

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. 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. 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>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. 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. 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. 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 style="text-align: center;">JE</p> <p style="text-align: center;">PY</p> <p style="text-align: center;">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

Peter Yates - Chairman
Panfield Community Association

Date Approved: _____