

# PANFIELD COMMUNITY ASSOCIATION

Registered Charity Number: 270564

## Minutes of the PCA Committee Meeting Held On: [21/October/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		
William Saward (Chairman Panfield Parish Council. By invitation)			

Ref.	Agenda Topic	Action
1.	Apologies were received and noted for absent members of the committee.	
2.	Minutes of the previous meeting. The minutes of 23 <sup>rd</sup> September were considered by those present and accepted as a true record and signed by the chairman. Matters arising. These are covered more fully under other agenda items.	
3.	<p>Future of the Panfield village hall and the Community Association. The meeting considered three matters that have an impact on the future viability of the Community Association and general use of the village hall.</p> <ul style="list-style-type: none"> <li>- Failure to secure an asset transfer of the village hall from Essex County Council (ECC)</li> <li>- The increasingly dilapidated state of the hall and the need to invest in its refurbishment and improvement</li> <li>- The forthcoming resignations of committee members at December's Annual General Meeting of the Association</li> </ul> <p>It was established that the Association has insufficient funds to purchase the hall and that it will remain as a leased asset for the foreseeable future. Any Association investment in hall improvements (e.g. enlarging the meeting area, new disabled toilets) could quite possibly be lost if ECC decided to sell the hall and land for development.</p> <p>The fully repairing lease requires the Association to use its funds to maintain the premises and that heavy expenditure on the heating system, kitchen refurbishment and floor repairs will soon be needed.</p> <p>The current management committee will finish its term in December and a number of members will not stand for re-election. Unless additional members are recruited it will not be able to carry out its duties.</p>	

## PANFIELD COMMUNITY ASSOCIATION

**Registered Charity Number: 270564**

	<p>It was concluded that: -</p> <ol style="list-style-type: none"> <li>(1) Panfield residents needed to be made aware of the current difficulties threatening the Association and volunteers sought to join the committee.</li> <li>(2) That if no viable committee could be formed the Community Association would have to be wound up with the subsequent loss of the village hall and the disposal of its other assets.</li> <li>(3) That these matters needed to be resolved with some urgency in view of the forthcoming Annual General Meeting in December.</li> </ol> <p>Action: SW to draft a statement for consideration by the committee prior to its circulation in the village.</p>	SW
4.	<p>Declaration of eligibility for newly appointed trustees. Members had been copied with two documents, one provided by the Charity Commission that newly appointed trustees would be required to sign in future and the second outlining the duties of a trustee. The committee considered them and agreed to adopt them as part of the induction for trustees.</p>	
5.	<p>Race night review. CJ reported that thirty people attended but because the Bell ran a competitive Race Night on the same night the amount of money taken was reduced. However the evening was considered to be enjoyable and generally a success.</p>	
6.	<p>Craft Fayre update. SM reported that the fifteen stalls for this event were now fully taken up and that there were a number of craft stalls in reserve if needed. Possible sources for advertising were considered including Drive Time, Street Life and free advertising in Braintree and Witham Times together with display signs at both ends of the village and on the junction with Shalford Road. It was agreed that the event needed to be advertised as widely as possible and it was proposed and accepted that £20 of funds be set-aside for this purpose.</p> <p>Action: Four village signs and advertising to be arranged.</p>	SM/JE/PY
7.	<p>Vintage villagers Christmas meal update. JE reported that she now had thirty-six bookings for the event and would be circulating a letter to those attending giving details of the venue and asking if anyone needed to be collected by car. Viewing of the Church Hall to be arranged by the end of November.</p>	
8.	<p>Hall Bookings. SM reported very fully on the buoyant situation with bookings and the recent income she had received of £137. She advised the committee of her need to rent one of the garages for toy storage for the playgroup she organises. PY volunteered to look at available storage.</p>	

## PANFIELD COMMUNITY ASSOCIATION

**Registered Charity Number: 270564**

	Action: Garages to be checked for availability/feasibility as toy stores	PY
9.	<p>Treasurer's report. CJ reported that she was currently preparing the end of year accounts but that the Association appeared to have total funds of approximately £27,000 before adjustments. The current account now stood at £10,692 compared to the previous year's £6,900, window and soffit replacement in 2012 being the reason for the difference.</p> <p>The meeting then discussed the publication costs and funding of the now bi-monthly RAP magazine, the principle vehicle for communication of local information in the village. WS stated that the Parish Council, which had funded the publication for many years, was no longer prepared to continue bearing the full costs but that they were prepared to pay a proportion of them in view of their continuing need to inform the parish of council activities. It was noted that the Association would now lose the advertising revenue that had previously contributed towards the hall running costs, as this would now have to be used to meet the cost of publication.</p>	
10.	<p>Parish Council Meeting. WS advised the meeting that the clerk to the Parish Council could now be contacted via a non-personal email account at "panfield-parish-clerk@outlook.com". The change, he felt, would provide better protection against the spread of computer viruses to individuals personal computers as Microsoft, who own outlook.com, provide virus protection on their site. He further advocated the adoption of this measure to the Association and Panfield clubs and societies.</p>	
11.	<p>Any other business.</p> <p>PY informed the meeting of a letter received complaining of the poor cleaning being carried out in the hall.</p> <p>A proposal to put Christmas lights up outside the hall was put forward.</p> <p>Actions:</p> <ul style="list-style-type: none"> <li>(1) Cleaner to be contacted to check when cleaning takes place.</li> <li>(2) Hall to be checked for cable access to internal switch socket.</li> </ul>	PY
12.	Date of next meeting. 25 <sup>th</sup> November 2013.	

\_\_\_\_\_  
**Peter Yates – Chairman**  
**Panfield Community Association**

**Date Approved:** \_\_\_\_\_