

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 –

**Minutes of the meeting held on 26th January 2009
7.30 pm at The Pavilion**

Present – Frances Brown, Jim Burrows, Elspeth Dennis Jones, Tony Jacobi,
Lynne Jacobi, Rip Kirby, Joan Mangnall, Paul Shackleton,
Karl Scott, Phil Smith, Pat Simpson, Christopher Spicer (Chairman)

1. **Apologies** – Max Bacon, Paul Harris, Diane Lloyd,
2. **Minutes of the meeting held on 24th November 2008** –
The Minutes were approved as a correct record of the meeting and signed by the chair. However, the date for the AGM was changed to Wednesday 18th March 2009.
3. **Matters Arising** –
 - a. Julie Wilson has accepted role of Minute Secretary and will commence this role at the AGM.
 - b. PSh will arrange for a key cabinet to be purchased and installed at the Village Hall. **PSh**
 - c. CS will agree conditions of contract at £7 per hour with Janet, the New hall cleaner. **CS**
 - c. *Future of Post Office* -
Max & Jan are leaving at end of March. Mrs Whitford (previously at Norton Post Office,) will take over as Post Mistress.
A farewell event, (Mary Kirby to organize), will be held on 4th April.
References for Mrs B Whitford were read to the meeting. **CS**
CS will ascertain cost of amended/additional signs requested by Post Office. **CS**
CS and RK arranging amendments to Lease which will be signed end of March. **CS/RK**
CS arranging for Fan to be moved. **CS**
4. **Finance Report**
RP circulated Income and expenditure Account for period 1 Aug 07 to 31 Dec 08. (additional copies available from RP / LJ). Meeting agreed financial situation was satisfactory, particularly in lieu of large expense incurred in changes to the air conditioning unit.
CS had written to Parish Council requesting 2008-9 £1.000 grant, and has responded to request for more details of how money spent.
Thanks conveyed to RK for his concise report. **RK**
CS will prepare Trustees Report. **CS**

Meeting approved cancellation of 2 Booking Fees as 'Never Paid and Unable to be traced.' **RK**

5. Booking Secretary's Report

WS College have stopped 3 of the 4 hall bookings as the relevant Courses are under subscribed.

Generally hall booking numbers are satisfactory. **JM**

Discussion regarding charges for lunch period and other booking fees will be discussed at next meeting. **LJ**

6. Fundraising Reports

a. Open Gardens

Meeting has been unable to find anyone to take over organizing the Open Gardens event.

TJ/LJ to prepare draft letter informing previous participants the event will not take place this year and seeking volunteers to organize the event in 2010. (see attachments)

TJ/LJ/CS

b. Quiz Night

Next Quiz will be held on 28th March.

J M to ask RM to produce tickets.

Steve has agreed to be Quiz Master.

Cost will be £5 per person (no team discount)

FB and KS to arrange refreshments.

JM/FB/KS

c. 100 Club

More members are needed. Only 73 at present.

RK to provide current member list to CS.

RK

d. Jumble Sale

A Jumble Sale is being held at the Hall on 7th February.

Any jumble to be taken to Beehive Cottage. PSh

can arrange collection of large items.

PSh

7. Play Area - update

Play Area completed. Signposting is to be installed.

Official Opening to be held on 21 February 2009 at 2.30 pm

Mayor will officiate.

300 Flyers to be distributed.

Press to be informed.

CS to arrange marquee.

Meeting conveyed thanks to JM for all her hard work and

The dedication she has given to the Play Area.

Risk Assessment Report has been prepared

**JM
CS/JS
CS**

J M

8. Correspondence

None received.

9. Repairs and Maintenance

a. Hall

Mrs A Davey will obtain price for replacing missing china.

CS

Water Heater is being descaled.

Mrs A Davey will quote for 'upping' all cutlery to 100 per item as originally purchased.

CS

Hall cleaning was discussed. Meeting agreed to increase hourly rate to £7 to include the purchase of cleaning materials.

CS

Toilet Rolls, Toilet cleaning blocks, washing up liquid and dishwasher Powder (consumables) – To be purchased via the Post Office.

CS

JM will negotiate separately with cleaner if additional cleaning needed after Hirer has paid for the cost.

JM

Decorating of the Hall carried over to next meeting.

LJ

b. Pavilion.

Ceiling has been repaired and supports fitted.

10. Village Reports

Monday Club - Club running smoothly

Church – Easter Lunch being held in the Village Hall on 25th April.

£5 per person.

Flower Festival to be held on 19, 20, 21 June.

WI – Nothing to report.

Mother & Toddlers

FB will arrange for a reduction in the number of toys stored at the Village Hall.

FB

Carpet Bowls – running successfully.

Pakenham Players Nothing reported.

11. Public Questions – none

12. Any Other Business –

- a. Shed roof has been damaged. RK, JB and PS will Arrange repair.

RK/JB/PSH

13. Date and Time of Next Meeting

The AGM will be held at 7.30 pm on Wednesday 18 March 2009 at the Village Hall. This will be followed by the Ordinary Meeting.

