

**Panfield Community Association Meeting
Monday 3rd February at 7:30pm in The Bell**

Ref	In Attendance	Action
	Tony Banks Lynne Canning Margaret Cockwell Christine Joyce Lesley Lee Sonal Mody Sarah Reid Bill Saward Bridget Smith	PCA Committee Member PCA Bookings Clerk PCA Joint Secretary PCA Treasurer PCA Committee Member PCA Chairperson PCA Joint Secretary PCC Chairman PCA Committee Member
1.00	Apologies for Absences	
1.01	Jenny Edwards Alan Luxton	INFO
2.00	Approval of Minutes from last meeting	
2.01	The minutes were discussed and no one was aware whether Stuart produced any minutes of the meeting in December. NOTE: I have checked in the file of information provided and there are no minutes of the December meeting.	INFO
3.00	Actions Arising from Last Meeting	
3.01	Action from Calendar Meeting – Carols around the Christmas tree and advent calendar in windows around village.	SM
4.00	Treasurers Report	
4.01	See attached	INFO
5.00	Bookings Report	
5.01	SM advised there is one booking programmed for March. No other bookings however the hall needs to be available for the works to commence.	INFO
5.02	SM to speak to Church to arrange groups moving over during building work.	SM
6.00	Round about Panfield	
6.01	Round about Panfield (RAP) was discussed and whether a March issue should be produced but it was agreed this would still be published as there is still the Church calendar, fete and Santa reminders.	INFO
7.00	Update from Parish Council	
7.01	BS asked what information the PCA would like the PCC to report. Parish Council get info from Braintree and Essex such as encroaching rights of way, maintenance, grass cutting, any planning applications.	INFO

7.02	BS discussed the village design statement and advised this is being finalised. Further information will be published in RAP	INFO
7.03	BS advised the aims of the PCC will be published in RAP.	INFO
7.04	BS advised assistance from Roger Waters will aim to save each household £80.	INFO
8.00	Renovations	
8.01	CJ advised she has applied for a CIF grant for works to provide disabled toilet facilities at the hall.	INFO
8.02	CJ advise Lottery Funding has also been applied for.	INFO
8.03	CJ to speak to insurers regarding works at the hall.	CJ
8.04	SR advised she has spoken to an Architect she deals with through work and he advised we don't need any planning permission or building control consent. NOTE: It might be worth obtaining the calculations in relation to the RSJs to compare each builders proposals – SM has this in hand.	INFO
8.05	SM advised the meeting of the planned renovations: <ul style="list-style-type: none"> • Remove Wall • Complete Redecoration • Replace Kitchen including relocate boiler into roof space. • Creation of disabled toilet in the current chair store <p>Quotes have been received from a number of companies. These quotes were discussed.</p> <p>SM to speak to K Read in relation to insurances.</p> <p>SM to ask K Read if he knows of a boiler contractor so a comparable price can be obtained for this work.</p>	INFO SM SM
8.06	SM advised the meeting new curtains have been purchased for the hall and showed the attendees the curtains that have been purchased. All agreed the curtains were very acceptable.	INFO
9.00	Event Planning	
9.01	Easter Egg Hunt – Sunday 20 th April SM discussed the plans for the Easter Egg Hunt including banners and bunting, Easter Egg Hunt kits, Egg and Spoon Race, Bunny Hop (Space Hopper) Race, Egg Stalls, Easter Bonnet Competition, Lucky dip. It was suggested Jean, Julie and Bill of the PCA could judge the Easter Bonnet Competition. Age Categories were discussed but it was agreed if there were age categories these could be discussed nearer the time or even decided on the day dependant on entries.	INFO INFO

	A Treasure Hunt rather than an Easter Egg hunt was discussed as it would be fairer on the participants. SR and LL to progress this idea.	SR/LL
	Charging for competition entry was discussed.	INFO
	Serving of hot and cold drinks was discussed and it was agreed CJ would speak to a contact who would be able to provide doughnuts and drinks.	CJ
	CJ agreed to provide the artwork for a flyer for the event.	CJ
9.02	World War I Poppy Fields – The purchase of field poppies were discussed. It was agreed BS would speak to Sutton Seeds and B&Q regarding the purchase of these. SR had costs of £75 for 1kg.	BS
	It was suggested we could sell 1g which would be between 7000 and 11,000 seeds for £1. It was agreed instructions would need to be supplied with each purchase of seeds.	INFO
	It was suggested Anne Cole's husband may be interested in taking photographs of the village poppies. SM to progress.	SM
9.03	Valentines Night 2015 – a proposal for a Valentines Night event was discussed for 2015. Needs to be added to proposed events for 2015.	SR
9.04	Chinese New Year 2015 – a proposal for a Chinese New Year event was discussed for 2015. Needs to be added to proposed events for 2015.	SR
10.00	Facebook	
10.01	CJ agreed to set up the Facebook page. Everyone agreed it needed to be a positive forum.	CJ
11.00	Clubs	
11.01	The various clubs were discussed and how each can be involved in the events planned for the year.	INFO
11.02	Hog and Rock – SM advised the Hog and Rock has been cancelled.	INFO
11.03	Evergreens – SM advised Evergreens will be finishing.	INFO
11.03	Suggestions of some new clubs were discussed such as Line Dancing.	INFO
12.00	Any Other Business	
12.01	Welcome Letter – A new welcome letter compiled by Jean Simmons. Can anyone who knows when someone moves in please let Jean or SM know.	ALL
12.02	PCA Meeting Changes – It was requested that someone is still at the meeting venue where meetings are cancelled so anyone turning up is informed.	SM
12.03	Thank You from Isobel Ruffle – SM read out a Thank You card from Isobel Ruffle	INFO

12.04	Pananza – It was requested that Don Rust adds his contact details to the Pananza results each month and details on how to join. SM to speak to Don Rust.	SM
12.05	Internet – Internet access provision was discussed and costs have been obtained. SM/CJ to progress.	SM/CJ
13.00	Date of Next Meeting	
13.01	Monday 17 th March 21047:30pm at The Bell	ALL
14.00	Distribution of Minutes	
14.01	Committee Members Parish Council Clerk; Jean Simmons	SR