

## Panfield Community Association Meeting

Monday 15<sup>th</sup> June 2015 at 7:30pm in The Village Hall

Ref		Action
1.00	<p><b>In Attendance</b></p> <p>Tony Banks                    PCA Committee Member  Lynne Canning                PCA Bookings Clerk  Christine Joyce                PCA Treasurer  Lesley Lee                      PCA Committee Member  William Saward                PPC Chairman  Sarah Reid                      PCA Joint Secretary  Peter Yates                      PCA Chairman</p>	INFO
2.00	<p><b>Apologies for Absences received</b></p> <p>Margaret Cockwell        PCA Joint Secretary  Angie Jamison                PCA Committee Member  Bridget Smith                PCA Committee Member</p>	INFO
3.00	<p><b>Approval of Minutes</b></p> <p>Minutes from the meeting in May were approved</p>	INFO
4.00	<p><b>Matters Arising</b></p> <p>External Lighting – TB to speak to BS Moore to see if price still stands for works to external lighting.</p> <p>Bank Signatories – It was agreed CJ would change the bank accounts and transfer monies to new accounts. CJ to complete this for both the current account and the savings account.</p> <p>Community Computing Request – SR has chased Michael Sneath of Essex County Council regarding the 5 laptops that Sonal requested and is waiting for a date to collect these.</p> <p>Santa List – SR to purchase presents.</p> <p>Village Fete – Colour page in the RAP complete.</p> <p>CJ requested date for when hamper will be required for fete. TB and PY to find out and advise CJ.</p> <p>WS offered two jars of honey for hamper which were gratefully received.</p> <p>List of Clubs for RAP – PY to ask Gardening Club if they want contact details published in the RAP.</p> <p>LC to find out if Patchwork Club want an advert in the RAP.</p> <p>Garage Sale – AJ to provide copy of map and adverts for the Bardfield Garage Sale as it was agreed this would be a good idea for the upcoming Panfield Garage Sale in September.</p> <p>PY advised the proposed new map for the Panfield Garage Sale is in progress.</p> <p>Race Night – CJ has requested the 3<sup>rd</sup> October for the proposed Race Night. CJ to advise whether this is acceptable. It was agreed Race Night will be listed on back of Cheese and Wine Flyer and a reminder sent nearer the time.</p>	<p>TB</p> <p>CJ</p> <p>SR</p> <p>SR</p> <p>INFO</p> <p>TB/PY</p> <p>INFO</p> <p>PY</p> <p>LC</p> <p>AJ</p> <p>PY</p> <p>CJ</p>

	<p>Cheese and Wine – LC advised she has 6 bottles of red wine and 6 bottles of white wine for the Cheese and Wine evening.</p>	INFO						
	<p>It was agreed the Cheese and Wine would be held on the 18<sup>th</sup> July and that CJ would lead the event. CJ advised the flyers for the Cheese and Wine will be ready on Wednesday. It was agreed the ticket price for the Cheese and Wine night will be £7.50</p>	CJ						
	<p>CJ to pass the flyers to PY who will pass to the following distributors:</p> <p><b>Tony Banks</b> – Ketleys View and Thistledown  <b>Lesley Lee</b> – Meadow Close  <b>Bridget Smith</b> – Hall Road and Church End  <b>Chivonne Claydon</b> – Kynaston Road however will need to check Chivonne is happy to deliver.  <b>Margaret Cockwell</b> – St Mary’s Close  <b>Peter Yates</b> – Queens Gardens and Bell Lane (normally Sarah distributes these but PY agreed to distribute on this occasion).  <b>William Saward</b> – Aston and Priory (normally Sarah distributes these but SW agreed to distribute on this occasion).  <b>Christine Joyce</b> – Shalford Road</p>	CJ/PY						
	<p>CJ advised she has applied for and obtained the Temporary Licence for the Cheese and Wine night.</p>	INFO						
	<p>Community Café – SR to apply for to Council as a food business.</p>	SR						
	<p>Event Planner – BS to review Event Planner CJ provided.</p>	BS						
	<p>Events – WS asked that event dates are passed to Wayne to avoid a clash of events with those organised for The Bell. PY agreed to compile this.</p>	PY						
	<p>Pananza – PY confirmed Pananza draw was completed for May.</p>	INFO						
	<p>New Reverend – MC to provide details of new Reverend when this information is available.</p>	MC						
	<p>Headed Letterhead – SR confirmed letterhead template has been provided to CJ.</p>	INFO						
	<p>Parish Assembly – PY confirmed he attended the Parish Assembly.</p>	INFO						
5.00	<p><b>Treasurer’s Report</b>  CJ advised the £250 has been paid for the hall lease.</p>	INFO						
	<p>£818.50 has been deposited in May.</p>	INFO						
	<p>CJ confirmed the balance in the Santander Account is £13,000 and £5,034.18 in the Current Account.</p>	INFO						
6.00	<p><b>Bookings Report</b></p> <table> <tr> <td>Income from Bookings</td> <td>£283</td> </tr> <tr> <td>Expenditure</td> <td>£62</td> </tr> <tr> <td><b>Balance</b></td> <td><b>£221</b></td> </tr> </table>	Income from Bookings	£283	Expenditure	£62	<b>Balance</b>	<b>£221</b>	INFO
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	<p>£62 expenditure relates to £28 for hanging baskets and £34 for wine for Cheese and Wine.</p>	INFO						
	<p>Still waiting for £250.00 for use of hall as Polling Station.</p>	INFO						

