

PANFIELD COMMUNITY ASSOCIATION

Registered Charity Number: 270564

Minutes of the PCA Committee Meeting Held On: 15th April 2013

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

Ref.	Agenda Topic	Action
1.	Apologies. Members attending the meeting and apologies from those not present were recorded in the minutes.	
2.	<p>Minutes of the previous meeting.</p> <p>The minutes of the meeting of 26th March were approved by the committee as a true and accurate record of those proceedings and were signed by the Chairman. It was agreed that SW should hold the signed copies of the minutes until such time as a secure area or filing cabinet was made available for record storage at the hall.</p> <p>Action: SW to hold signed copies of the Minutes for the Association</p> <p>Matters Arising.</p> <ul style="list-style-type: none"> - Financial procedures – see agenda item 4. - Business Plan – see agenda item 6. - Pananza and transfer of hall bookings – see agenda item 5. - Sheila Stubbs donation – see agenda item 7. - Fete – see agenda item 11. - Flower show and sale – see agenda item 8. - Hall consumables – see agenda item 9. - British Gas bill – see agenda item 9. - Charity Commission website. CJ has provided the necessary information to cover contingency arrangements. - Electrical inspection of the hall – see agenda item 9. 	SW
3.	<p>Treasurer's Report.</p> <p>CJ reported that she was receiving details of the Pananza collections and hoped to be able to change the method for money being transferred to the PCA in due course.</p> <p>The Summary Report for March was then presented showing that income was lagging slightly behind expenditure for the month. The current</p>	

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	account had a balance of £9080.71 and the deposit account a balance of £15097.22.	
4.	<p>Financial procedures. The revisions to the draft financial procedures recorded in the March minutes were considered. There were no objections from committee members and it was therefore agreed that they should be incorporated in the draft document.</p> <p>Action: CJ to include revisions in the financial procedures.</p>	CJ
5.	<p>Hall Bookings. Paperwork has been passed over to AC and she is now getting to grips with the activity. There is a need for a new notice to be displayed to the public outside the hall so that they may know how and who to contact to book the hall.</p> <p>Action: AC to design notice for display on the external notice board.</p>	AC
6.	<p>Business plan. Contributions are urgently required for the first stage of the proposal to acquire the hall. AC requested that they should be provided as Microsoft Word documents with tracking turned on so that she could identify any new or replacement text.</p> <p>Action: Contributions to the business plan to be provided by members.</p>	All
7.	<p>J Butcher and S Stubbs memorial benches – ordering and installation. The clerk to the Parish Council had emailed a suggestion that low or no maintenance re-constituted plastic benches might be a better alternative to wooden.</p> <p>Action: SW to investigate</p>	SW
8.	<p>Flower show and sale update In view of the poor weather experienced recently it was decided to delay the spring show until 13th May. It is to take place in the Church Hall.</p> <p>Action: Notices to the public to be arranged by PY.</p>	PY
9.	<p>Hall day to day management Ordering consumables. Reporting of low stock situations.</p> <p>Action: SW to produce a spreadsheet of items that can be re-ordered from local suppliers for the cleaner to complete as required.</p>	SW

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	<p>Gas consumption reporting. Avoidance of estimated readings.</p> <p>Action: CJ to contact British Gas to obtain access to the online meter reading reporting facility. SW will read the meter and pass the details to CJ when needed.</p> <p>Certificates to be displayed. Arrangements are in hand to ensure electrical test certificates have been obtained and are displayed together with a gas safety certificate and public liability insurance details. Live and recorded music licenses are already in hand and available shortly.</p> <p>Action: PY to proceed with electrical supply and distribution check.</p>	<p>CJ/SW</p> <p>PY</p>
10.	<p>Panfield Parish Council meeting.</p> <p>JE reported on her recent attendance at the meeting of the Parish Council and items of interest as follows.</p> <p>The chairman of the Parish Council, John Moorey, has announced that he will be stepping down due to pressure of work.</p> <p>There will be a Police Surgery at the next coffee morning in the village hall on 26th April.</p> <p>The Community Association were asked to take on the cost of publishing the Round About Panfield magazine, estimated to be £900 per annum for six issues. This would be when sufficient advertising revenue was available to meet that cost.</p> <p>The Parish Council proposed that the Community Association might consider reducing the costs for using the hall at weekends and for children's parties.</p>	
	<p>Panfield Parish Council Meeting – Discussion by the PCA Committee</p> <p>Members expressed their surprise and concern at the Parish Council's suggestion to cut the costs of hall hire to specific groups and to ignore the implications of further income loss by others also demanding a reduction in their charges. It was noted that the hall charges were already well below those of other providers in the district.</p> <p>It was felt that the additional proposal to pass the cost of the RAP magazine to the PCA when coupled with the proposed reduction in hall charges showed a clear lack of understanding of the significant funding issues for the Association.</p>	

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	<p>It was noted that the Parish Council had recently increased its precept by 40 per cent, a compulsory local tax, and that this type of income generating policy could not be matched by a charitable organisation such as the PCA which relied solely on gifts or contributions to the services it made available via the public hall, committee members and volunteers.</p> <p>Action: For information only.</p>	
11.	<p>Any Other Business.</p> <p>The University of the Third Age had recently come to Braintree and it was felt that there was an opportunity to promote further use of the village hall to this organisation.</p> <p>Action: JE to contact U3A to promote the hall to their membership.</p> <p>Village Fete.</p> <p>The times for the fete were discussed and it was generally agreed that it should be available from 1.30 p.m. until 4.00 p.m. on the day with the dog show taking place in the morning.</p> <p>PY advised the meeting that a band had been booked for the event, that the dog show would take place in its designated area this time and that he would be writing to Christine Newbury to provide proof that money raised from the event would be going to charity.</p> <p>Action: PY to write to Christine Newbury.</p> <p>Performing Rights Society.</p> <p>AC had received a request from the PRS to carry out an audit of the music played at the hall. It was felt that the PCA was already paying a more than sufficient sum for the license and that the infrequent performances of live or recorded music would make it difficult to carry out a meaningful audit.</p> <p>Action: PRS request to be declined on the grounds of insufficient opportunity to measure the performances.</p>	<p>JE</p> <p>PY</p> <p>AC</p>
12.	<p>Date of next meeting. 20th May 2013.</p> <p>There being no further business the chairman closed the meeting.</p>	

Peter Yates

20th May 2013

Date Approved: _____

Peter Yates - Chairman
Panfield Community Association