

**PANFIELD COMMUNITY ASSOCIATION MEETING HELD ON MONDAY 20TH JULY 2015 AT 7.30PM IN THE VILLAGE HALL.**

<b>Ref</b>		<b>Action</b>
<b>1.00</b>	<b>In Attendance</b>	
	Tony Banks PCA Committee Member	
	Lynne Canning PCA Bookings Clerk	
	Jenny Edwards PPC Member	
	Bridget Smith PCA Committee Member	
	Peter Yates PCA Chairman	INFO
<b>2.00</b>	<b>Apologies for Absences received</b>	
	Margaret Cockwell PCA Joint Secretary	
	Angie Jamison PCA member	
	Christine Joyce PCA Treasurer	
	Lesley Lee PCA member	
	Sarah Reid PCA Joint Secretary	
	Bill Seward PPC Chairman	INFO
<b>3.00</b>	<b>Approval of Minutes</b>	
	Minutes from the meeting in June were approved and signed	INFO
<b>4.00</b>	<b>Matters Arising</b>	
	External Lighting – TB advised there may be a small price variation in cost of materials. The Electrician will be coming as soon as he can.	INFO
	New Bank Accounts – CJ to confirm completion.	CJ
	Event Planner review – BS advised this was helpful.	INFO
	Community Computer Request – 5 Lap tops have arrived. Waiting for Broadband Installation to be completed. Wiring in Hall will be necessary.	INFO
	Contact for Gardening Club – On going PY to make contact with Michelle re placing details into RAP magazine.	PY
	Advert for Patchwork Club – To be placed in RAP	LC
	New Reverend Details - These have been included in RAP	INFO
	Set Up Time/Deposit – It was agreed this should be left to the discretion of the Bookings Clerk whether to charge or not for Set Up Time. It was agreed to remove the £50 deposit request and note instead any damages or losses must be paid for. LC to alter the bookings contract to this effect.	LC
	A flat rate fee of £15 for all hirers was agreed. PY to contact RAP to make the alterations.	PY
	Lease/Purchase Land – on going, PY to contact owner of land at Orchard View to discuss informally.	PY
	Defibrillator - After discussion about this it was agreed to have one in theory. More information required re training, etc. To be discussed again at next meeting.	ALL

<p>Info on Pananza Redraw to Don – PY has explained the situation to Don.  Don said he had not had any money from Shalford Road residents for a long Time and would like to have the Pananza book back.. PY to ask CJ for book  JE advised that the notice board had not been updated with current Pananza Winners since April. It was agreed that PY would take the Panazana list and distribute after the draw had taken place, to Don and the 2 notice boards.  TB to backup if required.  Don had requested that the house name/number was included on the list.</p>	<p>PY   PY/TB  INFO</p>
<p>Key Holder List – almost completed. BS to ask Church if they have a key.</p>	<p>BS/LC</p>
<p>Salvation Army Collection Point – on going to be arranged at Village Hall</p>	<p>PY</p>
<p>Key to Sanitary Bin Contractor – they have a key but need to sign a disclaimer form from CJ.</p>	<p>CJ</p>
<p>Update Face Book – to be advised</p>	<p>CJ</p>
<p>Village SOS book – with SR on hold.</p>	<p>INFO</p>
<p>Footpath Map – has been put up on the wall and looks very good. JE passed on thanks and well done from WS.</p>	<p>INFO</p>
<p>Contact List for RAP – on going</p>	<p>PY</p>
<p>Helps List – on going. It was thought there was a list somewhere.  There was discussion about the struggle to organise events because of lack of helpers. PY said he would put a poster on the notice boards to advertise each PCA meeting to encourage residents to attend.  Also suggested a flyer to be distributed asking for volunteers to help.</p>	<p>BS   PY  ALL</p>
<p><b>5.00 Treasurer’s Report</b>  No report available as CJ unable to attend meeting.  JE said she had received a call from Lloyds bank and had given them PY and CJ’s telephone numbers. PY advised the change over had been made to Barclays Bank</p>	<p>INFO</p>
<p><b>6.00 Bookings Report</b>  Income - £248  A party is booked in August. A couple of bookings in September plus PCA Black Caps Night.</p>	<p>INFO</p>
<p><b>7.00 Parish Council Report</b>  JE said the PPC wished to acknowledge that everyone had noticed the cleanliness of the Hall and passed on their thanks to TB.  The PPC said the Fete was the best ever and sent their congratulations to the organisers.  The PPC sent congratulations to SR on the birth of her baby.</p>	<p>INFO</p>
<p>PY attended the PPC meeting and advised that he had thanked the PPC for their Raffle Prize donation of £100 and had also put it in his Chairman’s report for the RAP along with thanking all who helped at the Fete.</p>	<p>INFO</p>
<p>PY had a meeting with WS regarding purchase of the Hall. After BW has</p>	

heard back from Sue Shepherd (Rural Community Council for Essex) and Philip Wilson (Community Rights) he will contact BDC and ECC counsellors for support regarding Community Rights. INFO

PY asked for the Committee's thoughts about the Bottle Bank and Recycling Scheme for charities/communities to earn cash. The recycling containers would be sited at the pub and the money entitlement to be split between the Pub and PCA. PY reported that the PPC were not keen on sharing the entitlement with the Pub. BS advised that the Football Club would like to share in the cash entitlement. Approval was reached by the members present but TB proposed that further discussions were held when there was a full meeting. ALL

**8.00 Event Update on Village Fete**

See Parish Council Report

Car Park Notice boards – in future the PPC will inform residents in Queens Gardens that there will be free parking on the John Barr Playing Fields for the duration of the Fete. INFO

**9.00 and 10.00 Events for the Year and Event Planning Actions**

Cheese and Wine Tasting Night has been postponed. INFO

Community Café and Bingo – on hold SR/TB

Garage Sale – It was agreed not to hold a 2<sup>nd</sup> sale but to build on the success of the last one next year. INFO

Black Caps Event Night 19<sup>th</sup> September – The band is booked. It was agreed to hold a separate meeting to organise this event, on Tuesday 28<sup>th</sup> July at 7.30pm in the Hall. BS to send email advising committee members. BS

Race Night 24<sup>th</sup> October - LC to email CJ to confirm. LC

Vintage Villagers Lunch 3<sup>rd</sup> December - no update

Santa Deliveries 24<sup>th</sup> December – PY offered for presents to be kept in his lockable cabin. INFO

New Year's Eve Party - no update

Food Business Application – on hold SR

Event Dates to Wayne PY to action

BS to send update to Ann Cole for the Panfield website. BS

**11.00 Pananza** The Pananza was drawn for July

Prize	Name	Address	Ticket Ref
£50	Thorndyke	21 Meadow Close	3427
£20	Archibold	21 Church End	3636
£10	McEwan	41 Kynaston Rd	1280
£10	Ferris	7A Queens Gardens	3105
£5	Norman	42 Thistledown	2847
£5	Thorndyke	21 Meadow Close	237
£5	Spillane	20 Meadow Close	234
£5	Clarke	5 Church End	907
£5	Pesti	14A Church End	1066

**12.00 Funding**

No information available

**13.00 Any Other Business**

All agreed to give SR a gift voucher on the birth of her baby CJ to be asked to arrange.

CJ

**14.00 Date of Next Meeting**

Monday 17th August 2105 at 7.30 in the Village Hall