

PANFIELD COMMUNITY ASSOCIATION

Registered Charity Number: 270564

Minutes of the PCA Committee Meeting Held On: [23rd September 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 and noted for absent members of the committee.	
2.	<p>Minutes of the previous meeting. The minutes of 19th August were considered by those present and accepted as a true record and signed by the chairman.</p> <p>Matters arising.</p> <ul style="list-style-type: none"> - PY has provided a signed copy of the AGM to CJ in order to correct the signatories for the Lloyds current account. - Gas charges have yet to be checked. - CJ has raised invoices for the Bell and the Church to collect their contributions towards the costs of producing the RAP. - Printing supplier change. JE has raised this with Chris Bassett and he and CJ will need to discuss it further. - Tom Smith electrical inspection and certification work now paid. - List of hall rates. CJ needs to consult with SM before publication. - Historical documents were made available for the meeting on 6/9/13 - Garden produce show. Documentation was edited and made available for printing. - Race night. Chivonne will not be available to organise the event and therefore an alternative organiser is now required. - Craft fair, to be discussed under item 5. - Pensioners Christmas lunch to be discussed under item 7. - RAP items. JE has organised the collection and passing on of items for inclusion in the RAP for September. - Prevention of fraud by PCA committee members. SW to provide form for members to sign. - Panfield fete 2014. Date to be confirmed with the Bell public house. 	<p style="text-align: center;">CJ</p> <p style="text-align: center;">CJ/SM</p> <p style="text-align: center;">SW PY</p>

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3.	<p>Review of Autumn Show. PY felt the show was disappointing with little participation from the Garden Club. Advertising had been limited and needs to be provided earlier for greater impact. SM felt that there was a need for children to be encouraged to participate as well as their parents. There was competition for audience numbers between the show and the harvest lunch, which was held on the same day. All these factors probably contributed to the low attendance levels. JE asked the committee to note the excellent work that Michelle had provided to support the event. The committee members considered that as a first attempt at an Autumn show the results had been disappointing but that they would learn from it and make suitable improvements for 2014.</p> <p>There was criticism about the tidying up arrangements with produce being left behind for several days and the tables not being put away. The band's booking was provided free of charge because of the condition that the hall was left in.</p>	
4.	<p>Race night arrangements. CJ has contacted the event provider who will provide more details about the process. She has also contacted Nigel, the tote organiser and has produced leaflets to advertise the event in the village. The RAP contains an entry for the event in its list of forthcoming attractions. Committee members to be available on the night to assist with arrangements. File with Jan Cray that contains details of the race night. Punters to bring their own food and drink. Doors open at 19.30 with first race at 20.00.</p>	
5.	<p>Craft fair arrangements. CJ gave an update on contributors to the event as follows: - Sarah Knight, Country Homewares, Sparkly Jewellery, Crystal Rose, Wooden Toys, We Are Homemade and My Chocolate Explosion. Others potential contributors being approached include Patchwork, art club members and a supplier of boxed presentations soaps.</p> <p>The event is to take place on 23 November with display stand bookings taken by SM. The committee then considered several other possibilities (Sale of alcohol, Hog Roast, Entry fee, Band, Choir). These were rejected for several reasons but mainly due to the size of the hall, the lack of a license to sell alcohol and the appropriateness of the proposal for a craft fair.</p> <p>The number of stalls the hall could accommodate was not known and PY/SW agreed to layout the room with tables for clarification.</p> <p>Action:</p>	PY/SW

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6.	<p>Pantomime or puppet show arrangements. SM has done considerable investigative work and outlined her findings to the committee. The puppet show was not considered to be viable in the village hall but the Wizard of Oz is to be performed at the Bocking Arts Theatre commencing 19th December and has a capacity for an audience of 220. Hire of an eighty-seat coach from Flagfinders to transport children and parents to the theatre would be £280.</p> <p>Two issues raised concerns with committee members. These were firstly the uncertainty over numbers of children who would wish to participate and secondly the additional costs to the Association, which had already committed money to the Christmas meal for pensioners. In view of this it was proposed and agreed by members that the event advertised in the September RAP would be simply a provision of information to residents of Panfield of the available pantomimes and venues within the area for publication in the next issue of the RAP.</p>	
7.	<p>Pensioners Christmas lunch arrangements. This will take place in the Church Hall on 4th December commencing at 12.30 p.m. with a sit-down lunch for 40 being served at 1.00 p.m. The menu of a main course and pudding has been agreed between CJ, JE and Anne Cole all of whom are participating in the cooking. JE has volunteered to take the bookings and has about 24 already signed up for the lunch. Organisers, cooks and waiters to be available at the hall by 10.00 a.m. on the morning of the event. A planning document is to be distributed by CJ. Hire of crockery, glasses and cutlery to be arranged.</p> <p>Action: Planning document and hire of crockery etc.</p>	CJ
8.	<p>Recruitment of committee members. A potential new committee member has now declined the invitation as the Association was unable to confirm she would be able to play music until midnight if she hired the hall. The meeting then discussed how late music should be permitted to continue in the hall.</p> <p>It was proposed that music should not continue beyond 11.30 p.m. and this was accepted.</p> <p>The Panfield Chapel owner was another possible committee member but attempts to contact her had been unsuccessful. Mark Taylor had also shown interest but he had recently joined Panfield Parish Council and it was not anticipated that he would find time to participate in both.</p>	

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	It was proposed and agreed that the RAP should be used to advertise the committee vacancies on a regular basis. Content to be agreed.	
9.	<p>Treasurer's report. CJ provided her written report and talked through it with the committee.</p> <p>PY requested a float for the cleaner to purchase consumables she uses in cleaning the hall. Agreed to allow £20 float so long as receipts were produced for expenditure.</p> <p>CJ provided the waste disposal certificate and the RCCE membership certificate for display and promised to send out copies of the RCCE brochure to members.</p> <p>CJ advised the committee that on Saturday 12.10.2013 a conference is being held by RCCE at a charge of £15 per head covering many of the health and safety issues applicable to the management of village halls.</p>	
10.	<p>Hall bookings. SM provided her report of hall bookings and members were asked to note that all bookings and payments were up to date apart from the Keep Fit class. Ad hoc bookings appeared to be in decline with a number of cancellations having been made.</p>	
11.	<p>Parish Council meeting JE advised that Peter Tattersley, the District Councillor, would be meeting with Roger Walters of Essex County Council to support the negotiations that would follow between the PCA and ECC concerning the hall lease.</p> <p>It was suggested that Essex Air Ambulance might be invited to take a stall at the next fete in Panfield to promote the good works that they carry out.</p>	
12.	<p>Any other business. The draw for the Pananza took place.</p>	
13.	<p>Date of next meeting. 21st October 2013 at 7.30 p.m.</p>	

Peter Yates - Chairman
Panfield Community Association

Date Approved: _____