	An increase to the hall booking price was discussed but it was agreed this would remain at £15 an hour which still reflects the facilities available.	INFO
	Free Set up time for hirers was discussed – it was agreed this and the £50 deposit would be discussed at the next meeting.	ALL
	Twinning have asked if they can be considered to be a club to take advantage of the preferential rate for clubs – it was agreed there would be one flat rate of £15 an hour for all users. PY to let Chris Bassett know so this can be updated in the RAP.	PY
7.00	<b>Update from Parish Council</b> PY advised he attended the Parish Council AGM in June and confirmed that all existing committee members have been re-elected.	INFO
	WS updated the meeting on a number of items from the Parish Council Meeting including the footpath, paving damage in Queens Gardens and the possibility of having speed guns if we can find six volunteers.	INFO
	WS advised the speed survey completed in the village had resulted in an average speed recorded of 32.5mph therefore there will be no speed reducing measures available.	INFO
	WS advised there have been some complaints about the pub lights being left on and confirmed it has been agreed these will be switched off.	INFO
	WS reported to the meeting regarding the application for 1150 houses. WS assured the meeting this was merely a scoping development document and is a proposal being put forward by the land owner.	INFO
	Glass recycling was discussed together with possible locations within the village.	INFO
	WS advised that the parking of cars along the opposite side of the road from the Village Hall has been raised with the police however there is no law to stop people parking there.	INFO
	Discussions around the purchasing or leasing of the land to the rear of the Village Hall was discussed. WS advised Jean Simmons knows the name of the land owner. CJ to contact Jean and this will be discussed at the next meeting.	ALL
	It was agreed PY would email Jean Simmons regarding the donation of £200 for the Village Fete Raffle prize.	PY
8.00	<b>Event Update</b> No Update	INFO
9.00	<b>Event Planning</b> Garage Sale – It was agreed a second Garage Sale would be held this year. The 6 <sup>th</sup> September is proposed for this event. SR agreed to take this event forward.	SR
10.00	<b>Funding</b> WS suggested we apply for funding to purchase a defibrillator. To be discussed further.	ALL
11.00	<b>Pananza</b> PY advised one ticket drawn last month was null and void therefore a	

	replacement ticket was drawn for this prize of £5. The redrawn ticket was number 3397 which belongs to Geoff of 19 St Mary's Close. PY to advise Don.	PY																																								
	The Pananza was drawn for June:																																									
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12.00	<p><b>Any Other Business</b></p> <p>It was agreed there would be a separate meeting to discuss the Cheese and Wine Night. LC and CJ to arrange.</p> <p>Key Holders – LC to compile list of key holders.</p> <p>Salvation Army Clothing Collection – PY raised the issue of when there is a Salvation Army Clothing Collection in the village Hall Road is regularly missed and asked if the hall could be used as a collection point. All agreed this would be acceptable. PY to progress.</p> <p>Sanitary Bin – it was agreed that the company who are contracted to empty the sanitary bins in the hall are provided with a key. PY to progress.</p> <p>Parish Council Meeting – PY agreed he would attend the Parish Council Meeting in July.</p> <p>Facebook – SR advised she had received feedback on the PCA Facebook page and that it isn't kept up to date. CJ to work on updating this.</p> <p>Village SOS – SR advised she has received a copy of a book titled How to Create a Successful Community Enterprise. SR advise she will read through the book and highlight useful content and pass around the committee members so they can also read the book.</p> <p>Footpath Map – WS raised the question regarding the footpath map proposed to be installed by the Parish Council on the Village Hall. It was agreed this should be posted in a white frame. WS to progress.</p> <p>Contact List – WS requested that the contact list is updated in the RAP. PY to progress.</p> <p>Helpers – The number of people willing to help with community events was discussed. It was agreed a list would be compiled. BS may be able to assist with this.</p> <p>SR advised it is unlikely she will be at the meeting next month. MC to compile minutes for July Meeting.</p>	CJ/LC LC PY PY PY CJ SR WS PY BS MC																																								
14.00	<p><b>Next meeting date</b></p> <p>Monday 20<sup>th</sup> July 2015 @7:30pm in the Village Hall.</p>	ALL																																								