

**Panfield Community Association Meeting
Monday 17th March 2014 at 7:30pm in The Bell**

Ref	In Attendance	Action
	Sonal Mody Margaret Cockwell Sarah Reid Christine Joyce Lynne Canning Tony Banks Alan Luxton Bridget Smith Jenny Edwards	PCA Chairperson PCA Joint Secretary PCA Joint Secretary PCA Treasurer PCA Bookings Clerk PCA Committee Member PCA Committee Member PCA Committee Member PCC Councillor
1.00	Apologies for Absences	
1.01	Lesley Lee PCA Committee Member	INFO
2.00	Approval of Minutes from last meeting	
2.01	The minutes from the last meeting were approved	INFO
3.00	Actions Arising from Last Meeting	
3.01	CIF Grant – CJ advised this need to be reapplied for in April as we didn't make the last round of funding.	CJ
3.02	Essex Community Foundation Applications – Grant Net was discussed and it was confirmed an alert is sent if funding is available.	INFO
3.03	Facebook – CJ is progressing this and confirmed it will be set up by Friday ready for the distribution of RAP.	INFO
4.00	Treasurers Report	
4.01	See attached	INFO
4.02	Bank Signatories – CJ advised Stuart White needs to visit the bank to change the bank account. CJ to speak to Stuart White.	CJ
4.03	Summary – Income is steady. Expenditure of £2,080 for the heating works which will be carried out on the 27 th and 28 th March.	INFO
4.04	RAP – An analysis on the RAP is needed as it is losing money. CJ suggested more paid advertising needed.	CJ
4.05	Panza – the Pananza income was unavailable as cheques were being processed.	INFO
4.06	TB and AL suggested changing the account to a charity account from Virgin or Close Brothers. CJ advised charity accounts will be considered.	CJ
5.00	Bookings Report	
5.01	SM advised there are no new bookings.	INFO
5.02	SM to speak to existing groups regarding moving temporarily to the	

	Church hall. The gardening club are speaking directly to the church and the Art club are using the hall in Shalford.	SM
	SM to continue with bookings whilst renovations work to avoid inconvenience to hall users.	SM
	SM to assist club leaders over pricing discrepancy	SM
6.00	Update from Parish Council	
6.01	JE suggested entering the Best Kept Village competition. This was discussed and it was agreed the village would not be entered this year.	INFO
6.02	JE reported back relevant PPC issues including the Tour de France route and the issue of placing new benches in the village. As the PPC thought there were sufficient benches and any new must be placed on the village hall grounds.	INFO
	SM suggested that the plaques which we had already received money from- could be placed on picnic tables on the Village Hall grounds.	INFO
	Suggestion was to enhance the hall facilities. This led to discussions on the wall outside the hall and renovating the outside of the village hall and the possibility of removing the wall and replacing with window boxes and a fence. SM to progress.	SM
7.00	Renovations	
7.01	SM confirmed the works to the heating systems will be carried out on the 27 th and 28 th March. It was confirmed that a more efficient boiler would be moved to the corner of the kitchen rather than in the centre above the cooker!	INFO
7.02	SM confirmed Ken Read will carry out the kitchen works on the 15 th April however works to make good the door will be carried out in the meantime.	INFO
7.03	SM advised the kitchen will be from Wickes. The cooker will not be built in. Additional baby belling cookers will be purchased for special events like Christmas. Examples seen at the church hall.	INFO
7.04	SM advised there are plans for a slim line dishwasher and the glasses would be moved from the shed and the plastic crockery would be moved to the high level cupboards. This was discussed and it was agreed a full size dishwasher would be preferred. SM to look at a full sized dishwasher and reducing cupboard space.	SM
7.05	CJ advised insurance cover will be required information that Building Control will need before works to remove the wall can be approved.	INFO
8.00	Easter Plans	
8.01	Sunday 20 th April 2pm – 4pm	
	Availability of toilets and provision of drinks was discussed. It was decided to hold the event in the Bell playing field. This has been agreed with Andy Lodge.	INFO

	SM to speak to Ice Cream man.	SM
	Bunting was discussed. SM believes the committee already has bunting and will check with the outgoing Chair; Peter Yates.	SM
	SR advised the ideas for the Easter Egg hunt/trail following the separate meeting she and Lesley had.	INFO
	It was agreed tables from the hall would be used.	INFO
	SM to find out about straw bales however there was a concern this would result in added clearing up at the end of the event.	SM
	It was agreed the prizes for the lucky dip should be things that don't spoil so they can be kept for the Summer Fete.	INFO
	SR suggested a separate meeting to discuss Easter and would suggest dates to others this week.	SR
9.00	World War I Poppy Fields	
9.01	SM advised 1kg of poppy seeds have been purchased. This has been split between the village and the remainder is being split and being sold by SM. SM advised a notice will be in the RAP to advise these can be bought from SM. This includes instructions for sowing. SM advised David Cole has been asked to take photos of the results.	INFO
10.00	Summer Fete	
10.01	Saturday 31 st May	
	SM has contacted the face painter from the Vintage Fair Confirmation of the beer festival was raised again. SM advised there is a booking in the hall for an art exhibition on this day too where 23 artists will be showing their work. Dog show has been proposed and the Parish chair has made contact with Black Notley Vet Surgery as sole sponsor. SM has arranged to meet and draw up plans. The dog show will run for 2 hours. SM has prepared a schedule. Plans for free health checks for dogs, bouncy castle, hoop the duck, splat a rat, activities and candy floss SM to put advert in RAP. CJ to confirm her donut man SM is confirming local traders for stalls.-hopefully there will be our resident pig man on the day, plants for sale, culinary items, craft, bees/honey display , cooking demonstration. SM has asked the Band which uses the hall on wed nights of their availability.	SM SM CJ SM SM
11.00	Facebook	
11.01	CJ advised the Facebook page will be ready for Friday.	CJ
	SM to provide CJ of additional photos for the Facebook page of events in 2013.	SM

12.00	French Day – Ooh La La	
12.01	Sunday 6 th July	
	SM advised the meeting the thoughts for the French Day included bike safety, bike checks, bread man and crepes in the Village Hall.	INFO
	SR to provide contact details for cheese man.	SR
	SM advised she is hoping to get some red, white and blue bunting made by the patchwork club.	SM
	SM to speak to Local wine sellers for a wine tasting	SM
	PCA to consider whether we should hold a garage sale that morning too, to be discussed after Easter	INFO
13.00	Any Other Business	
13.01	SR suggested an auction of promises for a future event.	INFO
13.02	SM advised committee members have been invited to the Spring Craft Fayre at Marks Tey on the 17 th April.	SM
13.04	JE highlighted to the committee members there is a noticeboard in the Bell for use of the committee.	INFO
13.05	There being much to more to discuss the meeting was brought to a close at 9.30 due to members other daily commitments	INFO
14.00	Date of Next Meeting	
14.01	Due date for next meeting is Bank holiday. Due to PCA members commitments next available date would be 28 April in the The Bell.	INFO
14.02	Monday 28 th April 2104 7:30pm at The Bell	ALL
15.00	Distribution of Minutes	
15.01	Committee Members Parish Council	SR