

Panfield Community Association Meeting

Monday 20th October at 7:30pm in The Village Hall

Ref		Action
1.00	<p>In Attendance</p> <p>Tony Banks PCA Committee Member Lynne Canning PCA Bookings Clerk Christine Joyce PCA Treasurer Lesley Lee PCA Committee Member Sonal Mody PCA Chairman Sarah Reid PCA Joint Secretary Jenny Edwards PCC Councillor</p>	
		INFO
2.00	<p>Apologies for Absences received</p> <p>Margaret Cockwell PCA Joint Secretary Bridget Smith PCA Committee Member</p>	
		INFO
3.00	<p>Approval of Minutes</p> <p>Minutes from meetings in September were approved</p>	
		INFO
4.00	<p>Actions Arising</p> <p><i>RAP Costs</i> – CJ confirmed Parish Council and Church have been invoiced.</p> <p>Toilet Signs have been fitted</p> <p>TB to fit new fire exits signs.</p> <p>Toilet door signs have been fitted.</p> <p>Clock has been fitted.</p> <p>It was agreed SR would put backing paper and border on the noticeboard.</p> <p>Blind has been completed and fitted.</p> <p><i>Broadband</i> – CJ to progress.</p> <p><i>Benches</i> – these have been collected and assembled.</p> <p><i>Water Butt and Shed</i> – It was agreed JE would hold onto water butt and shed until allotment is allocated.</p> <p><i>Allotment</i> – SM to speak to Becky to see if she is interested in managing allotment.</p> <p><i>Minutes of Meeting</i> – JE confirm minutes are now received.</p> <p><i>Agenda</i> – It was confirmed the agenda was issued as required this month.</p> <p><i>Bank Signatories</i> – CJ still trying to contact Stuart.</p> <p><i>Hall Cleaning</i> – TB confirmed he now has the keys for the cleaning cupboard.</p> <p><i>PCC Meeting</i> – SM attended the meeting in October.</p> <p><i>Baby Belling</i> – CJ to purchase Baby Belling. LL requested some decent kettles, CJ to order.</p>	
		INFO
		INFO
		TB
		INFO
		INFO
		SR
		INFO
		CJ
		INFO
		INFO
		SM
		INFO
		INFO
		CJ
		INFO
		INFO
		CJ

	<i>Village Questionnaire</i> – SM yet to speak to Anne Cole.	SM
	Outstanding Monies – SM to call the shed man.	SM
	Small Lotteries – CJ confirm solicitor has confirmed there is nothing to concern us in signing the small lotteries paperwork.	INFO
	Pananza – SM advised the collectors for Thistledown and Ashton Cottages are ceasing collecting. SM to find new collectors.	SM
	CJ needs a reconciliation of the Pananza income and expenditure. CJ to contact Don.	CJ
	SM confirmed the Pananza wa drawn at the Launch Event Meeting on 29 th September.	INFO
	Calendar Meeting – SM has spoken to Anne and can confirm the calendar event is on the website.	NFO
	New Year – SR confirmed DJ equipment is being provided free of charge.	INFO
5.00	Treasurer's Report CJ advised she is currently working on the year end accounts and the year-end report will be issued.	INFO
	The Parish Council, the Church and The Bell have been invoiced for the RAP as follows:	
	£130 Parish Council	
	£180 Church	
	£55 The Bell	INFO
	LC handed over cash from Launch Night	INFO
	It was agreed the Black Caps can have four weeks use of the hall for free.	INFO
6.00	Bookings Report Beetle Drive – LC to speak to Bridget.	LC
	LC advised she is waiting for payment from the Gardening Club however Jeff is aware.	INFO
	LC confirmed the Vintage Villagers as the 4 th December and clarified there is no clash between this and the Patchwork Club which is on the 3 rd December.	INFO
	LC advised there is a booking on the 30 th December and they require the use of the gazebo.	INFO
7.00	Update from Parish Council JE advised there was very little to report from the Parish Council Meeting.	INFO
	JE clarified there are plans for only one new speed indicator signs in the village not two as previously advised.	INFO
	JE agreed to speak to Green King in relation to the changing rooms as it needs to be clear that these belong to the village.	INFO
	JE highlighted the need to be careful on the content in the RAP compared to when it is distributed as a number of events advertised in the October RAP had already been and gone. SM noted this and assured JE this will be carefully	

	monitored.	SM
8.00	Event Planning <i>Race Night</i> – CJ to get tickets to LC	CJ
	The Race Night meeting will be held at 7:30pm on Monday 3 rd November in The Bell.	ALL
	<i>Viltage Villagers</i> – CJ advised she is meeting with Anne on Wednesday night. It was agreed a plan would be compiled at the next meeting.	CJ
	<i>New Year</i> – CJ arranging Flyer. It was agreed entry would be £5.	CJ
	Santa – SM advised about 10 Satna bookings have been received. SM to forward booking form to SR for printing and we can distribute this at the same time as the race night flyers.	SM
	It was agreed we would present wrap on Saturday 20 th December from 1pm.	ALL
9.00	Any Other Business SR agreed to clean the plaque for June Butcher.	SR
	TB agreed to fit the security light.	TB
	Alternative options to removing the wall were discussed including removing part of the wall or building a conservatory.	INFO
10.00	Panza Panza was drawn.	INFO
11.00	Next meeting date Monday 17 th November 2014 @7:30pm in the Village Hall	ALL