

Panfield Community Association AGM

Thursday 28th November 2019 at 7:30pm in The Village Hall

Ref		Action
1.00	<p>Committee Members in Attendance</p> <p>Danny Canning PCA Chairman Christine Joyce PCA Treasurer Lynne Canning Committee Member Julia Wilson Committee Member Caroline Bowser Committee Member Margaret Cockwell Committee Member Julie Butson Committee Member</p> <p>Other Attendees</p> <p>Lu Roberts Jean Dilworth Peter Dilworth Brian Isted</p>	INFO
2.00	<p>Apologies for Absences received</p> <p>Sarah Reid PCA Secretary Kevin Roberts Committee Member Bridget Smith Committee Member Tony Banks Committee Member</p>	INFO
3.00	<p>Approval of Minutes</p> <p>Minutes from the previous meeting were absent from the meeting. SR to provide.</p> <p>Outstanding action: The new constitution has now been ratified and uploaded to the charity website.</p>	SR INFO
4.00	<p>Chairman's Report</p> <p>DC congratulated the committee on their efforts which has led to a fantastic year.</p> <p>We had another successful Vintage Villagers lunch during December 2018. The feedback was very positive, and everyone enjoyed it.</p> <p>Christmas Eve – 150 presents were delivered throughout the village. A gift was delivered to Chris Basset and Don Rust as a thank you for their work on the RAP and Pananza. The sleigh was upgraded after many years of use. DC thanked Sarah for organising the gifts and everyone who helped wrap them. He also thanked those who went round with the sleigh delivering on Christmas Eve.</p> <p>Quiz Night - this was well attended, and a raffle held to raise funds. The November quiz was cancelled.</p> <p>Garage Sale – 30 garages in the village took part. The takings in the village hall were down this year so we need to think of ways to draw more people into the hall when we next hold this event.</p> <p>Village Fete – this was our most successful fete in June with £2,100.00 being split between the PCA, football club and Jays hospice. DC thanked the fete committee for all their hard work prior and during the event.</p>	INFO INFO INFO INFO INFO

	<p>Panfield Presents – the cinema equipment was installed in the hall over the spring and summer and we have held 3 films so far. These have been a success and this will be a good asset for the village long term. Our next film will be held in December.</p>	INFO
	<p>Halloween Party – SR organised a Halloween party for the 2nd year. This was offered to Under 8's and was full to capacity. There was an entertainer and hot food was purchased.</p>	INFO
	<p>Pananza – this was advertised at the fete and the opportunity to pay by direct debit annual payment was offered. We need to try and ensure new villagers are aware of the Pananza and try and offer the annual payment scheme to all.</p>	INFO
	<p>Village Hall Bookings – Julia Wilson had undertaken the role of Bookings Clerk during the year from Pippa Percy. We have regular club bookings and most now pay directly into the bank.</p>	INFO
	<p>We had a health and safety assessment by the local authority. As a result, we have had to undertake a lot of improvements/additional checks/documentation. Fire detectors and lights have been fitted, signs have been erected, and legionella testing is done frequently and logged. We have painted the hall and installed a step. The boiler has been serviced. We have tightened up on our documentation. We were successfully signed off by the local authority as being compliant as we had a plan of action in place.</p>	INFO
	<p>Tony has spent another year managing our village hall for which DC expressed his thanks.</p>	INFO
	<p>Panfield Plodders – we had organised walks throughout the year. Some were better attended than others. Sarah Reid has stepped down as walk leader. Further walks will be advertised in the new year when the weather has improved and we have leaders available.</p>	INFO
5.00	<p>Actions Arising None</p>	INFO
6.00	<p>Treasurers Report</p> <p>See attached Appendix A which reports on the Financial Year ending 30th September 2019.</p> <p>CJ successfully obtained the grant for the cinema equipment, tables and chairs.</p> <p>RAP expenditure was more than income.</p> <p>Utilities were higher due to the issue with the old Lloyds account. This has now been rectified.</p> <p>Pananza payments have been catching up during the year.</p> <p>There is still a dispute with garage hire. DC needs to look at trying to obtain payment.</p> <p>Overall income was £8,938.00 and expenditure was £8,249.32</p>	<p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>DC</p> <p>INFO</p>

7.00	<p>Election of Committee</p> <p>Danny Canning has agreed to remain as Chairman for another year. Caroline Bowser nominated Danny Canning and Margaret Cockwell seconded.</p> <p>Sarah Reid had previously advised at the previous PCA monthly meeting that she wished to step down as PCA Secretary. Danny Canning thanked Sarah for her contributions to the PCA in this role. Margaret Cockwell came forward to take up this role. Danny Canning supported Margeret Cockwell as PCA Secretary and this was seconded by Julia Wilson.</p> <p>Christine Joyce was nominated as Treasurer by Julie Butson and seconded by Caroline Bowser.</p> <p>Pippa Percy had stepped down as Bookings Clerk earlier in the year. Julia Wilson agreed she would take on this role permanently for the PCA. Julia Wilson was nominated by Danny Canning and seconded by Christine Joyce.</p> <p>The following attendees confirmed they would like to be committee members for the coming year:</p> <p>Caroline Bowser Kevin Roberts Lynne Canning Julie Butson</p> <p>DC thanked everyone for their proposed involvement.</p>	INFO
8.00	<p>Confirmation of Trustees</p> <p>The Trustees of Panfield Community Association are Danny Canning and Christine Joyce.</p> <p>Any Other Business</p> <p>It was discussed that we should all try and make the Parish Clerk aware if new residents move into the village in our areas so that they receive welcome packs. Julie Butson had made the Parish Clerk aware of new residents in Kynaston Road and Ketley's View recently as well as residents in Queens Gardens that Sarah Reid had advised her of.</p> <p>The PCA will be involved in helping to organise the VE day celebrations in the village on 8th May 2020 so this will be one of our main focuses when we return in the New Year.</p>	INFO
9.00	<p>Next Meeting Date</p> <p>Monday 20th January 2020 @ 8.00pm in the Village Hall.</p>	ALL
12.00		ALL