

## Panfield Community Association Meeting

Monday 15<sup>th</sup> September 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  Christine Joyce                 PCA Treasurer  Sarah Reid                        PCA Joint Secretary  Bridget Smith                  PCA Committee Member  Jenny Edwards                 PCC Councillor</p>	INFO
2.00	<p><b>Apologies for Absences received</b></p> <p>Margaret Cockwell         PCA Joint Secretary  Lesley Lee                        PCA Committee Member  Sonal Mody                       PCA Chairman</p>	INFO
3.00	<p><b>Approval of Minutes</b></p> <p>Minutes from meetings in June and July were approved</p>	INFO
4.00	<p><b>Actions Arising</b></p> <p><i>RAP Costs</i> – CJ to invoice Church for RAP. It was agreed the outstanding monies would be equally split between the Church and PCC</p> <p><i>Electrical Remedial Works</i> – It was agreed all outstanding works from the electrical report had been completed.</p> <p><i>Renovation Works</i> – It was accepted the hooks cannot be removed from the ceiling due to the presence of Asbestos however the brackets shelves and speakers have been removed. The cooker height has been adjusted. Floor complete.</p> <p>SM to advise on the decoration of the toilet doors and the hall door and removal of signs including the “no smoking” signs.</p> <p>SM to advise on the new fire exits signs.</p> <p>LC to source new toilet door signs.</p> <p>TB advised he may have a clock.</p> <p>Anne Cole has been contacted to find out if David has some images of the village that can be used. CJ following up.</p> <p>Curtain poles are complete. SR confirmed the blind will be fitted tonight.</p> <p>It was agreed a doormat would no longer be required.</p> <p><i>Vintage Villagers</i> – CJ confirmed Anne Cole will be cooking again for the Vintage Villagers lunch.</p> <p><i>Village Christmas Tree</i> – It was agreed there would be no Christmas tree on the village green however a Christmas tree will be displayed in the village hall.</p> <p><i>Bingo</i> – It was agreed the Friday afternoon Bingo would be launched in the new year.</p>	<p>CJ</p> <p>INFO</p> <p>INFO</p> <p>SM</p> <p>SM</p> <p>LC</p> <p>TB</p> <p>CJ</p> <p>SR</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p>

<i>Gardening Club Allotment</i> – This will progress once building works are completed.	INFO
<i>Broadband</i> – CJ advised she had contact BT and is awaiting a quote and will report back on receipt of the same.	CJ
<i>Father Christmas</i> – LC confirmed David Peak is happy to drive the tractor again this year and Brian has agreed to be Father Christmas.	INFO
<i>Twinning</i> – BS advised the Garden Party is on 28 <sup>th</sup> September. The Mediterranean Night is in Nov, date to be confirmed (22 <sup>nd</sup> or 29 <sup>th</sup> ) and the Beetle Drive will be on 12 <sup>th</sup> October.	INFO
<i>Hanging Baskets</i> – These have been completed, all those in attendance commented how lovely the baskets are and thanked Lynne and Tony for their contribution.	INFO
<i>Benches</i> – It was agreed CJ would order the benches. These would be delivered to CJ's work and collected by SR.	SR
<i>Water Butt and Shed</i> – JE has kindly offered a water butt and shed. SR to collect these when benches are collected.	CJ/SR
<i>Distribution of Keys</i> – LC advised she now had the keys and will bring them to the next meeting for distribution.	LC
<i>Noticeboards</i> – SR and BS agreed to make progress on this.	SR/BS
<i>Minutes of Meeting</i> – JE advised she doesn't receive minutes. SR to ensure minutes are issued to JE. JE provided her email address for this purpose.	SR
<i>Agenda</i> – JE also advised the Meeting Agenda should be issued more than 3 days before the meeting date in accordance with the constitution. SR advised this will happen in the future and apologised for this error.	SM/SR
<i>Bank Signatories</i> – CJ advised Stuart White has been removed from the bank account. JE and Stuart need to go to the bank together to get the address changed. CJ to contact Stuart to arrange a convenient date.	CJ
JE agreed to become a Committee Member to enable her to remain as a signatory. It was agreed this would be reviewed again in January.	INFO
<i>Hall Cleaning</i> – TB confirmed he has been cleaning the hall.	INFO
Cleaning materials and stock control of the same was discussed. Key to be passed to TB for store cupboard where cleaning materials are kept.	SM
<i>Allotment Tap</i> – JE confirmed the PCC are happy to pay for the water from the proposed tap at the allotments.	INFO
<i>PCC Meeting</i> – LL and SM attended in September. SR and LC agreed to attend in October. JE advised meeting is on the 13 <sup>th</sup> October.	SR/LC
Launch Night – CJ advised flyers will be ready on Friday and will deliver them to SR for distribution. Distributors for the flyers were discussed and it was agreed:	SR
TB - Thistledown/Ketleys View	TB
SR – Bell Lane and Queens Gardens and Badger's Leap	SR
Chivonne and Angie – Kynaston Road/Church End	SR

