

Panfield Community Association Meeting

Monday 21st October 2019 at 8pm in Village Hall

Ref		Action
1.00	<p>In Attendance</p> <p>Danny Canning PCA Chairman Tony Banks PCA Committee Member Caroline Bowser PCA Committee Member Julie Butson PCA Committee Member Margaret Cockwell PCA Committee Member Julia Wilson PCA Committee Member Lynne Canning PCA Committee Member</p>	INFO
2.00	<p>Apologies for Absences received</p> <p>Christine Joyce PCA Treasurer Sarah Reid PCA Secretary Kevin Roberts PCA Committee Member Lorraine Borret PCA Committee Member Pippa Percy PCA Bookings Clerk Bridget Smith PCA Committee Member Peter Yates PCA Committee Member</p>	INFO
3.00	<p>Minutes of the previous meeting</p> <p>Minutes for September were discussed and agreed as an accurate record of the meeting in September.</p>	INFO
4.00	<p>Actions Arising</p> <p>Hall Availability – DC has corresponded with Bill Saward and is awaiting a decision as it will be raised at the next Parish Council meeting.</p> <p>Black Caps – DC to speak to Black Caps to find out what time they are in and to see if they can come in later.</p> <p>Father Christmas – Julia had some forms to be passed on to Sarah</p> <p>Cleaning Materials – TB has organised cleaning materials and JB will obtain sticker label to identify them as hazardous.</p> <p>Fire Risk Assessment – DC advised he will obtain two combination locks for the gates and all hirers will be advised of the code and that they need to be unlocked during hall hire.</p> <p>Training Regime – SR to see what the options are for training our members to be fire marshals.</p> <p>Cooker – SR to see if Simon will clean cooker in hall.</p> <p>RAP Editor – Danny confirmed that a new Editor for the RAP had been appointed: David Ockelford.</p> <p>DC suggested that a thank you gift was provided to Chris Bassett for his many years of editing the RAP magazine. All agreed. LC to source a suitable gift.</p>	DC DC JW JB DC SR SR INFO LC

5.00	<p>Finance Report DC advised that he had income from the Black Caps event of £284 And from the Panfield Presents evening of £140.</p>	INFO
	DC to complete relevant forms to allow Julia access to the bank account to monitor the hall booking payments.	DC
6.00	<p>Hall Booking Report Bookings – Gigaclear have hired the hall for an information event.</p>	INFO
	JB to advertise the hall hire charges on Facebook to encourage further bookings.	JB
7.00	<p>Event Update Panfield Presents – DC handed out posters for the next film in November which is Red Joan.</p> <p>DC considering option of purchasing/storing ice creams for the next event.</p> <p>Yesterday was suggested for December.</p> <p>DC showed those at meeting the operation of the system. He will leave an instruction sheet with the equipment.</p> <p>JW and LC will commence the next film should Danny not make it back for the start.</p> <p>DC to look at the feasibility of streaming live television events such as the Proms.</p> <p>Panfield Plodders – Panfield Plodders walked to Saling Airfield.</p> <p>DC advised that Sarah no longer wished to be the leader for these events.</p> <p>JB, CB and MC are planning a practice walk Friday 25th October 2019 and will advertise the walk due to be held Sunday 10th November 2019.</p> <p>VE Day Celebrations – DC, TB, JW and JB attended the meeting at The Bell. Discussions were had as to constructing a memorial garden/plaque. GB was going to ask Katie if she could perform the Last Post. GB said he could provide Marquee to hold an afternoon tea party. The Vicar has been approached to see if he could be involved and possibly hold a service to unveil the plaque. A forgotten soldier statue was suggested to have for the event and then brought out to the memorial each November for remembrance.</p> <p>JW was asked to research traditional food and JB traditional games.</p> <p>DC showed the meeting pictures of a suggested garden. These need to be forwarded to the Parish Council to put to the residents and a survey of underground utilities on the village green needs to be undertaken.</p> <p>It was also suggested that we enquire if there are any ex-servicemen within our village. DC requested that an advert was put on our page to ascertain this.</p> <p>The next VE Day meeting is Thursday 21st November 2019 at The Bell.</p>	<p>INFO</p> <p>DC</p> <p>DC</p> <p>DC</p> <p>JW LC</p> <p>DC</p> <p>INFO</p> <p>JB/CB/MC</p> <p>INFO</p> <p>JW/JB</p> <p>DC</p> <p>JB</p> <p>INFO</p>

	Vintage Villagers – JB has sent a letter to the local supermarkets to see if there are any offers of vouchers or donations ahead of this event. An advertisement had been placed on our Facebook page advising that booking is through Anne Cole.	INFO																														
8.00	<p>Panza</p> <p>Panza for October:</p> <table border="1"> <thead> <tr> <th>Prize</th> <th>Name</th> <th>Street</th> </tr> </thead> <tbody> <tr> <td>50</td> <td>Ian & Sarah</td> <td>Thistledown</td> </tr> <tr> <td>20</td> <td>Hedingham Lodge</td> <td>St Mary's</td> </tr> <tr> <td>10</td> <td>Marhew</td> <td>St Mary's</td> </tr> <tr> <td>10</td> <td>Jenny</td> <td>Meadow Close</td> </tr> <tr> <td>5</td> <td>Wilks</td> <td>Meadow Close</td> </tr> <tr> <td>5</td> <td>Michele</td> <td>Kynaston Road</td> </tr> <tr> <td>5</td> <td>Hutton</td> <td>Kynaston Road</td> </tr> <tr> <td>5</td> <td>Reed</td> <td>Kynaston Road</td> </tr> <tr> <td>5</td> <td>Stubbs</td> <td>Church End</td> </tr> </tbody> </table>	Prize	Name	Street	50	Ian & Sarah	Thistledown	20	Hedingham Lodge	St Mary's	10	Marhew	St Mary's	10	Jenny	Meadow Close	5	Wilks	Meadow Close	5	Michele	Kynaston Road	5	Hutton	Kynaston Road	5	Reed	Kynaston Road	5	Stubbs	Church End	
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9.00	<p>Any Other Business</p> <p>JW had been informed that the fridge had been switched off and had aroma when it was used. TB to look at it.</p> <p>It was suggested a cover was put over the switch to prevent this happening again. JW to obtain a cover for the plug switch.</p> <p>TB raised that the two front LED lights on the hall have now stopped working. These lights were expected to last a lot longer than they have.</p> <p>JB is to ask an electrician from the village if he would be prepared to look at the lights and, if required, suggest a better alternative and quote.</p> <p>AGM - DC is unable to make the previously arranged date of 29th November 2019 for the AGM. It was proposed and agreed to move the meeting to the previous day Thursday 28th November 2019. All agreed.</p>	<p>TB</p> <p>JW</p> <p>JB</p> <p>ALL</p>																														
10.00	<p>Next Meeting Date</p> <p>Monday 18th November 2019 @ 8.00pm</p> <p>AGM Revised date Thursday 28th November 2019 @ 8.00pm</p>	<p>ALL</p>																														