

PANFIELD COMMUNITY ASSOCIATION

Registered Charity Number: 270564

Minutes of the PCA Committee Meeting Held On: [28th April2014]

Present:		Apologies	
Sonal Mody	Chairperson	Sarah Reid	Joint Secretary
Christine Joyce	Treasurer		
Margaret Cockwell	Joint Secretary		
Lesley Lee	Member		
Lynn Canning	Member		
	Bookings Secretary		
Toy Banks	Member		
Bridget Smit	Member		
Jenny Edwards (Panfield Parish Council)			

Ref.	Agenda Topic	Action
1.	Apologies were received and noted for absence from Sarah Reid.	
2.	A letter of resignation received and read to the committee from Alan Luxton. Alan is willing to help at events.	
3.	Minutes of the previous meeting. The minutes of the previous meeting were approved.	
4.	Matters arising. These are covered more fully under other agenda items.	
5.	Treasurer's Report. £10,750 in the current account and £15,000 in the Santander account. The bill for the plan to the building inspector has been paid. £152 raised from the Easter event but there is a small amount to be paid out. CJ was concerned about RAP – it is not paying for itself. The printing costs for the last edition amounted to £219.35. A proper analysis to be done regarding viability. The Parish Council are happy to contribute. New boiler and radiators have been paid for. New kitchen has been paid.	CJ
6.	Bookings Report. The bookings are down. Playtimers will only meet on the 1 st and 3 rd week of the month. The Art Club has decided to move to Shalford, so they will not be giving an Art Exhibition at the fete. SM has been in touch with Simon Morse of Coggeshall who will provide an exhibition. Don Rust can no longer be in charge on the Pananza draw. The committee will retake charge of the draw at the monthly meetings, due to gaming licence being held in Village Hall. It was decided therefore no cleaning will be required. SM to request keys. CJ confirmed that Josie had been paid till April. SM confirmed DR had paid.	

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7.	<p>Panfield Parish Council Update. Jenny Edwards attended the meeting on behalf of the Parish Council. The Parish Council congratulated members on the success of the Easter event.</p> <p>The poppies need to be advertised more.</p> <p>If anyone planting seeds of verges of houses please let the Parish Council know, so they do not get mowned out.</p> <p>Concerned about notices; the notice coming into the village was too small. We do not have enough money to produce larger notices.</p> <p>A notice re the summer fete to be placed in George Yard.</p> <p>The notice board outside the hall has too many notices, some are old and need to be removed. We can use the notice board in the pub.</p> <p>SM added that the new pub leaseholder Wayne had also been invited to PCA meetings to maintain the events calendar.</p>	SM
8.	<p>Renovations. Waiting for ECC to say when we can start. An update to be reported in the RAP. A notice to be placed on the notice board to let villagers know what is going on with regard to the renovations.</p> <p>A new floor to be considered.</p>	
9.	<p>Easter Event Report- A huge success agreed by all. Well done Sarah.</p> <p>SM to request Angie for another cake. CJ to do another lucky dip.</p>	
10.	<p>Event Planning – Poppy Field. Geoff Yates on behalf of the Gardening Club is arranging for the planting of the poppy seeds.</p> <p>Need to promote the sale of poppy seeds.</p>	SM
11.	<p>Summer Fete. SM has arranged sponsorship with WM Brown Estate Agents. We have 10 confirmed stallholders who have paid - £10 per pitch. Stalls to be set up from 1 pm.</p> <p>Dog Show solely sponsored by Black Notley Veterinary Surgery. This will commence at 11 am until 2 pm.</p> <p>SM has invited the new Landlord to provide a small hog roast. However it was stressed that this is a PCA event to raise funds so PCA will arrange BBQ and curries.</p> <p>An army assault course for 7 to 11 year olds- due to the demographics.</p> <p>A cooking demonstration at 3 pm.</p> <p>Mad Hatter Tea to be served in Pavilion at 3.30pm</p> <p>SM to change Art Exhibition to Pavilion at Middyay.</p> <p>List drawn on who is available on the day as it is Whitsun.</p>	SM
12.	<p>Facebook. Facebook is up and running but needs more activity.</p>	
13.	<p>Tour de France. –TBD next time</p>	
14.	<p>Date of next meeting 19th May at 7.30.</p>	

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