	LL – Meadow Close SM – St Mary's Close CJ End of village and Hall Road	LL SM CJ
	CJ asked if flyers can be delivered this weekend.	ALL
	<i>Father Christmas</i> – CJ advised booking form has been redrafted.	INFO
	<i>Baby Belling</i> – CJ to purchase Baby Belling. LC advised LL's mum may have one for sale.	CJ
	<i>Village Questionnaire</i> – It was agreed Anne Cole would be asked about data gathered from village questionnaire. SM to progress.	SM
	Slimming World – CJ advised SM had approached Slimming World and a number of other similar organisations and unfortunately they are not able to start a new group in the village hall.	INFO
5.00	<b>Treasurer's Report</b> CJ advised there was £15k in the Santander account however £7k has been withdrawn, £5k for the flooring and £2k has been transferred to the current account.	INFO
	£900 has been banked.	INFO
	£270 was made at Saturday's whole village garage sale.	INFO
	Invoices to PCC will be issued by the end of September as this is our financial year end.	INFO
	LC is chasing the Black Caps and the gentleman who uses the sheds as this money needs to be in before the end of the financial year.	LC
	Lottery Form – CJ to get solicitor to look through the lottery form.	CJ
	Pananza – It was agreed Don would be asked to pass the cash received over and not to issue cheques. Don to be provided with a receipt book so he can give collectors a receipt for the cash handed over. CJ to progress.	CJ
	CJ discussed the committee's membership of RCCE. It was agreed for £48 per year this would be continued. CJ to progress.	CJ
6.00	<b>Bookings Report</b> LC advised we had two enquires and one other interested party who visited the village hall on Saturday and there has been really positive feedback on the village hall in general.	INFO
	LC advised she is working on a new poster which will be used to advertise the village hall.	LC
7.00	<b>Update from Parish Council</b> Je advised there had been a consultation in the village hall in relation to the two new proposed houses in the village.	INFO
	JE advised there are plans for two new speed indicator signs in the village – these will be solar powered.	INFO
	JE advised there are plans for a new bus shelter however the location has yet to be agreed.	INFO

8.00	<p><b>Event Planning</b></p> <p><i>Calendar Meeting</i> – The meeting was advised the Calendar Meeting will be held at 7:30pm on Wednesday 7<sup>th</sup> January. SM to advise parties and Anne Cole to put information on website. SM to speak to Anne Cole.</p> <p><i>Launch Night</i> – The Launch Night will be on the 11<sup>th</sup> October. A meeting has been arranged for Monday 29<sup>th</sup> September at 7:30pm in the Village Hall. The items for discussion are Capacity, Layout, Raffle Prizes.</p> <p>SM to confirm the band have been confirmed.</p> <p><i>New Year Party</i> – Sr to speak to DJ she knows and BS to speak to DJ she knows to get prices.</p>	SM
9.00	<p><b>Any Other Business</b></p> <p>TB advised the snooker table which is in poor condition and the table tennis table have been stored in the shed.</p> <p>The Coffee Morning being organised by Chivonne is being held on 30<sup>th</sup> September.</p> <p>Alternative options to removing the wall were discussed including removing part of the wall or building a conservatory.</p>	ALL
10.00	<p><b>Panza</b></p> <p>The committee were unable to draw Pananza as the tombola is locked and no one in attendance has a key. It was agreed this would be drawn at the Launch Night meeting on the 29<sup>th</sup> September.</p>	SM
11.00	<p><b>Next meeting date</b></p> <p>Monday 20<sup>th</sup> October 2014 @7:30pm in the Village Hall</p>	INFO