

PANFIELD COMMUNITY ASSOCIATION

Registered Charity Number: 270564

Minutes of the PCA Committee Meeting Held On: [20th May 2013]

Present:		Apologies	
Peter Yates	Chairman	Rev. Dr. Julie Nelson	Trustee
Christine Joyce	Treasurer		
Jennifer Edwards	Secretary		
Margaret Cockwell	Trustee		
Anne Cole	Bookings Secretary		
Michele Roskrow	Member		
Stuart White	Member		

Ref.	Agenda Topic	Action
1.	Apologies. Dr Julie Nelson	
2.	Minutes of the Previous Meeting. AC requested a correction to minute 11 changing the reference to CJ to AC. The chairman noted this on the minutes and the copy was then signed as a correct record of those proceedings.	
3.	Garage Sale. JE reported that 23 people had taken up the invitation for the sale following her Herculean efforts in publicising the event in Braintree and Witham Times, Posters in George Yard and fly posting every telegraph pole in Panfield village. Refreshments have been organised and a donation of 4 litres of orange juice received with thanks.	
4.	Village Fete. There will be 24 stalls and Shalford School will possibly provide a coconut shy. The fete will open at 1.30 pm and the band will commence at 2.00 pm, races from 2.45 until 3.15 pm then more band. Plan to finish at 3.45 pm Action: JE to contact Brooks Newmark, also Roger Walters. PY to produce plan of stalls PY to organise transportation of tables and chairs.	JE PY
5.	Hall Acquisition Business Plan. Minor amendments to the document to strengthen the case were discussed and the committee voted to accept the document as put forward by AC.	
6.	Treasurer's Report. This will follow by email. Action: CJ to Provide report	CJ
7.	Hall Bookings Report.	

PANFIELD COMMUNITY ASSOCIATION

Registered Charity Number: 270564

	<p>AC reported a healthy bookings situation with Evergreens, Patchwork, Art Club and Gardening Club continuing to use the facility. In addition there were bookings for private parties and a wedding reception.</p> <p>The amount of deposit required for the hall to cover any damages was discussed but not further action was deemed necessary in view of the current insurance covers in place.</p> <p>PY confirmed that an electrical inspection had taken place to ensure the hall was safe to use and reported a cost for the inspection of £200.</p>	
8.	<p>Panfield Parish Council Meeting. JE reported as follows.</p> <ul style="list-style-type: none"> - Mr and Mrs Moorey had resigned and that the new chairman was Bill Seward. - Police surgery produced no new initiatives. - Planning application for four bedroom detached house at 17 Church End Panfield. - The questionnaire had produced a 55% response. - Annual Parish Assembly would take place in the Bell 28th May - There were now two vacancies for parish councillors and JE would be applying for one of them. Her approach was welcomed by all present. 	
9.	<p>Any Other Business Action:</p> <ul style="list-style-type: none"> - Any copy for the RAP magazine being published in August would be required by 25th July. - AC advised that she had the name of a solicitor who would give cheap/free(?) legal advice to the Association. - PY will be arranging to hang baskets of flowers on the exterior of the hall, brackets to be purchased. - The two commemorative seats are to be purchased - Four hundreds leaflets are to be produced 	<p>All</p> <p>PY</p> <p>PY CJ/PY</p>
10.	<p>Next Meeting 17th June 2013 in the village hall.</p> <p>There being no further business to discuss the chairman closed the meeting.</p>	

Peter Yates - Chairman
Panfield Community Association

Date Approved: _____