



Pakenham Village Hall and Playing Field Association

Minutes of Meeting: Tuesday 2nd February 2016

Playing Field Pavilion

Present:

Roger Harnor	RH	Elected	Chairman
Barbara Whitford	BW	Co-opted	Treasurer / Booking Secretary
Paul Shackleton	PS	Co-opted	
Caroline Dawkins	CD	Elected	
Chris Burn-Murdoch	CBM	Elected	Church Rep
Beryl Sidebotham	BS	Elected	Threads Rep
Richard Mayhew	RM	Elected	Social Club Rep
Karen Norton	KN	Appointed	Secretary
Andrea Davey	AD		Guest
Paul Harris	PH		Guest

Apologies:

Paul Hunter	PH	Appointed	Christian Fellowship Rep
Genaya Rushton	GR	Elected	
Dianne Lloyd	DL	Appointed	Players Rep
Cedrick Palfrey	CP	Elected	Parish Council Rep
Karl Scott	KS	Elected	Vice Chairman
Gill Parry	GP	Elected	Flower and Produce Show Rep
Phil Smith	PSm	Co-opted	
Pat Simpson			
John Head			
Kirstie Brown			

Welcome and introductions

The meeting was opened by Roger at 19:30

Matters arising and approval of previous minutes 4th December 2015

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

Minutes for 4/12 Approved and signed

Chairman's Report

Air Conditioning and Heating

Despite various communications, **Roger (RH)** is still seeking a full itemised breakdown of costs for the AC and heating repairs. Rebecca Hopfensperger (Suffolk CC) has committed £1,500 towards costs. Roger is still pursuing a contribution from Simon Brown (St Edmundsbury BC)

New Curtains for the Players

Roger confirmed that the new curtain fittings were going ahead which will allow "Black" background curtains to be hung and used by the Players. The ceiling space had been fully investigated and confirmed that the fittings will not be near any pipes / cables etc.

Barbara confirmed that the new rail has been delivered ready for fitting

New Electricity Contract

Roger (RH) has renewed the electricity supply contract with EON

2-year deal at 27p per day standing charge and 10.4p per unit (with 4% reduction for paying by DD)

We also have a VAT declaration which means less VAT to pay and no climate levee

(Standard EON charges are at 17p per unit so a good deal has been achieved)

Queen's 90th Birthday Celebrations

Roger had heard rumours of a possible Village event being considered but has no other details at this time. Barbara hasn't been approached for use of the hall or pavilion by anyone. It is thought the celebrations will be around 12th June (Queen's official birthday) rather than her actual birthday which is in April. **Roger (RH)** will seek out more information on what is being planned. If anyone else hears anything could they please advise the committee.

Village Hall website

Roger welcomed Paul Harris to the meeting who had popped in to discuss the current website he has been "care-taking" for some years and to explain what options we have to continue / replace or scrap. Paul explained that the current website had been set up many years ago and was now very out-dated – not just the look of it and its contents but also the language used as part of the technical build

Paul is now looking to retire and as such the server that the current website sits on needs to be replaced (this must be done by 31st March) at which stage the old server will close and all visibility and access will be lost. Paul could obtain some server space elsewhere (costs £60 - £100) but will need at least a weeks' notice.

Pauls suggestion, was that we seek out a young IT expert from one of the local colleges who could help and support us in getting a new site up and running. It was suggested that Jeff Barton would be a good

starting point due to his links with the Village – **Roger (RH)** will contact Jeff to see if this is a possibility and we can then take it from there.

Karen agreed she was happy to take on the ongoing updates to the site but does need the initial build to be provided by someone with the technical expertise on web design.

Treasurers report

Barbara (BW) provided the follow update

Closing Balances as at 02/0216

COIF	£26,859.04	
Current Account	£ 8,991.86	
100 Club	£ 3,005.00	All prize's paid except for the bonus prize
Petty Cash	£ 56.11	
TOTAL	£38,912.01	

Barbara (BW) also provided an update on the 100 club – current number of members is 96 which is a slight reduction on last year.

