - he will get some specific quotes	Ongoing
22-Jan-26	3	Fix switch for screen at village hall	Phil		Outstanding
22-Jan-26	4	Hard wire in power to CCTV box at V=H	Paul		Outstanding
22-Jan-26	5	Alternatives for Instant water boiler	Paul	Paul to seek out grant	Ongoing
22-Jan-26	6	Seek someone to revamp garden area at VH	John		Outstanding
26-Feb-26	4	Note for website for Pavilion Bookings August onwards	Karen		Outstanding
26-Feb-26	6	Purchase of sports equipment / £600 grant	Paul		Outstanding