

Panfield Community Association Meeting

Monday 18th May 2015 at 7:30pm in The Village Hall

Ref		Action
1.00	<p>In Attendance Margaret Cockwell PCA Joint Secretary Angie Jamison PCA Committee Member Christine Joyce PCA Treasurer Sarah Reid PCA Joint Secretary Peter Yates PCA Chairman</p>	INFO
2.00	<p>Apologies for Absences received Tony Banks PCA Committee Member Lynne Canning PCA Bookings Clerk Lesley Lee PCA Committee Member Bill Saward PPC Chairman Bridget Smith PCA Committee Member</p>	INFO
3.00	<p>Approval of Minutes Minutes from the meeting in May were approved</p>	INFO
4.00	<p>Matters Arising External Lighting – It was agreed the quotation from BS Moore would be accepted. PY to progress. Bank Signatories – CJ to get signatures from Stuart and Jenny. Community Computing Request – SR to chase Michael Sneath of Essex County Council regarding request for five laptops.. Santa List – CJ provided last years list to SR. SR to start purchasing presents for Christmas 2015. Village Fete – AJ advised flyers have been printed and a page is being produced for the RAP. SR confirmed letter has been sent to Christine Newberry regarding Kennel Club licence which is required for the dog show at the fete. CJ requested date for when hamper will be required for fete. BS to advise. List of Clubs for RAP – LC to provide list of events and contact numbers of clubs for the RAP. Pananza – SR advised Don already has a collector for Ashton and Priory Cottages.</p>	<p>PY CJ SR SR AJ INFO BS LC INFO</p>
5.00	<p>Treasurer's Report Hall hire income for last month totalled £290. CJ confirmed the balance in the Santander Account is £13,000 and £5,299 in the Current Account. Income from the Garage Sale from Garages £115.00 from Teas, Coffees and Cakes £115.00 <u>Donation £10.00</u> <u>Total £240.00</u></p>	<p>INFO INFO INFO</p>

6.00	Bookings Report No Update	INFO
7.00	Update from Parish Council No Update.	INFO
8.00	Event Update Garage Sale – Following another successful Garage Sale SR suggested a second garage sale later in the year. AJ advised Bardfield put advertising on the back of their map – AJ to provide copy. There was some poor feedback on the map this year – PY agreed to produce the next map.	AJ PY
9.00	Event Planning Race Night – October was suggested for the proposed Race Night. CJ to speak to Race Night man. Cheese and Wine Night – Lynne has asked how many bottles of wine are required for the Cheese and Wine Night. It was agreed 24 bottles of red, 24 bottles of white, 24 bottles of sparkling and 12 bottles of rose. CJ agreed to look at the licence for the Cheese and Wine Night. Community Café – SR to apply for the registration of a food business establishment. Black Caps – CJ will produce for flyer for this once date for race night is agreed. Santa Deliveries – CJ provided last year's list from Sonal. SR to progress. Craft Fair – It was decided the second garage sale would replace the proposed craft fair. New Year – No action required at this time. Summer Fete – CJ has sent event planner document to BS and has recommended we use this for our event. BS to review.	CJ LC CJ SR CJ SR INFO INFO BS
10.00	Funding No update	INFO
11.00	Pananza PY to draw Pananza with TB during the week.	PY
12.00	Any Other Business Trustee – MC confirmed Revd Julie Nelson has retired and as a result a new Trustee is required. MC to provide new reverend's details to CJ. CJ just needs to lodge with Charities Commission. Headed Paper – SR to send headed paper template to CJ so she can write letter to Revd Julie Nelson. Parish Assembly – PY confirmed he will attend Parish Assembly tomorrow night.	MC SR PY
14.00	Next meeting date Monday 15 th June 2015 @7:30pm in the Village Hall.	ALL