

PANFIELD COMMUNITY ASSOCIATION

Registered Charity Number: 270564

Minutes of the PCA Committee Meeting Held On: [25th November 2013]

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

Ref.	Agenda Topic	Action
1.	Apologies were received for those committee members not able to attend the meeting.	
2.	<p>Minutes of the previous meeting. The minutes were accepted as a true record of that meeting and signed by the chairman.</p> <p>Matters arising from previous meeting.</p> <ul style="list-style-type: none"> - Action item from minute 3 was completed and a notice to villagers was prepared and distributed advising them of the urgent need for volunteers to join the committee. - Action items from minutes 6,8 and 11 are in progress. 	
3.	<p>Response to recruitment poster. The meeting was advised that a small number of people had contacted the Association to say that they might be prepared to help with events. None had volunteered to join the committee.</p> <p>Chris Bassett had emailed members of the committee commenting on the implications for the village if Round About Panfield was closed. Members noted that advertisers would have to be repaid, about £240 currently, and other contributors to the RAP would have to develop alternative means of communicating their activities in the village.</p> <p>The meeting then discussed the situation in the light of the disappointing response and concluded that the village needed to be informed of the outcome of the appeal.</p> <p>Action: SW and PY to draft a notice to villagers informing them that the forthcoming annual general meeting was the final opportunity to save the village hall and Community Association from closure. CJ advised the</p>	All

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	meeting that she would print the document as soon as it had been agreed. Distribution by committee members to be completed as soon as possible before the AGM.	
4.	Annual General Meeting 16.12.2013. It was agreed that the notice for the AGM should incorporate the document discussed in agenda item 3. The agenda for the AGM should also include reports from the Chairman and Treasurer of the PCA. Other items should include the appointment of the inspector of accounts, the appointment of a new committee, if any, and the future of the Community Association and village hall.	
5.	Vintage Villagers Christmas Meal – Christine’s Plan. CJ advised the meeting that she had made the following arrangements for the event. All cooking would be carried out off site and food transported to the hall then kept warm. Crockery, cutlery and glasses would be provided on the day. Vegetable preparation by JE, cooks to be CJ and Anne Cole, waiters PY, SW, SM plus two staff members from JE’s company. Consumables, crackers, table clothes and other items would be obtained from the Cash and Carry.	
6.	Craft Fayre Review. Seventeen stalls were provided for the day with an extra table for DIY sales added in the hall. SM took a stand outside the hall to persuade passers-by to come into the hall. PY felt that stallholders should be allowed two hours to set up their displays before the opening of the event. SM reported an income £170 from stall rentals. The committee expressed thanks to SM for her considerable contribution to the success of the event.	
7.	Treasurer’s report. CJ reported that income for October was £972.00, expenditure £330.68. The current account now stands at £11,333.67 and the deposit account at £15,104.82. Pananza income to the Association for the year was £1,797. Interest earned on deposit continues to be small.	
8.	Hall bookings report. SJ reported that she had £60 of income from private hire, one booking for December, one booking for January. Clubs have contributed £157. Total money taken £772.	
9.	Panfield Parish Council Meeting. JE reported that the PPC had received a ROSPA inspection of play equipment. The Police Surgery is to be ended due to lack of manpower. Parish Assembly is to take place on 20/05/2014. There is to be a meeting on 07/01/2014 to discuss and agree dates for events in 2014. PPC has asked if the Association has any events plans to commemorate the commencement of World War 1. The meeting decided to await further information before deciding if they wished to take any action.	

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10.	Any other business. - SM competition for best Christmas decorations outside a house. Action: SM and CJ to judge best entry and award prize. - Santa delivery arrangements. Action: SW to arrange presents and sacks in street order. PY to confirm persons carrying out present deliveries	SM/CJ SW PY
11.	The next meeting is the Annual General Meeting and will be held on 16th December 2013. There being no further matters to discuss, the meeting was closed by the Chairman.	

Peter Yates - Chairman
Panfield Community Association

Date Approved: _____