Consideration was given to raise the 3rd Prize from £10 to £15 to perhaps encourage more to join – but this would mean increasing the members quite a lot to ensure prize money limits were not exceeded. It was agreed to leave prizes at the current level and hopefully try to gain a few new members

Booking Secretary's report

Nothing specific to report

Correspondence

Julie Jones had written with some suggestions for the new website including having space for things like dog walking, items for sale etc. The overall consensus was that these are more general village items and not specifically aligned to the Village Hall Association.

Repairs and Maintenance

Village Hall

General Decorating in the Hall – As discussed at the previous meeting, the hall will need general re-decoration but that this will be completed after the planned event by the “Players”

Roger is keen to seek some funding from Simon Brown (St Edmundsbury BC) for this (Rural Access fund allows funds to be applied for once every 2 years).

Richard (RM) has agreed to obtain quotes for the redecoration work.

Hot Cupboard for the Kitchen

This would be a real boost to the ability in providing hot food in the Village Hall – **Andrea (AD)** will provide estimates to Roger for this provision.

Pavilion and Playing Field

Great to see that the Playing field and Pavilion are being used regularly for football matches at the weekends.

The Field has taking a bit of a bashing due to time of year / weather especially around the goal areas. Some treatment / repair may be required.

Replacement Goal nets / posts would be welcomed

Fund Raising

Sale Trail – Date agreed Sunday 22nd May – should be completed in the morning so shouldn't impact on the regular weekly hall booking for the Christian Fellowship.

Proposed charge for a "pitch" £5.00 to cover advertising etc., plus sale of Map showing participants to be sold from Village hall at £1.00.

Beer Festival –Phil (**PSm**) not at the meeting so item held over until the next

Music Event – Richard (**RM**) advised he will have more information to share at the next meeting

Pakenham History Event – Date agreed – Saturday 2nd April (Afternoon) - All on track and advertising of event underway – Roger has contacted various people in the village to get involved and contribute to the event. There will be no entry charge – costs will be covered by a Raffle and possibly a donation bucket.

Treat Street Café will open as normal on the Saturday morning and will support the History Event in the afternoon.

Quiz Night – Saturday 19th March. All on track / advertised and tickets on Sale from the Post Office. Paul (**PS**) will be Quizmaster

Wine Tasting Event – Roger said he will be happy to arrange another event – Date to be agreed

Any Other Business

Discussion took place about the Flower and Produce show, which had been agreed to be supported as a Village Hall event for this year.

Roger had that evening (just prior to the meeting) been informed by Gill that alternative arrangements had been made and that the event was now to be sponsored by the Agri Centre with donations going to a Children's Charity in BSE.

The committee was disappointed that these arrangements had been put in place (as well as communicated on Social Media) without due consideration of the Village Hall committee who had already committed to support this function.

It was agreed that **Roger (RH)** would contact Gill to express our disappointment that arrangements had been changed without any reference back to the committee.

Andrea has written to Roger to express thanks for support from the Committee in respect of the Pensioners Xmas Dinner which was a huge success in December.

Andrea has agreed to arrange this event again for 2016 – Date proposed and Hall booked for Saturday 17th December 2016– The hall will be provided FOC for this event.

Dates of Future Meetings

Monday 21st March 2016 – 7:30pm - Pavilion

AGM - Thursday 28th April 2016 – 7:00pm followed by Meeting at 7:30pm - Pavilion

The meeting closed at 9:50pm

Action Summary from this meeting

1	Obtain itemised breakdown for AC and Heating Repairs	Roger (RH)
2	Seek funds from St Edmundsbury BC to support AC & Heating repairs / Village Hall redecoration / Supply of Hot Cupboard / New Goal Posts & Nets for playing Field	Roger (RH)
3	Seek out information on any planned events for Queens Birthday Celebrations	Roger (RH) / All
4	Contact Jeff Barton for support of Student to set up new website	Roger (RH)
5	Obtain quotes for re-decoration work for Village Hall	Richard (RM)
6	Provide estimate costings for supply of Hot cupboard for Village Hall	Andrea (AD)
7	Letter to Gill about new arrangements made for Flower and Produce show	Roger (RH)