

# 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

## MINUTES OF MEETING HELD ON 23<sup>RD</sup> SEPTEMBER 2013 IN PAKENHAM PAVILION

### Members in Attendance:

Roger Harnor	Chairman
Richard Gay	Vice Chair & Minute Secretary
Barbara Whitford	Treasurer & Booking Secretary
Chris Burn Murdoch	Trustee (Church Rep Deputy)
Paul Shackleton	Co-opted
Jim Burrows	Trustee
Gill Parry	Trustee
Diane Lloyd	Co-opted (Players Rep)
Ruth French	Trustee (Toddlers Rep)
Caroline Dawkins	Trustee (Toddlers Rep)
Julie Jones	Open Gardens Rep

### Non Attendance:

Phil Smith  
Karl Scott

### Apologies:

Ros Griffin  
Max Bacon

1. **Matters arising:** None. Minutes of 29<sup>th</sup> July 2013 were approved and signed by Chairman
2. **Chairman's report:** My thanks to all who helped with preparation for hall flooring. Sorting out sheds etc. Pete W and Alec for sorting stuff. Flower and Produce Show went very well. Thanks to Gill and Mary. Barbara has figures later. Resignation of Mary Kirby. Need to appoint a replacement Trustee. Issue of keys came about. Trying to find out who has one or a set. 'Bring Site' (bottle bank) at playing field in AOB. Chairman's presentation to Parish Council to justify any grants we may be awarded by presenting budget and accounts for 2012.
3. **Treasurer's report:** Grants received May and June from Suffolk County Council and St Edmundsbury Council. Income and expenditure breakdown for January to date showed zero variances. Bank balances to date as follows;  
COIF deposit balance £13,654.47  
100 club balance £3,095

Petty cash balance £59.75

Current account balance £1,678

£4,000 had been transferred from COIF account to current account to keep in balance

Outstanding invoices: £278 - £198 of which is for Pilates sessions

All expenditure for the building of the new shed had been separated out as it showed the largest expenditure

Thanks expressed to WI and Church for their donations from produce and flower show.

A proposal was made to relook at establishing an account for maintenance fees

Still no accounts received from former treasurer

4. **Booking secretary report:** Hall bookings have slowed down considerably and is showing no new individual hirers. Pavilion bookings are more frequent in summer months due to children's activities/parties
  
5. **Correspondence:** a) Letter of resignation as Trustee received from MK.  
b) Letter from Andrea Davey requesting a heated cupboard for use in the hall kitchen, query about the hall staging and the loss of 25 dinner plates. RH to respond to both letters
  
6. **Flower and produce report:** Thanks expressed from GP to all who assisted in making the event run smoothly. Report placed in Village News magazine. GP and MK are setting up a gardening club to follow on from show and indicated that she would like to run the produce show as an annual event. Thanks also expressed by VH committee
  
7. **Open gardens report:** Sheridans Estate Agent has agreed to sponsor the event and give a donation of £200, plus have agreed the use of their boards as signage. There were 12 entries from children to design a logo for the programme. Winning entry was Charlotte Rushworth, 2<sup>nd</sup> Oscar Weaver and 3<sup>rd</sup> Isabella Welch. All 3 entries will be included in the programme and the remaining entries will be displayed in the hall on the day. Winning entry will also be used on display board at each property entered.  
Transport between gardens on the day is to be investigated. There are a possible 12 gardens indicating interest in entering so far. Letters will be sent out to all those who entered previously and another advert will be placed in the Village magazine.  
Shared proceeds to be divided between Macmillan Charity and VH
  
8. **Revision of hall letting arrangements and charges:** As per letter distributed, outlining rules and regulations of hiring the hall. Concerns continue about continued late payments from Pilates group leader, which has been on-going since 2006? Positive ideas and discussions indicate that all hirers should receive a copy of the letter. No objections received from committee
  
9. **Repairs and Maintenance:**
  - a) Hall – new floor refurbishment has now been completed. It was suggested that a refresh of the paintwork is required.  
Staging for any event can be adjusted as required per session. This was the sole purpose of acquiring a modular block system  
The new shed requires shelving on one side to assist in the staking of equipment.  
The committee agreed that new chairs were needed. Member to investigate on various websites

- b) Pavilion – Electric meter read. JB reported that the hut had been broken into. A question was asked of who owns the approach road. RH to contact council.
- c) Play area – RH to enlist some helpers via an advert in the Village magazine to clean up the equipment and surrounding area. A notice has been erected asking dog owner to clean up the mess made by their dogs.

**10. Fund raising:** Needs to increase. Ideas required. A question was raised as to who will run the Flicks in the Sticks. The Church have made enquiries as to whether a Harvest Festival supper could be held in the hall in 2014

**11. Village Organisation reports:**

**Toddler Group:** continue to thrive with new intake on the increase

**Pakenham Players:** production of Sheer Luck Holmes in 2014

**WI:** As per letter read out by RH

**Bowls Club:** Still short of members and may fold.

**Monday Club:** Continues to go well

**12. AOB:**

**Alcohol Licence:** The Village Hall has acquired a licence for the use of VH events only. Other hirers can apply for their own TENS independently as and when required. A vigorous debate took place with regards to an offer made to the WI to pay £21 to the VH for use of their Licence thus saving them a formal application. Concern was expressed at the lack of time for application, but reassurance was given by RH that time was not yet an issue

**Bottle bank:** Members were in favour of having a 3 month trial to install a bottle bank in the Pavilion car park. RH to investigate

**Website:** A request was made to update the site regularly to incorporate village events. Village Diary to be co-ordinated by Holly Weaver

**Date & Time of Next Meeting:** Monday 11<sup>th</sup> November 7.30. In the Pavilion.

Thanks goes to Julie for these well written minutes. Done at such short notice. Excellent.