

## Panfield Community Association Meeting

Monday 16<sup>th</sup> March 2015 at 7:30pm in The Village Hall

Ref		Action
1.00	<p><b>In Attendance</b></p> <p>Tony Banks                    PCA Committee Member  Lynne Canning                PCA Bookings Clerk  Margaret Cockwell          PCA Joint Secretary  Christine Joyce                PCA Treasurer  Lesley Lee                      PCA Committee Member  Sarah Reid                      PCA Joint Secretary  Bridget Smith                 PCA Committee Member  Peter Yates                     PCA Chairperson</p>	INFO
2.00	<p><b>Apologies for Absences received</b></p> <p>Angie Jamison                PCA Committee Member</p>	INFO
3.00	<p><b>Approval of Minutes</b></p> <p>Minutes from the meeting in February were approved</p>	INFO
4.00	<p><b>Matters Arising</b></p> <p>Insurance Query – CJ has explained to insurers the buildings in questions are sheds not garages. This is now closed.</p> <p>On-Line Deposit – LC confirmed the deposit which was paid through internet banking has been resolved.</p> <p>RAP – SR to contact Chris Bassett regarding distribution of RAP following resignation of Sonal.</p> <p>Allotment – SR confirm PPC have been advised PCA are happy to forego the available allotment.</p> <p>Shed Rental – SR to find out information from Sonal however assume the payment takes us up to the end of November.</p> <p>Changing Room Redec – SR to check with Graham.</p> <p>Quotes for Lights – TB advised he has one quote for works to lights as follows:</p> <p>Replace Light at Back Door  New Light above Double Door  Repair Light/Senor at Front Door  Install Additional Light on Corner  Install additional socket internally  Install External Socket</p> <p>The quote received is for £306 however still waiting for two quotes. TB to advise on progress.</p> <p>Pictures – SR to annotate pictures.</p>	<p>INFO</p> <p>INFO</p> <p>SR</p> <p>INFO</p> <p>SR</p> <p>SR</p> <p></p> <p></p> <p>TB</p> <p>SR</p>

5.00	<b>Treasurer's Report</b>	
	CJ confirmed copies of the Lloyds statements have been obtained and advised there is a balance of £3,500 however there is still some banking to do bring the total to approximately £4,500.	INFO
	The balance in the Santander account is £13,000.	INFO
	CJ advised we need the previous signatories to call the bank. PY to contact Stuart and Jenny to ask them to contact Santander.	PY
6.00	<b>Bookings Report</b>	
	LC reported to the meeting that we now six extra bookings for March on top of regular bookings and one extra for April.	INFO
	LC to clarify on booking conditions that rubbish has to be removed on completion of a booking otherwise deposits will be retained.	LC
7.00	<b>Update from Parish Council</b>	
	SR advised she attended the PPC meeting in March.	INFO
	Lost PPC Cheque – CJ confirmed the missing cheque has not been located. SR confirmed PPC have been advised.	INFO
	Map Frame – It was agreed the PPC can affix a new frame on the side of the Village Hall for a footpath map. SR to advise PPC.	SR
	Footpaths – LC advised her husband; Danny would like more information and may attend the PPC meeting in April.	INFO
	Flowers for Sonal – This was discussed and it was agreed SR will try again to get Sonal's new address to enable us to send her some flowers.	SR
	Events Info – SR to compile a list of planned events together with date, time and who to contact.	SR
	Next Meeting Monday 13 <sup>th</sup> March at 7:30pm. PY confirmed he will attend.	INFO
8.00	<b>Event Update</b>	
	No update.	INFO
9.00	<b>Events for the Year</b>	
	Garage Sale – Meeting arranged for the 23 <sup>rd</sup> March at 7:30pm in The Bell. SR taking forward.	SR
	Black Caps Event – Booked for the 19 <sup>th</sup> September.	INFO
	Cheese and Wine – The Cheese and Wine event was discussed further. It was suggested we could use Earls Colne Vineyard. CJ to take this event forward. Possible date in July although not the 4 <sup>th</sup> , perhaps the 18 <sup>th</sup> .	CJ
	Race Night – As the preferred date for Black Caps is on the night we had proposed to hold the Race Night CJ to speak to provider to arrange an alternative date – not Bank Holiday.	INFO
	Beetle Drive – It was agreed we didn't have enough experience in Beetle Drives and that this type of event would be put on hold.	CJ
	Santa Deliveries – List of presents for 2014 required from CJ to give us an idea	

