

**PAKENHAM VILLAGE HALL  
AND PLAYING FIELD ASSOCIATION**

Registered Charity No. 1081815

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

Chairman Roger Harnor

Acting Minutes Secretary Caroline Dawkins

**MINUTES OF MEETING HELD ON Monday 10<sup>th</sup> June 2013.  
IN PAKENHAM Pavillion.**

Apologies. Apologies from Mary Kirby

1.

Members present.

Roger Harnor	RH	Chairman
Richard Gay	RG	Vice Chairman
Barbara Whitford	BW	Treasurer & Booking Secretary
Karl Scott	KS	Trustee
Paul Shackleton	PS	Co-Opted
<b>Barbara Whitford</b>	<b>BW</b>	<b>Booking Secretary &amp; Trustee</b>
Jim Burrows	JB	Trustee
Ros Griffin	RGW	Co-Opted (WI Rep)
Diane Lloyd.	DL	Co-Opted (Players Rep)
Caroline Dawkins	CD	Trustee (Toddlers Rep)
Ruth French	RF	Toddler rep
Phil Smith	PSm	Trustee

1. Approval and signing of minutes from 15<sup>th</sup> April 2013.

Error, Phil not listed as present (turned up late!)

Booking secretary's report has some info missing, re 2 outstanding cheques. RG will check with MK. BW has chased 1 outstanding invoice to Disco dance kids/Zumba instructor. Also need key back from her.

Correspondence should be number 6 on minutes.

PSm Hearing aid loop replacement = about £360. PS will find out if it can be resituated and mounted into a less vulnerable position to avoid future damage.

7b JB reports that moles have gone from playing field.

7c CS name needs replacing on playground. KS volunteered his number to go on the sign.

11 indoor bowls, not bowels!

2. Treasurers Report. (as per AGM)

a) PSm has passed most paper work to BW, but missing statement from Jan.

Gone up to 31<sup>st</sup> May for accounts.

£5610.41 = rough idea of balance

RH to check whether hall insurance has been paid.

BW also produced a breakdown of fundraising.

b) Review of hall charges

RH has checked with Gt Barton to see how they work out their fees for hire = £8 per hour + electricity = cheapest rate. Norton charges £10 per hour. Bardwell and Norton both have coin meters. BW pays for shop electricity separately – shop has own meter. Agreed that hall charges need reviewing. RH requested that if anyone visits other village halls, please find out hire fees. Charges will be reviewed at the next meeting.

3. Booking Secretary's Report

BW said all aspects of bookings were going extremely well. One outstanding being chased by BW.

Wednesday only free day.

Tuesday bookings - U3A bridge and U3A art meet alternate weeks.

4. Correspondence.

a) RH reports that the Parish Council will be reviewing the grants they give the Village hall. Usually about £3000 each year. RH hopes to attend Parish council meeting when grants are discussed.

b) Dog bins – request for more bins in village from parishioner. St Edmundsbury will empty 3 dog bins without charge. KS suggests that parish council pays for extra needs.

c) Liquidation of Knights Warner Ltd. RG will be sending a letter with copy of invoices for apparent work done, and cheques for £150.00 as final payment to Burtenshaw Consulting.

5. Repairs and Maintenance.

a. Hall.

Replacement of flooring in hall on hold due to building of shed. Shed work going on very well. Old shed needs turning prior to new shed arriving. New shed needs one week's notice to be built. Been paid for.

Players to take stock of contents of old shed. Old shed will need emptying when it needs turning. Light will need to be disconnected. RH will contact electrician to reinstate light. RF will also take stock of Toddler group toys, ready for some to be put in new shed. CD suggested that larger toys, e.g. slide, trampoline, need to stay in store room, as it would be difficult to move in and out of shed each week.

Request for hot cupboard in kitchen for plate warming from Mary Kirby for WI. It was suggested that putting plates through the dishwasher would heat plates. Estimated cost = £1000. Concern was raised about where it would be located. RH stated that for most of the hall users it would not be needed. BW estimated that only about 14/15 dinners a year would use the hot cupboard. RH contacted St Edmundsbury re Environmental Health visit hall for certificate, but they were happy with questionnaire that RG had previously filled in, and the hall doesn't need a certificate. RGW suggested the cooker may need a service. RG pointed out that the village hall is not a catering establishment, and hot cupboards could probably be hired on an as needed basis by the caterer, Andrea Davey estimated this at £100. RH will contact AD to explain that it was felt that the need would

not justify the cost, and that a lack of storage is an issue. He will suggest that we could look into hiring a hot cupboard for the Pakenham Elderly Peoples' Christmas dinner, to see how it works out. RG will research hire costs.

#### b. Pavilion

JB reported no problems.

Thanks to Richard Mayhew and his mother in law, Pauline Foreman, for cleaning up before the funday. It was also all left in good order.

RG – Cricket team wanted! Has investigated preparing the pitch. Leaflet to go out this September to publicise and appeal for players. Committee agreed. JB asked how the pitch would be looked after in the winter time. RG will find out and check with insurance. RF suggested a match with Stowlangtoft side on Sunday 4<sup>th</sup> August.

#### c. Play area

KS to have his name and phone number added to the notice.

CD asked for play equipment to be cleaned. Maintenance company to be contacted by RH.

#### 6. Alcohol License.

RH reported that the hall is only licenced to show films between 7-10pm. Play performances until 10pm. RH to contact licencing authorities and change 'films' and 'play performance' times to 10am until 11pm.

RH to query designated premises supervisor condition and alcohol measures listed in Annex 1 point 9.

It was suggested that the village hall buy some marked beer and wine glasses, and/or some measures. RH to research.

#### 7. Fundraising.

RG suggested a quiz night on 19<sup>th</sup> October.

Comedy night 12<sup>th</sup> October.

Another wine evening suggested, maybe November 2<sup>nd</sup> or 9<sup>th</sup>? RH to sort.

#### 8. Village Organisation Reports

Toddler group: all good

Players: nothing to report

100 club has one new member.

Bowls club all good.

WI has new president – Mary Kirby

#### 9. Frank Munford Memorial Vegetable and Produce Show.

Now on August 24<sup>th</sup>. They are wanting to put marquee up outside village hall.

RH suggested village plant growers come and display/sell their produce outside the hall.

RH will check with the organisers.

10 A.O.B

- a) RG - Open gardens. Will it happen again? DS suggested that a notice goes in Village News appealing for someone to run the event.
- b) New chairs – It is felt that more comfortable chairs are needed. RH to research. Everyone else also to look out for possibilities. BW also suggested a trolley is bought for moving chairs around.

The next meeting will be in Pakenham Village Hall on 29<sup>th</sup> July 7.30pm.