

PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION

Registered Charity No. 1081815

Supported by the Community Fund; Countryside Agency; Help the Aged;
St Edmundsbury & Suffolk Councils

| | | |
|----------|-----------|-----------|
| Chairman | Treasurer | Secretary |
| C Spicer | R Kirby | P Smith |

Minutes of the ANNUAL GENERAL MEETING held on 18th March 2009 7:30pm in Pakenham Village Hall

Members Present:

| | | |
|--------------------|-----|---------------------------|
| Christopher Spicer | CS | Chairman |
| Rip Kirby | RK | Treasurer |
| Phil Smith | PS | Secretary |
| Frances Brown | FB | Playgroup |
| Jim Burrows | JB | Bowls and Trustee |
| Diane Lloyd | DL | Players |
| Pat Simpson | PS | Monday Club |
| Joan Mangnall | JM | WI |
| Paul Shackleton | PSH | Trustee |
| Karl Scott | KS | Co-opted 2008 |
| Toni Jacobi | TJ | Trustee (Retired 18/3/09) |
| Julie Wilson | JW | Minute Secretary |

1. Apologies for absence

| | | |
|----------------------|-----|---------------------------|
| Max Bacon | MB | PCC |
| Paul Harris | PH | Trustee (Retired 18/3/09) |
| Lynne Jacobi | LJ | Trustee (Retired 18/3/09) |
| Elsbeth Dennis Jones | E J | Church and Trustee |
| Richard Gay | RG | Trustee |

2. Minutes of the previous AGM 14th November 2007

The Minutes were approved as a correct record of the meeting and signed by the chair.

3. Chairman's Report

See attached Appendix 1

- a. Mrs Harvey to be asked to correct her village website and the link to the Village Hall website **CS**
- b. CS proposed Jim Burrows to be allowed to authorise minor repairs to the pavillion up to £50. Proposal agreed.

4. Treasurer's Report

See attached Appendix 2

RP accounted as follows:

| | |
|------------------|---------------|
| Hall Income | £21677 |
| Hall Expenditure | <u>£19786</u> |
| Surplus | £ 1891 |

a. Electricity Costs

Electricity costs discussed. RK concerned about expenditure. Air conditioned building costs 2-3 times more to run than a normal building. New metres have been fitted.

RK has maintained same supplier but switched rates to save money

Temperature on thermostat to be decreased 1° to 21 ° CS

Stage radiators to be turned up CS

b. Energy Performance Certificate for Post Office needed. An Estate Agent will be contacted and instructed to do so. Arrangements for the lease to transfer to Mrs Barbara Whitford on 15th April are in hand

(post meeting note: Lacy Scott arranged for fee of £75)

c. Costs and different tariffs for hiring the Village Hall were discussed. Hire charges to be updated. CS

5. Fund-raising Report

Thanks for Pauline Shackleton for raising £600 in the jumble sale. **CS**

Thanks t were requested Andrea Davey who raised £675 in her coffee morning. One third of this will be donated to Pakenham Village Hall and Playing Field Association. The rest going to two hospices.

(post meeting note: letters have been sent by CS)

6. Election of the Committee and Managing Trustees

The following candidates were elected:

| | | | |
|-----------------|--------------|--------------------|--------------|
| Jim Burrows | Richard Gay | Nigel Kirby | Karl Scott |
| Paul Shackleton | Philip Smith | Christopher Spicer | Julie Wilson |

7. Public question time

No questions

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| | | |
|----------|-----------|--------------|
| Chairman | Treasurer | Secretary |
| C Spicer | R Kirby | Mrs J Wilson |

Minutes of the FIRST ORDINARY MEETING for 2009 held on 18th March 2009 7:30pm in Pakenham Village Hall

Members Present

| | | |
|--------------------|-----|-------------------|
| Christopher Spicer | CS | Chairman |
| Rip Kirby | RK | Treasurer |
| Phil Smith | PS | Trustee |
| Frances Brown | FB | Playgroup |
| Jim Burrows | JB | Bowls and Trustee |
| Diane Lloyd | DL | Players |
| Pat Simpson | PS | Monday Club |
| Joan Mangnall | JM | WI |
| Paul Shackleton | PSh | Trustee |
| Karl Scott | KS | Trustee |
| Julie Wilson | JW | Minute Secretary |

1. Apologies

| | | |
|----------------------|-----|--------------------|
| Max Bacon | MB | Co-opted |
| Richard Gay | RG | Trustee |
| Elsbeth Dennis Jones | E J | Church and Trustee |
| Paul Harris | PH | Co-opted |

2. Approval of the previous Minutes 26th January 2009

The Minutes were approved as a correct record of the meeting and signed by the chair.

