

**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 Richard Gay.

Secretary Mary S Kirby.

**Minutes of the Committee meeting held on January 21st 2013 in Pakenham Village
Hall at 7.30pm.**

Apologies. Max Bacon and Roger Harnor..

Members present.

Richard Gay	RG	Chairman.
Mary Kirby	MK	Secretary
Karl Scott	KS	Trustee.
Barbara Whitford.	BW	Booking Secretary.
Jim Burrows	JB	Bowls representative.
Phil Smith	PS	Treasurer.
Paul Shackelton	PS 2.	Co-opted Member.
Gill Parry	GP	Co-opted Member.
Christopher Spicer	CS	Trustee

1. Approval and signing of minutes from 26th November 2012.

2. Treasurers report

PS reported and presented verbally the financial statements for 2011/12 Please see on file.

It was unanimously decided that hall hire charges be raised.

Private 4 hour session	£20.00
Commercial 4 hour session.	£22.00
Individual session	£40.00
Commercial	£50.00
All day outside hire	£125.00
Inside all day hire	£100.00

Bank Totals CA	£5886.16
100 Club	£1810.00
Deposit	£17602 .37

MK requested a missing undebited cheque of £14.68 from the W.I. be traced.

3. Booking Secretary's Report

BW said all aspects of bookings were going extremely well. The two outstanding

- payments, one from 2010 to be written off, the other by Gill Mitev to be pursued
4. Correspondence.
N/A

 5. Repairs and Maintenance.
 - a. Hall.

The old and new heating maintenance firms were discussed and it was decided to offer a one off final payment to the liquidated firm when all the outstanding work was completed.

The floor resurfacing would take four days and therefore would be on hold until the hall was vacant during the summer period.

CS brought up health and safety issues on the screen and car park both were discussed and unanimously agreed to be safe.

RG displayed the plans for the new shed, all external work in that area will be delayed until the Spring.

BW was asked to thank Peter was thanked for all his super work in the hall.

MK queried the fire regulations on naked flames in the hall at functions, the committee agreed this was still acceptable.

 - b. Pavilion

JB reported all was fine apart from a ladies loo problem which had been repaired. The Mole Man had been booked to de hill the football pitch and the surrounding hedge had been cut.

 - c. Play area

CS requested his name and phone number be removed from the notice.

CS suggested a check be made on the grant to pay half of the grass cutting fees.

 6. Alcohol License.

RG reported on behalf of Roger Harnor that all was proceeding well and the compulsory advertising would be in the newsletter and via village exhibited posters. The application part was due to be finalised on 22nd January 2013.

All aspects will be reviewed when RH is present and the complicated procedure is complete.

 7. Village Organisation Reports

The Village Quiz will be held on March 16th organised and run by Paul Shackleton using the retractable screen to transmit the questions.

RG suggested an Autumn Comedy Show. MK to investigate the cost and availability of hiring Charlie Hazelock via his cousin Gavin.

100 club is doing well but more members required.

MK reported on behalf of the W.I. although RG and RH felt her village hall

secretary's work load was enough contribution and a new representative was required, the committee agreed.

MK requested the WI winning bus art be displayed on the hall wall. This was unanimously agreed and Pete will mount on the back wall to the left of the screen. The WI request for a new commercial cooker was rejected as the present was deemed to be perfectly adequate for the village facility. JB suggested an instruction guide be attached to the wall behind, MK to carry out this brilliant idea immediately.

9. Frank Munford Memorial Vegetable and Produce Show.

It was unanimously agreed that this event to be organised by MK and GP, it will be part of the Church Fete on July 20th. MK to liase with Holly and Chris to advertise the forthcoming event in the next edition of the village newsletter

10. A.O.B.

CS announced he would be retiring as a village hall trustee after 17 years of service.

Gill Parry was asked to stay on as a permanent member and she kindly accepted.

MK to write an appeal for new members in the village newsletter prior to the A.G.M.

The chairman thanked all the members for braving the elements to attend and closed the meeting at 10.15pm.

The next meeting the A.G.M. will be in Pakenham Village Hall on 15th April at 7.30pm.