

## Panfield Community Association Meeting

Monday 19<sup>th</sup> August 2019 at 8pm in Village Hall

Ref		Action
1.00	<b>In Attendance</b> Tony Banks                      PCA Committee Member Julie Butson                      PCA Committee Member Danny Canning                      PCA Chairman Margaret Cockwell                      PCA Committee Member Sarah Reid                      PCA Secretary Lu Roberts                      PCA Committee Member Julia Wilson                      PCA Committee Member	INFO
2.00	<b>Apologies for Absences received</b> Lorraine Borret                      PCA Committee Member Caroline Bowser                      PCA Committee Member Lynne Canning                      PCA Committee Member Christine Joyce                      PCA Treasurer Mark Payne                      St Marys Church Curate Pippa Percy                      PCA Bookings Clerk Kevin Roberts                      PCA Committee Member Bridget Smith                      PCA Committee Member Peter Yates                      PCA Committee Member	INFO
3.00	<b>Minutes of the previous meeting</b> Minutes for June were discussed. It was clarified the governance meeting mentioned should be Health and Safety Compliance not governance.	INFO
4.00	<b>Actions Arising</b> Hall Availability – DC has emailed Bill Saward and will follow this up regarding requesting Panfield Parish Council to move to a later time on a Thursday to allow a regular booking to be made.  Black Caps – DC to still to speak to Black Caps to find out what time they are in and to see if they can come in later.	DC DC
5.00	<b>Finance Report</b> Panfield Presents – Balance of funding £1,118.40 left. Spent £13,881.60 excluding vat to date.  Tables and chairs have been ordered and arrive Wednesday or Friday this week.  Income and Expenditure up to July - £7,614.67 income and £6,987.40 expenditure.  Still waiting income from Panfield Fete and Pananza.  Coffee Morning Takings – MC passed coffee morning money to DC.	INFO INFO INFO INFO INFO
6.00	<b>Hall Booking Report</b> No further update	INFO

7.00	<p><b>Event Update</b>  Panfield Presents – Dates were proposed for Panfield Presents as follows:  13/09/19 – Hacksaw Ridge  19/10/19  23/11/19  14/12/19  18/01/20  15/02/20  14/03/20  18/04/20  16/05/20  13/06/20</p>	
	Tickets for Panfield Presents and payment of same was discussed	INFO
	Black Caps – 05/10/19. DC to email CJ.	DC
	Children’s Halloween Party – 27/10/19. SR advised entertainer is booked and event created on Facebook.	INFO
	Panfield Plodders –Date to be confirmed for September.	INFO
	Quiz Night – 16/11/19	INFO
	AGM – 29/11/19	INFO
	Vintage Villagers – 05/12/19	INFO
	Father Christmas – 24/12/19. SR to send form to Chris Bassett. DC to provide info in RAP write up.	SR/DC
8.00	<p><b>Compliance</b></p>	
	Health and Safety – Terms and Conditions have been updated in relation to fire including stewards and marshals.	INFO
	DC advised he has created a monthly H&S list including a building issue log and a H&S Wall Calendar.	INFO
	No smoking signs and designated smoking signs have been purchased as have emergency lights for the toilets.	INFO
	Solar PIR lights have been purchased for outside.	INFO
	PAT Testing has been arranged for the 5 <sup>th</sup> September.	INFO
	Parking at the hall was discussed.	INFO
	TB to organised cleaning materials with regard to COSHH.	TB
	Self closers have been fitted	INFO
	SR to speak to Simon Woolley regarding 6a and 7b.	SR
	Training regime and how can we deliver this?	SR
	DC advised the cooker needed to be cleaned. SR advised she would see if Simon would like to clean it.	SR
	Still to speand £200 – all agreed.	INFO

9.00

**Pananza**

Pananza for July:

<b>Prize</b>	<b>Name</b>	<b>Street</b>
50	Reed	Kynaston
20	Martlew	St Marys Close
10	Kent	Queens Gardens
10	Hurst	Hall Road
5	Copsey	Church End
5	Michelle	Kynaston
5	Keith	Thistledown
5	Halls	Kynaston
5	J & M	Ketleys

TB

Pananza for August:

<b>Prize</b>	<b>Name</b>	<b>Street</b>
50	Rileyl	Kynaston
20	Percy	Hall Road
10	Reed	Kynaston
10	Lambert	Queens Gardens
5	Canning	Queens Gardens
5	Wilding	Church End
5	Appleby	Shalford Road
5	Copsey	Shalford Road
5	Steve	Kynaston

10.00

**Any Other Business**

Mark Payne - Mark Payne has been asked to be removed from the list as he is moving to Colne Valley. He reported he has enjoyed his involvement.

SR

Hall Cleaning – Hall cleaning was discussed.

INFO

RAP Editor – Chris Bassett wants to give up the role by the end of the year. JB to put on Facebook.

JB

11.00

**Next Meeting Date**

Monday 21<sup>st</sup> October 2019 @ 8pm

ALL