3. Matters arising from the Minutes

The equipment used by the Playgroup has been sorted out. Another sort out is planned.

FB

4. Co-options – Up to 4 persons

The following members were co-opted:

| | |
|-----------|-------------|
| Max Bacon | Paul Harris |
|-----------|-------------|

5. Register of 'Managing' Trustees

The following were confirmed as 'Managing' Trustees:

| | | | |
|-----------------|---------------|--------------------|--------------|
| Jim Burrows | Richard Gay | Nigel Kirby | Karl Scott |
| Paul Shackleton | Phillip Smith | Christopher Spicer | Julie Wilson |

Together with the co-optees and village representatives

6. Election of Chair, Treasurer and Secretary

The following candidates were elected

| | Nominee | Proposer | Secunder |
|-----------|--------------------|--------------------|--------------------|
| Chair | Christopher Spicer | Joan Mangnall | Jim Barrows |
| Treasurer | Nigel Kirby | Christopher Spicer | Paul Shackleton |
| Secretary | Julie Wilson | Nigel Kirby | Christopher Spicer |

8. Booking Secretary's Report –

a. Booking Fees/Charges 2009-2010

Village Hall is still doing well even though West Suffolk College has decreased its use. Charges for the hall were updated:

| | | |
|---------------------------------------|----------------------------|-----------|
| Occasional & Out of Village bookings: | £35/£50 at JM's discretion | |
| Commercial bookings : | £50 | |
| Setting up or cleaning charge | £40 | CS |

Layout of the hall: Chairs are to be stacked no more than 5 high, at the back of the hall. A note of how the hall should be left to be produced . **JW**

(post meeting note: see Appendix 3. Notes put up in hall)

Pakenham Players requested that the scenery and staging be left up. There were objections. But this needs to be discussed with the Carpet Bowls Group

(post meeting note: Agreed with John Culley that the front 6 sections to be removed) **CS**

10 Play Area

a. Update on Play Area

The Play Area is finished and was successfully opened by the Mayor on Feb 21st 2009.

M & TJ's have quoted to maintain the area by cutting the grass, inspecting the area and carrying out minor maintenance as required. Quote to be accepted and request made that a spring be placed on the gate leading into the Play Area. The Parish Council to pay half the bill,

Thanks to all involved.

It was decided that there is not the need at the moment for an annual contract to keep the moles under control on the playing field. Chris Earith is to be cancelled and called out when needed. **CS**

- 11 Correspondence
Great Welnetham Football Club has not renewed it's booking of playing field. They have kindly donated their football goal posts.
- 12 Repairs, Maintenance and Inspections
a. To the Hall – Decorating of the Hall- To be discussed at the next meeting **CS**
b. To the Pavilion. Repairs to the path to be discussed at the next meeting **CS**
- 13 Village Reports
Monday Club:
Lunches may stop due to the low numbers recently. At present, some people are coming for lunch only which may help to increase numbers. Next meeting: Tuesday 14th April.
- Bingo: : (appendix 4)
Meet on a Friday night. Up to 20 members attend but need more members. Good sociable evening.
- Carpet Bowls: (appendix 4)
Meet on alternate Wednesday nights. Hard core of 12 people. They compete for an in-house cup. Play 'friendlies' against the Rougham club. An annual dinner is held at The Fox
- Money raised by Andrea Davey is to be used to purchase cutlery and crockery to bring sets up to 100 in the village hall. The balance to be given to the treasurer.
- 14 Public Questions
None
- 15 Any Other Business
None
- 16 Date and Time of Next Meeting
Wednesday 3rd June 7pm Pakenham Village Hall