

Panfield Community Association Meeting

Monday 18th March 2019 at 8pm in Village Hall

Ref		Action
1.00	In Attendance Tony Banks PCA Committee Member Lorraine Borret PCA Committee Member Caroline Bowser PCA Committee Member Julie Butson PCA Committee Member Danny Canning PCA Chairman Margaret Cockwell PCA Committee Member Christine Joyce PCA Treasurer Pippa Percy PCA Bookings Clerk Sarah Reid PCA Secretary Kevin Roberts PCA Committee Member Julia Wilson PCA Committee Member	INFO
2.00	Apologies for Absences received Lynne Canning PCA Committee Member Mark Payne St Marys Church Curate Bridget Smith PCA Committee Member Peter Yates PCA Committee Member	INFO
3.00	Minutes of the previous meeting Minutes for February were agreed as true and accurate.	INFO
4.00	Actions Arising Charity Commission Trustees – CJ to update to include DC. Electronic Calendar – PP progressing. Finance Report – CJ to structure finance report so it can be put on website.	CJ PP CJ
5.00	Finance Report Pananza – Discussion took place regarding Pananza. Income – CJ advised not a great amount of cash has been received this month. Approx. £600. Bank Balance - £8,423.74 in bank. PPC Use – CJ has invoiced for 6 months use.	INFO INFO INFO INFO
6.00	Hall Booking Report Bookings – PP advised not many bookings, very quiet. Landlord – PP has met with Landlord, all okay. Fire Extinguishers – PP meeting Flameguard at hall on Friday.	INFO INFO INFO
7.00	Event Update Panfield Presents – DC provided quotes and report. Sevenoaks Quote includes projector, screen, AVR receiver, surround speakers, DVD/Blueray player and cabling. Equipment costs are £10,146.	INFO INFO INFO

	All speakers will be wall mounted with the exception of the sub-woofer.	INFO																														
	Propose that equipment is in cupboard with laptop connections in hall.	INFO																														
	DC to look at Asbestos survey to identify where Asbestos is.	DC																														
	CJ to obtain alternative quote for AV equipment and installation.	CJ																														
	All agreed on equipment including 60 chairs and 14 tables.	INFO																														
	Garage Sale – CB discussed the garage sale and it was agreed Pippa’s telephone number would go on flyer.	CJ																														
	SR to contact bakers for cakes.	SR																														
	Village Fete – TB advised the organisation is ongoing.	INFO																														
	TB advised Graeme has £50 for the PCA from last year. DC to speak to Graeme.	DC																														
	Panfield Plodders – SR advised there was a successful walk to The Discovery Centre on the 10 th March.	INFO																														
	It was agreed the walk in April will be to Rayne Café and SR, CB and JB to look at Blue Egg for May.	SR/CB/JB																														
8.00	Compliance DC advised there is some documentation required in relation to compliance including fire and legionella.	INFO																														
	SR to gather Risk Assessments.	SR																														
	SR to arrange for Simon to carry out a Fire Risk Assessment.	SR																														
9.00	Panza Panza was drawn for March:																															
	<table border="1"> <thead> <tr> <th>Prize</th> <th>Name</th> <th>Street</th> </tr> </thead> <tbody> <tr> <td>50</td> <td>J&M</td> <td>Ketley</td> </tr> <tr> <td>20</td> <td>Reed</td> <td>Kynaston</td> </tr> <tr> <td>10</td> <td>Peacey</td> <td>Church</td> </tr> <tr> <td>10</td> <td>Puttick</td> <td>Kynaston</td> </tr> <tr> <td>5</td> <td>Trodd</td> <td>Meadow</td> </tr> <tr> <td>5</td> <td>Pat</td> <td>St Marys</td> </tr> <tr> <td>5</td> <td>Appleby</td> <td>Shalford</td> </tr> <tr> <td>5</td> <td>Halls</td> <td>Kynaston Road</td> </tr> <tr> <td>5</td> <td>Kempster</td> <td>Queens</td> </tr> </tbody> </table>	Prize	Name	Street	50	J&M	Ketley	20	Reed	Kynaston	10	Peacey	Church	10	Puttick	Kynaston	5	Trodd	Meadow	5	Pat	St Marys	5	Appleby	Shalford	5	Halls	Kynaston Road	5	Kempster	Queens	
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	Extra draw – Bunyan, Ashton Cottages	TB																														
10.00	Any Other Business None	INFO																														
11.00	Next Meeting Date Monday 15 th April 2019 @ 8pm	ALL																														