	of numbers and ages for next year. CJ to provide copy passed by Sonal.	CJ																																								
10.00	<b>Event Planning</b> Garage Sale – CJ advised the flyer for the garage sale will be ready for the 23 <sup>rd</sup> March.	INFO																																								
	Cheese and Wine – CJ advised she has spoken to the cheese and wine company in Great Horkeley however we would need a minimum of 20 people if we use this company. It was decided we would not use this supplier and would buy and serve cheese, wine and bread ourselves. SR to check to see if we need a licence for this.	SR																																								
	CJ to put company in Great Horkeley off.	CJ																																								
	Summer Event – BS and TB updated the meeting in relation to the meeting held on the 24 <sup>th</sup> February with Graham of Panfield FC and Wayne from The Bell. Wayne advised there is a beer festival planned for the 1 <sup>st</sup> Aug however no offer for us to hold an event on this date. PCA agreed they are happy for Graham and Panfield FC to take the lead on the Summer Event. BS to go back to Graham and offer our support for an event to be held in June.	BS																																								
	Community Café – SR to speak to Braintree District Council regarding Food Prep.	SR																																								
11.00	<b>Funding</b> Kitchen Renovation - CJ advised she has applied to Jewsons and picked up leaflets from Santander and has applied for a council grant – all for kitchen refurbishment.	INFO																																								
	Play Equipment – SR to catch up with Gaynor as she has now attended a meeting with Saling.	SR																																								
	Computers – SR to progress two funding routes for computers.	SR																																								
	My Community Funding – CJ to look at Braintree Website in relation to funding in excess of £100,000 which is available.	CJ																																								
12.00	<b>Pananza</b> Pananza Collections – AJ has spoken to Chivonne Claydon regarding the collection for Kynaston Road and will update the meeting next month.	AJ																																								
	Advertising – SR to advertise Pananza.	SR																																								
	Pananza was drawn and the winners were as follows:																																									
	<table border="1"> <thead> <tr> <th>Amount</th> <th>Name</th> <th>Address</th> <th>Ticket No.</th> </tr> </thead> <tbody> <tr> <td>£50</td> <td>Prince</td> <td>Willowside</td> <td>0711</td> </tr> <tr> <td>£20</td> <td>C &amp; J</td> <td>St Marys Close</td> <td>3842</td> </tr> <tr> <td>£10</td> <td>Rice</td> <td>St Marys Close</td> <td>0511</td> </tr> <tr> <td>£10</td> <td>Grose</td> <td>Kynaston Road</td> <td>2906</td> </tr> <tr> <td>£5</td> <td>McDonald</td> <td>Thistledown</td> <td>2929</td> </tr> <tr> <td>£5</td> <td>Gray</td> <td>Kynaston Road</td> <td>3434</td> </tr> <tr> <td>£5</td> <td>McEwan</td> <td>Kynaston Road</td> <td>1271</td> </tr> <tr> <td>£5</td> <td>Kelly</td> <td>Kynaston Road</td> <td>3755</td> </tr> <tr> <td>£5</td> <td>Godbold</td> <td>Kynaston Road</td> <td>3709</td> </tr> </tbody> </table>	Amount	Name	Address	Ticket No.	£50	Prince	Willowside	0711	£20	C & J	St Marys Close	3842	£10	Rice	St Marys Close	0511	£10	Grose	Kynaston Road	2906	£5	McDonald	Thistledown	2929	£5	Gray	Kynaston Road	3434	£5	McEwan	Kynaston Road	1271	£5	Kelly	Kynaston Road	3755	£5	Godbold	Kynaston Road	3709	INFO
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	SR to provide list of winners to Anne Cole for inclusion on the website.	SR																																								
	TB to provide hard copy of winners to Don Rust.	TB																																								

13.00	<b>Any Other Business</b>	
	Gardening Club - There has been a concern expressed over the numbers attending Gardening and Patchwork Clubs. PY to add this to his write up for the RAP.	PY
	Meeting Minutes – It was agreed the Joint Secretaries MC and SR will complete meeting minutes in turn at each meeting.	MC/SR
14.00	<b>Next meeting date</b>	
	Monday 20 <sup>th</sup> April 2015 @7:30pm in the Village Hall.	ALL